



SAGE Academy

Policy # 205 – School Board Meeting Agenda

1. The Secretary, in consultation with the Director(s) and Executive Board Committee, shall develop, prepare and arrange the order of items for the final agenda for each school board meeting.

2. The recommended procedure is as follows:

- Items to be placed on the agenda must be received by the Secretary, Chair or Director(s) no later than seven (7) days prior to the Board meeting.
- The agenda and supporting documents will be delivered to each Board member not less than two (2) days prior to the scheduled meeting of the Board.
- Items may be added to the agenda by a motion adopted at the meeting.

3. Agenda items shall fall under one or more of the current Strategic Plan Goals as established by administration and the Board.

4. The order of business of the Board of Education shall be established by Board action with the following caveats:

- Public Comment shall be a special order of the day for a particular hour (time certain) which shall be printed on the agenda for each regular meeting.
- The dates and times of successive meetings of the Board and/or committee of the Board meetings shall be printed on the agenda of each regular meeting.