

	<b>ABERDEEN SCHOOL DISTRICT</b>	<b>NEPN Code: BEDD</b>
	<b>POLICIES AND REGULATIONS</b>	

## **SCHOOL BOARD MEETING - ORDER OF BUSINESS**

For the general transaction of business, the standard parliamentary rules shall be observed; and, in case any disputed questions shall arise, *Parliamentary Procedure at a Glance* shall be taken as authority.

### **Order of Business**

The meeting shall include, but is not limited to, the following:

#### Call to Order/Roll Call

The meeting shall be called to order and attendance of the School Board members shall be taken. If a quorum is not established, no business may be conducted.

#### Pledge of Allegiance

#### Good News Report

Outstanding efforts and contributions by people in the schools or community are recognized.

#### Approval of the Agenda

During this portion of the agenda, School Board members may amend the agenda if desired and supported by a majority vote of the School Board. The revised agenda including any modifications is approved and guides the remainder of the meeting. Items for either discussion or board action are entertained by the board at this time. The Board may approve, add or delete items on the agenda presented by the Superintendent.

#### Persons Wishing to Address the School Board

Persons wishing to address the Board on school-related items will submit their name, address, and topic of discussion to the clerk of the Board or his/her designee. The president of the Board will request that person to move to the microphone and state his/her name and address and to limit discussion to five minutes.

#### Board Remarks

Board members may comment on local, state or national items of educational or community interest.

#### Approval of Minutes

Action shall be taken to approve minutes of previous meeting(s) held. The unapproved minutes shall have been furnished to the designated legal newspaper of the District for publication.

#### Consent Agenda

The Consent Agenda will include all regular monthly business, approval of payroll, approval of claims, bid awards, the finance report, a consolidated report of trust and agency accounts, and authorizations and ratifications, and the personnel report. At the request of any School Board member, items contained within the Consent Agenda may be pulled from the Consent Agenda and discussed as a separate issue or may be deleted from the Consent Agenda or revised within the Consent Agenda.

## Reports of the Superintendent

Included in this portion of the agenda are topics for discussion which may be either new or unfinished business. The Board will consider written reports and/or hear testimony on subjects brought before the Board by the public, the administration, or Board members. The Board may acknowledge the discussion or act upon a motion in each case.

Policy proposals and suggested revisions of existing policies shall be submitted to the School Board as needed. Proposed policies or amendments shall be discussed as first readings. The next regularly scheduled school board meeting after the first reading is where a second reading and a vote for adoption or approval of amendments shall take place.

## Adjournment

### **LEGAL REFERENCES:**

SDCL 13-8-35 - Publication of Minutes of Board  
SDCL 13-8-34 - Approval and Signing of Minutes of School Board  
SDCL 06-1-10 - Publication of Payroll Information  
Policy BE School Board Meetings

**ADOPTED:** January 8, 2001  
**REVISED:** January 12, 2009  
**REVIEWED:** February 24, 2014  
**REVIEWED:** October 9, 2018