



## WOODBURY LEADERSHIP ACADEMY

Adopted: April 25, 2017  
Board Approved: 2/27/23

### 203.5 BOARD OF DIRECTORS MEETING AGENDA

#### I. PURPOSE

The purpose of this policy is to provide procedures for the preparation of the Board of Directors (BOD) meeting agenda to ensure that the BOD can accomplish business as efficiently and expeditiously as possible.

#### II. GENERAL STATEMENT OF POLICY

It is the policy of the BOD that BOD meetings shall be conducted in a manner to allow the BOD to accomplish its business while allowing reasoned debate and discussion of each matter to be enacted.

#### III. PROCEDURES

- A. While all BOD members may provide input, it shall be the responsibility of the BOD chair (chair) and the school Executive Director (ED) to develop, prepare and arrange the order of items for the tentative BOD meeting agenda for each BOD meeting.
- B. Persons wishing to place an item on the agenda must make a request to the chair or ED in a timely manner. The person making the request is encouraged to state the person's name, address, purpose of the item, action desired, and pertinent background information. The chair and ED shall determine whether to place the matter on the tentative agenda.
- C. The tentative agenda and supporting documents shall be sent to all BOD members three (3) calendar days prior to the scheduled BOD meeting.
- D. Items may only be added to the agenda by a motion adopted at the meeting. If an item added is acted upon, the minutes of the BOD shall include a description of the matter.
- E. At least one copy of any printed materials, including electronic communications, relating to the agenda items of the meeting prepared or distributed by or at the direction of the BOD or its employees and: (i) distributed at the meeting to all members of the governing body; (ii) distributed before the meeting to all members; or (iii) available in the meeting room to all members shall be available in the

meeting room for inspection by the public while the BOD considers their subject matters. This does not apply to materials classified by law as other than public or to materials relating to agenda items of a closed meeting.