

**Policy BDDB-2: AGENDAS**

Status: DRAFT

Original Adopted Date: 07/01/2007 | Last Revised Date: 10/14/2019

**EXPLANATION**

MSIP 6, L2D, states that "The superintendent/chief executive officer ensures that individual requests from local board members are considered by the whole board." MSBA has modified this policy to ensure that individual board members are allowed to place items on the meeting agenda. It has always been MSBA's position that board members' requests for agenda items be honored, with the understanding that a majority of the members present at a meeting could remove the item, postpone the item indefinitely or move it to a different meeting.

MSBA has also removed the language allowing the board not to respond to agenda items added at the request of patrons. If a topic of discussion is placed on the agenda in a timely manner, the board should be prepared to discuss and take action on the item. Keep in mind that the action taken does not have to be a yes/no vote. The board action might be to refer the item to a committee, postpone action until another meeting or allow the administrative decision to stand.

MSBA has also included the requirement to allow organizations that promote human tissue, eye and organ donation to be given at least 30 minutes to present to the board. Section 170.311, RSMo., also requires the board to decide whether the information should be presented to students and parents/guardians, and the manner in which the information should be presented. As to the manner in which the material is presented, the board should rely heavily on input from the administrative team. Finally, the law allows students to opt out of instruction on eye, tissue and organ donation based on "a sincerely held religious or emotional belief which is contrary to such instruction."

*(Board Uses a Consent Agenda)*

The superintendent, in consultation with the board president, shall prepare a tentative agenda for each board meeting. The board shall include the agenda for an open meeting in the public notice of such meetings. The tentative agenda must be prepared in a manner that complies with law and reasonably informs the public of the matters to be considered. The superintendent or designee will provide the agenda to the board with supplemental materials necessary for the meeting.

Any member of the board may request that items to be placed on the agenda by notifying the board president or the superintendent at least five days prior to the meeting. The tentative agenda, related materials and minutes of the previous meeting shall be uploaded and published to Electronic School Board for each member to view at least four days prior to the stated meeting. The agenda items will be included on the tentative agenda unless the board recently discussed the same issue, the board president decides that they should be reserved for a future meeting, or the member agrees otherwise.

The agenda for each meeting of the board shall be adopted or modified by motion of a majority of those board members present. Once the agenda is approved, it shall require a vote of a majority of the board members present to make additional modifications at the meeting may vote to remove or move an agenda item. Items will not be added to the agenda at the meeting except in accordance with law. However, a board member may make a motion to add an item to a future meeting and, if passed, that item will be included on the agenda for that meeting.

Any patron or group of patrons desiring Residents who wish to be included on the agenda for the purpose of addressing the board shall make a request to the superintendent five days prior to the regular board meeting in accordance with policy BDDH. The request shall be submitted in writing, and shall provide sufficient detail to explain fully the issue(s) to be discussed. The board reserves the right to limit the number of and speaking time of spokespersons appearing before the board. Unless unusual circumstances dictate otherwise, the board will not make a decision on an issue(s) presented by an individual or group during that particular meeting. The board reserves the right to waive formalities in emergency situations, within the limitations of state statutes.

The superintendent shall cause a sufficient number of copies of the tentative agenda to be prepared and distributed to persons in attendance at the board meeting.

**Consent Agenda**

In order to use time within the board meetings more efficiently, the school board also utilizes a consent agenda whenever appropriate. Items placed on the consent agenda are routine in nature or are among the many decisions that the board has already determined are in the domain of the administration.

When the consent agenda is presented to the board for action, the board president will provide the opportunity for any board member of the board to request a discussion or removal of any item on the agenda. Any agenda items requested to be removed for removal from the consent agenda by a board member will be placed on the regular agenda. If a board member requests that a consent agenda item be entirely removed from the agenda entirely, a majority of the members present must approve the request depending upon the request of the member and the board's agreement. The board will then vote on and pass or deny the remaining items on the consent agenda are then voted on and passed or denied by a single motion. The minutes of the board meeting shall include the outcome of the vote and a list of all the items which that appeared on the consent agenda.

## Presentations about Organ Donation

In accordance with law, if a state or nationally recognized program or organization that provides unbiased information on organ, eye and tissue donation requests to be on the agenda for the purpose of presenting information about such donations, the board will grant the request and schedule at least 30 minutes for the presentation.

After the presentation, the board will consider the information and decide whether to present such information to students and parents/guardians and the manner in which the information shall be presented.

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**Policy Reference Disclaimer:** These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

### State References

§§ 170.311, 610.010-.035, RSMo.

### Description

State Statute -  
<https://simbli.eboardsolutions.com/SU/slshVClyWU73Tdpv4JZYxrPDw==>

### MSIP References

L-2

### Description

MSIP STANDARDS -  
<https://simbli.eboardsolutions.com/SU/slshJoYvZrjg8upGdrtzrplumBQ==>

### Cross References

IC

### Description

ACADEMIC CALENDAR -  
<https://simbli.eboardsolutions.com/SU/ZrQh9Ry298WHYPLVX0Jg6Q==>