

AGENDA

The Terrebonne Parish School Board President and the Superintendent shall prepare the agenda for all regular and special meetings of the School Board. The agenda shall be itemized so as to advise the public in general terms each subject to be discussed. To accomplish this, School Board Members and citizens shall be required to submit to the Superintendent, in writing, items they wish to have placed on the agenda a minimum of five (5) days in advance of the next regular School Board meeting. (Items to be placed on the agenda for Tuesday night meetings must be submitted by noon on Wednesday prior to the meetings). The itemized agenda shall include the subject to be discussed along with the name of the person requesting that said item be placed on the agenda. The agenda shall not be changed less than twenty-four (24) hours, exclusive of Saturdays, Sundays, and legal holidays, prior to the scheduled time of the meeting.

Each item on the agenda shall be listed separately and described with reasonable specificity. Before the School Board may take any action on the agenda item, the presiding officer shall read aloud the description of the item.

The School Board may take up a matter not on the agenda upon the *unanimous approval of the members present* at a meeting. The motion to add an item not on the agenda shall identify the item with reasonable specificity, including the purpose for the proposed addition to the agenda, and shall be entered into the minutes. In keeping with state law and School Board policy, prior to any vote to add an item to the agenda, there shall be an opportunity for public comment on the motion.

The reports of all committees of the School Board shall be given when deemed necessary by the President and Superintendent.

ORDER OF BUSINESS

The School Board's business shall be transacted in the order outlined below:

1. Call to order
2. Invocation
3. Roll call
4. Consideration of minutes of the last regular meetings and any special meeting(s) held since the last consideration
5. Awards, Commendations, Recognitions, and Announcements
6. Presentation by citizens of any matters they wish to bring to the attention of

the School Board

7. Unfinished business (Unfinished business is defined as items on the previous School Board meeting agenda that were not addressed due to adjournment.)
8. Reports of committees
9. Reports and recommendations of the Superintendent and his/her staff
10. Consideration of matters to be brought up by individual School Board Members
11. Adjournment

Revised: March 2001

Revised: November 2008

Revised: February 2011

Revised: January 2013

Revised: November 2014

Revised: May 2015

Ref: La. Rev. Stat. Ann. §42:19; Jackson v. Assumption Parish School Board, App. 1 Cir. 1995, 652 So2d 549, 1994-0901 (La. App. 1 Circ. 3/3/95); Board minutes, 3-8-73, 2-20-79, 6-19-84, 1-14-86, 1-16-90, 4-16-91, 12-21-93, 2-21-95, 11-19-96, 12-19-00, 3-20-01, 11-18-08, 2-15-11, 1-15-13, 11-11-14, 5-12-15.