

**Board Meeting Agenda****AGENDA PREPARATION AND DISSEMINATION**

The Superintendent shall consult with the Board Chairperson to ensure that an agenda is prepared for all regular and special meetings of the Board. For special meetings, the Board shall consider only those matters which are listed on the agenda.

Agenda Items requiring Board approval shall be provided to the Board members on or before the Wednesday preceding the regular meeting. Any Item added to the Agenda after that date shall note the necessity for immediate action in the rationale for that Item.

Items may be placed on a proposed special called meeting agenda at the direction of the Chairperson and shall be placed on the proposed agenda if requested in writing by four (4) or more Board members.

The agenda of a regular meeting may be amended at the meeting upon affirmative vote of at least four (4) members. However, the agenda for a special called meeting may not be amended once it is posted or delivered to Board members and requesting media.

To reflect the Board's focus on advancing student achievement, the agenda for regular meetings shall be developed in accordance with the following requirements:

1. At least once each month when school is in session, the agenda may include a student presentation, performance, or other demonstration of student learning.
2. At each regular meeting, the Board shall recognize the achievements and contributions of students, staff, schools/councils, or community members.
3. The Board shall receive communications from citizens and schools/councils.
4. Each regular meeting agenda shall contain opportunities for dialogue concerning student achievement issues, including the impact of student learning and support services and an analysis of progress indicators and data.
5. The agenda shall reflect a regular schedule of reports to the Board on the status of District finances, programs, and services.
6. To the extent practicable, standard and/or recurring business shall be organized under a consent provision.

**AGENDA FORMAT**

- I. Moment of Silence
- II. Pledge of Allegiance
- III. Recognitions and Resolutions
- IV. Minutes
- V. Superintendent's Report
- VI. Action Items
- VII. Information Items
- VIII. Consent Calendar (Persons requesting to address the Board on a specific agenda item will speak when that item is brought forward.)

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**AGENDA FORMAT (CONTINUED)**

- IX. Board Reports, ~~Requests~~ and Planning Calendar
- X. Persons Requesting to Address the Board on Non-Agenda Items
- XI. Executive Session (if necessary)
- XII. Adjournment

The policy, statute or regulation that authorizes each business item and a short synopsis of each item shall appear on the agenda.

**DISTRICT EMPLOYEES/MEMBERS OF THE PUBLIC**

District employees and members of the public may address the Board during the period set aside by the Board without submitting an item for the agenda. No action shall be taken during this portion of the meeting on issues raised by employees or the public unless deemed an emergency by the Board.

Employees' concerns dealing with a grievance/communication issue must first be addressed in keeping with the Board's established policy/procedures.

**REFERENCE:**

[KRS 160.290](#)

**RELATED POLICIES:**

01.44  
01.5  
03.16/03.26

Adopted/Amended: 01/26/2015  
Order #: 2015-017