

**Board Meeting Agenda****PREPARATION**

The Secretary of the Board under the direction and approval of the Chairperson shall prepare the agenda for each Board meeting.

Any member of the Board may submit items for the agenda through the Chairperson or the Superintendent. The agenda shall be closed to Board members ten (10) calendar days preceding the scheduled regular meeting unless the addition of a late item is approved by the Chairperson or by a request of three (3) Board members.

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 by three (3) or more Board members.

The agenda of a regular meeting may be amended at the meeting upon affirmative vote of at least three (3) members. However, once the agenda for a special called meeting is posted or delivered to Board members and requesting media, it may only be amended when a new notice and reposting of the agenda, as amended, is completed prior to the twenty-four (24) hour period before the meeting as required by statute.

**DISTRICT EMPLOYEES/MEMBERS OF THE PUBLIC**

District employees and any member of the public may submit items to be considered for the agenda to the Superintendent ten (10) calendar days prior to the date of the meeting by filing the appropriate form. Items may include that the Board consider adoption or amendment of a policy for future application.

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.

**EXCEPTIONS**

Any item submitted after the publishing of a regular Board meeting agenda, and approved by the Superintendent or Board Chairperson as an item requiring immediate action by the Board, shall be noted as revised or as an addendum and considered part of the agenda.

**DELIVERY**

For each regular Board meeting, a meeting notice and agenda including supporting materials, a report of the bills to be paid, and the minutes of the previous meeting(s), shall be emailed to Board members at least three (3) days prior to the meeting .

In the case of emergency meetings called on less than three (3) days' notice, the agenda delivery requirement shall be waived.

**Board Meeting Agenda**

**ORDER OF BUSINESS**

At the hour of the meeting of the Board, or as soon hereafter as a quorum shall be present, the Chairperson shall call the meeting to order and proceed to do business in the following manner:

1. Call to order;
2. Pledge of Allegiance/Mission Statement;
3. Roll call of members;
4. Recognition;
5. Hearing of citizens and delegations;
6. Approval or Rejection of Consent Agenda;
7. Reports;
8. ~~Recommendations of the Superintendent;~~ Action Items;
9. Other communications;
10. New business;
11. Unfinished business;
12. Informational Items;
13. Adjournment.

**REFERENCE:**

KRS 160.290

**RELATED POLICIES:**

01.44  
01.5  
03.16/03.26