

**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.

Board members may review and offer suggestions for future Board meeting agendas during the Board Planning Calendar portion of regular Board meetings. Board members may also suggest topics for inclusion via e-mail to the Board Chairperson, with copy to the Superintendent. Board input is considered and coordinated as the Superintendent and Board leadership develop subsequent Board Planning Calendars and Board Meeting Agendas. In some instances, the Board Chairperson and Superintendent may determine that a requested topic is best addressed through a written report to Board members rather than through inclusion on the Board Meeting Agenda.

Agenda Items and related presentations and supporting or background material shall be provided to the Board members on or before the Wednesday preceding the regular meeting except if significant extenuating circumstances preclude it. 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 three (3) 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, once the agenda for a special called meeting is posted and 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.

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. 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 meeting shall contain opportunities for dialogue among Board members and Superintendent concerning student achievement issues, including the impact of student learning and support services and an analysis of progress indicators and data.

**Board Meeting Agenda****AGENDA PREPARATION AND DISSEMINATION (CONTINUED)**

5. Each meeting shall contain an opportunity for Board members to report on noteworthy events pertaining to the work of schools and the District. Reports are expected to be brief, and other opportunities for sharing information with fellow Board members and the public will be made available to Board members for more extensive communications.
6. The agenda shall reflect a regular schedule of reports to the Board on the status of District finances, programs, and services.
7. To the extent practicable, standard and/or recurring business shall be organized under the Consent Calendar.

**AGENDA FORMAT**

- I. Moment of Silence
- II. Pledge of Allegiance
- III. Recognitions and Resolutions
- IV. Persons Requesting to Address the Board on Non-Agenda Items (Limited to the first three (3) persons who register)
- V. Approval of Meeting Agenda
- VI. Minutes
- VII. Superintendent's Report
- VIII. Action Items
  - IX. Information Items
  - X. Consent Calendar (Persons requesting to address the Board on a specific agenda item will speak when that item is brought forward.)
  - XI. Persons Requesting to Address the Board on Non-Agenda Items
  - XII. Board Reports, Requests, and Planning Calendar
  - XIII. Open Board Discussion (Limited to 30 minutes)
  - XIV. Board Planning Calendar
  - XV. Board Reports
  - XVI. Persons Requesting to Address the Board on Non-Agenda Items
- XIV. Executive Session (if necessary)
- XV. Adjournment

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

**CONSENT CALENDAR ITEMS**

Routine matters and recommendations of the Superintendent that the Board has had an opportunity to review and about which no opposition is expected will be voted on as a single

item in a Consent Calendar. Any Board member may request an agenda item to be removed from the Consent Calendar for consideration as a separate item. To assist in the conduct of orderly and effective Board meetings, the Board member should make every effort to submit the request prior to the meeting via e-mail to the Board Chairperson, copying the Superintendent. POWERS

Depending on the reason for the request and whether Board action is time-sensitive, the Board Chairperson may:

1. Remove the item from the agenda entirely, and add it to the agenda of the next regularly scheduled Board meeting as an Action Item; or
2. Remove the item from the Consent Calendar so the Board may consider it as a separate item during the current Board meeting.

#### **BOARD MEMBER REQUESTS FOR INFORMATION REGARDING AGENDA ITEMS**

To assist in the conduct of orderly and effective Board meetings, to the degree possible, questions by Board members regarding Board agenda items and clarification of recommendations to the Board should be dealt with prior to the meeting. Board members should submit requests for information regarding Board agenda items to the Superintendent as early as possible to allow the Superintendent and staff adequate time to prepare a response prior to the Board meeting.

#### **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:**

01.41  
01.44  
01.5  
03.16/03.26

Adopted/Amended: 02/09/2016  
Order #: 2016-025