

Unity School District - Board of Education

Board Policy 171.2

Board Meeting Agendas

Last Revised 10/11/2022

Establishing the Subject Matter of Meeting Agendas. The Board President and District Administrator shall work collaboratively to determine and prepare the agendas for regular and special meetings of the School Board, except that they shall (1) adhere to any specific direction provided by the Board or Board policy, and (2) include on the agenda of any special meeting any subject matter that was the specific reason for calling or requesting such special meeting. In the event of a disagreement between the President and District Administrator over a specific topic for the agenda, the President shall have the authority to make the final decision.

Any Board committee or individual Board member may suggest or request the inclusion of an item on a future meeting agenda by submitting the request in writing to the attention of the District Administrator and Board President. However, the Board President and District Administrator need to prioritize and limit the scope of the agendas and have the discretion to make final decisions regarding when, if at all, particular items will be included on a meeting agenda. Accordingly, suggesting or requesting an item for possible consideration in no way guarantees actual placement of the item on a meeting agenda.

Dissemination of Meeting Agendas and Background Materials. Background materials that support the agenda of any Board meeting are intended to be provided to Board members in sufficient time before the meeting so that Board members may review the material and give items of business sufficient consideration. As a general guideline for regular meetings, and with such exceptions as may occur from time to time, the District Administrator shall coordinate the distribution of a meeting agenda (even if tentative) and the available supporting materials to Board members at least 48 hours prior to each regular Board meeting. In most instances, the materials shall be provided online, unless directed otherwise.