

## AGENDA

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| Descriptor: BEDB | Issued: Draft 1/20/2011 |
| Rescinds: BEDB   | Issued: 10/08/1996      |
| BEDB-R           | Issued 04/27/1999       |
| BE-E             | Issued 04/10/2001       |

## BOARD POLICY

### 1. Proposed Agenda

1.1. In order to conduct Board meetings in an orderly and efficient manner, with the advice and consent of the President of the Board, the superintendent will be responsible for preparation and dissemination of a proposed agenda for all meetings of the Board of Trustees.

1.2. The proposed agenda, together with supporting materials and information, will be delivered to members of the Board in advance of a meeting in sufficient time to permit consideration and research of items of business included on the proposed agenda.

1.3. Members of the Board are encouraged to contact the superintendent or other staff members prior to a meeting to request additional information or clarification regarding items included on the proposed agenda in order to assist them in decision-making responsibilities.

### 2. Agenda Items

2.1. Items of business to be included on the proposed agenda may be suggested by any member of the Board, school staff member, or by any student or citizen of the District.

~~2.2. Items should be presented to the superintendent at least one week prior to the scheduled meeting in which the item will be included as a part of the proposed agenda.~~

2.2. Items not included on the proposed agenda of a regular meeting may be considered by the Board by majority vote of those members present.

2.3. Only those items included in the posted agenda for a special meeting may be considered by the Board.

### 3. Order of Business

3.1. The Board will follow the order of business as set forth in the proposed agenda unless the proposed agenda is amended by a majority vote of the members present.

3.2. The order of business as stated in the agenda will be as follows:

- I. Call to Order
- II. Roll Call and Establishment of a Quorum
- III. Approval of the Agenda
- IV. Approval of the Minutes

- V. Public Comments & Recognitions
- VI. Communications to the Board
- VII. Superintendent's Report
- VIII. Unfinished Business
- IX. New Business
- X. Miscellaneous Business
- XI. Adjournment of the Board

4. Agenda items that require the necessity of an executive session of the Board and might otherwise be included in other sections of the agenda will be included as an item in the Miscellaneous Business section.

5. Copies of a proposed agenda will be available to the public at all Board meetings. Individuals may request copies of future Board meeting agendas upon submission of a stamped, self-addressed envelope to the superintendent.

#### **ADMINISTRATIVE PROCEDURE**

1. In preparation of the proposed agenda, the superintendent will consult with the president of the Board and members of the District administrative staff.

2. Items and supporting documents should be presented to the superintendent by noon on Monday of the week prior to the scheduled meeting in which the item will be included as a part of the proposed agenda.

3. The superintendent and president of the Board will meet on Wednesday prior to a scheduled meeting of the Board to review proposed agenda items.

4. The following schedule will serve as a guide for the Board to develop and organize a monthly agenda that addresses requirements of state statute and coincides with traditional Board procedures:

#### January

- Begin Budget Development

#### February

- Staff Budget Reports
- Employment of Administrative Personnel

#### March

- Adoption of School Calendar
- Organizational Meeting of the Board

- Orientation of New Board Members
- Staff Budget Reports

#### April

- Staff Budget Reports
- Employment of Instructional Personnel

#### May

- Recognition of Retiring Personnel
- Staff Budget Reports

#### June

- Staff Budget Reports
- Employment of Classified Personnel
- Review of Enacted Legislation

#### July

- Adoption of Annual Budget
- Annual Budget Hearing
- Assessment of Board Goals of Previous Year
- Update of Five-Year Plan
- Superintendent's Annual Performance Appraisal

#### August

- Final Adoption of Budget
- Student Drug Testing Report
- Superintendent's Year End Report

#### September

- Development of Future Board Goals
- Board Self Evaluation

#### October

- Development of Future Board Goals

#### November

- Development of Future Board Goals
- Review Human Resources Schedule
- Review Budgeting Schedule

#### December

- Development of Future Board Goals

### **EXHIBITS**

None

### **REFERENCES**

None

### **FORMS**

None

### **\*RESCINDS**

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