Agenda Preparation and Dissemination

No. 171.2
(A) 5-7-80
(R) 4-13-92
(R) 10-11-93
(R) 10-14-13

The District Administrator, in consultation with the Board President, shall prepare all agendas for meetings of the Board of Education. In preparation of said agendas, the District Administrator shall confer, as appropriate, with other Board members and members of the administration staff.

Board Agenda:

Any board member may have items placed on the agenda for an upcoming meeting by suggesting the items during a board meeting. An agenda item titled "Future Agenda Items" will be on all board meeting agendas to insure that a convenient opportunity for suggesting future topics will be available. No discussion of the item may occur until the item is properly noticed and included on a meeting agenda.

Committee recommendations for board action shall be placed on the board agenda.

The District Administrator or designee, in consultation with the board Presidents may place items on the agenda. The board, through the President, retains the right to limit this authority; however, considerable flexibility should be allowed for the District Administrator to place items on the agenda. The District administrator shall ensure collection and timely distribution of supporting material, and proper posting of agenda.

The President may add or remove items from the board agenda, so long as any changes may be properly noticed, for reasons of efficiency and good order or in cases where the time between a situation arising and the next board meeting is too short for adding the item in the normal manner. The President may not remove items placed on the agenda through the future agenda process noted above, placed on the agenda by committee recommendation, or as required by law.

The agenda together with supporting materials shall be distributed to Board members and in accordance with appropriate Open Meetings Law notice.

Legal References: 19.83
19.84
120.05(1)(c)
120.11(1)(2)
120.43(2)