

# Hancock County Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>Agendas</b>	Descriptor Code: <b>1.403</b>	Issued Date: <b>04/09/15</b>
		Rescinds:	Issued:

1 The Executive Committee of the Board shall be responsible for developing an agenda for each board  
2 meeting. Any board member may place items on the agenda for discussion. The particular order may  
3 vary from meeting to meeting in keeping with the business at hand.

4 For a regular board meeting, the agenda (which shall include the consent agenda), together with  
5 supporting materials, shall be distributed to board members at least five (5) days prior to the scheduled  
6 date of the meeting. The agenda shall be available for public inspection and/or distribution when it is  
7 distributed to the board members. At the beginning of each meeting, the Board shall, by a majority vote,  
8 approve the agenda for the meeting, which may involve the addition to or deletion of items previously  
9 included on the agenda. The Board, however, shall not revise board policies or adopt new ones, unless  
10 such action has been scheduled.

11 Staff members or citizens of the district may suggest items for the agenda.

12 For items to be considered on the agenda, they must be received in the director of schools' office one (1)  
13 week prior to the scheduled date of the meeting. The person(s) requesting an item on the agenda shall  
14 forward any background information to the director of schools' office so that the material will be included  
15 in the delivery to the board members prior to the meeting.

## 16 **CONSENT AGENDA**

17 While developing the agenda, the chair and director of schools shall identify routine or non-controversial  
18 items to be placed on the consent agenda, which shall become a part of the regular agenda. If any member  
19 objects to including an item on the consent agenda, that item shall be moved to the regular agenda as an  
20 action item requiring discussion. The remaining consent items shall be adopted in a single vote without  
21 discussion.

## 22 **TIMED AGENDA**

23 The Executive Committee shall assign to each item a certain amount of time determined to be sufficient  
24 for disposing of each item on the agenda.

## 25 **ANNUAL AGENDA**

26 At the beginning of each fiscal year, the Board shall adopt an annual planning calendar, stating month-  
27 by-month actions required by law and those required to carry out the Board's annual goals and objectives  
28 and the State Board of Education's performance standards. In addition, the annual agenda shall designate  
29 dates to monitor/review designated sections of the Board Policy Manual and to evaluate progress of  
30 programs for student achievement.