

# Pickett 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>10/01/02</b>
		Rescinds: <b>1.403</b>	Issued: <b>08/14/97</b>

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.

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

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

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15 Requests to be placed on the agenda may be made the evening of the Board meeting. If the request is  
16 approved, it shall be placed under "new business" in the agenda.

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18 The agenda will be placed in the local paper a week prior to the Board meeting.

## 19 20 **CONSENT AGENDA**

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22 While developing the agenda, the chairman and director of schools shall identify routine or non-con-  
23 troversial items to be placed on the consent agenda, which shall become a part of the regular agenda.  
24 If any member objects to including an item on the consent agenda, that item shall be moved to the  
25 regular agenda as an action item requiring discussion. The remaining consent items shall be adopted in  
26 a single vote without discussion.

## 27 28 **TIMED AGENDA**

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

## 32 33 **ANNUAL AGENDA**

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35 At the beginning of each fiscal year, the Board shall adopt an annual planning calendar, stating month-  
36 by-month actions required by law and those required to carry out the Board's annual goals and objectives  
37 and the State Board of Education's performance standards.

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