

# Kingsport City Board of Education

Monitoring: <b>Review: Annually, in July</b>	Descriptor Term:  <b>Agendas</b>	Descriptor Code: <b>1.403</b>	Issued Date: <b>10/03/17</b>
		Rescinds: <b>1.403</b>	Issued: <b>02/03/11</b>

## 1 AGENDA DEVELOPMENT AND DISTRIBUTION

2 The President of the Board of Education and the Superintendent of Schools constitute the Executive  
3 Committee of the Board. The Executive Committee shall be responsible for developing the agenda for  
4 each meeting. Any Board member may submit items for consideration before the initial preparation of  
5 the agenda. The Executive Committee shall determine the order of business.

6 Staff members, students, parents or citizens of the system may also suggest items for the agenda. The  
7 person(s) making the suggestion shall attach all the relevant background information. Suggestions  
8 must be received in the Superintendent's office seven (7) days prior to the scheduled date of the  
9 meeting.

10 The regular meeting agenda with supporting materials shall be distributed to Board members at least  
11 five (5) days prior to the date of the meeting. The agenda shall be available to the public when it is  
12 distributed to Board members. At the beginning of each meeting the Board shall, by a majority vote,  
13 adopt the agenda.

## 14 CONSENT AGENDA

15 While developing the agenda, the Executive Committee shall identify items for consideration on the  
16 topic Consent Agenda. Items under the Consent Agenda are considered in gross and are not subject to  
17 debate or amendment.

## 18 TIMED AGENDA

19 The Executive Committee may determine a reasonable time limit for each item.

## 20 ANNUAL ACTION CALENDAR

21 At the beginning of each fiscal year, the Board shall adopt an annual planning calendar enumerating  
22 month-by-month the actions required by law. The planning calendar shall also incorporate those  
23 actions required by the Board to meet policy expectations, annual goals and objectives, including the  
24 State Board of Education's performance standards.

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### Legal References

1. TCA 49-2-205
2. TCA 49-2-206

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### Cross References

Meetings 1.400