

Van Buren County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Agendas	Descriptor Code: 1.403	Issued Date: 06/17/99
		Rescinds:	Issued:

1 The director of schools shall be responsible for developing an agenda for each board meeting. Any
2 board member may place items on the agenda for discussion. The particular order may vary from
3 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
9 vote, approve the agenda for the meeting, which may involve the addition to or deletion of items
10 previously included on the agenda. The Board, however, shall not revise board policies or adopt new
11 ones, unless 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 For items to be considered on the agenda, they must be received in the director of schools' office
16 three (3) days prior to the scheduled date of the meeting. The person(s) requesting an item on the
17 agenda shall forward any background information to the director of schools' office so that the mate-
18 rial will be included in the delivery to the board members prior to the meeting.

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21 **CONSENT AGENDA**

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

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29 **TIMED AGENDA**

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31 The Executive Committee shall assign to each item a certain amount of time determined to be suf-
32 ficient for disposing of each item on the agenda.

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34 **ANNUAL AGENDA**

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

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