

AGENDA/MEETING MATERIALS**BB 9322(a)**

Note: The following optional bylaw may be revised to reflect district practice and needs.

CONSTRUCTION OF AGENDA

The School Board president and the Superintendent shall prepare an agenda for each meeting of the Board.

(cf. 9121 - Board President)

Board members may place any item on the agenda no later than five days before the scheduled meeting date. In the circumstance that items need to be added to or subtracted from the agenda, it will be announced at the beginning of the School Board meeting.

All agendas shall include the meeting time and place and a description of each business item to be transacted or discussed. All agendas shall be posted for public review prior to the meeting.

(cf. 9320 - Meetings)

Note: A.S. 29.20.020 requires governing bodies provide a reasonable opportunity for the public to be heard.

Any member of the public may request that a matter within the jurisdiction of the Board be placed on the agenda of a regular meeting. The request must be in writing and submitted to the Superintendent with supporting documents and information, if any, at least ten working days before the scheduled meeting date.

When constructing the agenda, the Board president and Superintendent will decide whether a request is within the subject matter jurisdiction of the Board and whether the agenda item is appropriate for discussion in open or executive session.

The Board shall also give members of the public the opportunity to testify at regular meetings on matters which are not on the agenda but which are within the subject matter jurisdiction of the Board. An agenda item for such input shall be included on Board agendas. The Board shall not take action on such matters at that meeting.

(cf. 9012 – Communications To and From the Board)

(cf. 9323 - Meeting Conduct)

All public communications with the Board are subject to requirements of relevant Board policies and administrative procedures.

(cf. 1312 - 1312.3 - Complaints Concerning Schools)

BOARD MEMBER PREPARATION

A copy of the agenda shall be forwarded to each Board member at least three days before each regular meeting date, together with the Superintendent or designee's report, minutes to be approved, copies of communications, reports from committees, staff, citizens and others, and other available documents pertinent to the meeting.

AGENDA/MEETING MATERIALS**BB 9322(b)**

When special meetings are called, the secretary and president shall make every effort to get the agenda and support materials to Board members as soon as possible.

Board members shall review agenda materials before each meeting. Individual members may confer directly with the Superintendent or designee to obtain specific information on agenda items.

(cf. 9200 - Board Members)

Legal Reference:

ALASKA STATUTES

29.20.020 Meetings public

Revised 9/01

KUSPUK SCHOOL DISTRICT Adopted: 6/21/00

AGENDA FORMAT**AP 9322**

The Board reserves the right to order the business at the Board meetings as they feel appropriate to ensure that all areas of business are covered to the greatest extent possible.

This administrative procedure shows the current format of district board agendas but can be adjusted as the Board sees fit.

A. Regular Meetings:

- a. Call to Order
- b. Pledge of Allegiance
- c. Roll Call/Establishment of Quorum
- d. Approval of Agenda
- e. Approval of Minutes of Previous Meeting
- f. Board President Report
- g. Student Presentation to the Board
- h. Public Comment Regarding Agenda/Non-Agenda Items
- i. Approval of Consent Agenda
- j. Old Business
- k. New Business
- l. Personnel Reports from District Personnel
- m. Executive Session
- n. Time and Place of Next Meeting
- o. Assessment of Meeting through Board Member Evaluation
- p. Adjournment

B. Special Meetings

- a. Call to Order
- b. Roll Call/Establishment of Quorum
- c. Adoption of Agenda for Special Meeting
- d. Public Participation Regarding Agenda Item(s)
- e. Business
- f. Adjournment

Revised April 2013