



ADMINISTRATIVE PROCEDURE

PREPARATION AND DISTRIBUTION OF BOARD MEETING AGENDA

8342

Procedure No.

May 22, 1981

Date

- I. **PURPOSE:** To provide guidance and designate areas of responsibility for preparing, submitting, and processing the Board Meeting Agenda, and to establish format and time schedule.
- II. **POLICY:** Agenda Packets will be delivered to Board of Education members by not later than two working days prior to a regularly scheduled Board Meeting. (Resolution #633-71, October 28, 1971.)
- III. **DEFINITIONS:** The following definitions apply to the content of this procedure:
 - A. **AGENDA ITEM:** Consists of a subject and related background data presented to the Board of Education for their review, discussion, recommendations, approval/disapproval; also includes recommendations from the Superintendent of Schools and reports presented for information or as requested by the Board.
 - B. **AGENDA:** List of Agenda Items to be reviewed and acted upon by the Board of Education at a specified time and place.
 - C. **AGENDA PACKET:** Consists of Agenda Items and associated background data for each item on an Agenda.
 - D. **RESPONSIBLE OFFICE:** A major staff office, organizationally located directly under the Office of the Superintendent of Schools, which is responsible for a specific functional area (e.g., Business and Facilities).
 - E. **RESPONSIBLE OFFICER:** The Assistant Superintendent of a major staff office organizationally located directly under the Office of the Superintendent of Schools.
 - F. **BACKGROUND DATA:** Supports or explains an Agenda Item and provides Board Members with efficient detail to take action or render decisions.
- IV. **PROCESSING FOR APPROVAL:** Agenda Item Form and Resolution Form will be used to process proposed Agenda Items for approval by the Superintendent of Schools. These forms may be obtained from the Office of the Assistant Secretary to the Board of Education. Information required and definitions of the blocks are outlined on the reverse side of the form.
- V. **PROCEDURES:** The following provides the general sequential actions to be accomplished:



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A. AGENDA ITEMS

1. PREPARATION – The Responsible Office will:
 - a. Identify, develop if necessary, and collect one complete set of background data.
 - b. Prepare Agenda Item Form as per instructions on the reverse side of the form.
2. COORDINATION – The Responsible Office will accomplish coordination with other staff offices, as appropriate. Coordination will be indicated on the Agenda Item Form.
3. APPROVAL – The Responsible Officer will provide one complete Agenda Item (Form and Background Data) to the Board Office for submission to the Superintendent of Schools for approval as per the schedule outlined by memo each month. The Superintendent's approval will be indicated on the Agenda Item Form.
4. DISTRIBUTION –
 - a. The Responsible Office will:
 - (1) Reproduce and collate 40 complete sets of background data.
 - (2) Attach the associated Agenda Item Form to each of the 40 sets and forward to the Assistant Secretary to the Board of Education, to arrive not later than 12:00 noon, 5 working days prior to a regularly scheduled Board Meeting (e.g., the Thursday before a Thursday Board Meeting).
 - b. The Assistant Secretary to the Board of Education will maintain a record of the date and time Agenda Item Forms and associated background data are received from Responsible Offices.

B. AGENDA



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1. PREPARATION – The Assistant Secretary to the Board of Education will:
 - a. Prepare a draft Agenda consisting of items for which approved Agenda Item Forms and associated background data are received from Responsible Offices.
 - b. Prepare a list of approved Agenda Items, which were not included in the draft Agenda due to late receipt from Responsible Offices.
 - c. Meet with the Superintendent of Schools, by not later than 4:00 P.M. 7 working days prior to the regularly scheduled Board Meeting, to:
 - (1) Review the draft Agenda and list of approved Agenda Items not included due to late receipt.
 - (2) Identify any changes to the draft Agenda.
2. APPROVAL AND PRINTING – The following sequence of events will normally occur on the 6th working day prior to a regularly scheduled Board Meeting (e.g., on Wednesday a week before a Board Meeting on Thursday).
 - a. The Executive Council will meet at 9:00 A.M. to review the proposed Agenda, copies of which will be provided by the Assistant Secretary to the Board of Education.
 - b. The Superintendent of Schools will approve the proposed Agenda by not later than 11:00 A.M.
 - c. The Assistant Secretary to the Board of Education will coordinate final approval of the Superintendent's proposed Agenda with the Chairman of the Board of Education.
 - d. The Assistant Secretary to the Board of Education will prepare the finalized, approved Agenda and printing request form and deliver both to the Print Shop by not later than 2:30 P.M. on the 5th working day prior to a Board Meeting.
 - e. The Print Shop will print and collate the requested number of copies of the approved Agenda.



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3. DISTRIBUTION

a. The following sequence of events will normally occur on the 4th working day prior to a regularly scheduled Board Meeting (e.g., on Friday prior a Board Meeting on Thursday).

- (1) The Print Shop will deliver the printed and collated Agenda to the Assistant Secretary to the Board of Education by not later than 12:00 noon.
- (2) The Assistant Secretary to the Board of Education will consolidate printed Agenda and background material into finalized Agenda Packets for Board Members and appropriate staff by not later than 4:00 P.M.

b. The following sequence of events will normally occur on the 4th working day prior to a regularly scheduled Board Meeting (e.g., on Friday before a Board Meeting on Thursday).

- (1) The Mail Room will deliver the Agenda Packets to ALL Members of the Board of Education.
- (2) The Assistant Secretary to the Board of Education will provide Agenda Packets to the Executive Council staff.

c. The remainder of the Agenda Packets will be delivered by the Mail Room on the 3rd working day prior to a regularly scheduled Board Meeting (e.g., on Monday before a Board Meeting on Thursday) or put in mail distribution by the Assistant Secretary to the Board of Education as appropriate.

VI. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** The Assistant Secretary to the Board of Education is responsible for maintaining and keeping this Administrative Procedure updated.

VII. **CANCELLATIONS AND SUPERSEDURES:** This Administrative Procedure cancels and supersedes all or other writings on this subject with a prior date.



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VIII. **EFFECTIVE DATE:** May 22, 1981.

Approved by:

Edward J. Feeney
Superintendent of Schools

Distribution: Lists 1, 2, 3, 4, 5, 6, 10, and 11