

## 8350-R Determining the Agenda

In an effort for the Board of Trustees to give proper study, to arrive at good decisions, and to attempt to shorten board meetings; the Board of Trustees of the Campbell County School District adopts the following guidelines:

- It will be the policy of the Board that the tentative agenda for each board meeting be developed by the Superintendent, or in his absence his designee, in consultation with the board chairman, or in his absence the vice-chairman, and provided to each board member by the end of the work week prior to the board meeting. With the exception of student hearings or extremely urgent items, any item not on the tentative agenda with full background information and an administrative recommendation will be held until the subsequent meeting.
- Agenda items must be provided to the Superintendent's secretary by noon on the Wednesday prior to the board meeting. All background information on the item is needed by Thursday noon. In the event that an urgent item comes to the Superintendent, between Wednesday and Thursday noon, he will check with the board chairman about its addition to the agenda. The tentative agenda and enclosures must be prepared prior to the end of the work week preceding the board meeting.
- Board members are asked to read the tentative agenda upon receipt. Should they have any questions, they are encouraged to contact the administration for details prior to the board meeting.

ADOPTION DATE: April 26, 1977; Renumbered November 14, 1989 (formerly 8442); Editorial revision June 12, 2012

LEGAL REFERENCE(S):

CROSS REFERENCE(S): 8350

ADMINISTRATIVE REGULATION: