

A. AGENDA PREPARATION

The superintendent shall prepare a proposed agenda for each board meeting and each committee meeting with the consent of the board chairperson and committee chairperson, respectively. A request to have an item of business placed on the agenda must be received at least 15 calendar days before the meetings. (See also policy 2310, Public Participation at Board Meetings, regarding agenda requests by individuals or groups.) A board member may, by a timely request, have an item placed on the agenda.

Each board member will receive a copy of the agenda three to five days prior to the meeting, and the agenda will be available for public inspection and/or distribution when it is distributed to the board members. At the meeting, the board may, by a majority vote and notwithstanding prior denial, add an item to the agenda before the agenda is adopted. After the agenda has been adopted, a two-thirds vote is required to add a new item to the agenda. Any new policy or budgetary items presented as an addendum to the published agenda are not subject to action at the same meeting.

B. AGENDA ORDER

The agenda order generally will be as follows:

1. Call to Order, Pledge of Allegiance, and Moment of Silence

2. Routine Business

Routine Business includes Adjustments to the Agenda, Spotlight on Teaching and Learning, and Public Expression.

3. Consent Items

Consent items will be disposed of collectively by unanimous consent. Should any board member object to inclusion of an item in the consent items, or should any item in the consent items require discussion, the item will be removed from consent items and placed under either old business or new business, depending upon the nature of the item. Items that are typically approved by consent of the full board include: approval of the minutes of the previous meeting; personnel report; and routine financial and business items.

4. New Business

New business includes informational reports from board committees and staff on some aspect of the curriculum, operation, or administration of the school system. All formal written reports will be listed on the agenda and included with the

agenda materials distributed to the board prior to the meeting. New business also includes items being presented to the board for approval or other action.

5. Comments by the Superintendent, Board Chairperson, and Board Members

Brief, informal comments and statements made by the superintendent, board chairperson, and board members of no more than two minutes each will be for informational purposes only and not for action by the board. This portion of the agenda may not be used for the discussion or consideration of an item of substantive business that is not on the agenda. It may be used by the superintendent or board chairperson to notify board members of significant items of business that will be on the agendas of future board meetings, to inform the board and public of significant events that have occurred and/or that are scheduled to occur within the administrative unit, and for other such purposes. It may also be used by board members to request that an item of business be placed on the agenda of a future board meeting or committee meeting.

6. Closed session

7. Additional Action Items or Announcements, if necessary

8. Adjournment

Legal References: G.S. 115C-36

Cross References: Duties of Officers (policy 2210), Public Participation at Board Meetings (policy 2310), Advance Delivery of Meeting Materials (policy 2335)

Adopted: November 2, 2015