

MANCHESTER CITY SCHOOLS

Policy Manual

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The Executive Committee of the Board shall be responsible for developing an agenda for each board meeting. Any board member may place items on the agenda for discussion. The particular order may vary from meeting to meeting in keeping with the business at hand.

The agenda (which shall include the consent agenda), together with supporting materials, shall be distributed to board members at least forty-eight (48) hours prior to the scheduled date of the meeting. The agenda shall be available for public inspection and/or distribution when it is distributed to the board members. At the beginning of each meeting the Board shall, by a majority vote, approve the agenda for the meeting, which may involve the addition to or deletion of items previously included on the agenda. Board members may not add items to the agenda at the meeting which have not been discussed with the director of schools. The Board, however, may not revise board policies or adopt new ones, unless such action has been scheduled.

Staff members or citizens of the district may suggest items for the agenda. For items to be considered on the agenda, they must be received in the director of schools' office ten (10) working days prior to the scheduled date of the meeting. The person(s) requesting an item on the agenda shall forward any background information to the director of schools' office so that the material will be included in the delivery to the board members prior to the meeting.

Members of the public may appear before the board pursuant to the guidelines of [Policy 1.404](#).

The meeting shall be conducted according to the published agenda, unless changed by a majority vote of the Board.

The agenda for regular meetings shall ordinarily allow suitable time for the remarks of those members of the public who wish to speak.

All matters proposed to be submitted to the Board shall first be brought before the Director of Schools so that he/she may advise the party as to whether the Board has already adopted a policy under which the matter may be decided without special board action.

The President of the Association may pick up a copy of the preliminary agenda for each Board meeting from its Administrative Building mailbox on the day of its preparation, after the close of the teachers' workday. During the summer months, a copy of the preliminary agenda for each Board meeting shall be mailed to the home address, if requested, of the Association President on the day of its preparation. A copy of the previous Board meeting(s) will be attached to the preliminary agenda.¹

CONSENT AGENDA

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

ANNUAL AGENDA

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

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Legal References:

1. [MEA Contract II-C \(2009\)](#)

Cross References