

Cold Spring School District Governing Board

Board Protocol: Placing Items on the Governing Board Agenda

Adopted by the Governing Board: April 10, 2017

Purpose of Protocol

- To permit the Governing Board to legally conduct its business.
- To ensure the legal right of members of the public to place matters directly related to school business on the Board agenda.
- To establish procedures and timelines for submitting agenda items.

Protocol

Process and Timeline

For members of the public:

Members of the public are encouraged to first bring their item/issue to the attention of the Board during the *Public Comments* section of a regular board meeting.

Members of the public shall submit a request, in writing, to place an item on a board meeting agenda to the Superintendent/Principal. Requests should be received at least ten (10) business days in advance of a regularly scheduled board meeting to be considered for inclusion in that meeting's agenda; however, scheduling the item is at the discretion of the Governing Board President and the Superintendent/Principal and there is no assurance that the item will be placed on any particular meeting's agenda. Items (and supporting documentation) submitted less than ten (10) business days before the regularly scheduled board meeting time may be postponed to a later meeting in order to allow sufficient time for consideration and research of the item.

The request shall include the name and contact information of the requester, a description of the item/issue in sufficient detail (including any supporting documentation) so that District Staff and the public can understand the topic, the remedy sought, the implications and/or financial impact of the remedy sought, and if anyone else in addition to the requester intends to attend the meeting in person and speak on behalf of the item/issue.

Governing Board Agenda Item Request Instructions and Forms are available in the District Office and on the District's website. Anonymous requests will not be considered.

Although the public may ask that any school related matter be put on the agenda, the Board can solely determine whether the item is appropriate to the role of the Board, and may decide to refer the item to District Staff.

For District Staff members:

District staff may propose items that need to be addressed by the Board. They should submit these requests (including any supporting documentation) to the Superintendent/Principal at least ten (10) business days in advance of a regularly scheduled board meeting to be considered for inclusion in that meeting's agenda. Items submitted less than ten (10) business days before the regularly scheduled board meeting time may be postponed to a later meeting in order to allow sufficient time for consideration and research of the item.

For the Board:

Board members may request that items be included in future board meetings during the "Suggested Board Agenda Items for Next Regular Meeting" item of a Board meeting.

Board members may also submit requests for agenda items to the Board President or the Superintendent/Principal in writing or via email. Board member requests should be received at least ten (10) business days in advance of a regularly scheduled board meeting to be considered for inclusion in that meeting's agenda.

Process for preparing board agendas:

The Board President and the Superintendent/Principal will meet prior to the legally required agenda posting date and will work together to consider items and develop the agenda for each regular and special meeting. They will consider requests from the public, District Staff, and the Board, as well as any other items they determine should be brought to the Board for information, discussion, or action. The Board President and the Superintendent/Principal may defer any item to a future meeting at their discretion. Each agenda shall reflect the District's vision and goals, and the Board's focus on student learning.

The Board President and the Superintendent/Principal shall decide whether a request is within the subject matter jurisdiction of the Board. Items not within the subject matter jurisdiction of the Board may not be placed on the agenda. If, in the judgment of the Board President and the Superintendent/Principal, the item is a request for information or the issue is covered by an existing policy or administrative regulation, the item may then be addressed and resolved administratively rather than placed on an agenda.

The Board President and the Superintendent/Principal will determine whether an item should be addressed in a regular meeting, a special session (either closed or open), or a Board Workshop.

Further, they will determine the nature of the item: whether it should be an action item subject to a Board vote, an information or discussion item that does not require immediate action, or a consent item that is routine in nature and for which no discussion is anticipated.