

## GP-10: CONSTRUCTION OF THE AGENDA

**Adopted:** 08/08/63

**Revised:** 02/26/76; 10/11/79; 03/12/91; 12/17/96; 08/28/97  
09/28/00; 01/24/02; 03/13/03; 11/13/03; 01/22/04  
08/10/06; 08/09/07; 11/12/09; 11/16/10; 11/29/11  
06/21/12; 01/24/13; 11/14/13; 09/22/16; 05/25/17  
02/12/19; 06/25/20; 09/09/21

*Board of School Trustees*

**CLARK COUNTY SCHOOL DISTRICT**

The Board shall prepare an agenda for all regular and special Board meetings and ensure that copies are provided as required by the Open Meeting Law. Reference materials shall be provided with sufficient time to allow Board members to carefully review the contents and seek additional clarification prior to board meetings. In preparing the agenda, the following procedures shall be followed.

1. The Board agenda shall be set annually as described in the Board Report Schedule policy. It is the intention of the Board to plan and prioritize the agenda to focus on deliberation and policy approval related to Board Vision and District Mission, Strategic goals, and Annual Plan goals. The Board shall focus the majority of Board meeting agenda on goal progress monitoring rather than deliberation of operations and management topics. To ensure depth of deliberation, the Board agenda shall attempt to focus on no more than 2-3 substantive topics within each Board meeting, as calendared in the Board Report Schedule policy.

### **Adding an Agenda Item**

The Annual Monitoring Report Timeline shown in the Board Report Schedule policy is the starting point for the creation of the Board agenda. Additional items are added by Board members through the following procedures:

1. Agenda items shall be submitted in writing to the Board President and Board Office. The following guidelines should be followed by Trustees if requesting an item be added to a Board agenda:
  - a. The agenda item should align with the Board Vision and District Mission, Strategic goals, or Annual Plan goals.
  - b. The agenda item should align with the scope of the Board and be focused on progress monitoring of District Goals and not issues of management and operations.

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2. A Trustee's request for adding an agenda item shall be submitted to the Board Office and Board President at least 14 business days prior to a board meeting.
3. Items submitted by the deadline shall be reviewed by the Board President, Vice President, and the Superintendent.
4. If approved, the item is placed on the draft agenda of the upcoming Board meeting. The Superintendent has the discretion to identify the amount of time required for the staff to prepare to address the item requested for the agenda.
5. Items submitted outside the 14 day deadline due to an emergency or time sensitive circumstance shall be reviewed and may be placed on the next board meeting agenda if agreed upon by the Board President, Vice President, and Superintendent.
6. The Board President, Vice President, and Superintendent will determine if the decision to include the agenda item needs to go to a full Board vote.
7. If a requested agenda item is declined, the Board President shall notify the submitting Trustees(s) and share the reasons for the decline.

**Appealing a Declined Request for an Agenda Item**

If a request for adding an agenda item is denied, and the requesting Trustee wishes to appeal that decision, the following process is available:

1. The proposed item shall be listed as an "Item for Possible Inclusion on the Next Available Agenda" under the Adoption of the Agenda section of the Board. The requesting Trustee may move that the requested agenda item, be included at the next available Trustee meeting.
2. In making such a motion, the requesting Trustee shall share at the Board meeting the reasoning for their request to add the agenda item.
3. The Board meeting discussion shall allow for the Superintendent or Board President to address reasons for the declination of the request.
4. If the motion is approved by a majority of the Board, the item shall appear on the next available agenda.

**Deleting an Item from the Agenda**

Any Trustee who wishes to delete any item from the agenda may make a motion to do so during the Adoption of the Agenda section of the Board meeting.

**Creating and Posting an Agenda**

The Agenda shall be produced using the following procedure:

1. At least 10 business days prior to a meeting, the Board Office creates a draft agenda.
2. Eight business days prior to a meeting, a draft copy of the agenda (only) is emailed to Trustees and Board Counsel for review.
3. Trustees have 24 hours to respond to any questions or concerns with items on the draft agenda.
4. Seven business days prior to the meeting, an Agenda Review Meeting takes place with the Board President, Vice President, and Superintendent to review the draft agenda. After the Agenda Review Meeting, a recap of the meeting is sent out to all Trustees.
5. Eight days prior to a meeting, the agenda and supporting reference documents are posted and are available to Trustees and the public, with the exception of the Personnel Report.

If a holiday occurs during the agenda development process listed above, the deadlines may be adjusted.

Because the agenda is printed in advance, occasionally it will be necessary to prepare an addendum. Addendum usage, however, should be as minimal as possible. Addendum will only be used when the item is operationally necessary as mutually determined by the Board President and Superintendent. Addenda with reference materials will be distributed to Board members when the addendum is posted.

All items placed on the agenda shall be referenced to a Board policy or, whenever appropriate, to the Board Vision and District Mission, Strategic goals and Annual Plan goals unless the items appear on the consent portion of the agenda.

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*Board of School Trustees*

**CLARK COUNTY SCHOOL DISTRICT**

**Requesting a Closed Session of the Board Agenda Item**

Any Board member who wishes to call a closed session, as noted in GP-13: Closed Sessions of the Board, shall follow the same guidelines as above and also provide Board counsel approved reference material and information to support the request. The proposed topic for a closed session must adhere to Open Meeting Law guidelines and discussion must be limited to the proposed topic.

**Consent Agenda**

Items that appear on the consent agenda are routine in nature and include expenditures, contracts and reports customarily approved by the Board without discussion and for items delegated to the Superintendent yet required by law or contract to be Board approved. A board member who wishes to discuss an item on the consent agenda separately shall first make reasonable efforts to contact the Superintendent to answer questions and resolve concerns.

If the board member's concern is not addressed, the Board member may make a motion and must receive majority Board approval to take that item separately from the consent agenda. A motion to remove a consent agenda item for further discussion shall include why the Trustee is making the motion and what attempts were made to resolve the concerns before the meeting.