



Nord Country School

BP1070 – Governing Board Meeting Agendas and Supporting Information

1.0 Purpose

The purpose of this policy is to ensure that Board agendas and supporting information are created, supported with appropriate information, posted and distributed according to law and this policy.

2.0 Preparation of School Board Agenda

2.1 The Administration shall be responsible for preparing the agendas for all regular meetings of the Governing Board.

3.0 List of Agenda Items

- 3.1 The Administration shall include on the agenda all items known to require action by the Board and other topics containing information necessary for the public discharge of the Board's responsibilities.
- 3.2 The Administration shall include on the agenda items which relate to school business that are requested for inclusion by members of the Board.
- 3.3 A citizen may request that a topic directly related to school business be placed on the agenda. The Administration or Board President shall determine whether the citizen request is or is not an item directly related to school business.
- 3.4 No citizen-requested item shall be placed on the agenda if it is repetitive of a previous item placed on an agenda and considered by the Board.
- 3.5 Requests for items to be included on the School Board agenda by the Board or Board members, School employees or citizens shall be in writing and submitted to the School office at least seven (7) working days prior to the next regularly scheduled Board meeting.
- 3.6 The Board may only take action on items formally listed on the School Board agenda except in emergency or other circumstances as authorized by law.
- 3.7 Members of the Board or the Administration may request that a topic be placed on the agenda, which has been recently considered and acted upon by the Board, providing there is new and relevant information on the topic. Discussion is only for the purpose of the Board deciding whether or not to reconsider the agenda topic at the next regular Board meeting.

4.0 Supporting Information Relating to Agenda Items

- 4.1 The Administration is responsible for preparing all supporting information, which may accompany each agenda topic originating from staff or the Board.
- 4.2 The purpose for preparing supporting information is to facilitate decision-making on the part of the Board members by having available to them in advance of Board meetings comprehensive data pertaining to each agenda topic.

The supporting information shall accompany the agenda and be delivered to Board members concurrently with the agenda.

- 4.3 Citizens who request to have a topic on the agenda are encouraged to submit, in writing, supporting information detailing their reason for having the topic placed on the agenda and what is being requested of the Board. This is intended to provide background information for Board members to help expedite the Board's handling of the topic at the Board meeting.

5.0 Agenda Posting

- 5.1 Agendas for regular and special School Board meetings shall be posted 72 and 24 hours, respectively, in advance of such meetings at the School for public preview.

6.0 Agenda Distribution

- 6.1 The Board agenda with supporting information for a regular School Board meeting should be delivered to Board members, whenever practicable, at least 72 hours prior to the meeting. For special Board meetings, the agenda and supporting information should be delivered at least 24 hours prior to the meeting. The Administration is responsible for the distribution of Board packets (which include the official agenda and all supporting information).
- 6.2 In addition to provision of agendas, the Board's complete public agendas shall be provided to those persons or parties who have requested to be placed upon the School's mailing list. A fee may be charged for the service of providing agendas.

7.0 Anonymous Letters

- 7.1 It shall be the policy of the Board not to introduce anonymous letters in the agendas for Board meetings.

8.0 Adoption and Review

- 8.1 Originally Adopted: 6/14/2005
- 8.2 Most Recent Review: 9/25/2025