

# The Meeting Agenda – a review

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As Stephen Covey says in the Seven Habits of Highly Effective People, "Begin with the end in mind." Your meeting purpose will determine the meeting focus, the meeting agenda, and the meeting participants.

Building an agenda is making a plan for the meeting. You start with the main goal or purpose that you are trying to accomplish by holding the meeting.

Can you answer these questions about your meeting agenda?

1. Is it appropriately advertised? Does it meet the Open Meetings Act requirements?
2. Who compiles the agenda?
3. How do you get something on the agenda?
4. Can you change the agenda when it is adopted it at a meeting?
5. Does your agenda align to your district strategic plan and board priorities?
6. Do you provide portals for public comment?
7. What bothers you about the board meeting agenda?
8. What would you suggest for improvements?

## Can you find the problems with this agenda?

1. Call to Order
2. Flag Salute
3. Agenda Approval
4. Consent Agenda (Includes all items with ~)
  - A. ~Approval of Minutes from November 12, 2018 and December 10, 2018
  - B. ~Approval of Payments
  - C. ~Correspondence
  - D. ~ Approval in first reading of new discipline policy (BP 5030)
5. Reports
  - A. Board Members
  - B. Principals
  - C. Home School – List of new students
  - D. Maintenance Director
  - E. Superintendent
6. Unfinished Business
7. New Business
  - A. Personnel Report – Reprimand of HS Volleyball coach Denise Spiker
  - B. Architecture and Engineering Design Services - RFP
  - C. Office space paint colors
  - D. Next Meeting Date
  - F. President Adjourns the meeting
8. Executive session