

# Agenda? What Agenda?

Learning the importance of and how to use your meeting agenda.

Vernon Carlson, Denali School Board  
Lon Garrison, AASB

AASB Annual Conference Nov 2016



# A few questions to start...

Does your your board meeting **agenda** make sense?

Do you and your board understand the **importance** of your meeting agenda?

Do you and your board know how to **get items on** the agenda?

What state **law** pertains to your agenda?

Do you think your meeting agenda **works well**?



## Regular Meeting

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Roll Call
- 4) Introduction of Visitors
- 5) Persons to be Heard (*public comment on non-agenda items*)
- 6) Approval of Consent Agenda Items
- 7) Approval of Agenda
- 8) Communications
- 9) Reports
- 10) Unfinished Business
- 11) New Business (*public may comment on each item*)
- 12) Personnel
- 13) Miscellaneous
- 14) Executive Session
- 15) Future Agenda Items
- 16) Adjournment

The agenda provides structure for the board to work from, a plan for everyone to see



The agenda is a method of ***communicating*** to the public the work of the board to be done.



The sequence  
of agenda  
items can  
greatly impact  
the flow of the  
meeting

**THE LAKE AND PENINSULA SCHOOL DISTRICT**  
**Regular School Board Meeting AGENDA**  
**October 13, 2016, 9:45 AM**

Agenda

- 1. CALL TO ORDER**  
Time:
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. INTRODUCTION OF VISITORS**
- 5. ORDERING OF AGENDA**
- 6. APPROVAL OF CONSENT AGENDA**
  - a. Previous Minutes-
  - b. Check Registers-
- 7. COMMUNICATIONS**
  - a. Site Reports
  - b. Correspondence
  - c. NANA Communication-To be handed out
  - d. Public Comments
  - e. Other
- 8. DELEGATIONS**
  - a. Lake and Peninsula Borough



# The agenda can provide portals of opportunity for the public to speak to the board

## Regular Meeting

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Roll Call
- 4) Introduction of Visitors
- 5) Persons to be Heard (*public comment on non-agenda items*)**
- 6) Approval of Consent Agenda Items
- 7) Approval of Agenda
- 8) Communications
- 9) Reports
- 10) Unfinished Business
- 11) New Business (*public may comment on each item*)**
- 12) Personnel
- 13) Miscellaneous
- 14) Executive Session
- 15) Future Agenda Items
- 16) Adjournment



ASSOCIATION OF ALASKA SCHOOL BOARDS

Advocates for Alaska's Youth



Construct the agenda to manage your time wisely,  
try not to overload the meeting

*Use the consent agenda!*



5. Consideration and possible action relating to a request for Commission approval of the Consent Agenda. All matters listed under “Consent” are considered by the City Commission to be routine and will be enacted by one motion. Any Commissioner may, however, remove an item from the Consent Agenda by request. A motion to adopt the Consent Agenda is non-debatable.
  - A. Approval of September # 2 Payroll in the amount of \$41,266.80 and October # 1 Payroll in the amount of \$41,527.83.
  - B. Approval of Claims in the amount of \$42,662.99.
  - C. Approval of Minutes from September 16, 2013 Regular Meeting.
6. Discussion and possible action concerning items removed from the Consent Agenda.
7. Adjournment.



# What goes on the consent agenda?

- Routine matters (i.e. minutes approval)
- Second reading of action items (policy & bylaws)
- Employment contract approval (sometimes)
- Usually no board discussion of the motion.

## How do you deal with something that has been pulled?

- Deal with it immediately after the remaining consent agenda is approved
- Each pulled item is dealt with separately





## VI. District Reports, Committee Reports, Site Reports

### A. Committee Reports

#### 1. Technology Committee

Committee members met on Wednesday September 28. There were two agenda items. First, introduction to Chris Romine district technology instructional support. Second, receive status of technology needs and concerns at each site.

### B. Site Reports

1. Student Government Assn.
2. Holy Cross School and ASB
3. Top of the Kuskokwim School
4. David Louis Memorial School
5. Takotna Community School

### C. District Reports

1. Maintenance/Facilities
2. Financial
3. Certified Employees Evaluation Progress

Scrutinize  
and be  
judicious  
with reports  
but use them!



Take time to  
honor students,  
staff, volunteers



# Do you provide opportunity for the public to speak on non-agenda items?



1. Call to Order
2. Flag Salute
3. Roll Call
4. Approval of the Proposed Agenda
5. **Persons To Be Heard**
6. Swear in Student Representative – Elias Erickson
7. Reports

15. Public Comments on Non-Agenda Items (limited to 3 minutes per person)





## Do you provide opportunity for the public to speak on action items?



### Example Regular Meeting

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Roll Call
- 4) Introduction of Visitors
- 5) **Persons to be Heard (*public comment on non-agenda items*)**
- 6) Approval of Consent Agenda Items
- 7) Approval of Agenda
- 8) Communications
- 9) Reports
- 10) Unfinished Business
- 11) **New Business (*public may comment on each item*)**

5. Public Comments on Agenda Items (limited to 3 minutes per person)

### F. Public Comment

1. Board Policy 9323



## Do you have protocols for:

- "persons to be heard" or "public comments"
  - Time limit per person? (3 minutes?)
  - Total time allotted to this item? (20 minutes maximum?)
  - Items ON or Off the agenda
  - Prohibitions concerning identifying personnel & students
- "board comments"
  - Do your board bylaws give direction about what can be included here?
  - Decorum & respect



## Board policy example, LPBSD BB9323

Because the School Board has a responsibility to conduct district business in an orderly and efficient way, the following procedures shall regulate public presentations to the School Board.

- 1) **The School Board shall give members of the public an opportunity to address the School Board either before or during the School Board's consideration of each agenda item.**
- 2) At a time so designated on the agenda, **members of the public also may bring before the School Board matters that are not listed on the agenda of a regular meeting.** The School Board may refer such a matter to the Superintendent or designee or take it under advisement. The matter may be placed on the agenda of a subsequent meeting for action or discussion by the School Board.



## Board policy example, LPBSD BB9323

Because the School Board has a responsibility to conduct district business in an orderly and efficient way, the following procedures shall regulate public presentations to the School Board.

3) A person wishing to be heard by the School Board shall first **be recognized** by the president. He/she shall then **identify himself/herself** and proceed to comment as briefly as the subject permits.

**4)Individual speakers will be allowed 10 minutes to address the School Board.**

**5)With School Board consent, the president may modify the time allowed for public presentation or may rule on the appropriateness of a topic.** If the topic would be more suitably addressed at a later time, the president may indicate the time and place when it should be presented.





## Board policy example, LPBSD BB9323

Because the School Board has a responsibility to conduct district business in an orderly and efficient way, the following procedures shall regulate public presentations to the School Board.

- 6) **No** oral presentation shall include **charges or complaints against any employee** of the School Board, **including the Superintendent**, regardless of whether or not the employee is identified by name or by another reference, which tends to identify. Charges or complaints against employees must be submitted to the School Board under the provisions of School Board policy and administrative regulations related to such complaints.



# Look at your board calendar to ensure your agendas address items in a timely fashion



## Board Calendar

- School Starts – Aug
- AASB Resolutions – Sept
- Curriculum Review – Oct
- District financial audit - Oct
- AASB annual Conf. – Nov
- Superintendent self-evaluation - Nov
- Policy Committee report - December



## How do items get put on your Agenda?

- Board members or superintendent recommend or request
- Public requests
- Committee requests

### ***Board Policy 9322***

## Who does this?

The superintendent and board chair set the agenda and determine if items are within the jurisdiction of the board's authority



# BB 9322 AGENDA/MEETING MATERIALS

## Construction of Agenda

The School Board president and the Superintendent shall prepare an agenda for each meeting of the Board.  
(cf. 9121 - Board President)

**Board members** may place any item on the agenda no later than **five days** before the scheduled meeting date. All agendas shall include the meeting time and place and a description of each business item to be transacted or discussed. All agendas shall be posted for public review prior to the meeting.

(cf. 9320 - Meetings)



## BB 9322 AGENDA/MEETING MATERIALS (cont.)

### Construction of Agenda

***Any member of the public may request that a matter within the jurisdiction of the Board be placed on the agenda of a regular meeting. The request should be*** in writing and submitted to the Superintendent with supporting documents and information, if any, at least ***seven working days*** before the scheduled meeting date.

When constructing the agenda, the Board president and Superintendent will decide whether a request is ***within the subject matter jurisdiction*** of the Board and whether the agenda item is appropriate for discussion in open or executive session.

The Board shall also give members of the ***public the opportunity to testify at regular meetings on matters which are not on the agenda*** but which are within the subject matter jurisdiction of the Board. An agenda item for such input shall be included on Board agendas. The Board shall not take action on such matters at that meeting.



# Learn to use your agenda to stay focused.

Board chair responsibilities



Board member responsibilities



Rules for amending and approving the agenda?  
Look at Alaska Open Meetings Act and your  
district policy.

### **AS 44.62.310. Government Meetings Public.**

**e) Reasonable public notice** shall be given for all meetings required to be open under this section. The notice must include the **date, time, and place** of the meeting and if, the meeting is by teleconference, the location of any teleconference facilities that will be used....etc.





**Rules for amending and approving the agenda?  
Look at Alaska Open Meetings Act and your  
district policy.**

## **Example - BB 9320 Meetings**

“The Board shall hold 1 regular meeting each month.  
..... ***Notice of regular meetings shall be  
posted at least five (5) days prior to the  
meeting.***”



## When can you add an item and what kind?

Very rarely! Usually only very minor items of a routine nature.

Remember you were required to provide “reasonable” public notice of the board business prior to the meeting

## Postponing or removing items?

Yes, this is routinely done.





Agendas for work Sessions? Informal but a good idea!



## Executive sessions

Best practice is to schedule only when needed. It should not be “routine”

Can only be entered into for specific reasons which should be stated on the agenda

The “topic” for executive session should be noted as long as it does not conflict with privileged or confidential matters to be discussed in session



# The meeting agenda.....

Part of AASB Board Standards:

## **Structure:**

The board provides a structure that supports the vision.



Questions  
And  
Thank you!

