

## **GP-9: MEETING PLANNING**

**Adopted:** 07/26/00

**Revised:** 04/16/02; 03/13/03; 11/13/03; 08/10/06; 05/08/08  
11/29/11; 01/24/13; 11/14/13; 09/22/16; 05/25/17  
06/25/20; 09/09/21; 01/12/23

*Board of School Trustees*

**CLARK COUNTY SCHOOL DISTRICT**

To accomplish its job with a governance style consistent with Board policies, the Board shall follow an annual agenda, as outlined below. The Board shall spend a majority of Board meeting time focused on oversight and progress monitoring of the Board Vision and District Mission, Strategic goals, and Annual Plan goals.

Accordingly, the Superintendent shall assist the Board in the following:

1. Prepare and update an annual topical Board Meeting Calendar that includes a schedule of Annual Board Monitoring Reports, regular board meetings, work sessions, and special board meetings, policy reviews, community engagement activities, Superintendent Evaluation, Board assessment, Board training, policy related briefings and analysis, public policy reviews, and other relevant issues.
2. Provide proactive input, review, and approval of its Board Vision and District Mission, Strategic goals, and Annual Plan goals for the current year in alignment with the Superintendent's contract and/or between the end of the school year and the beginning of the following school year to be included in the Superintendent's proceeding evaluation and to ensure administrative planning and budgeting can occur.
3. Plan for one Work Session meeting and two Regular Board meetings each month.
  - A. The Board Work Session meeting is a public meeting complying to Open Meeting statutes and focuses on the work of the Board. This meeting should be for the Board to discuss pertinent issues, policy review and training that is needed to support the Board in their work. In addition, Board members will provide committee reports or engage in tasks related to self-evaluations, as needed.

- B. The Regular Board meeting shall be for conducting general business and goal progress monitoring of the Board Vision and District Mission, Strategic goals, and Annual Plan goals. Agenda items in the Regular meeting should include:
- i. Adoption of the Agenda
  - ii. Consent Agenda
  - iii. Formative Board Reports & Updates
  - iv. Discussion Items
  - v. Action Items
  - vi. Public Comment Period on Items Not Listed as Action Items on the Agenda
  - vii. Superintendent Communication (\*as needed)
  - viii. Upcoming Meetings & Adjourn
  - ix. Information Items

\*The superintendent communication is optional. The report shall be provided only if requested by the Superintendent and approved by the Board President and Vice President. The report shall be for information only and the content of the report shall not contain items that are required to be noticed under Nevada's Open Meeting Law.

4. Work in conjunction with the Board to develop or re-evaluate the District's strategic plan by engaging in:
- A. An annual review of the formally adopted metrics outlined within the Annual Monitoring Report.
  - B. Research, utilizing various stakeholder groups or methods to gain public input, including external stakeholder committees.
5. Training on the current governance model will be scheduled during Board Work Sessions or Board Retreats.
6. Allow the Board to attend to consent agenda items as expeditiously as possible. Board members are expected to attend the Trustee briefings as scheduled and ask clarifying questions regarding consent agenda items at the briefings.

- 7 When not in conflict with these policies or the Nevada Open Meeting Law, General rules of parliamentary procedure are used for all Board meetings. The most current edition of Robert's Rules of Order for Small Boards shall be used as a guide at any meeting. The order of business shall be reflected on the agenda. The use of proxy votes shall not be permitted.