

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

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 and consider their contents. In preparing the agenda, the following procedures shall be followed:

1. The Board's goals and priorities related to agenda planning shall be reviewed annually to ensure the Board's continued focus on deliberation and policy approval related to the District's strategic plan. The Board shall attempt to focus the majority of regular Board meeting agendas on goal and 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 per meeting.
2. Board members may request an item to be placed on the agenda for a future meeting by requesting such addition at a Board meeting under the standing item designated for future agenda planning. The placement of agenda items within future meetings or events will be determined using the following guidelines.

A. Regular Board Meeting:

1. The request is related to student outcomes, the request is tied to the District's strategic plan, and the item is not otherwise scheduled to appear before the Board within the progress monitoring calendar, or
2. The request is related to revising or creating a District policy and the policy has not been revised within the past 12 months, or
3. The request is related to requirements outlined within Nevada Revised Statutes and the request does not contain duties that have been deemed operational or managerial and delegated within Board policies to the Superintendent, or
4. The request is made publicly with a majority of the Board agreeing that the issue is pressing enough to warrant a deviation from the above terms.

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B. Work Session or Board Retreat

1. The request is to discuss Board policies or specific functions of the Board, or
2. The request is to provide training or professional development to Board members.

C. Community Engagement Event

1. The request is to engage or educate the community or Board members about a specific topic and the terms outlined within the previous sections have not been met.

D. Annual Goal Setting Meeting

1. The request is to add new or edit existing accountability metrics within the District's strategic plan, or
 2. The request is to add new or edit existing accountability metrics within the rubrics used for Superintendent or Board evaluations.
3. Upon approval, requests shall be added to the appropriate type of meeting as outlined above. The request for additional agenda items may also be submitted to the Board Office with the above guidelines applied. Items not being submitted according to established timelines shall be referred to the next appropriate meeting.
 4. Any Board member or the Superintendent or his/her designee who wishes to delete an item from the agenda should request to do so during the approval of the agenda. If there is opposition to the request to delete an item, a separate motion shall be considered allowing the Board to deliberate.
 5. Any Board member who wishes to call a closed session shall, prior to the meeting, arrange for the item to be placed on the agenda and provide reference material and information where available.

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6. 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.
7. According to the posting dates of the agenda, a Board staff member shall review all items submitted by the Superintendent's Office and Board Office for the agenda. A draft of the agenda shall be prepared and submitted in a timely manner to the Superintendent and Executive Cabinet for review and recommendation on consent agenda and staff action items. The draft agenda shall then be sent to the Board President and at least one other Board member for final approval 8 business days prior to the meeting. If a holiday occurs during this period, the deadline may be adjusted. Any feedback or concerns should be provided within 24 hours of receipt of the draft agenda. All items placed on the draft agenda shall reference this policy number and the corresponding letter and number that was used to determine the request's placement, unless the items appear on the consent portion of the agenda (i.e. GP-10, A2).
8. 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. Addenda will only be used when the item is operationally necessary as mutually determined by the Board President and Superintendent. If time limitations preclude delivery, addenda with reference materials will be distributed to Board members on the day of the meeting.