

Storey County School District
Policy Manual

Adopted: 24 April 1996

Revised:10-23-02

Section: (B) Board of Trustees

Previous Policy Number: BED

Title: Board Meeting Preparation

Presented as below to School Board for Review on 10-26-00 & 12-13-00

BOARD MEETING PREPARATION

In order to establish a routine procedure for the preparation of Board meetings, the following steps shall be followed:

A memo, generated by the superintendent, will be distributed to district buildings the day after each regular board meeting listing time lines that shall be followed for items to be placed on an upcoming agenda.

Board members, staff and community person must notify the Superintendent of an item to be placed on the next agenda; the Superintendent may accept or reject the request that an item be placed on the agenda.

Backup materials are to be sent to the Superintendent by the date on the time line; backup materials may be rejected by the Superintendent as inappropriate or poorly prepared. Backup materials may be resubmitted in a manner consistent with the Superintendent's expectations.

The agenda and backup materials will be reviewed with the Superintendent and Board President prior to submission to Secretary for typing and printing.

The Superintendent will review with the Secretary any materials to be included with the packet before it is typed and printed.

Agendas prepared and posted.

Packets distributed.

Board meeting held.

An example of a typical time line is attached to this policy.

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Typical Time Line for a Meeting

	# Days Prior to Meeting
Memo requesting agenda items and stating time lines distributed.	15 Working Days
Agenda items to Superintendent	12 Working Days
Backup materials to Superintendent	10 Working Days
Review of agenda items and backup materials with Board President	7 Working Days
Meeting packet typed and printed	5-7 Days
Agenda posted	3 Business Days
Meeting packet distributed	3 Business Days
Board Meeting	