

<b>TOPEKA PUBLIC SCHOOLS</b>	<b>REGULATION NUMBER: 1033-01</b>
<b>SUBJECT: PREPARATION OF THE AGENDA AND SUPPORTING DOCUMENTS FOR MEETINGS OF THE BOARD OF EDUCATION</b>	<b>DATE OF ISSUE:06/18/80</b>
	<b>REVISIONS: 09/13/88; 09/17/91; 08/01/96; 11/17/16; 07/12/19</b>
	<b>PREPARING OFFICE: SUPERINTENDENT</b>

**I. PURPOSE:**

To establish a procedure for the development of agenda for the Board of Education meetings.

**II. APPROVAL OF SUPPORTING DOCUMENTS AND PROPOSED AGENDA:**

- A. Working drafts of agendas are developed for several Board meetings in advance and will be revised as necessary.**
- B. Recommended items for the agenda are submitted to the clerk of the Board by the Board members, superintendent, and superintendent's council members, eight days prior to the meeting.**
- C. Recommended wording for agenda items, name of person who will make the presentation, and a rough draft of supportive data are submitted by the superintendent or member of the superintendent's council during the superintendent's council meeting.**
- D. Patron requests for any item to be placed on the agenda must be submitted to the clerk of the Board eight days prior to the meeting. The request must be submitted in writing, stating the name of the person requesting permission to address the Board and the topic of the presentation or other information which may be helpful to the Board and administrative staff. The Board president in consultation with the superintendent will determine if the request will be placed on any agenda and on which portion of the agenda the request will be placed.**
- E. After consulting with the Board president, the superintendent will determine the items to be included on the agenda for each meeting of the Board. Special Board meetings may be scheduled as needed for special items and reports. Regular business items are not included as agenda items for a special meeting.**
- F. The proposed Board agenda for the regular or adjourned session is staffed by the superintendent's council prior to the scheduled meeting.**
- G. Items added to the Board agenda at the meeting must be approved by the Board of Education.**

**III. TRANSMITTAL OF APPROVED SUPPORTING DOCUMENT AND FINAL APPROVAL OF THE AGENDA:**

- A. All descriptions and recommendations must be submitted to the clerk of the Board the Friday prior to the Board meeting. Approved supporting documents must be copied and submitted to the clerk of the Board of Education before noon on Tuesday prior to the meeting of the Board.**
- B. The appropriate superintendent's council member will ensure that all materials from that division are properly edited, dated, and copied.**
- C. Supplements to the agenda should be kept to a minimum. All approved supplements must be prepared, copied, and delivered to the clerk of the Board of Education by noon on Tuesday prior to the meeting of the Board.**
- D. The number of copies required for each document, including reports, will be determined by the clerk of the Board.**
- E. The clerk of the Board will present the final agenda to the superintendent for approval prior to making the meeting active.**

**IV. FOLLOW-UP ACTIVITIES AFTER BOARD MEETING:**

- A. The superintendent, deputy, and assistant superintendent will determine the necessary follow-up after each meeting.**
- B. The superintendent's council and Board of Education will be informed of all follow-up activities and receive copies of all related correspondence.**