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At all regular meetings of the Board of Education, the following order of business is observed unless the regular order of business is suspended by the unanimous consent of the members present:

- Inspiration
- Pledge
- Adopt Agenda
- Minutes of the previous meeting(s)
- Resolutions/Recognitions
- School Board Members
- School Board Policies
- Financial Management
- Educational Programs, Student Support and Staff Development
- Support Services/Facilities and Construction Management/and Planning
- Personnel
- Attorney
- Superintendent of Schools
- Adjournment
- Executive Session (if necessary)

The Superintendent shall prepare an agenda for all meetings of the Board. In doing so, the Superintendent shall meet with an Agenda Preparation Group, which has been established by the Superintendent for that purpose, prior to the meeting date.

1. A School Board Member may submit in writing to the Superintendent a request for inclusion of an agenda item for Board consideration.
2. The Superintendent shall immediately copy such request to all Board Members.
3. The item shall be placed on the agenda for discussion at the next School Board meeting, provided that it is submitted to the Superintendent on or before noon, one week prior to the School Board meeting.
4. If not withdrawn by the Board Member who submitted it, the item shall be placed on the agenda for the next School Board meeting as a “B” item for action by the Board of Education.
5. Pursuant to the School Board’s Educational Accountability and School Improvement Policy, the Board of Education shall invite the Superintendent to make a recommendation for approval, modification or rejection when policies are submitted to the Board of Education for consideration.

The agenda, together with supporting materials, shall be distributed to Board members and the public sufficiently prior to the Board meeting to permit them to give items of business careful consideration. When an agenda item requests a specific expenditure of Board of Education funds, that cost will be noted; otherwise, including circumstances in which associated costs

**BOARD POLICY**  
**Board Meeting Agendas**

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**Descriptor Code: BCBD**

are not borne by the Board of Education, financial impact will be noted as N/A; in any event, Board of Education expenditures will continue to be governed by Policy DC: Annual Operating Budget.

Once the Chairman has called a meeting to order, he/she will ask the Board Members, and then visitors present, if there are any questions regarding agenda items. Board Members and visitors will subsequently be granted the opportunity to pose questions or make statements in this regard, as agenda items are considered in the course of the Board Meeting. All other agenda items will be approved by the Board on consent.

Reports and documents related to a formal motion that are presented during a Board Meeting by the Superintendent shall be published as attachments to the agenda that is archived on the School District website.

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**ADOPTED: August 2, 2001**  
**REVISED: February 6, 2014**

**Cherokee County Board of Education**