


<p style="text-align: center;">Tucson Unified School District    <i>Celebrate the US!</i>  Tucson, Arizona</p> <p style="text-align: center;"><b>GOVERNING BOARD POLICY</b></p>	<p>POLICY TITLE: Board Meeting Agenda Preparation</p>
	<p>POLICY CODE: BEDBA</p>

The purpose of this document is to describe the process and timeline for development of Governing Board Meeting Agendas.

The Superintendent will develop board meeting agendas in consultation with the Board Agenda Committee.

**Agenda Committee:** The Agenda Committee consists of the Board President, the Board Clerk, and the Superintendent. The Director of Staff Services will attend Agenda Committee meetings.

The Superintendent or board members may place items on the agenda. Any board member desiring to place an item on the agenda may submit the particular item of business to the Agenda Committee through the Director of Staff Services.

- A Board Member must submit the agenda item no later than the end of the workday prior to the Agenda Committee Meeting to the Director of Staff Services.
- The Agenda Committee must place the Board Member’s item on the agenda of an upcoming Board meeting (for information or study or action, as requested by the Board member) or Executive Session, as appropriate.
- When scheduling such an item, the Agenda Committee has two options.
  - Option A: The item appears, in full, on the agenda of a Board meeting within six weeks of the Agenda Committee meeting.
  - Option B: An action item, to determine only whether the full item should appear on the agenda of a future Board meeting, appears on the agenda of either the first regular Board meeting which is at least one week later than the Agenda Committee meeting, or an earlier Board meeting.
- If a second Board member endorses the item, in the submission to the Agenda Committee, then the Agenda Committee must choose Option A.
- The Agenda Committee can postpone consideration of the item, beyond these deadlines, in the following situations.
  - The Board member proposing the item agrees to such an extension, in communication to the Board President.
  - The item would be scheduled for a Board meeting within six months of a meeting at which the Board considered a substantially similar item.
  - The item requests information from staff, which staff requires additional time to prepare. In this case, the Agenda Committee should rely on the Superintendent for guidance on the earliest practical scheduling of the item.

- The Superintendent can address the item to Board member's satisfaction through the Superintendent's Friday Report and/or during a one-on-one meeting.

With all options, the Director of Staff Services shall provide written communication subsequent to the Agenda Committee meeting to Board members proposing agenda items.

If the Agenda Committee chooses Option B, then the following rules apply:

- The Board member submitting the original item may submit to the Director of Staff Services a brief description of that item, to attach to the Option B item (i.e. whether to bring forward the original item).
- Public meeting discussion of the Option B item will be limited to a brief description of the original item (e.g. reading the agenda description into the record) and discussion of the merits of placing it on a future Board agenda.
- The motion to place the original item onto the agenda of a future meeting can contain stipulations about the date of that meeting.

For any Board member agenda item, whether scheduled through Option A or Option B, the proposing Board member should provide all supporting material to the Board office at least one week before the Board meeting.

### **Agenda Process**

- The Superintendent will develop and distribute the Submission Schedule for agenda items for meeting dates approved by the Governing Board.
- All agenda items with accompanying back-up materials will be submitted by the Superintendent to the Board Office no later than the close of business four (4) business days prior to the scheduled meeting, with the exceptions allowed by law. No item will be placed on an agenda without accompanying back-up material at the time of submission. Revisions to agenda items must be submitted to the Board Office no later than 9:00 a.m. the day before a scheduled board meeting. Holidays will affect all deadlines.
- Schools and departments who originate agenda items will be responsible for notifying all parties involved that their respective agenda item is scheduled for a specific board meeting date. This includes getting all approvals prior to submitting the item to the Superintendent.
- The Superintendent's Office is responsible for maintaining a calendar of future board agenda items and for keeping the Board Office informed.
- The Superintendent's Office will be responsible for holding administrators accountable for following agenda procedures and deadlines.
- At the end of each regular meeting under agenda item "Future Agenda Items," a board member may propose future agenda item(s), with limited discussion. The discussion should center around the purpose of placing the item on the next most appropriate agenda for consideration and action as necessary.

Adopted: January 16, 2007  
Revised: February 10, 2009  
Review: January 12, 2010 [reviewed; no changes made]  
Revised: June 22, 2010  
Revised: February 22, 2011

**LEGAL REF.:** A.R.S. 38-431 Public Meeting and Proceedings

**CROSS REF:** Policy # BEDB – Board Meeting Agendas

**Replaces TUSD Policy # 9300** Governing Board Meetings and Submitting Agenda Items