**Board Meetings-Agenda Preparation and Dissemination Policy 4005**

 Adopted August 23, 2021

The Chair of the Kenosha Schools of Technology Enhanced Curriculum Governance Board and Chief Education Officer (“CEO”) of Kenosha High (“School”) shall work collaboratively to determine and prepare the agendas for regular and special meetings of the Board, except that they shall (1) adhere to any specific direction provided by the Board or Board policy, and (2) include on the agenda of any special meeting any subject matter that was the specific reason for calling or requesting such special meeting. In the event of a disagreement between the Board Chair and CEO over the inclusion or exclusion of a specific topic or item of business, the Chair shall have the authority to make the final decision in the absence of any applicable Board directive.

Any Board committee, individual Board member, individual staff member, parent, or other member of the school community may suggest or request the inclusion of an item of business on a future meeting agenda by submitting the request in writing to the attention of the CEO. However, the Board Chair and CEO need to prioritize and limit the scope of the agendas for specific meetings, and the Board retains for itself the discretion to make final decisions regarding when, if at all, particular items of business will be included on an agenda for a Board meeting. Accordingly, suggesting or requesting an item for possible consideration in no way guarantees actual placement of the item on a meeting agenda.

If an individual Board member, a committee chairperson acting on behalf of a Board committee, or the CEO disagrees with the Board Chair’s decision not to include a particular item of business on the agenda for a particular meeting, such person may insist that the next regular meeting of the Board include an agenda setting topic where the Board as a whole may (1) decide when, if at all, the issue or topic in question will be calendared for further substantive discussion and/or possible action, or (2) refer the issue or topic for further evaluation (e.g., to a committee or to the administration).

The Board may use a consent agenda to keep management of routine matters within a reasonable time frame by allowing them to be included in a single resolution for Board consideration. Consent agenda items should be those that are routine, self-explanatory or not likely to require additional information, non-controversial, not expected to call for extensive deliberation, and not expected to give rise to differing opinions.

A member of the Board may request any item to be removed from the consent agenda and defer it for a specific action and more discussion. No vote of the Board will be required to remove an item from the consent agenda. A single member's request shall cause it to be relocated as an action item eligible for discussion. Any item on the consent agenda may be removed and discussed as a non-action item or be deferred for further study and discussion at a subsequent Board meeting if the CEO or any Board member thinks the item requires further discussion.

Board packets of the agenda and background materials that support the agenda of any Board meeting are intended to be provided to Board members in sufficient time before the meeting so that Board members may review the material and give items of business sufficient consideration. As a general guideline for regular meetings, and with such exceptions as may occur from time to time, the CEO shall coordinate the distribution of a meeting agenda (even if tentative) and the available supporting materials to Board members at least 2 days prior to each regular Board meeting.

The Board shall transact business according to the agenda prepared by the CEO and Board Chair and submitted to all Board members in advance of the meeting. The order of business may be altered at any meeting by a majority vote of the members present.