

# VALDEZ CITY SCHOOL DISTRICT

Welcome to the Valdez City School District Board Room

The following information is provided to help understand the Valdez City School District Board of Education meeting process.

## **THE AGENDA**

The School Board Agenda sections appear as follows:

### **A. PRELIMINARIES**

Items that establish the start of the meeting and establish a necessary quorum:

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Roll Call**

### **B. AGENDA**

Items that identify and establish the agenda for the meeting:

#### **1. Adoption of the Agenda**

Consent agenda items marked with an asterisk are considered routine items not requiring public discussion by the Board. Unless removed from the consent agenda, asterisk items will be automatically approved when the agenda is adopted. Questions concerning these items should be directed to the administration before the meeting.

If the Superintendent or a member of the public wishes to have an item removed from the consent agenda, the request must be made to the Board at this time. Only a Board Member may remove an item from the consent agenda; asterisked items will then be adopted by one single motion.

#### **2. Presentation of Agenda Items**

The Board President reads the agenda to the audience.

### **C. APPROVAL OF THE MINUTES**

Items that approve and certify minutes from previous meeting(s) are addressed. Minutes are not official until approved.

### **D. SPECIAL PRESENTATION(S)**

Opportunity for the School Board to either recognize outstanding achievement by students and/or employees of the district, or to hear from individuals concerning special events and/or programs affecting the school are addressed.

## **E. PUBLIC COMMENT ON NON-AGENDA ITEMS**

Opportunity for the public to comment to the board on any topic or issue that is not on the agenda for that meeting is provided. Members of the public must adhere to the following rules:

1. When recognized, the speaker will be asked to state his/her name and state the business being brought to the attention of the Board, and then be seated at the desk provided.
2. Any person wishing to speak on a non-agenda item will have five (5) minutes to testify. The Board President has the discretion to set or waive the time for all speakers.

## **F. BOARD AND SUPERINTENDENT QUESTIONS/COMMENTS/COMMITTEE REPORTS**

Opportunity for the Superintendent and Board Members is provided to inform the public of events, programs, and reports that have occurred since the last meeting. There is no action needed, or taken on these reports.

## **G. ACTION ITEMS: UNFINISHED BUSINESS**

Items that have previously been before the board for action but were not acted upon are addressed. The Board may take action on these items or continue to postpone action if more information is needed.

## **H. ACTION ITEMS: NEW BUSINESS**

Items come before the Board for the first time. In most cases, after a presentation and/or discussion, the Board will either approve the item or move it to the next meeting as unfinished business.

## **I. INFORMATION AND REPORTS**

Items that administration wishes to share with the Board and public on a variety of topics and issues regarding the educational program and operation of the district are addressed. After items are presented, the administration or Board Member may move the item to an Action Item: New Business, on a future agenda.

Regularly scheduled reports are usually placed in this category and are identified as consent agenda items.

## **J. BOARD AND SUPERINTENDENT QUESTIONS / COMMENTS**

Opportunity for Board Members and Superintendent to comment on issues and items that may have come up during the course of the meeting is provided. It is also an opportunity for Board members to request further information from administration, and for administration to seek clarification from the Board.

## **K. EXECUTIVE SESSION (If Needed)**

The School Board may enter executive session at the conclusion of the agenda. Action cannot be taken in executive session. The Board must reconvene publicly in order to take action on the item discussed in executive session.

The reasons for an executive session as stated by law are to discuss:

1. matters the immediate knowledge of which would clearly have an adverse effect upon the finances of the District.
2. subjects that tend to prejudice the reputation and character of any person, provided that person may request a public discussion.
3. matters which by law, municipal charter or ordinance are required to be confidential.

## **L. ADJOURNMENT**