

Board Agenda Planning and Future agenda requests 6-22-26 BVSD

Add item to the end of each business meeting

- Adjust your School Board Meeting policy to include a standing agenda item within your order of business at the end of your regular meetings titled **Future Agenda Request**
- This agenda item is the time for Board members to share suggested future agenda items, **not for discussion or debate**.
- These items are then recorded by the Board secretary in a document that is shared with the Board and Superintendent and updated after each meeting

Schedule your Prioritization Meetings

- Schedule a work session towards the end of each semester (Dec and June)
- The topic will be Board Prioritization
- Confer with your Superintendent who will facilitate the meeting. We suggest having someone you know/trust serve as meeting facilitator so the Superintendent and Board President can fully participate

Prioritize your future agenda items

- A month before your prioritization meeting, have your Superintendent (or Facilitator) send out a survey
- In Survey Monkey, place all future agenda requests into a Ranking question so all Board Members independently rank each future request in order of importance
- Once you have your prioritized list, you can begin to identify the topics that you will consider adding to agendas for the next semester
- The Superintendent will also collect any items that need to be on agendas per board policy or to update the board/community on important district work.

Create a prioritized agenda calendar (6 months)

Fill out the agenda calendar during prioritization meetings

- Have a facilitator lead if possible
- Superintendent sets the stage
 - Shares:
 - District staff priorities
 - Board policy requirement
 - Prioritization results
- Governance team discusses and builds consensus on the agendas for the entire semester
- Prioritization Board is updated and then shared among district staff and board members