

**Chico Country Day School (CCDS)  
Board Policy: #102**

**BOARD OF DIRECTORS MEETING AGENDAS AND SUPPORTING  
DOCUMENTATION POLICY**

**Preparation of the Board of Directors Agenda:**

The CCDS administrative team shall be responsible to prepare the agendas for all regular meetings of the Board of Directors.

**List of Agenda Items:**

- The CCDS administrative team shall include on the agenda all items known to require action by the Board and other topics containing information necessary for the public discharge of the Board's responsibilities.
- Agenda items which relate to school business as are requested for inclusion by members of the Board shall also be included. In addition, any person of the public may request that a topic directly related to school business be placed on the agenda. The Board Chair shall determine whether the person of the public's request shall be taken under advisement by the Board formally or whether it can be resolved by the CCDS administrative team. If the Board Chair decides the item will be taken under advisement by the Board, the matter may be placed on the agenda of a subsequent meeting for discussion or action by the Board. No person of the public's requested item shall be placed on the agenda if it is repetitive of a previous item placed on an agenda and considered by the Board.
- Requests for items to be included on the Board of Directors agenda by the Board or Board members, School employees or citizens shall be in writing and submitted to the main office seven (7) working days prior to the next regularly scheduled Board meeting.
- When there is a tie vote on the agenda topic under consideration, the item shall be resubmitted to the Board at its next regular meeting.
- The Board may only take action on items formally listed on the Board agenda except in emergency or other circumstances as authorized by law.
- Members of the Board or the administrative team may request that a topic be placed on the agenda which has been recently considered and acted upon by the Board providing there is new and relevant information on the topic, but only for the purpose of the Board deciding whether or not to reconsider the agenda topic, it shall do so at the next regular Board meeting.

**Supporting Documentation:**

The administrative team is responsible for preparing all supporting information which

may accompany each agenda topic originating from the administration or the Board. The purpose for preparing supporting information is to facilitate decision-making on the part of the Board members by having available to them in advance of Board meetings comprehensive data pertaining to each agenda topic. The supporting information shall accompany the agenda and be delivered to Board members concurrently with the agenda. A person of the public who requests to have a topic on the agenda are encouraged to submit, in writing, supporting information detailing their reason for having the topic placed on the agenda and what is being requested of the Board. This is intended to provide background information for Board members to help expedite the Board's handling of the topic at the Board meeting

**Agenda Posting:**

Agendas for regular and special School Board meetings shall be posted seventy-two (72) and twenty-four (24) hours, respectively, in advance of such meetings. The agendas are posted on the school website: [www.chicocountryday.org](http://www.chicocountryday.org) and on the window of the main office located at 102 West 11<sup>th</sup> Street, Chico, California.

**Agenda Distribution:**

The Board agenda with supporting information for a regular Board of Directors meeting will be delivered to Board members via email at least 72 hours prior to the meeting. For special Board meetings, the agenda and supporting information will be delivered at least 24 hours prior to the meeting. The CCDS administrative team is responsible for the distribution of Board packets (which include the official agenda and all supporting information). In addition to provision of agendas, the Board's complete public agendas shall be posted on the school website: [www.chicocountryday.org](http://www.chicocountryday.org). Hard copies can be obtained in the main office located at 102 West 11<sup>th</sup> Street, Chico, California. A copying fee for the hard copy will be applied.

**Anonymous Letters**

It shall be the policy of the Board not to introduce anonymous letters in the agendas for Board meetings.