

Clarifying Background Information for Agenda Items

Use a sample form such as this to structure the supporting material the superintendent prepares to accompany the agenda for the meeting. This can ensure the superintendent is prepared to answer questions most often asked by board members and assure board members that staff will know in advance what information the board needs for decision making. Consider the questions below as a team and use the answers to construct your own standard form for agenda item information.

- Which items do you think your board would like included on typical agenda items.
- Which would help your board meetings be more effective in accomplishing results?

Date: _____ Agenda Item No.: _____

Subject _____

Administrator Responsible: Name _____ Position _____

A. Purpose of Agenda Item:

- Information only Action needed

B. Authority for This Action:

- Local Policy _____ Law or Rule _____

C. Strategic Objective, Goal, or Need Addressed:

(If need is not identified in district or campus goals, what priority should it be given in relation to goals? Include reason for recommending change in priorities and how the need will be introduced into planning process.)

D. Summary:

Previous board action relating to this item—
Future action anticipated—
Background information—

E. Alternatives Considered:

Scope of options reviewed—
Reasons for rejecting alternatives—

F. Comments Received:

From site-based team, district-level team, other advisory group—
From public—

G. Administrative Recommendation:

Advantages/benefits of this proposal—
Expected results in terms of student benefit/achievement—
Possible problems or disadvantages of this proposal—
Affect of this action on other parts of the system—
Consequences of not approving recommendation—

H. Fiscal Impact and Cost:

Immediate—
Future/ongoing—

I. Monitoring and Reporting Time Line:

Person responsible for evaluating this decision or action—
Evaluation method and time line—
Next report to the board—