

Category:	Procedure:	
<b>School Board Operations</b>	<b>Submission of Items for Board of Education Agenda</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-B-162</b>	<b>March 2016</b>	<b>September 2019</b>

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**BOARD OF EDUCATION MEETING AGENDA**

The Executive Committee of the Board of Education is responsible for developing an agenda for each meeting. The Executive Committee is made up of the Superintendent and Board Chair. Any Board member may place items on an agenda for discussion. Staff members or citizens of the district may only suggest items for an agenda.

The Board of Education adopts an annual calendar which includes the deadline dates for submission of agenda items. The annual calendar can be found on the Board of Education page on the Knox County Schools website. The deadline normally occurs approximately two weeks prior to a meeting.

KCS staff members should submit documentation to the appropriate Principal, Supervisor, Chief or Director for approval using Forms AS-105 “Staff Coordination and Signature Routing Form” and Form AS-109 “Fiscal Note.” If approved, the item will be forwarded to the Board of Education Executive Assistant for processing.

**ACTIONS/DOCUMENTS THAT REQUIRE BOARD OF EDUCATION APPROVAL**

- The acceptance and receipt of all grants.
- Donations in an amount or with a value of \$25,000.00 or greater.
- All agreements and contracts, including proposals for the lease of real property.
- Modifications to existing agreements and contracts.
- All facility projects.
- Policies.
- All special purchases as defined by Board Policy D-230.
- Purchases which are funded with internal school funds of \$25,000.00 or greater.

**INFORMATION AND/OR QUESTIONS**

Questions or requests for more detailed information should be submitted to the Board of Education Executive Assistant by calling 865-594-1630 or by e-mail.