

HOW AM I SUPPOSED TO KNOW WHAT'S GOING ON?

Montgomery County Board of Education Meeting Guide

MONTGOMERY COUNTY BOARD OF EDUCATION

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Welcome to a meeting of the Montgomery County Board of Education! We are pleased to have you join us. This guide is intended to provide a brief review of the meeting proceedings to assist you in following along.

The Board certainly understands that people have busy schedules and it is perfectly acceptable if you choose to leave before the meeting is concluded. For example, you may be a parent who brought your child to the meeting to be recognized, and need to leave following the recognition portion of the agenda. Please feel comfortable in doing so, and congratulations to you and your child!

Below is a sample of a typical Board of Education meeting agenda. Comments are included to explain the process the Board will follow.

MONTGOMERY COUNTY BOARD OF EDUCATION Sample Meeting Agenda Clay Community Center

- I. Call to Order
- II. Approval of Agenda
- III. Reading of Mission Statement
- IV. Pledge of Allegiance
- V. Moment of Silence
- VI. Recognitions – *The Board will recognize the recent achievements of individual students, groups, employees and community members, as appropriate. Those being recognized will be called by name and asked to come to the front and receive a Certificate of Merit. Persons being recognized are then asked to proceed as directed to have a photograph taken.*
- VII. School Spotlight – *School Principal highlights school accomplishments and progress of students. Students at the hosting school demonstrate a learned process or concept.*
- VIII. Hearing of Citizens – *At this time, anyone who has submitted a request to address the Board via the “Remarks by Citizens/Public Comments Form” is acknowledged.*
- IX. Reports/Monthly Updates – The Superintendent provides information and updates about various aspects of the school system. These items do not require action/approval of the Board at this time.
 - A. Maintenance
 - B. Transportation
 - C. Technology

- D. Food & Nutrition Services
 - E. Child Care
 - F. Communications
 - G. Office of Special Education
 - H. Curriculum Department and Instructional Coaches Report
 - I. School Reports & SBDM Minutes
 - J. Attendance Report
 - K. Superintendents Calendar
 - L. Superintendent's Verbal Report
- VI. Consent Agenda – *Items that will be listed here require the Board's approval. Rather than vote individually on each item listed in the Consent Agenda, the Board makes one motion to approve the entire Consent Agenda. If a Board member does not wish to approve an item in the Consent Agenda, it is pulled and not included in the motion to approve. It is then addressed as a separate item.*
- A. Approval of Minutes
 - B. Treasurer/Food Service Director Reports & Accounts Payable
 - C. Monthly School Activity Reports
 - D. Student Trip Requests
 - E. Fundraising Requests
 - F. Facility Use Requests
 - G. Declaration of Surplus Property
 - H. Applications, Agreements & Contracts
 - I. Policies/Procedures – *Policies require a first reading at one meeting, followed by adoption at a second meeting. Procedures require only a one-time review.*
- X. Personnel Matters – *This will include information and/or action regarding personnel matters.*
- XI. Facilities – *This will include information and/or action regarding construction and other facility matters.*
- XII. Addendum / Revisions / Additional Information (for organizational & informational purposes)- *This will include any items listed in the main part of the agenda under its appropriate category. It will indicate the items that were revised or added to the agenda after the review/ special work session*
- XIII. Confirm [Next] Meeting – *The Board's regular meeting date is the 4th Tuesday of each month at 5:30 p.m.. If there is a conflict with this date, another date must be set. In that case the meeting will be deemed to be a "special session."*
- XIV. Closed Session as per KRS 61.810, if needed. *On occasion, the Board will be required to convene into closed session to address an issue. Closed session can only be used for a few issues as listed in state law, such as a lawsuit or court action. If it is necessary to take action as a result of the closed session, the Board may do so when it reconvenes in open session*
- XV. Possible Action Following Closed Session
- XVI. Adjournment

Thank you for your interest in Montgomery County's educational system. If you have questions or would like additional information about the Montgomery County Board of Education or the Montgomery County School System, please contact the Superintendent's Office, (859) 497-8760 or visit the district webpage – www.montgomery.kyschools.us.