



NEBRASKA DEPARTMENT OF EDUCATION

TO: Roger Breed, Ed.D.
Commissioner of Education

FROM: MARGARET WORTH, GENERAL COUNSEL

SUBJECT: POLICY REVIEW INFORMATION ITEM

Proposed Board Action:

STATE BOARD POLICY, B13, "Agenda/Meeting Material for Regular Meetings."

Background Information:

Pursuant to the four-year review schedule implemented by the State Board's Policy Committee, State Board Policy B13 is submitted for review.
Pursuant to Bylaws B8 and B5, this policy may be revised, rescinded or referred to the State Board Policy Committee for review. If the Committee, the Board President or any Board member believes that action is necessary in connection with this Policy, an appropriate motion may be placed on the Agenda for a future Board meeting.
B13 will remain in effect indefinitely until revised or rescinded.

Estimated Cost:

N/A

Supporting Documentation Included:

State Board Policy Statement B13, "Agenda/Meeting Material for Regular Meetings."

For Additional Information on this item:

Contact Margaret Worth, (402) 471-0312 or margaret.worth@nebraska.gov

Bylaw: Agenda/Meeting Material For Regular Meetings

The agenda is developed by the Commissioner in consultation with the Board President and will contain any item requested by individual Board members.

The Commissioner of Education shall prepare and submit by e-mail to each member of the State Board prior to each meeting of the State Board an advance copy of the agenda, outlining matters to be considered by the State Board and such other materials as members have requested be included for consideration.

Consent Agenda

1. Purpose

- a. To group routine non-controversial items that do not need discussion for single action by the Board.
- b. To expedite the work of the Board and to provide additional time for more substantive items.
- c. To provide a method for the Board to review contracts of \$25,000 or more and to review contracts with public employees of \$2,000 or more.

2. Procedure

- a. The President of the Nebraska State Board of Education and the Commissioner of Education will confer prior to the Board meeting to identify items for the consent agenda.
- b. Any member of the Board may object to the placement of an item on the consent agenda by informing the President before adoption of the agenda. The item will then be considered independently and after the approval of the consent agenda. If a work session is held, time will be provided to identify items for removal from the consent agenda.
- c. The Consent Agenda will be moved by a single motion without discussion. A majority vote shall approve the items contained therein.

Agenda Amendment

The agenda will be e-mailed at least seven calendar days prior to the meeting. Following the mailing of the agenda, the Board President may approve adding non-emergency items to the agenda upon the request of the Commissioner or any Board member, so long as the addition is made at least 24 hours prior to the meeting. The Commissioner's Office shall maintain an updated agenda available to the public and shall attempt to mail or fax such changes to the Board. The agenda may be altered at

any time by a majority of the members present and voting to remove an item from the consent agenda for individual consideration or to add emergency items as provided by state law.

Board Action History

- 12/10/76 – Prior BBABA
(Agenda development)
- 6/1/79 – Prior BCBD
(Agenda preparation and consent agenda – No copy available of prior version.)
- 12/7/84 – Prior 9121 BOP
(Renumbered BBABA)
- 12/7/84 – Prior 9323 BOP
(Renumbered BCBD and added reference to emergency items and contract approval.)
- 12/8/95 – Prior B13
(Combined prior policies, added $\frac{3}{4}$ members present approval for adding emergency items allowed by state law, and addition of non-emergency items up to 24 hours before meeting.)
- 5/7/99 – Prior B13
(Added 2-stage consent agenda approval and changed to majority present approval for emergency additions.)
- 6/7/02 – Prior B13
(Title change, regular meetings)
- 12/5/03 – Prior B13
(Deleted 2-stage consent agenda process)
- 9/7/06 – B13
(Increased contract review from \$10,000 to \$25,000. Minor wording changes.)

Cross-References

- 49-14,102 – Contracts of \$2000 or more.
- 84-1411 – Agenda.
- D6