

Board Agenda Submission FAQs

- ❖ What is the due date to submit Board Agenda items?
 - The deadline for all Board Agenda items is the Tuesday before a scheduled board meeting. Items can be submitted until 5pm CST in order to be included in the agenda.
- ❖ How do I submit a Board Agenda item?
 - Effective 7/1/2019, information will only be included in the agenda if submitted via the link https://docs.google.com/document/d/1CU4J_yOt5fRfK3YvsYXxUAe0TFvUZ5Kk5fcMLkZkfhs/edit?usp=sharing
 - Any other method of submitting items will result in the items not be included in the agenda.
- ❖ What information do I need to include when submitting an item for Board approval?
 - The necessary items required for Board approval include: Employee's legal name, rate/type of pay, the effective date(s) of the action, and the reason for the action. Any missing information will cause the item to be denied by the Department Chief or Instructional Improvement Officer.
- ❖ What happens if I miss the deadline for submitting a Board item?
 - If the agenda item is submitted after the required deadline (see deadline above), the item will be placed on the next scheduled Board meeting agenda.
- ❖ How do I submit a Board item containing a large group of names (over 10) for approval?
 - If your Board item lists more than 10 names, you are required to submit the Board item via an Excel spreadsheet upload to the Google form using the template provided by HR. Please note: You will need to upload excel file into the HR agenda by clicking "add file".
- ❖ How do I submit a *corrected* Board agenda item through for approval?
 - If you are sending through a correction to a previously approved Board item, place the word CORRECTION (in caps) in front of the employee's first name.
- ❖ How do I know if my Board item is approved?
 - Board meeting actions, agendas, and general information can be found at www.kckps.org under the "about us" tab.
- ❖ How does the information in my Board submission get transferred to the Board report for approval?
 - All the Board items submitted through the submission process are automatically converted to a spreadsheet by Google forms. Items are reviewed and approved by District Chiefs and Instructional Improvement Officers prior to posting. Any questions or concerns about a Board item will be sent back to department leadership for action.