

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

## Montgomery County Board of Education Meeting Guide



### MONTGOMERY COUNTY BOARD OF EDUCATION

*Alice Anderson, Chair • Bill Morgan, Vice-Chair  
Jon Kelly Johnson, D.M.D • Sharon Smith-Breiner • Donna Wilson  
Matthew D. Thompson, Ed.D., Superintendent*

**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  
Montgomery County High School Cafeteria

- I. Pledge of Allegiance – *Led by a student group*
- II. Student Demonstration of Learning – *Students demonstrate a learned process or concept.*
- III. Recognition – *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 to a designated area to have a photograph taken for the local media.*
- IV. Remarks by Citizens — *At this time, anyone who has submitted a request to address the Board via the “Remarks by Citizens/Public Comments Form” is acknowledged.*
- V. Curriculum-Focused Reports/Presentation
- VI. Reports – *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. Nutrition Services
  - D. Child Care

- E. Communications/Community Education
- F. Office of Special Projects
- G. Family Resource/Youth Services Centers
- H. Guidance Counselor Reports
- I. Professional Leave Requests
- J. Council Minutes & Schools
- K. Superintendent's Verbal Report

**VII.** 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. An example of some items that might appear in a given month is provided.*

- A. Approval of Minutes
- B. Treasurer/Food Service Director Reports & Accounts Payable
- C. Personnel Matters
- D. Student Trip Requests
- E. Policies/Procedures – *Policies require a first reading at one meeting, followed by adoption at a second meeting. Procedures require only a one-time review.*
- F. Fundraising Requests
- G. Declaration of Surplus Property
- H. Applications, Agreements & Contracts
- I. Use of School Facilities

**VIII.** Facilities Projects – *This will include information and/or action regarding current construction projects.*

**IX.** Set Date for [Next] Meeting(s) – *The Board's regular meeting date is the 4<sup>th</sup> Tuesday of each month at 6:30 p.m. in the Montgomery County High School Cafeteria, with the exception of November, and December, which are scheduled for the 3<sup>rd</sup> Tuesday of the month. 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."*

**X.** 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*

**XI.** 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 extension 226, visit the district webpage – [www.montgomery.kyschools.us](http://www.montgomery.kyschools.us).