

# KCSD Issue Paper Guidelines

To request an Agenda Item for the upcoming board meeting, complete the **KCSD Issue Paper** and **send the original** to your District Administrator by the deadline which can be found on the Kenton County Website: [School Board > Employee Forms and Information](#)

The documents you prepare and sign become permanent historical records of “Official” Kenton County Board of Education meetings. Secondly, all documents (printed and electronic) are available to the public. Anyone can view these documents on our website: [School Board > Board Meetings > Board Meeting Agendas and Minutes](#). Please make sure your documents are well written and presentable.

**Agenda Item (Action Item): Consider/Approve** A sentence or statement to the board clearly stating the specific request you are asking them to consider and approve. This sentence/statement always begins with “Consider/Approve” and will be listed on the board meeting agenda. It should briefly tell the who, what, where, why and when of your request.

Example: Consider/Approve Piner’s application for the Greater Cincinnati Foundation’s Summertime Kids grant for use during the Summer of STEAM Learning Program, Summer 2018.

**Applicable Board Policy:** If a Board Policy or Procedure covers the topic of your request, please list the Policy/Procedure number(s). You can search board policies on the district website at [School Board > Board Policies and Procedures Manuals > Online Manual \(or Instructions\)](#)

**History/Background:** Include all supporting information to explain your request so your board members completely understand what they are considering/approving. Is there a history or is this something new for your school/department? Who will benefit/participate and how? What are the terms of an agreement or application? Etc.

Attach printed copies of supporting documents (agreements, applications, memorandums of understanding (MOU), literature about a program, etc.) when you send your original Issue Paper to your District Administrator for approval. These documents will be attached to the agenda for board members to review. Our Board Attorney may review documents to make sure we agree to and can abide by the terms and conditions, and/or identify changes to be made before signing such documents. Please do not include website links as they can change or become obsolete.

**Fiscal/Budgetary Impact:** If your request will require funding from Instructional, Allocation, or District Funds, please state clearly the amount and terms of the financial impact.

**Recommendation:** The recommendation will state the desired outcome for the Agenda Item (Action Item) you have asked the board to consider and approve.

Example: Request approval to apply for the Greater Cincinnati Foundation’s Summertime Kids grant for Piner’s Summer of STEAM Learning Program, Summer 2018.

**Signatures:** After signing the Issue Paper, attach supporting documents and **send the original** to your District Administrator. Please do not email.

The District Administrator will review your request, approve/deny and forward approved **original documents** to the Superintendent’s office for review, approval/denial and inclusion of approved request on the board meeting agenda.