

KCSD Issue Paper Guidelines

To request an Agenda Item for the upcoming board meeting, complete the KCSD Issue Paper and send the original with attachments to your District Administrator by the deadline, which can be found on the Kenton County Website:
School Board > Employee Forms & Information > Agenda Items Due Dates

The documents you prepare and sign become permanent historical records as “Official” Kenton County Board of Education meeting documents. 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**, **why** and **when** (and sometimes, the where) of your request

Example: Consider/Approve a contract with Snappy Tents for chair rental for the 2022 Dixie Heights graduation practice scheduled at Dixie in May 2022.

Applicable Board Policy: List the Board Policy or Procedure that requires board approval or notification for the topic of your request. You can search board policies on the district website at *School Board > Board Policies and Procedures Manuals > Online Manual (or Instructions)*

Examples: “01.1 Legal Status of the Board” – use this for contract/agreement approvals
“08.2321 Copyrighted Materials” – use this for software license agreement approval

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), itemized budget to calculate student fees, 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: Only list Budget Expenses...not income. If your request will require funding from Instructional, Allocation, or District Funds, please state clearly the amount and terms of the financial impact. Give the amount and the name of the budget account.

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

Example: Approval to contract with Snappy Tents for chair rental for the 2022 Dixie Heights graduation practice scheduled at Dixie in May 2022.

Signatures: After signing the Issue Paper, attach supporting documents and send the original to your District Administrator.