

Board Report Vetting Protocols

Each individual Board report should be prepared and submitted with sufficient time for the following report review and approval process:

- Step 1.** District staff complete the report using the prescribed report template and submits to the Superintendent or designee.
- Step 2.** Superintendent reviews and approves the report ensuring all report criteria are met.
- Step 3.** Trustees receive the report at least 8 business days prior to the Board meeting when the report is posted to the public.
- Step 4.** Trustees review the report and submit related questions and requests for additional information to the Board liaison at least 5 business days prior to the Board meeting. Trustees may provide additional questions/feedback and request additional information at the meeting as appropriate but should endeavor to present the majority of their initial concerns prior to the Board meeting.
- Step 5.** The Board liaison will compile similar report questions and requests into a document and send to the Superintendent. A copy will be sent to the Board President.
- Step 6.** The Superintendent and staff, as designated by the Superintendent, may make revisions and/or post additional reference materials.
- Step 7.** The Board President and Vice President shall remove the Board Report at the Board meeting if they believe the report does not comply to the Board Report Content requirements.