

information to Action and Approval Process

- 1. Mention the topic informally under the Superintendent's Report**
- 2. Spotlight the topic as an item in the Friday Newsletter (attach articles or other back up information)**
- 3. Repeat Steps 1 and 2 as necessary**
- 4. Introduce the topic formally under New Business for presentation and Board discussion**
- 5. If more time is needed for in-depth discussion, hold a Board Study Session to ensure sufficient time for consideration**
- 6. Agendize the item for Consideration of Action**
- 7. Include various Board Reports as part of a timeline for keeping the Board and the Public informed**

A Moment of Governance: A Guide to Decision Making January 31, 2024 As presented by Dr. Carmella S. Franco, Consultant

Meeting Document Handout

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