

Agenda Preparation and Dissemination

Information regarding the placement of an item on the agenda shall be forwarded to the office of the superintendent on or before Tuesday of the week prior to the regular Board meeting. Items of business may be suggested by any Board member and shall be included. It is the Board member's responsibility to provide adequate support of information describing the intent of the item. On or before the Thursday immediately preceding the regular Monday meeting, the chairperson shall confer with the superintendent concerning the formulation of the agenda for this meeting. Prior to the formulation of the agenda, additional items may be placed at the discretion of the chairperson.

When it is possible, the chairperson should discuss with the superintendent, the planned agenda prior to a special meeting.

Copies of the agenda and supporting materials shall be distributed to all Board members on the Friday prior to the Monday meeting. Copies of the agenda shall be distributed to the newspapers on Friday of the week preceding the regular Board meeting.

Policy Approved: 5/24/93

Policy Revised: 3/20/00