

- () Required
- (X) Local**
- (x) Notice

AGENDA PREPARATION AND DISSEMINATION

The Superintendent of Schools shall prepare the agenda for each board meeting according to the order of business, to facilitate orderly and efficient meetings, and to allow Board members sufficient preparation time.

Items of business may be suggested by any Board member, district employee, parent, student, or other member of the public, and must relate directly to district business. The inclusion of items suggested by district employees, parents, students, or other members of the public shall be at the discretion of the Superintendent, subject to the approval of the Board President.

Persons suggesting items of business must submit the item to the Superintendent at least four (4) days prior to a regular meeting and one (1) day prior to a special meeting. Items will not be added to the agenda later than these time periods, unless the item is of an emergency nature and authorized by the Superintendent in consultation with the Board President.

The agenda shall specify whether the item is an action item, a consent item, a discussion item or an information item.

The agenda and any supporting materials will be distributed to board members, preferably four (4) days in advance of the board meeting, if possible, to permit careful consideration of items of business. All supporting materials included with the agenda that include any personnel or district issues are to be regarded as confidential and not for discussion with the public until the Board meeting. The agenda will also be available to the public in advance of the meeting, excluding personnel items, in the district Superintendent’s office and on the district website. The agenda will also be available in an alternative format upon request through the Superintendent’s office to anyone who has a disability.

The District Clerk shall be responsible for ensuring that the agenda is available to the public.

Cross-ref: 2350, Board Meeting Procedures

Adoption date: September 24, 2007
Revision date: December 22, 2014