

AGENDA PREPARATION AND DISSEMINATION

The Executive Committee 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.

With the approval of the Board President, the Clerk of the Board will disseminate the proposed agenda to Board members at least three business days prior to the scheduled meeting. Board members will contact the Superintendent or Board President with questions, concerns and suggestions following the dissemination. The final agenda will be approved by the Board of Education at the scheduled Board meeting.

The agenda for each meeting will include the opportunity for members of the public to address the Board on agenda items for the current meeting and/or on other items of concern.

The last agenda item of each Board meeting shall provide an opportunity for future agenda building. Proposed items, with approval of a majority vote of Board members present and voting, will be scheduled for a future Board meeting, as deemed appropriate by the Board President.

The Clerk of the Board shall be responsible for ensuring that the agenda is available to the public and the media.

Cross-ref: 2350, Board Meeting Procedures

Adopted: June 21, 2006

Reaffirmed: December 6, 2006

Reaffirmed: December 8, 2008

Revised: January 9, 2013

Revised: April 6, 2016

Reaffirmed: December 14, 2016