

AGENDA PREPARATION AND DISSEMINATION

The Superintendent, in cooperation with the Board Chair, shall prepare an agenda for each meeting. Board members, school staff and members of the public may submit written requests that items be placed on the agenda a minimum of 10 days prior to the meeting. The Superintendent and Chair shall make the final decision regarding placement of items on the agenda.

Agendas and supporting information will be distributed to each Board member no later than **[insert desired time period]** before a regular meeting.

Copies of the regular meeting agenda will be posted in the schools and mailed to the press and designated school-affiliated organizations at the same time it is sent to Board members. Other interested parties may have regular agenda sent to them upon written request and payment of printing and mailing costs. Copies of the agenda may also be obtained at the regular meeting or the Superintendent's Office prior to the regular meeting.

Cross Reference: BEDBA – Agenda Format

Adopted: July 25, 2000

Revised: _____