

AGENDA PREPARATION AND DISSEMINATION

The agenda and preparation for meetings shall be the responsibility of the Superintendent of Schools with the approval of the Board President. Board members, employees of the school district, and citizens may suggest agenda items by contacting the Superintendent. Individuals wishing to be heard at a Board meeting shall advise the Superintendent in advance. The agenda, however, shall always allow for recognition and comments by individuals. Items of business introduced from the floor will not be acted upon at the same meeting.

A complete set of materials for the regular meeting shall be sent to each Board member, the Superintendent, the Director of Instructional Support, the District Treasurer and others as required. Advance dissemination of the agenda shall be the responsibility of the District Clerk.

Adoption date: 12/12/00