

AGENDA PREPARATION AND DISSEMINATION

The Superintendent will consult with the Board of Education President and Vice-President in preparing the agenda. Preparation for meetings shall be the responsibility of the Superintendent of Schools. Board members, employees of the school district, and citizens may suggest agenda items by contacting the Superintendent. The agenda for regular and special meetings, shall always allow for recognition and comments by individuals.

Materials for the meeting shall be sent to each Board member. A copy of these materials will be available for the public at the time of the meeting. Materials shall be delivered to Board of Education members at least one day prior to the meeting and no later than Friday before a Monday meeting.

Adopted: February 26, 1996