

By-Laws

SUBJECT: AGENDA PREPARATION AND DISSEMINATION

The Superintendent, in consultation with the Board President and the vice-president will prepare all agendas for Board meetings.

Requests for items to be included on the agenda should be forwarded to the Superintendent or Board resident at least seven (7) days prior to the meeting at which it is requested that it be considered. The person requesting the item should forward any background information at least seven (7) days prior to the meeting. This material will be included in the Board delivery made prior to the meeting.

Not less than three (3) days prior to each regular meeting, the Superintendent will supply to each Board member, a copy of the agenda with related briefing materials, papers and proposals to assist Board members in preparing for the meeting.

Copies of the agenda will be available to the public at the District Office prior to the meeting and available to the public at all Board of Education meetings at least 15 minutes prior to the commencement of the meeting.

Adopted: 2/13/01

Reviewed: 1/13/05-no changes