

## **AGENDA PREPARATION AND DISSEMINATION**

The Superintendent 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.

Items of business may be suggested by any Board member, district employee, parent, student, or other member of the public, and must relate directly to district business. The inclusion of items suggested by district employees, parents, students, or other members of the public shall be at the discretion of the Superintendent, subject to the approval of the Board President.

Members may request topic for the agenda prior to 10AM Thursday for the next Tuesday's meeting.

Employees, parents and other community members may suggest topics for Board discussion by contacting the Superintendent of Schools, via the district clerk.

The Superintendent of Schools may request the individual reduce to writing the particulars of the suggested topic[s], to assist with subsequent Board consideration. The Superintendent will share that suggested topic and associated documents with the school board and work cooperatively with the Board President to determine how the suggested topic might be placed on a future Board meeting agenda.

The agenda shall specify whether the item is an action item, a consent item, a discussion item or an information item.

The agenda and any supporting materials will normally be distributed to board members on the Friday prior to Tuesday's regular monthly meeting, to permit careful consideration of items of business. The agenda will be released to the news media including local newspapers, radio stations and television stations in advance of the meeting. The agenda will also be available in the Superintendent's office to anyone who requests a copy.

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

Cross-ref: 2350, Board Meeting Procedures

Adoption date: June 4, 2008