

## **AGENDA PREPARATION AND DISSEMINATION**

**P2342**

The responsibility of providing an agenda for all Board of Education meetings will be shared cooperatively by the Board President and the Superintendent.

Any Board member may have a matter placed on the agenda of a meeting by submitting such to either the Board President or the Superintendent, in writing, at least five days prior to the meeting.

The agenda, together with supporting materials, shall be distributed to Board members at least two days in advance of the scheduled meeting, if at all possible, to allow Board members to give items of business careful consideration. The agenda and appropriate materials shall also be made available to the Superintendent and designated staff, and to members of the news media, the public, students and parents, upon request.

Any items added to the agenda after it has been disseminated to Board members shall be announced at the commencement of the Board meeting. Such may be excluded by majority vote of the Board members present.

Reviewed March 2008

Renumbered from P9320 – September 2015