

**POST FALLS SCHOOL DISTRICT NO. 273**

Series 200: Meetings of the Board

Policy No. 205.8

Policy Title: Board Meeting Agenda

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It will be the responsibility of the Superintendent and his/her staff to prepare a written agenda for each board meeting. The Board Chair or designee should preview items to be placed on the agenda. The superintendent shall ensure board members receive the agenda the week prior to the board meeting.

Two or more board members may request agenda topics and should contact the Superintendent or Board Chair with this request at least one week prior to the board meeting.

Applicable Procedural Regulations: 205.8a

Date of Adoption: 3/10/87

Amended: 9/12/94, 12/13/21

Reviewed: 2007, 2021