



Central Islip Union Free School District

Board of Education & School District Policy Book

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Section	Section Title	Type
2000	School Board Governance & Operations	Local
Policy	Policy Title	
2342	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.

Persons suggesting items of business must submit the item to the Superintendent five (5) days prior to a Board workshop meeting and/or regular meeting and a reasonable time prior to a special meeting. Items will not be added to the agenda later than these time periods unless the item is of an emergency nature and authorized by the Superintendent in consultation with the Board President.

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 be distributed to board members one day prior to the Board workshop meeting, five (5) days in advance of the regular board meeting and special meeting to permit careful consideration of items of business. The agenda and supporting material to be discussed at the board meeting that is permissible to be released to the public will be posted on the district's website, to the extent practicable, one day before the regular meeting. In addition, the agenda will be released to the news media including local newspapers, radio stations and television stations in advance of the meeting. The agenda and supporting material to be discussed at the board meeting that is permissible to be released to the public will also be available two

days before the meeting and at the Board meeting to anyone who requests a copy.

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

1st Reading: July 9, 2012

2nd Reading: August 13, 2012

Adoption date: August 13, 2012

Cross Reference:

2350, Board Meeting Procedures

Reference:

Public Officers Law 103(e)