

**AGENDA PREPARATION AND DISSEMINATION**

The Superintendent and the Board President collaboratively 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 and the Board President, subject to the approval of the Board.

Persons suggesting items of business are expected to submit the item to the Superintendent at least five (5) days prior to a regular meeting and three (3) days 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.

To make efficient use of meeting time, the Board authorizes the use of a consent agenda as part of its regular meeting agenda. The consent agenda will condense the routine business of the Board (e.g., approving Board minutes, adoption of the agenda, approving CSE/CPSE recommendations, personnel items) into either a single motion or several categorical motions. The consent agenda will be prepared by the Superintendent of Schools in consultation with the Board President.

Items on a consent agenda will not be discussed prior to action. However, if any Board member believes that any item on the consent agenda requires discussion, the Board member may request that the item be removed from the consent agenda and placed on the regular agenda for consideration.

The agenda and any supporting materials will be distributed to board members three (3) days in advance of the board meeting, if possible, 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, two days before the 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 in the Superintendent's office two days before the meeting and at the Board meeting 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*

Revised: December 8, 2014

Adoption: December 5, 2011