

☐ Required
☒ Local
☐ Notice

AGENDA PREPARATION AND DISSEMINATION

The Board of Education recognizes its responsibility for advanced agenda preparation and dissemination, as well as the importance to provide an opportunity for the public to be heard.

The agenda and preparation for meetings of the Board of Education shall be the responsibility of the Superintendent of Schools in consultation with and with the approval of the Board President and Vice President. Board members, employees, and residents may suggest agenda items by contacting the Superintendent who will discuss the request at the agenda setting meeting with the Board President and Vice President.

A complete set of materials for the regular meeting shall be provided to each Board member, the Superintendent, the Assistant Superintendents, the District Treasurer and others as required. At the request of a Board of Education member, the Board shall be provided with adequate data and information to assist the Board in reaching sound and objective decisions consistent with established goals. Advance dissemination of the agenda shall be the responsibility of the District Clerk.

Cross-ref: 2310, Meetings of Board of Education

2350, Board Meeting Procedures

2360, Minutes

Adopted: 6/10/99; Amended 9/21/11; 12/21/11, 10/18/23, 7/1/25