BP-7322

AGENDA/MEETING MATERIALS

Construction of Agenda

The School Board president and the Superintendent shall prepare an agenda for each meeting of the School Board.

School Board members may place an item on the agenda no later than five days before the scheduled meeting date, as long as that item is within the jurisdiction of the School Board. Any Board member may, with Board approval, ask that an item be added to future agendas under the school board agenda item, Future Agenda Items.

All agendas shall include the meeting time and place and a description of each business item to be transacted or discussed. All agendas shall be posted for public review prior to the meeting.

Any member of the public may request that a matter within the jurisdiction of the School Board be placed on the agenda of a regular meeting. The request must be in writing and submitted to the Superintendent with supporting documents and information, if any, at least ten working days before the scheduled meeting date.

When constructing the agenda, the School Board President and Superintendent will decide whether a request is within the subject matter jurisdiction of the School Board and whether the agenda item is appropriate for discussion in open or executive session. The Board President and Superintendent may reject a public request for a matter to be added to the agenda for any reason.

The School Board shall also give members of the public an opportunity to testify at regular meetings on matters which are not on the agenda, but which are within the subject matter jurisdiction of the School Board. An agenda item for such input shall be included on School Board agendas. The School Board shall not act on such matters at that meeting.

All public communications with the School Board are subject to requirements of relevant School Board policies and administrative regulations.

School Board Member Preparation

The agenda accompanied by all pertinent material shall be made available for each Board member at least three calendar days prior to each regular meeting date.

When special meetings are called, the Superintendent and Board President shall make every effort to get the agenda and support materials to Board members as soon as possible.

School Board members shall review agenda materials before each meeting. Individual members may confer directly with the Superintendent or designee to obtain specific information on agenda items.

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