

**AGENDA PREPARATION AND DISSEMINATION**

The agenda and preparation for meetings shall be the responsibility of the Superintendent of Schools with the approval of the Board of Education President. Board members, employees of the school district, and citizens may suggest agenda items by contacting the Superintendent. Individuals wishing to be heard at a Board meeting shall advise the Superintendent in advance. The agenda, however, shall always allow for recognition and comments by members of the public. Items of business introduced from the floor will not be acted upon at the same meeting.

A complete set of materials for the regular meeting shall be sent to each Board member, the Superintendent, the Assistant Superintendent, the Business Administrator and others as required. Advance dissemination of the agenda shall be the responsibility of the District Clerk.

Cross-ref: 1230, Public Participation at Board Meetings

Adoption date: June 4, 2002

Effective: July 1, 2002