

### **AGENDA PREPARATION AND DISSEMINATION**

The Superintendent, in coordination with the Board Chair, shall prepare an agenda for each meeting. Board members, school staff and members of the public may submit written requests that items be placed on the agenda a minimum of 10 days prior to the meeting. The Superintendent and Chair shall make the final decision regarding placement of items on the agenda.

Agendas and supporting information will be distributed to each Board member no later than 7 days before a regular meeting.

Copies of regular meeting agenda will be posted in the schools, in no less than four commonly used public locations, and distributed to designated school affiliated organizations at the time it is sent to Board members. Copies of the agenda may also be obtained at the regular meeting or the Superintendents Office prior to the regular meeting.

Adopted: 11/15/2010