

**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. Such items shall be submitted by phone or writing and received in the office of the Superintendent at least six days before the meeting in order to insure inclusion on the written agenda.

The agenda shall allow for recognition and comments by members of the public. However, 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 District Treasurer and others as required. Advance dissemination of the agenda shall be the responsibility of the Superintendent.

Note: Prior policy, Policy Manual, BDDC, revised --we have added a few provisions that the Association and considers as good practices for the Boards consideration.