

### **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. The inclusion of items suggested by district employees, parents, students, or other members of the public shall be at the discretion of the Superintendent, subject to the approval of the Board President. Individuals wishing to be heard at a Board meeting shall advise the Superintendent in advance as described in Board policy 1230, Public Participation at Board Meetings. 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 unless the majority of the Board decides it is necessary to do so.

Persons suggesting items of business must submit the item to the Superintendent at least 5 calendar days prior to a regular meeting and as long as practical prior to a special meeting. Items will not be added to the agenda later than these time periods, unless the item is of an emergency nature and authorized by the Superintendent in consultation with the Board President.

The agenda shall specify whether the item is an action item, a consent item, a discussion item or an information item.

The agenda and any supporting materials will be distributed to each Board Member, the Superintendent, the Building Principal, the District Treasurer and others as required 5 calendar days in advance of the board meeting to permit careful consideration of items of business. The agenda and supporting material to be discussed at the board meeting that is permissible to be released to the public will be posted on the district's website, to the extent practicable, two days before the meeting. In addition, the agenda will be released to the news media including local newspapers, radio stations and television stations in advance of the meeting. The agenda and supporting material to be discussed at the board meeting that is permissible to be released to the public will also be available in the Superintendent's office two days before the meeting and at the Board meeting to anyone who requests a copy.

The District Clerk and the Superintendent of Schools shall be responsible for ensuring that the agenda is available to the public and the media.

Cross-ref: 2350, Board Meeting Procedures

Ref: Public Officers Law §103(e)

Adoption date: August 1998

1<sup>st</sup> Revision Date: November 17, 2016