

AGENDA PREPARATION AND DISSEMINATION

The Superintendent will prepare the agenda for each Board meeting according to the order of business, to facilitate orderly and efficient meetings, and to allow Board members sufficient preparation time.

Items of business may be suggested by any Board member, district employee, parent, student, or other members of the public, and must relate directly to district business. The inclusion of items suggested by district employees, parents, students, or other members of the public is at the discretion of the Superintendent, subject to the approval of the Board President.

Persons suggesting items of business must submit the item to the Superintendent at least two days prior to a regular meeting and two days 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 will specify whether the item is an action item, a consent item, a discussion item, or an information item.

Availability of Agenda and Supporting Materials

The agenda and any supporting materials will be distributed to board members seven 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, and made available upon request to the District Clerk, to the extent practicable, twenty-four hours 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 District Clerk is 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

1st Revision Date: November 17, 2016

2nd Revision Date: February 17, 2022