

POLICY

1986
Updated: 09/06/06

1530

By-Laws

SUBJECT: PREPARATION OF AGENDA

It is the responsibility of the Superintendent to prepare the agenda and board packet and review it with the Board President for each meeting of the Board. The agenda and board packet for each meeting shall be prepared during the week prior to the meeting. The agenda and board packet shall be distributed to Board members on the Friday before such regular meeting. If the agenda and board packet will not be available on the Friday before the regular meeting, the Superintendent will notify the board members of the delay. Whenever the President or other members of the Board wish to bring a matter to the attention of the Board, such request should be made to the superintendent so that the same can be placed on the agenda. In accordance with Policy #1500, individuals or groups wishing to bring a matter to the attention of the Board, such request shall be addressed to the Superintendent.