

**AGENDA PREPARATION AND DISSEMINATION**

The Board of Education agenda will be prepared and distributed by the Superintendent of Schools after consultation with the Board President. Any board or staff member may request that certain items be included on the published agenda. Items from the staff must be submitted in writing to the Superintendent of Schools at least two (2) weeks in advance of the meeting. Supportive documentation may be requested.

All reports presented to the Board of Education must be scheduled and cleared through the Superintendent of Schools.

Except for an emergency, the Board of Education agenda, which contains items needing board action, will be in the hands of board members at least three (3) days prior to the meeting.