

## BOARD OPERATIONS

### Series 100

Policy Title . . . AGENDA PREPARATION AND DISSEMINATION Code No. 171.2

The Superintendent of Schools shall make every effort to submit to the School Board for its consideration, at least two days before a regular meeting, an agenda which shall set forth the order of business for that meeting. Board president may add agenda items to any board or committee meeting.

The agenda packet shall contain supporting data for the suggested items of business together with recommendation of the Superintendent or recommendations from staff members designated by him/her.

Each monthly agenda packet may in addition contain reports from all chief administrators and supervisors. The superintendent will summarize and call highlights to the attention of the Board at the open meeting.

The superintendent shall furnish the official newspapers with the agenda and supportive data except for confidential information.

All persons wishing to be placed on the school board meeting agenda must submit their request, including the specific subject to be discussed, to the superintendent or School Board President in writing, at least seven days before the official meeting.

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February 9, 1976  
First Amendment:  
October 8, 1979  
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Section 118.24 (3)