

**AGENDA PREPARATION, DISSEMINATION, AND OPPORTUNITY FOR THE
PUBLIC TO BE HEARD**

The agenda and preparation for meetings of the Board of Education shall be the responsibility of the Superintendent of Schools in consultation with and with the approval of the Board President. Board members and citizens may suggest agenda items by contacting the Board President and the Superintendent. Employees of the school district may suggest agenda items by contacting the Superintendent. Opportunities for the public to be heard at regular monthly meetings are provided twice during the meeting, once on agenda-related issues and once on non-agenda-related issues (time permitting). If members of the public wish to have note of name and topic in the minutes, they will submit a speaker's card to the District Clerk before the regular monthly meeting, during the announced break, or immediately before addressing the Board. Items of business introduced from the floor will not be acted upon at the same meeting.

A complete set of materials for the regular meeting shall be sent to each Board member, the Superintendent, the Assistant Superintendents, the District Treasurer and others as required. Advance dissemination of the agenda shall be the responsibility of the District Clerk.

Cross-ref: 2310, Meetings of Board of Education
2350, Board Meeting Procedures
2360, Minutes

Adopted: 6/10/99; Amended 9/21/11; 12/21/11