

### **Preparation of Agenda**

#### Board Meetings

At least 72 hours before a school board meeting, the board secretary, in consultation with the superintendent, shall submit to the Board of Directors an agenda which shall set forth the order of business for that meeting.

The agenda shall contain supporting data for the suggested items of business.

Board members shall notify the board secretary of items they wish to place on the agenda at least five business days before that meeting.

Persons desiring to be placed on the agenda to appear before the Board of Directors must make their request known to the board secretary by noon of the Thursday preceding the scheduled meeting and state the purpose of the request.

#### Board Committee Meetings

At least 72 hours before a committee meeting, the board member who is the committee chair, in consultation with the administrator responsible for that committee, shall submit to the committee members an agenda which shall set forth the order of business for that meeting.

The agenda shall contain supporting data for the suggested items of business.

Board members shall notify the board secretary of items they wish to place on the agenda at least five business days before that meeting.

Persons desiring to appear before the board committee must make their request known to the board secretary at least two hours prior to the meeting and state the purpose of the request.

Adopted: May 8, 1967  
Revised: December 10, 2012  
Revised: May 8, 2017