

AGENDA PREPARATION AND DISSEMINATION

The Superintendent of Schools shall prepare the agenda for each Board of Education meeting according to the order of business, to facilitate orderly and efficient meetings, and to allow Board of Education members sufficient preparation time.

The agenda may include action items on which the Board of Education is expected to reach a decision during the meeting; discussion items requiring discussion but upon which action is not anticipated; and information items that require no action or discussion unless a Board of Education member asks for clarification.

The agenda and any supporting materials will be distributed to Board of Education members five (5) to seven (7) days in advance of the Board of Education meeting, if possible, to permit careful consideration of items of business. **The agenda and supporting material scheduled to be the subject of discussion by the Board of Education and permitted to be released to the public will be posted on the District website before the meeting, to the extent practicable.** The agenda will be released to the news media including local newspapers in advance of the meeting. The agenda **and supporting material scheduled to be the subject of discussion by the Board of Education and permitted to be released to the public** will also be available in the Superintendent's office **before the meeting and at the Board of Education meeting** to anyone who requests a copy. **Copies of such records will be made available at the rate of \$.25 per page.**

The District Clerk shall be responsible for ensuring that the agenda is available to the public and the media.

Cross-ref: 2350, Board Meeting Procedures

Ref: Public Officers Law 103(e)

2nd reading (revised):	04/03/2013
1st reading (revised):	03/06/2013
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