

AGENDA PREPARATION AND DISSEMINATION

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

The agenda and any supporting materials will be distributed to board members the Friday prior to the date of the regular board meeting and, if practicable, 3 days prior to a special meeting. The agenda will be available in the Superintendent's office to anyone who requests a copy.

In compliance with legal requirements, a complete and accurate set of minutes of each meeting shall be kept by the District Clerk. Minutes shall be maintained in an official record book designated for said purpose. The minutes shall constitute the official record of proceedings of the Board of Education and shall be open to public inspection during regular business hours of the district.

Cross-ref: 2350, Board Meeting Procedures

Adoption date: *March 12, 2009*