

The agenda and preparation for meetings shall be the responsibility of the Superintendent of Schools with the approval of the Board President. All Board of Education members may submit items to be included on the agenda to the President, who shall forward such items to the Superintendent. Except for emergencies, such items will be submitted to the Board President at least seven days prior to the Board meeting. Emergency items will be communicated to the Board President as soon as practicable.

Adoption date: May 27, 1997

Revised: July 11, 2016

Reviewed: February 27, 2017