

Timberlane Regional School Board	Policy Code: BEDB
Adopted: 04-21-83 Revised: 11-01-90 Revised: 12-03-98 Revised: 09-20-01 Revised: 12-17-09 Revised: 11-16-17 Revised: 12-03-20	Page 1 of 1

AGENDA PREPARATION AND DISSEMINATION

Related Policies: BEA, BEDH

The Superintendent and School Board Chair shall prepare all agendas for meetings of the Board. The Superintendent shall be responsible for publishing the agenda.

Items to be placed in the agenda should be in the hands of the Superintendent on or before the seventh day preceding the meeting. Items not included in the agenda may be brought before the Board and discussed at the discretion of the Board.

Items of business may be suggested by any Board member, staff member, student, or citizen of the district. The inclusion of items suggested by staff members or students shall be at the sole discretion of the Superintendent.

The Board shall follow the order of business set up by the agenda unless the order is altered by a majority vote of the members present. Items of business not on the agenda will be submitted to the School Board Chair for consideration at a future meeting.

The agenda, together with supporting materials, shall be distributed to Board members prior to the Board meeting, if at all possible, to permit them to give items of business careful consideration. The agenda shall also be made available to the press, and others upon request.

The agenda will be posted at the Superintendent’s office and at least one other public place and will be posted on the District network and website.