

**BOARD MEETING AGENDA PREPARATION**

1. The Superintendent will prepare the agenda. Any Board Member may submit items for inclusion on the agenda.
2. Agenda topics from Board members are to be given to the President of the Board or, in his/her absence, to the Vice-President or to the Superintendent.
3. The Superintendent will be responsible for scheduling agenda items, which originate from the BOE members, administrators, professional staff, other employees and items which he/she deems appropriate.
4. All agenda topics will be in the office of the Superintendent by 3:00 p.m. on the Monday prior to the Board Meeting.
5. BOE packets will be delivered via courier no later than noon on the Thursday prior to the BOE meeting.