

() Required
(X) Local
(X) Notice

AGENDA PREPARATION AND DISSEMINATION

The Superintendent shall prepare the agenda for each board meeting, and review it with the Board President. The agenda will be in accordance to the order of business, to facilitate orderly and efficient meetings, and to allow board members sufficient preparation time.

Items of business may be suggested to the Superintendent by any Board member, district employee, parent, or student, and must relate directly to district business. The inclusion of items suggested by district employees, parents, or students shall be at the discretion of the Superintendent, subject to the approval of the Board President.

Persons suggesting items of business must submit the item to the Superintendent at least **five (5)** days prior to a regular meeting and **two (2)** prior to a special meeting. Items will not be added to the agenda later than these time periods, unless the item is of an emergency nature and authorized by the Superintendent in consultation with the Board President.

The agenda shall specify whether the item is an action item, a consent item, a discussion item or an information item.

The agenda and any supporting materials will be distributed to board members on the Friday before the board meeting to permit careful consideration of items of business. The agenda and supporting material to be discussed at the board meeting that is permissible to be released to the public will be posted on the district's website, to the extent practicable, two days before the meeting. The agenda and supporting material to be discussed at the board meeting that is permissible to be released to the public will be available at the Board meeting to anyone who requests a copy.

Consent Agenda

To make more efficient use of meeting time, the Board of Education authorizes the use of a consent agenda as part of its regular meeting agenda. The consent agenda will condense the routine business of the Board (e.g., approving

Board minutes, reviewing monthly expenses) into either a single motion or several categorical motions such as personnel, warrants, minutes.

The consent agenda will be prepared by the Superintendent of Schools in consultation with the Board President and/or the Vice President of the Board.

Individual items on a consent agenda will not be discussed prior to action. However, if any Board member believes that any item on the consent requires discussion that Board member may request that the item be removed from the consent agenda, and the item shall be removed. The removed item shall then move to the regular agenda. All items not removed will be moved, seconded, and voted upon either in one (1) motion or in several categorical motions without discussion.

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)

Adoption date: 04/25/19