

REQUEST FOR ITEMS FOR THE BOARD AGENDA

The Superintendent shall prepare all agendas for meetings of the Board. In doing so, the Superintendent shall consult with the Board Chairman and appropriate members of the executive staff.

Requests for items to be considered for the Board agenda should be in the hands of the Superintendent or Board Chairman seven (7) days prior to the meeting. Items of business may be suggested by any Board member, staff member, student, or citizen of the district. The review and granting of requests shall be at the sole discretion of the Board Chairman.

Requests should be received in writing at the office of the Superintendent of Schools seven (7) days prior to the meeting. The letter must include the name of the author, and if he represents a group, the letter must identify that group; and it must contain a reasonable specific explanation of what the author wants discussed at the meeting. Should a request not be granted the Superintendent will notify the sender and explain for what reason or reasons inclusion on the agenda was not possible or appropriate.

Ref. Policy BEDH - Public Participation at Board Meetings

Revised 11/13/89

1st reading of revision 4/28/98

2nd reading and Adoption of revision 5/12/98