

**2010**  
**Preparation for Board Meetings**

The tentative agenda and any supporting materials that are available on the Thursday preceding each board meeting will be prepared by the superintendent in consultation with the board president. The materials will be sent or delivered to each board member in advance of the meeting. Individuals who wish to add items to the agenda must contact the superintendent at least 24 hours prior to the board meeting with their request. The most current copy of the board agenda will be available upon request at the office of the superintendent.

Adopted on: July 11, 2006

Revised on: \_\_\_\_\_

Reviewed on: June 15, 2006