

AGENDA PREPARATION AND DISSEMINATION

A proposed agenda shall be distributed to all School Board members and the media ~~at least six calendar days~~ prior to a regularly scheduled School Board meeting. The agenda shall be the responsibility of the Superintendent and School Board Chairman. Any member of the School Board may submit items to the Chairman for inclusion on the agenda.

The Clerk of the Board, under the direction of the Board Chairman, shall prepare and distribute the proposed agenda with supporting documents to members of the Board.

A copy of the agenda packet and materials shall be made available for inspection by the public at the same time such documents are furnished to the School Board members unless the materials are exempt under the Virginia Freedom of Information Act.

Adopted:	July 1, 1993
Amended:	March 24, 1997; June 12, 2000
Reviewed:	May 12, 2005

Legal Refs.: Code of Virginia, 1950, as amended, ~~Sections §§~~22.1-72, 22.1-78, 2.~~1-343~~2-3707