

R 1-9-7 Agenda Preparation

As secretary of the Board, the Superintendent shall prepare and deliver a proposed agenda for the forthcoming meeting together with the available minutes of previous meetings to members of the board no later than three (3) working days preceding the time of the meeting except in case of emergency or special meeting(s) which must be a minimum of twenty-four (24) hours in advance.

Accompanying those agendas will be well organized memorandums, correspondence and other documents as may be necessary for the Board to give adequate consideration of the agenda items. The Superintendent shall distribute agendas and such supporting documents as s/he deems appropriate to members of the school system staff, news media, service personnel and teacher organization representatives, candidates for the Board of Education, and board members-elect; and s/he shall place in an appropriate location a copy of said agenda for the public to review prior to each meeting.

In addition to the above, the agenda will be available on the Preston County Schools' website at <http://www.prestonboe.com>

In extenuating circumstances, the Superintendent will make reasonable effort to provide an agenda by mail when other means of dissemination are unavailable to the interested party.

The Board, in keeping with advances in technology, shall be trained in the use of computers as a means of receiving agendas of board meetings and supporting documents. Until such time that the training is completed, the agendas may be mailed to board members or hand-delivered.

Unless by law or suspension as previously stated, only items on the agenda shall be discussed. In order to allow the Superintendent time to prepare necessary background materials, a board member who wishes to have an item placed on the agenda for discussion shall discuss the request with the Superintendent at least five (5) working days before said meeting.

Citizens of the county who wish to suggest items to be included in writing on the regular board meeting agenda or who wish to appear before the Board of Education shall submit a written request, along with the nature of the topic, to the Superintendent of Schools at least five (5) working days prior to the day of the meeting. When feasible, an exception to this would be matters dealing with the suspension or expulsion of student(s) from school.

Citizens of the county who wish to suggest items to the Board and do not wish to be listed on the printed board agenda of a regular board meeting may do so by registering on the sign-in sheet at the location of the Board meeting fifteen (15) minutes prior to the starting time of the board meeting. Neither board members nor staff is expected to necessarily respond in cases when no prior notice is given.