

AGENDA PREPARATION AND DISSEMINATION

The preparation of the agenda shall be the responsibility of the School Board chairman with the assistance of the superintendent. Any member of the School Board may submit items for inclusion on the agenda.

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.

Citizens of the school division who wish to suggest items to be included in the agenda of a particular meeting must submit a written request to be received in the office of the superintendent at least five (5) working days prior to the day of the meeting, except in cases of suspended students.

Adopted: September 12, 1996

Revised: April 12, 2007

Legal Refs.: Code of Virginia, 1950, as amended, §§ 2.2-3707, 22.1-78.

Cross Ref.: BDDA Notification of School Board Meetings