

### **Agenda Preparation and Dissemination**

The Board of Education of the Eagle County School District Re50J believes that the process for generating and disseminating the Board agenda should be systematic and follow an agreed-upon format. The Board of Education also believes that there is a need for Board members to receive pertinent information in a clear and concise manner so that Board members will have the opportunity to study an issue prior to the Board meeting, and that a well-prepared agenda places the Board in a position to make effective and efficient decisions.

#### **REGULATIONS:**

1. The agenda for meetings of the Board of Education shall be prepared by the Superintendent of Schools in consultation with the President of the Board. A listing of the items to be included on the agenda will be generated and/or discussed at this time.
2. Items for the Board agenda will be included at the discretion of the Superintendent and/or the President of the Board of Education. Individual Board members may request that the President place an item on the Board agenda.
3. After the items to be placed on the agenda have been determined, the Superintendent shall be responsible for generating a written agenda for the Board meeting. The agenda that is to be distributed to the Board of Education and the Administrative Team will include the following:
  - a. *The name/title of the agenda item;*
  - b. *The recommended motion or motions (if applicable);*
  - c. *A statement as to the history of the agenda item and/or a statement of the rationale on which the recommended motion is based;*
  - d. *If an agenda item is not an action item, a brief explanation of the item to be discussed will be included.*
4. A basic outline of the agenda topics, along with a brief explanation of each topic, will be generated for the public and media.
5. The Superintendent (*or his/her designee*) shall mail the agenda, together with supporting materials (*attachments*) and the minutes of the last regular meeting, to Board members no later than 72 hours before the next regular meeting. A copy of the agenda shall be available in the Administration Building no later than 72 hours before the regular Board meeting.
6. Items of business not on the written agenda may be discussed and acted upon if a majority of the Board agrees to consider them.

7. Copies of the abbreviated agenda shall be made available to the public upon request.

CROSS REFS.:       BCB, Board Member Conflicts of Interest  
                          BEDB, Agenda Format