

**BOARD OF EDUCATION
SERIES 200**

204.4

TITLE: PREPARATION FOR BOARD MEETINGS

The agenda should be prepared and sent to members of the board, and others as may be determined prior to the date of the regular meeting, and if practicable, prior to special meetings. The board and superintendent should plan meetings which will provide time for the discussion of educational policies and curriculum, as well as fiscal and personnel matters.

The minutes of the previous meeting(s) should be in the hands of all board members prior to each regular meeting. Special meetings may constitute exceptions because of time limitations.

Copies of committee reports should be in the hands of the board members at the time of each regular meeting, and reference items needed for clarification should be in readiness prior to the meeting.

Adopted: March 12, 1979
Reviewed: November 10, 2003