

AGENDA PREPARATION AND DISSEMINATION

The Board of Education (the Board) president, and/or the vice president, and the superintendent of the Bethlehem Central School District (the District) shall prepare the agenda for each Board meeting according to the order of business, to facilitate orderly and efficient meetings, and to allow Board members sufficient preparation time.

The agenda shall specify whether the item is an action item, a consent item, a discussion item, or an information item.

The agenda and any supporting materials will be distributed electronically, if possible, to Board members five days in advance of the Board meeting, if possible, to permit careful consideration of items of business. The agenda will be released to the news media including local newspapers, radio stations and television stations as well as posted on the District website in advance of the meeting. The agenda will also be available in the superintendent's office.

The District clerk shall be responsible for ensuring that the agenda is available to the public and the media.

Cross-ref: 2350, Board Meeting Procedures

Adoption date: May 19, 2010
Re-approved date: November 28, 2018