

## AGENDA PREPARATION AND DISSEMINATION

The agenda shall be the responsibility of the Superintendent and School Board Chair. Any member of the School Board may submit items to the Chair for inclusion on a proposed agenda.

The Clerk of the School Board, under the direction of the School Board Chair, will prepare and distribute the agenda with supporting documents to members of the School Board.

A copy of the proposed agenda and all agenda packets and materials is 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.

Adopted: July 1, 1993  
Amended: March 24, 1997; June 12, 2000; October 22, 2009; May 8, 2014; August 24, 2017; August 11, 2022  
Reviewed: May 12, 2005  
Equity Review: August 11, 2022

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

Cross Refs: BDA, *Regular School Board Meetings*  
BDB, *Special School Board Meetings*  
BDDA, *Notification of Meetings*