

Board of Education Meetings Agenda Preparation and Dissemination	B.16
<i>Adopted: July 23, 2013</i>	

As executive officer of the Hilldale Board of Education, the superintendent of schools, in consultation with the president and other appropriate members of the board, is responsible for the preparation of the agenda for board meetings. Items for the agenda may be suggested by board members, staff members, students, or patrons of the district. The inclusion on the agenda of items suggested by staff members, students, or patrons will be at the discretion of the superintendent.

Before an item which is requested by staff members, students, or patrons is placed on the agenda, the subject matter of the item will be examined by the building principal and/or the superintendent to determine if resolution can be obtained at the administrative level. The item shall be placed on the board agenda only if the matter cannot be resolved at the administrative level, and only if those items have been presented to the superintendent in writing with the requester's signature and the date no later than 12:00 p.m. on the Wednesday preceding the next regularly scheduled meeting.

The board will follow the order of business established by the agenda unless altered by a two-thirds vote of the board. If the item "New Business" is on the regular meeting agenda, matters that qualify as "New Business", because they were not known or could not have been reasonably known prior to the formation of the agenda, will be considered and acted upon only upon the approval of all the members present.

Proposals for executive sessions will be included on the agenda. The proposal must contain sufficient information to advise the public that an executive session will be proposed, what matters are proposed to be discussed, and what action, if any, is contemplated.

The agenda and any supporting material will be available to members of the board as far in advance of the meeting date as possible, but not less than three calendar days. Copies of the agenda will be made available to the media and the public upon request.