

CLASSIFICATION: Bylaws of the Board

ADOPTED: 1/5/78

REVISED: 4/8/99

SUBJECT: Agenda Development

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The County Superintendent of Schools establishes the following guidelines to ensure an efficient and effective procedure for staff to assist in the development and preparation of agenda items for meetings of the County Board of Education (Board).

1. The County Superintendent of Schools and the Division Assistant Superintendents shall be responsible for the preparation of all agenda items.
2. Agenda items shall be prepared in established format and camera ready.
3. Editing revisions shall be the responsibility of the sponsoring Division Assistant Superintendent.
4. Other necessary writings to be included with the agenda item shall be legible and camera ready when the item is submitted for publication.

TIMELINES FOR SUBMISSION OF AGENDA ITEMS AND
DEVELOPMENT OF AGENDA PACKET

The following timelines are established for the submission of agenda items and development of the agenda packet prior to a regular business meeting of the Board:

Week Prior to the Development of the Agenda Packet

1. Friday - 12:00 Noon Eight (8) working days prior to a regular business meeting of the Board, Board members submit agenda items for inclusion in the agenda packet to the County Superintendent of Schools.

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Week Prior to the Regular Business Meeting of the Board

1. Tuesday - Cabinet Meeting Cabinet members submit items for inclusion in the agenda packet. The County Superintendent of Schools finalizes the agenda.
2. Wednesday - 12:00 Noon Camera-ready agenda items and necessary other writings delivered to the office of the County Superintendent of Schools.
3. Thursday - 5:00 p.m. Board Recording Secretary reviews and completes submitted agenda items.
4. Friday - 5:00 p.m. Agenda items and other necessary writings are duplicated, assembled, and distributed to members of the Board.

Week of Regular Business Meeting of the Board

1. Monday - 12:00 Noon Agenda packets are delivered to each Assistant Superintendent and designated employee.

Bylaw No.: 9322

Derivation: Administrative Regulation No. 8350.1, Adopted 1/5/78, Amended 9/11/92, Renumbered and Amended 3/8/95. See now this Administrative Regulation. Amended 9/9/97, 4/8/99 .