**Hancock Central School 2342**

 **AGENDA PREPARATION AND DISSEMINATION**

 The agenda for a regular or special Board of Education meeting shall be prepared by the Superintendent of Schools with the advice and recommendation of the President of the Board of Education. The agenda and minutes of previous meetings shall be sent to each member by mail or otherwise in advance of the meeting for careful review by each member, together with such information concerning items to be discussed as is deemed necessary.

 Members of the Board shall refer to the Superintendent any matters they wish to be included in the agenda in addition to his/her reports. The agenda shall constitute an official notice of the meeting.

 In order to facilitate the planning of meetings, citizens who wish to present matters of concern to the district should make a written request to the Superintendent prior to the meeting.

Cross-Ref: 2360, Minutes

Adopted: 09/13/1993