

BP 9322 AGENDA/MEETING MATERIALS

Construction of Agenda

The School Board president and the Superintendent shall prepare an agenda for each meeting of the School Board.

(cf. 9121 - School Board President)

School Board members may place any item on the agenda no later than five days before the scheduled meeting date.

All agendas shall include the meeting time and place and a description of each business item to be transacted or discussed. All agendas shall be posted for public review prior to the meeting.

(cf. 9320 - Meetings)

Any member of the public may request that a matter within the jurisdiction of the School Board be placed on the agenda of a regular meeting. The request must be in writing and submitted to the Superintendent with supporting documents and information, if any, at least ten working days before the scheduled meeting date.

When constructing the agenda, the School Board president and Superintendent will decide whether a request is within the subject matter jurisdiction of the School Board and whether the agenda item is appropriate for discussion in open or executive session.

The School Board shall also give members of the public the opportunity to testify at regular meetings on matters which are not on the agenda but which are within the subject matter jurisdiction of the School Board. An agenda item for such input shall be included on School Board agendas. The School Board shall not take action on such matters at that meeting.

(cf. 9012 - Communications To and From the School Board) (cf. 9323 - Meeting Conduct)

All public communications with the School Board are subject to requirements of relevant School Board policies and administrative regulations.

(cf. 1312 - 1312.3 - Complaints Concerning Schools)

School Board Member Preparation

A copy of the agenda shall be forwarded to each School Board member at least three days before each regular meeting date, together with the Superintendent or designee's report, minutes to be approved, copies of communications, reports from

committees, staff, citizens and others, and other available documents pertinent to the meeting.

When special meetings are called, the secretary and president shall make every effort to get the agenda and support materials to School Board members as soon as possible.

School Board members shall review agenda materials before each meeting. Individual members may confer directly with the Superintendent or designee to obtain specific information on agenda items.

(cf. 9200 - School Board Members)

Legal Reference:

ALASKA STATUTES

29.20.020 Meetings public Revised 9/01

9/92

Adopted 12/2022