

**AGENDA PREPARATION AND DISSEMINATION**

The preparation of the agenda shall be the responsibility of the School Board chairman with the assistance of the superintendent. Any member of the School Board may submit items for inclusion on the agenda.

A copy of the agenda packet 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: April 9, 2012

Revised: November 10, 2014

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

Cross Ref.:	BDA	Regular Board Meeting
	BDB	Special Board Meetings
	BDDA	Notification of School Board Meetings