

## 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 shall be 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: January 15, 1996  
Amended: September 9, 2002  
Amended: June 25, 2007

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

Cross Ref.: BDDA Notification of School Board Meetings