

**CONSTRUCTION OF AGENDA**

The Superintendent, as Secretary to the Board of Trustees, shall prepare an agenda for each regular and special meeting. Any Board Member may call the Superintendent and request any item be placed on the agenda of a regular Board meeting no later than (2) working days prior to the legally required public posting of the regular meeting agenda and one (1) working day prior to the legally required public posting of the special meeting agenda.

Members of the public requesting that an item be placed on the agenda must submit the item to the Superintendent's Office in writing. The Superintendent shall determine the characterization of the item, its placement on the agenda, and whether it is within the Board's jurisdiction.

Posting of Agenda

At least forty-eight (48) hours prior to the time of the regular meeting, the items to be included on the agenda will be posted in each school in a place readily available to parents and teachers. Items to be included on the agenda of a special meeting shall be posted at least twenty-four (24) hours prior to the time of the special meeting.

Reference: Education Code Section 35145

Bylaw adopted: November 22, 1976, January 14, 2003