

<p>ELK ISLAND CATHOLIC S.R.D. NO. 41</p> <p>LEGAL REFERENCES:</p> <p>CROSS REFERENCE: BDA - Regular Board Meetings, JD - Public Participation at Board Meetings</p>	<p>CODE: BDDC - Policy</p> <p>TITLE: Board Meeting Agenda Preparation and Dissemination</p> <p>ADOPTION DATE: May 5, 1999</p> <p>REVISION DATE:</p>
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The Board directs the Superintendent, in consultation with the Chairman, to prepare an agenda for each Board meeting, such agenda to include copies of documents that are pertinent to the business which will come before the Board at that meeting.

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1. Items to be placed on the agenda shall be submitted to the Superintendent a minimum of five calendar days prior to the meeting.
2. Individuals or delegations who wish to make representation to the Board shall provide, when possible, a written statement with adequate supporting material, for distribution to the trustees along with the agenda.

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Meetings

ADOPTION DATE: May 5, 1999

REVISION DATE:

1. The agenda shall be designed in a manner which gives sound purpose and structure to the meeting. More specifically, the agenda shall be designed in accordance with the following format:
 - 1.1 Call to Order
 - 1.2 Opening Prayer
 - 1.3 Additions to the Agenda
 - 1.4 Minutes of Last Meeting
 - 1.5 Delegations
 - 1.6 Business Arising from the Minutes
 - 1.7 Old Business
 - 1.8 New Business
 - 1.9 Correspondence
 - 1.10 Committee Reports
 - 1.11 Superintendent's Report
 - 1.12 Items for Information
 - 1.13 Adjournment
2. The agenda and appropriate enclosures shall be available to trustees on the Friday prior to the meeting.
3. The agenda shall be posted in a place readily accessible to the general public in the Division office and be available to the principal of each school.
4. Preparation of the agenda shall be the responsibility of the Superintendent.
5. The agenda shall be prepared on the Wednesday preceding a meeting, and delivered to the Board on Friday of that week.