

**SECTION B: SCHOOL BOARD GOVERNANCE & OPERATIONS  
OPTIONAL**

**SCHOOL BOARD MEETING PREPARATION**

Distribution to School Board members of materials relating to items on the agenda can greatly enhance the effectiveness of the Board at its meeting. Therefore, whenever possible, the Superintendent shall distribute such materials to Board members at least 4 days prior to a meeting.

First Reading: September 27, 2004  
Second Reading: November 8, 2004  
Adopted: November 8, 2004