

## BOARD MEETING PREPARATION

Before actions by the board are requested or recommended, the board shall be provided with adequate data to assist members in reaching sound and objective decisions consistent with established goals. Staff shall complete an agenda form that reflects compliance with board policy.

After reading the information that has been provided, board members shall contact the superintendent to request additional information that may be necessary to assist them in their decision making responsibilities. When possible, the requests should be made prior to board meetings.

TELECONFERENCE OR VIJ 0n2(f)5(o1E ct)-r