MSD: Regular Meeting Agenda Preparation

The agenda for all regular meetings of the Board will be prepared according to the following procedures:

1. Items of business for the regular meeting agenda may be suggested by any Board member, employee, student, parent, or citizen of the District.

2. Items for the agenda should be submitted no later than 5:00 p.m. on Monday of the week prior to the next regularly scheduled Board meeting.

3. Agenda items submitted by employees, parents, students, or citizens must be in writing and must be accompanied by a clear statement regarding the subject to be considered, an explanation of the item's importance, and supporting data which would be informative to the Board and the general public. The statement must also include an explanation of previous efforts to resolve the issue administratively. A form for public requests for items on the agenda will be provided by the District and made available through the Superintendent's office.

4. The Superintendent and Board president shall meet to prepare the agenda. Agenda items submitted by individuals other than Board members will be included on the agenda at the discretion and recommendation of the Superintendent and Board president. Individuals who have requested to have items placed on the agenda shall be informed of approval or disapproval.

Source: MSD Policy 1040, approved 2024.