

**AGENDA PREPARATION AND DISSEMINATION**

The preparation of the proposed agenda shall be the responsibility of the School Board chairman with the assistance of the superintendent. Any member of the School Board may submit items for inclusion on the proposed agenda.

A copy of the proposed agenda and all agenda packets and materials is made available for inspection by the public at the same time such documents are furnished to the School Board members unless the materials are exempt under the Virginia Freedom of Information Act.

**ADOPTED:** July 9, 1974

**REVISED:** February 8, 1983  
November 11, 1986  
July 1, 1991  
July 9, 2002  
January 11, 2005  
April 10, 2007  
April 15, 2014  
June 13, 2017  
March 9, 2021

**LEGAL REFERENCES:** Code of Virginia, 1950, as amended, §§ 2.2-3707, 22.1-78.

**CROSS REFERENCES:** BDA Regular Board Meetings  
BDB Special Board Meetings  
BDDA Notification of School Board Meetings