TIME AND PLACEMENT OF THE AGENDA

The Superintendent, upon receipt of a properly executed request, shall set a date for inclusion of the requested item on the agenda as soon as practical, bearing in mind such considerations as allowing sufficient time to get appurtenant information, to assemble members of the staff who have sufficient knowledge of the subject, and to place the matter on the printed and published agenda of a regular meeting.

The Superintendent shall notify the individual(s)/group(s) of the time and place of the meeting at which the item will be considered.

Adopted: November 9, 1987