

POLICY TITLE: <b>Agenda for Meetings</b>		
ADOPTION/EFFECTIVE DATE:	MOST RECENTLY AMENDED: 1/25/2005	MOST RECENTLY REAFFIRMED: 11/22/2004
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: <b>School System Governance</b>		

1. The Superintendent shall prepare an agenda for each meeting of the Board of Education of Harford County. The sequence of items on the Board agenda may be altered by the president at his/her discretion.
2. The agenda for a regular meeting shall be mailed to the Board members not later than one week prior to the meeting. The agenda for a special meeting will be mailed as soon as possible prior to the scheduled meeting.
3. Individuals, news media, or organizations may request copies of the Board agenda. These will be made available prior to regular or special meetings.

**Board Approval Acknowledged By:**

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Patricia L. Skebeck, Secretary and Treasurer  
Board of Education of Harford County

Policy Action Dates					
ACTION	DATE	ACTION	DATE	ACTION	DATE
Reaffirmed	2/11/1980	Amended	1/25/2005		
Reaffirmed	2/12/1996				
Reaffirmed	9/9/2002				
Reaffirmed	11/22/2004				

Responsibility for Policy Maintenance & References		
LAST EDITOR/DRAFTER NAME: <b>Unknown</b>		JOB POSITION OF LAST EDITOR/DRAFTER: <b>Unknown</b>
PERSON RESPONSIBLE: <b>Patrick Spicer</b>		JOB POSITION OF PERSON RESPONSIBLE: <b>General Counsel</b>
DESIGNEE NAME: <b>N/A</b>		JOB POSITION OF DESIGNEE: <b>N/A</b>
REFERENCE 1 TYPE:	REFERENCE 1 NO.	REFERENCE 1 DESCRIPTION:
REFERENCE 2 TYPE:	REFERENCE 2 NO.	REFERENCE 2 DESCRIPTION:
REFERENCE 3 TYPE:	REFERENCE 3 NO.	REFERENCE 3 DESCRIPTION:
REFERENCE 4 TYPE:	REFERENCE 4 NO.	REFERENCE 4 DESCRIPTION:
REFERENCE 5 TYPE:	REFERENCE 5 NO.	REFERENCE 5 DESCRIPTION:
POLICY NUMBER PRIOR TO NOVEMBER 1, 2005: School System Governance .01.11		