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| When  | What  |
| Day after meeting | * Board Chair and School leader debrief and identify items that carry over for next agenda.
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| Two weeks prior to meeting  | * School leader and board chair meet to prepare draft agenda.
* Draft agenda sent to board members for review and input.
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| One week prior to meeting-(at least seven days prior to provide board members with an opportunity to review over a weekend) | * Board member feedback incorporated into agenda.
* Committee reports finalized and submitted for inclusion into board meeting package.
* Board meeting package sent to board members
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| Week of meeting  | * Board members review materials
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Board Meeting Preparation Cycle