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| When | What |
| Day after meeting | * Board Chair and School leader debrief and identify items that carry over for next agenda. |
| 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. |
| 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 |
| Week of meeting | * Board members review materials |

Board Meeting Preparation Cycle