

<b>Kelsey School Division Box 4700 The Pas, MB R9A 1R4</b>	<b>Code: BDDC</b>
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**SCHOOL BOARD – MEETINGS - AGENDA PREPARATION AND DISSEMINATION**

1. The agenda shall be prepared jointly by the Secretary Treasurer and the Superintendent and shall be approved by the Chair. After the meeting has started, items may be added to the agenda only through a motion approved by a majority of the Board.
2. The agenda and any background information and reports shall be distributed to the trustees three days in advance of each regular meeting either electronically or via hard copies placed in the trustee mailboxes at the School Division office or electronic file.
3. A complete agenda including the public supporting documents shall be available to a representative from the Kelsey Teachers’ Association, the Canadian Union of Public Employees, and the press at the same time as it is distributed to the Board of Trustees.
4. A complete agenda package including the public supporting documents shall be available for review at the School Division office during regular working hours, at the same time as it is distributed to the Board of Trustees.