

## **Policy Code: 2335 Advance Delivery of Meeting Materials**

### **Regular, Interim Board, and Agenda Review Meetings:**

At least five days, excluding holidays, prior to each regular or interim board meeting and Agenda Review meeting, the superintendent shall provide the following materials to each board member:

1. the proposed agenda;
2. minutes of previous meetings that have not been approved (typed and with a page number on every page); and
3. any supporting information or materials that would assist board members to become informed of the issues proposed for board consideration (with the date the document was prepared or updated included in the document title, *e.g.*, 2024.06.11 v.2).

Contracts and Memoranda of Understanding (MOUs) will be prepared and presented at the board's regular meeting that occurs at least 30 days prior to the end of the term of the contract and/or MOU that is to be renewed or 30 days prior to the beginning of the term for a new contract and/or MOU subject to any emergency. All contracts and MOUs are to be reviewed by the board attorney prior to their presentation to the board for approval, unless the contract uses a board attorney-prepared template.

The proposed agenda and supporting materials will be made available for public inspection as promptly as possible prior to the start of the meeting.

Legal References: G.S. 132.6A

Cross References: Board Meeting Agenda (policy 2330)

Adopted: September 1, 2020

Revised: September 21, 2021; June 4, 2024; September 3, 2024; October 7, 2025

**New Hanover County Public Schools**