

# Salinas Union High School District

## CONSTRUCTION OF THE AGENDA

### AGENDA PREPARATION CALENDAR (Week Prior to Board Meeting)

Monday, 10:00 a.m.	First Draft for Superintendent's Review
Tuesday, 12:00 p.m.	Deadline for agenda items (computerized input only; no hard copies)
Wednesday, 9:00 a.m.	Executive Cabinet review of agenda; Superintendent, and Associate Superintendent and Assistant Superintendents
Wednesday Afternoon	Modify agenda, if needed; Superintendent and Superintendent's Assistant
Thursday Morning	Final proof and review by Superintendent Submission of agenda to Print Shop for printing
Thursday 12:00 p.m.	Deadline for all backup material to Superintendent's Office.
Thursday Afternoon	Agenda reproduction and collation by Print Shop; mailing and posting of agenda
Friday Morning	Preparation of Board packets for Board, Superintendent, Associate Superintendent and Assistant Superintendents, SVFT/CSEA Unions, Press, etc.
Friday Afternoon	Delivery of Board packets

NOTE: In the event of a Friday holiday, the above schedule moves up a day; i.e., deadline for agenda items would be Wednesday, 12:00 p.m., etc.

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Revised: 6/12/00