

# Salinas Union High School District

## CONSTRUCTION OF THE AGENDA

### AGENDA PREPARATION CALENDAR (Week prior to Board meeting)

Monday (8:00 a.m.)	First Draft for Superintendent/Cabinet Review
Wednesday (10:00 a.m.)	Extended Cabinet Review of Agenda
Thursday Morning	Final proof and review by Superintendent
Thursday 12:00 p.m.	Deadline for all backup material to Superintendent's Office.
Thursday Afternoon	Agenda reproduction and collation;
Friday Morning	Preparation of Board packets for Board, Superintendent, Associate Superintendents, SVFT/CSEA Unions, Press, Posting of Agenda and mailing to sites, etc.
Friday Afternoon	Delivery of Board packets/Posting on the Website

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.

Issued: 2/10/84  
Amended: 3/18/87  
Revised: 6/12/00  
Revised: 4/27/04  
Revised: 8/22/08