

Process for Developing Annual Schedule of Regular Meetings

1. The Collaborative will meet monthly except for July and/or August.
2. *Meetings should be held in locations with Internet access to facilitate paperless meetings.*
3. *The meeting that falls closest to the date of the Fall Conference will be held at the conference site.*
4. The meeting that falls closest to the date of the *Spring* Conference will be held at the conference site.
5. Member school districts will alternate hosting the monthly meetings except as indicated above.
6. Regular meetings will be scheduled to begin at 10:00 am and adjourn by 3:00 pm.
7. The host district will provide refreshments and lunch.
8. *The host district will provide a case of paper (preferably 3-hole punched) if they are scheduled to do so in a specific year (see LEA Contributions page).*
9. The December meeting will include a luncheon for Superintendents of the member districts.
10. The annual meeting schedule may be modified by a majority vote of the members present at a regular meeting.
11. The Director will prepare a tentative meeting schedule in the spring for the following school year to be reviewed by Collaborative representatives.
12. The annual meeting schedule will be placed on the agenda for action at the next regularly scheduled meeting.