

## **AGENDA**

### Agenda Preparation and Dissemination

The Superintendent, in consultation with the Chair, shall prepare an agenda for each meeting of the School Committee. School Committee members, school unit staff, groups or organizations, and members of the public may submit written requests to the School Committee through the Chair or the Superintendent for items to be placed on the agenda. The request must be received a minimum of seven days prior to the meeting at which the group or individual wishes the item to be addressed by the School Committee in order for it to be considered for the agenda of that meeting. The Chair and Superintendent shall make the final decision regarding placement of items on the agenda.

The agenda will be distributed to School Committee members, the media, and to designated school-affiliated organizations no later than five days prior to a regular meeting of the School Committee and no later than three days (72 hours) prior to a special meeting. Copies of the agenda will be posted and/or available at the Superintendent's Office, town hall, and school unit website. Anyone desiring additional information regarding an agenda item should direct inquiries to the Office of the Superintendent. Copies of the agenda will also be available at the School Committee meeting.

### Additions and Adjustments to the Agenda

After the meeting has been called to order, the Superintendent or School Committee Chair may recommend additions and/or adjustments to the agenda of a regular meeting or, unless otherwise prohibited by School Committee policy, to the agenda of a special meeting.

Any School Committee member who wishes to add an item to the agenda may offer a motion to that effect. Such a motion shall require a second to proceed to a vote.

All additions to the agenda must be approved by a majority vote of the members present and voting.

In order to facilitate its business or to accommodate groups in attendance, the School Committee may adjust the agenda by changing the order of business. Such adjustments shall require the consent of the School Committee by majority vote.

Cross Reference:     BE—School Committee Meetings  
                          BEDB-R—Agenda Format

Adopted:            February 13, 2006  
Reviewed:           December 08, 2008