

AGENDA PREPARATION AND DISTRIBUTION

The Superintendent with the approval of the Chairperson of the School Committee will prepare the meeting agenda.

Placement of items on the agenda for regular evening meetings (Tuesdays) must be in the Superintendent's office by noon the previous Thursday.

The Superintendent or designee will provide the agenda for regular evening meetings (including suggested resolutions, reports, and necessary background information) so that School Committee members receive the material at least seventy-two hours prior to the meeting. To the extent possible, the Superintendent will endeavor to provide agenda and materials to members in the same relative time framework for special and emergency meetings.

The Committee will follow the order of business established by the agenda except as it votes to rearrange the order for the convenience of visitors, individuals appearing before the Committee, or to expedite Committee business.

Any School Committee member, staff member, or citizen may suggest items of business. The inclusion of such items, however, will be at the discretion of the Chairperson of the Committee. A staff member who wishes to have a topic scheduled on the agenda should submit the request through the Superintendent.

The agenda will also provide for time when members of the public may speak briefly before the School Committee.

The Superintendent or designee must post and make available to the press 48 hours prior to the meeting, (excluding Saturdays, Sundays and legal holidays), including items the Chairperson can reasonably predict.

Revised: April 23, 2019
May 26, 2015

SOURCE: MASC

LEGAL REFS.: M.G.L. 30A:18-25

CROSS REF.: BEDA, Notification of School Committee Meetings