

BEDB-E

AGENDA FORMATS AND CONTENT

The Superintendent, conferring with the chairman of the School Committee, will arrange the order of items on meetings agendas so that the Committee can accomplish its business as expeditiously as possible. The particular order may vary from meeting to meeting to reflect the business at hand.

The Committee will follow the order of business established by the agenda, except in cases where the chairman secures the Committee's permission to rearrange the order for the convenience of individuals appearing before the Committee, or to otherwise expedite Committee business.

Items of business may be suggested by any School Committee member, staff member, or citizen. The inclusion of such items will be at the discretion of the chairman, who shall not use this discretion unreasonably. Policy proposals made by School Committee members shall be exempted from this restriction. A staff member who wishes to have a topic scheduled on the agenda should submit the request through the Superintendent.

The agenda, together with supporting materials, will be distributed to Committee members at least three days prior to the meeting to permit adequate time to prepare for the meeting. Through procedures developed by the Superintendent, agendas will be posted and made available to the press.

NOTE: When a Committee has a policy on agenda format such as the one above, a "customary order of business" or a listing of business to be accomplished at each meeting (regardless of order) is often included in the manual as an informational document.

CROSS REF: B-11 Agenda formats and content

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