

Agenda Format

Policy Information

Series B - School Board Governance and Operations

Agenda Format

Policy # BEDB

FILE: BEDB

AGENDA FORMAT

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

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.

Items of business may be suggested by any School Committee member, staff member, or citizen. The inclusion of such items, however, will be at the discretion of the Chairman of the Committee. All agenda items including reasons and backup material must be submitted by 9 AM ten (10) days prior to the regular monthly meeting. A staff member who wished 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 School Committee members three (3) days prior to the meeting to permit adequate time to prepare for the meeting.

Agendas will be posted and made available to the press.