

**CONSTRUCTION AND POSTING OF AGENDA**

**1. Construction of Agenda**

- A. The Chairperson of the Board, in collaboration with the Superintendent, shall prepare an agenda for each meeting.
- B. A Consent Agenda including, but not limited to, routine, standard, non-controversial and/or self-explanatory items, also may be prepared by the Superintendent in consultation with the Board Chair. If any Board member believes an item on the Consent Agenda requires further discussion, the Board member may move to have the item removed.
- C. In addition to those items listed by the Chairperson of the Board, any member of the Board may contact the Chairperson or the Superintendent and request that an item be placed on the agenda.
  - 1) This request must be made no later than seventy-two (72) hours prior to the legally required public posting of the agenda.
  - 2) At least three Board members must agree to the additional agenda item before it will be placed on the agenda. If there is such agreement, the item will be placed on the agenda.

**2. Posting of Agenda**

- A. No later than twenty-four (24) hours prior to the time of a regular or special meeting, an agenda will be posted by the Board Clerk for the Board of Education. In the event of a special meeting, the agenda also shall be posted on the District website.
- B. An agenda will be posted at the Haddam and Killingworth Town Halls and at the Administrative Offices of the Board of Education. It will also be sent to each Administrator and to the leaders of each bargaining unit as well as to the Presidents of all PTOs.
- C. The Board may add items to the agenda of any regular meeting by a two-thirds vote of those Board Members present and voting.
- D. Board meeting materials shall be disseminated as follows: the complete agenda and the available appropriate materials pertaining thereto shall be provided to each Board member, Board Clerk and student representatives usually no later than 3:00 p.m. on the Friday preceding each regularly

scheduled Board meeting, or as soon as practicable.

- E. If, in accordance with applicable law, the Board holds a public meeting that is accessible to the public by means of electronic equipment or by means of electronic equipment in conjunction with an in-person meeting, the agenda shall include instructions for the public to attend and provide comment or otherwise participate in the meeting by means of electronic or in-person as applicable and permitted by law. Any such agenda shall be posted in accordance with the provision of Connecticut General Statutes Section 1-225.

Legal Reference: Connecticut General Statutes

Public Act 22-3, “An Act Concerning Remote Meetings Under the Freedom of Information Act.”

1-225 Meetings of government agencies to be public.  
Recording of votes. Schedule and agenda of meetings to be filed. Notice of special meetings.  
Executive sessions.

10-218 Officers, Meetings

APPROVED: 11.10.20

REVISED: 08.16.22