

AGENDA

Agenda Format

The Board of Education will use the format outlined in BEDB-R and include sufficient information to provide public notice.

Agenda Preparation and Dissemination

The Superintendent and the Board Chair will prepare an agenda for each meeting of the Board. The agenda shall include items that the Board plans to address in performing its duties as the governing body of the school unit in accordance with Maine law and Board policies.

The agenda will be distributed to Board members and the public no later than three days prior to a regularly scheduled meeting of the Board and no later than 24 hours prior to a special meeting. Copies of the agenda will be available at the Board meeting and posted on the Scarborough School website. Anyone desiring additional information regarding an agenda item should direct inquiries to the Office of the Superintendent.

In the case of an emergency meeting, notice of the agenda will be given as early as practicable and will be provided to the public and the media at the same time that it is given to Board members.

Requests for Agenda Items

Board members, school staff, groups or organizations, and members of the public may submit written requests to the Board through the Chair or the Superintendent for items to be placed on the agenda. To be considered for placement on the agenda, an item must be within the scope of the Board's duties, timely, and appropriate for consideration under all applicable laws and Board policies. 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 Board 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 requested items on the agenda and shall communicate the resolution to the person making this request.

Dissemination of Supporting Materials

The Superintendent or their designee will provide within three days of the meeting all relevant, supporting background materials and data that will assist the Board in making a binding decision on Agenda items. Non-confidential materials pertaining to the agenda items shall be released to the public as they become available. The Superintendent or their designee will also provide to the Board the draft minutes of Board meetings that will be presented for approval.

For any agenda item related to committee work, the chair of that committee will ensure that the necessary background materials and data are distributed with the agenda when such materials are relevant to an agenda item.

Documents that are confidential under the Freedom of Access Act or other law, or that contain information that is confidential by law, shall be marked “confidential.” Such documents and information shall not be disclosed by Board members or the Superintendent or provided to the media or the public. Requests by the public for disclosure of any confidential materials should be referred to the Superintendent.

Additions and Adjustments to the Agenda

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

Any Board 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. The item should be within the scope of the Board’s duties, timely, and appropriate for consideration under all applicable laws and Board policies. All additions to the agenda must be approved by a majority vote of the members present and voting. If a motion is made to add an item to the agenda, the Board may, by vote, add it, decline to add it, defer it to a subsequent meeting, or refer it to the Superintendent or a Board subcommittee for further study.

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

Legal Reference: 20-A MRSA § 1477 (RSU)

Cross Reference: BE—School Board Meetings
BEDB-R—Agenda Format
BEDH—Public Participation at Board Meetings
BEDH-R —Public Participation at Board Meetings

Adopted: April, 1995

Revised: December 20, 2001
October 3, 2002
October 20, 2011
August 15, 2019
March 7, 2024