

AGENDA FORMAT

The Superintendent, after conferring with the Chairperson of the School Committee, will set the order of items on meeting agendas so that the Committee can accomplish its business as expeditiously as possible. The chair will have final review of the agenda before publication.

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 shall contain a statement that all meetings are televised and recorded.

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.

The agenda, together with supporting materials will be distributed to School Committee members three days prior to the meeting to permit adequate time to prepare for the meeting. In the event holidays or vacation fall within this time frame this information can be picked up in the Superintendent's office on Monday prior to Wednesday night's regularly scheduled meeting. If not picked up by the end of business on Monday the information will be mailed.

Except in cases of emergency, a public body must provide the public with notice of its meeting 48 hours in advance, excluding Saturdays, Sundays and holidays.

Meeting notices must list the topics that, as of the time the notice is filed, the Chair reasonably anticipates will be discussed at the meeting. The list of topics must be sufficiently specific to reasonably inform the public of the issues to be discussed at the meeting. While not required under the Open Meeting Law, public bodies are encouraged to make a revised list of topics to be discussed available to the public in advance of the meeting if the body intends to discuss topics that come up within the 48 hour period before the meeting.

Agendas will be posted at Town Hall in public view, on the Cohasset Public Schools website and will be made available to the press.

Reviewed and Approved: 5/3/2023