

**Darien Public Schools  
Darien, Connecticut**

**POLICY**

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**Series 9300  
Board Meetings**

**Policy 9340**

**CONSTRUCTION AND POSTING OF AGENDA**

1. Construction of Agenda
  - A. The Superintendent in cooperation with the Chairperson of the Darien Board of Education (the “Board”) shall prepare an agenda for each meeting.
  - B. 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 This request must be made no later than seventy-two (72) hours prior to the legally required public posting of the agenda.
  - C. Town residents and/or taxpayers may request in writing to the Chairperson that the Board place an item on the agenda of a regular meeting. To do so they must:
    - 1) Make their request in writing to the Secretary of the Board, with a copy of the request to the Superintendent of Schools.
    - 2) The Secretary of the Board will present the written request to the Board at its next regular meeting.
    - 3) The Board will decide at which future regular meeting date whether the item will appear on the agenda of a future meeting.
2. Posting of Agenda
  - A. At least twenty-four (24) hours prior to the time of the regular (or special) meeting, an agenda will be constructed and posted by the Superintendent of Schools for the Board.
  - B. An agenda will be posted at Town Hall, the Board’s Administrative Offices, and on the Board’s Internet web site. Any associated documents that may be reviewed by members of the Board at such meeting shall be posted on the Board’s Internet web site, provided such documents are not exempt from disclosure under the Freedom of Information Act.

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- 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. 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 equipment or in person, as applicable and permitted by law. Any such agenda shall be posted in accordance with the provisions 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

Public Act 23-160, “An Act Concerning Education Mandate Relief and Other Technical and Assorted Revisions and Additions to the Education and Early Childhood Education Statutes.”

10-220 Duties of boards of education.

ADOPTED: December 9, 2008

REVISED: May 28, 2024