

SALEM SCHOOL DISTRICT  
Salem, Connecticut

BY LAWS OF THE BOARD

AGENDA

Development:

The Superintendent, in cooperation with the Chairperson of the Board of Education, shall prepare an agenda for each regular meeting. Any Board member who wishes to have an item included on the agenda should notify the Superintendent or Board Chairperson in sufficient time for the Superintendent to review the request with the Board Chairperson for his/her decision on agenda placement. The agenda shall provide time for public comment. Members of the public may call the Superintendent or Chairperson to request that an item be placed on the agenda no later than two weeks before the meeting. If it is determined that the matter of concern has not gone through appropriate channels, a request will be made that such action will take place first. (Please refer to policy #1312 – Public Complaints for more information.)

In addition to the prepared agenda, the Chairperson may admit other items as provided for on the agenda. Items can only be added to the agenda of a regularly scheduled Board of Education by a 2/3 majority vote of the Board.

Posting:

At least 24 hours prior to the time of the regular meeting, the agenda shall be filed with the Town Clerk's office, posted on the District's website ([www.salemschools.org](http://www.salemschools.org)), posted in the school in a place readily available to parents, teachers and the general public, and shall be filed in the Superintendent's Office. The same requirements shall be met for special meetings of the Board.

Distribution:

The agenda and supporting materials shall be distributed in advance to all Board members prior to the Board meeting in sufficient time to allow the members to consider the issues carefully. Board members seeking inclusion of agenda items are also encouraged to provide supportive and explanatory material.

(cf. 1312 – Public Complaints)  
(cf. 9121 – Board of Education Officers)  
(cf. 9325 – Meeting Conduct)  
(cf. 9326 – Minutes)

Legal Reference: Connecticut General Statutes: 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 (as amended by

P.A. 83-148 requiring “filing” of notice instead of “posting” with clerk; Saturdays, Sundays, holidays or days when office is closed are excluded from time element), as amended by June 11 Special Session, P.A. 08-3).

1<sup>st</sup> Reading: March 26, 1996

Policy Adopted: April 9, 1996

Revised Policy Adopted: March 5, 2007

Revised Policy 1<sup>st</sup> Reading: January 5, 2009

Revised Policy Adopted: January 20, 2009

jlk