

Bylaws of the Board

Agenda Format – Preparation and Dissemination

The following is the recommended order of business for each regular meeting of the New London Board of Education:

1. Call to order
2. Pledge of Allegiance
3. Student and Staff Presentation/Recognition
4. Public Comments
5. Reports and Communication
 - 5.1. Board Chairperson's Report
 - 5.2. Student Representative Report (*Oral report*)
 - 5.3. Superintendent's Report (*To be submitted as a written report and included with the Board packet with the understanding that additional information may be provided.*)
6. Approval of the Minutes
7. Approval of Consent Agenda
 - 7.1. Unfinished Business
 - 7.2. Brief Information and Reports (*To include Board Committee and Administrative Reports and Presentations.*)
 - 7.3. Action Items
8. Board Communications and Setting of Future Business
9. Executive Session
10. Adjournment

Agenda Format Preparation

The Superintendent of Schools and the Board President shall prepare the agenda for Board of Education meetings.

Bylaws of the Board

Agenda Format Preparation (continued)

The agenda shall include items of business recommended by individual Board members and approved by a majority vote of the Board. Items of business recommended by individual Board members shall be submitted to the Board President. Items of business recommended by employees of the school district shall be submitted to the Superintendent of Schools for approval. Inclusion of such items on the agenda shall be at the discretion of the Board President and the Superintendent of Schools.

Dissemination of Completed Agenda

Due notice of all official meetings of the Board shall be given to the public, the press, the City Clerk, and all Board members.

The Board agenda, together with supporting materials, shall be distributed to Board members at least 4 business days prior to the scheduled meeting. Any addendum to the agenda must be distributed to Board members no later than the second business day prior to the date of the scheduled meeting. The practice of distributing an addendum at the last minute is strongly discouraged, except in cases of extreme emergency.

The agenda for Board meetings shall be filed with the City Clerk and posted in a public place in the Central Office at least 24 hours in advance of the meeting. The agenda, together with one set of available, but not confidential, material will be accessible to the public in the school system's Central Office and the New London Public Library. Additionally, the agenda will be accessible on the New London Public Schools' website, www.newlondon.org.

A sufficient number of copies of the agenda will be available to persons attending each meeting.

To make more efficient use of meeting time, the Board of Education authorizes the use of a consent agenda as part of its regular meeting agenda. The consent agenda will condense the routine business of the Board (e.g., approving Board minutes, reviewing monthly expenses) into either a single motion or several categorical motions.

The consent agenda will be prepared by the Superintendent of Schools in consultation with the President of the Board.

Items on a consent agenda will not be discussed prior to action. However, if any Board member or the Superintendent believes that any item on the consent agenda requires discussion, that Board member or Superintendent may remove the item from the consent agenda merely by requesting

same. The exempted item then moves to the regular agenda, and the Board may take action as it deems appropriate. All non-exempted items will be moved, seconded, and voted upon either in one motion or in several categorical motions without discussion.

(cf. 9325 – Meeting Conduct)

(cf. 2232 – Administrative and Committee Reports)

Legal Reference: Connecticut General Statutes
1-21 Meetings of government agencies to be public

Bylaw adopted by the Board: February 10, 2005
December 20, 2007
August 23, 2018
August 22, 2019

NEW LONDON PUBLIC SCHOOLS
New London, Connecticut