AGENDA

Agenda Preparation and Dissemination

The Superintendent, in consultation with the Chair, shall prepare an agenda for each meeting of the Board of Directors. Once prepared, the agenda will be distributed to Board members, the media, and to designated school-affiliated organizations no later than five days prior to a regular meeting of the Board of Directors and, whenever possible, two days in advance of a special meeting. In the case of an emergency meeting, notice of the agenda will be given as soon as practicable and the media shall receive notice of the meeting in the same manner as the members of the Board.

Copies of the agenda will be posted and/or available at the Superintendent's Office, town hall, and school unit website. Copies of the agenda will also be available at the Board meeting. Anyone desiring additional information regarding an agenda item should direct inquiries to the Superintendent.

Dissemination of Supporting Materials

As an accompaniment to the agenda, the Superintendent will provide to the Board such background materials and data that in their judgment are necessary for the Board to give informed consideration to agenda items.

Requests for Agenda Items

Board members, school department 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, the proposed 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 items on the agenda.

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.

All additions to the agenda must be approved by a majority vote of the members present and voting.

In order to facilitate its business or to accommodate groups in attendance, the Board of Directors 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 - Board of Directors Meetings
BEDB-R - Agenda Format
BEDH - Public Comment at Board Meetings
KE - Public Concerns and Complaints

Adopted: November 18, 2009
Reviewed: March 23, 2011
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