
Agenda Development

The School Committee Chair shall prepare an agenda for each meeting. Committee members, school employees, and members of the public may submit written requests to the Committee through the Chair for items to be placed on the agenda. The request must be received a minimum of seven days prior to the meeting at which the requestor wishes the item to be addressed by the Committee in order for it to be considered for the agenda of that meeting. The Chair shall make the final decision regarding placement of items on the agenda.

The Superintendent will provide to the Committee background materials and data that are necessary for the Committee to give informed consideration to agenda items. Agendas and supporting information will be distributed to each School Committee member no later than three business days before a regular meeting.

A copy of the regular meeting agenda will be made publicly available on the School District website at the same time that it is sent to School Committee members. Upon request, copies of the agenda may also be obtained at the regular meeting or from the Superintendent's Office prior to the regular meeting.

After a meeting has been called to order, any Committee member who wishes to add an item to the agenda may offer a motion to that effect. All additions to the agenda must be approved by a majority vote of the members present and voting.

The Committee may adjust the agenda by changing the order of business. Such adjustments shall require the consent of the Committee by majority vote.