

Agenda Construction/Meeting Materials

The superintendent of schools shall prepare all agendas and supportive materials for meetings of the board. In doing so, the superintendent shall consult with the board chairperson and appropriate members of the administrative staff and as necessary with the vice chairperson and board secretary. Any board member who wishes to have an item included on the agenda should notify the superintendent in sufficient time for the superintendent to review the request with the board chairperson for his or her decision on agenda placement. The agenda shall provide time for members of the public who wish to speak briefly on an item before the board.

The agenda and supporting materials shall be distributed to 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.

Agendas shall also be made available to the press, representatives of the community, staff, town agency representatives, school administrators, and to others upon request. Agendas for regular board of education meetings shall be available to the public in the superintendent of school's office, shall be filed with the town clerk, not less than 24 hours in advance of the meeting time. The same requirements shall be met for special meetings of the board unless called in an emergency with less than 24 hours notice.

Legal Reference: Connecticut General Statutes

1-21 Meetings of government agencies to be public. Recording of votes.
Schedule and agenda of meetings to be filed. Notice of special meetings.
Executive sessions. {subsection {a} re agenda)

Adopted: 5/14/12