

AGENDA PREPARATION AND DISSEMINATION

The Superintendent shall prepare all agendas for meetings of the School Committee. In doing so, the Superintendent shall consult with the School Committee Chair and appropriate members of the executive staff.

Items to be placed on the agenda should be in the hands of the Superintendent on or before the seventh day preceding the meeting. Items not included in the agenda may be brought before the meeting provided it is agreed to by the School Committee.

Items of business may be suggested by any School Committee member, staff member, student, or citizen of the District. The inclusion of items suggested by staff members, students, or citizens shall be at the sole discretion of the Superintendent. The agenda, however, shall always allow suitable time for the remarks of the public who wish to speak briefly before the School Committee.

The School Committee reserves the right to take items out of order. Items of business not on the agenda may be discussed and acted upon if a majority of the School Committee agrees to consider them. The School Committee, however, may not revise School Committee policies, or adopt new ones, unless such action has been scheduled.

The agenda, together with supporting materials, shall be distributed to School Committee members prior to the School Committee meeting, and, if at all possible, with sufficient time to permit them to give items of business careful consideration. The agenda shall also be made available to the press and others upon request. Copies of the agenda shall be sent to the town offices in Wells and Ogunquit for public posting. Copies of agendas will also be posted in each school building, at locations convenient to all staff.

Adopted by the Wells-Ogunquit C.S.D. School Committee: 12/05/84
Revised by the Wells-Ogunquit C.S.D. School Committee: 12/06/95