

AGENDA FORMAT

The Superintendent, conferring with the Chairperson of the School Committee, will arrange the order of items on meetings agendas so that the Committee can accomplish its business as expeditiously as possible. The particular order may vary from meeting to meeting in keeping with the business at hand.

The meeting shall be called to order by the Chair. The Chair shall then address each item on the agenda. For the purpose of expediency, items on the agenda may be addressed out of their published order, provided there is no objection by a majority of the Committee members present. Persons speaking during the conduct of the meeting shall do so only after recognition by the Chair.

Any item deemed necessary by the Superintendent and/or the Committee Chair shall be posted to the meeting agenda during a regular meeting. Any two members of the School Committee may add an agenda item to the next scheduled meeting. A staff member who wishes to have a topic scheduled on the agenda should submit the request through the Superintendent.

The agenda will also provide for time when any citizen who wishes may speak briefly before the School Committee.

The agenda, together with supporting materials, will be distributed to School Committee members three days prior to the meeting to permit adequate time to prepare for the meeting.

Agendas will be posted and made available to the press.