

Community Relations

Participation by the Public

Agenda Format/Preparation and Dissemination

To expedite the business of the Board, the Superintendent in cooperation with the Board Chairperson shall prepare an agenda outlining the matters to be brought to the Board's attention.

The basic format of the agenda shall be as follows:

1. Call to Order
 - a. Pledge
 - b. Additions to the agenda
 - c. Comments from visitors
 - d. Student representatives
2. Approval of Minutes
3. Correspondence
4. Superintendent's Report
5. Chairperson's Report
6. Reports of Standing Committees
 - a. Curriculum
 - b. Finance/Budget
 - c. Personnel
 - d. Policy
 - e. Facilities
 - f. Legislation
7. Representative Reports
8. Old Business
9. New Business
10. Comments from Visitors
11. Executive Session (when necessary)
12. Adjournment

Community Relations

Participation by the Public

Agenda Format/Preparation and Dissemination (continued)

Items of business may be suggested by any Board member and shall be included on the agenda. Items of business may also be suggested by any staff member or citizen of the district, but inclusion of such items on the written agenda shall be at the discretion of the Superintendent and the Board Chairperson.

The Board shall follow the order of business set up by the agenda unless the order is altered or new items added by general consent of the Board during the meeting. Business not included on the agenda may be considered and acted upon if two-thirds of the members vote to do so.

The agenda, together with all supporting materials, shall be distributed to Board members at least 48 hours prior to Board meetings to permit them to give items of business careful consideration. The agenda shall also be made available to the press and representatives of the community and staff groups upon request.

The agenda for regular meetings shall be available to the public and filed at least 24 hours before the meeting in the Board of Education office and in the office of the Town Clerk.

Legal Reference: Connecticut General Statutes

1-225 Meetings of government agencies to be public. Recording of votes.
Schedule and agenda of meetings to be filed. Notice of special meeting.
Executive sessions. (subsection (a) re agenda)

Policy adopted: July 16, 2007

EAST GRANBY PUBLIC SCHOOLS
East Granby, Connecticut