

AGENDA PREPARATION AND DISSEMINATION

The Superintendent of Schools in consultation with the Board President will prepare the agenda for each Board meeting according to the order of business, to facilitate orderly and efficient meetings, and to allow Board members sufficient preparation time.

Board members, employees of the school district, and citizens, may suggest agenda items by contacting the Superintendent or the Board President.

All other matters brought to the floor by the Board President, Board Members and/or the Superintendent, may be assigned to the agenda for the next regularly scheduled meeting, unless they are of such nature to warrant immediate attention of, and decision by, the Board. Such addendum must be approved by a majority of five (5) Board members before being discussed.

The agenda will specify whether the item is an action item, a consent item, a discussion item or an information item.

Availability of Agenda and Supporting Materials

The District Clerk is responsible for ensuring that the agenda is available to the public and the media.

The agenda and any supporting materials will be distributed to board members four days in advance of the board meeting to permit careful consideration of items of business. The agenda, and supporting material to be discussed at the board meeting that is permissible to be released to the public, will be posted on the district’s website, and made available upon request to the District Clerk, to the extent practicable, twenty-four hours before the meeting. In addition, the agenda may be released to the news media including local newspapers, radio stations and television stations in advance of the meeting. Copies of the agenda, and supporting material to be discussed at the board meeting that is permissible to be released to the public, will also be available in the Central Office twenty-four hours before the meeting and at the Board meeting, to anyone who requests a copy.

Nothing in this policy shall be construed as requiring the Board of Education to prepare an agenda of any meeting it convenes.

Ref: Public Officers Law §103(e)
 Effective Date: February 1, 2022