

## **AGENDA**

### **Agenda Preparation and Dissemination**

The Superintendent, in consultation with the Chair, shall prepare an agenda for each meeting of the Board. The agenda shall include items that the Board plans to address in performing its duties as the governing body of the school unit in accordance with Maine law and Board policies.

The agenda will be distributed to Board members, the media, and to designated school-affiliated organizations no later than five days prior to a regular meeting of the Board and no later than three days (72 hours) prior to a special meeting. Copies of the agenda will be posted and/or available at the Superintendent's Office, in each school, the municipal offices of District towns and/or other appropriate public facilities, and the District's website. Anyone desiring additional information regarding an agenda item should direct inquiries to the Office of the Superintendent. Copies of the agenda will also be available at the Board meeting.

In the case of an emergency meeting, notice of the agenda will be given as early as practicable and will be provided to the media at the same time and in the same manner that it is given to Board members.

### **Requests for Agenda Items**

Board members, school unit staff, groups or organizations, and members of the public may submit written requests to the Board through the Chair or the Superintendent for items to be placed on the agenda. To be considered for placement on the agenda, an item must be within the scope of the Board's duties, timely, and appropriate for consideration under all applicable laws and Board policies. The request must be received a minimum of ten days prior to the meeting at which the group or individual wishes the item to be addressed by the Board in order for it to be considered for the agenda of that meeting. The Chair and Superintendent shall make the final decision regarding placement of items on the agenda.

### **Dissemination of Supporting Materials**

As an accompaniment to the agenda, the Superintendent will provide to the Board such background materials and data that in his/her judgment are necessary for the

Board to give informed consideration to agenda items. The Superintendent will also provide to the Board the draft minutes of Board meetings that will be presented for approval.

Documents containing information that is exempt from disclosure under the Freedom of Access Act or other law shall be marked “confidential.” Such information shall not be disclosed by Board members or the Superintendent or provided to the media or the public. Requests for disclosure of materials received by Board members should be referred to the Superintendent.

**[NOTE: Information provided in Board packets may be subject to disclosure under Maine’s Freedom of Access Act (FOAA).]**

### **Additions and Adjustments to the Agenda**

After the meeting has been called to order, the Superintendent or Board Chair may recommend additions and/or adjustments to the agenda of a regular meeting or, unless otherwise prohibited by Board policy, to the agenda of a special meeting.

**[NOTE: Additions and adjustments to the agenda do not apply to an emergency meeting of the Board because such a meeting is ordinarily called for the purpose of addressing a single matter that requires immediate action.]**

Any Board member who wishes to add an item to the agenda may offer a motion to that effect. Such a motion shall require a second to proceed to a vote. The item should be within the scope of the Board’s duties, timely, and appropriate for consideration under all applicable laws and Board policies.

All additions to the agenda must be approved by a majority vote of the members present and voting.

In order to facilitate its business or to accommodate groups in attendance, the Board may adjust the agenda by changing the order of business. Such adjustments shall require the consent of the Board by majority vote.

**[NOTE: If a motion is made to add an item to the agenda, the Board may, by vote, add it, decline to add it, defer it to a subsequent meeting, or refer it to the Superintendent or a Board subcommittee for further study.]**

**Because the provisions in this policy regarding distribution and posting of the agenda are intended to provide public notice of the business that will be considered, we urge Boards to limit additions to the agenda to items of business that cannot reasonably wait until the next regular Board meeting. A special meeting may be a more desirable way to address one or more important and/or controversial issues that arise between meetings and cannot wait until the next regular meeting, as there will be more opportunity for advance notice.]**

Legal Reference: 20-A MRSA § 1477 (RSU)

Cross Reference: BE—School Board Meetings  
BEDB-R—Agenda Format  
BEDH—Public Participation at Board Meetings  
KE—Public Concerns and Complaints

Adopted: May 3, 1999

Revised: May 7, 2012