

ELLSWORTH SCHOOL DEPARTMENT**AGENDA****Agenda Preparation and Dissemination**

The Superintendent, in consultation with the Chair, shall prepare an agenda for each meeting of the School Board. The agenda shall include items that the School Board plans to address in performing its duties as the governing body of the school unit in accordance with Maine law and School 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 five days prior to a special meeting. Copies of the agenda will be posted and/or available at the Superintendent's Office, each Ellsworth school and the municipal office. 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 School 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

School Board members, school unit staff, groups or organizations, and members of the public may submit written requests to the School 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 School Board's duties, timely, and appropriate for consideration under all applicable laws and Board policies. The request must be received a minimum of seven days prior to the meeting at which the group or individual wishes the item to be addressed by the School 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 in order for the Board to give informed consideration to agenda items.

The Superintendent will also provide to the Board the draft minutes of School Board meetings that will be presented for approval.

ELLSWORTH SCHOOL DEPARTMENT

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 School Board members or the Superintendent or provided to the media or the public. Requests for disclosure of materials received by School Board members should be referred to the Superintendent.

Additions and Adjustments to the Agenda

After the meeting has been called to order, the Superintendent or Board Chair may recommend adjustments to the agenda of a regular meeting or, unless otherwise prohibited by School Board policy, to the agenda of a special meeting, in order to facilitate its business or to accommodate groups in attendance. Such adjustments shall require the consent of the Board by majority vote.

Any School Board member whose written request for an item to be added to the agenda has been denied may offer a motion to add an item to the agenda for a subsequent meeting. Such a motion shall require a second to proceed to a vote. The item must be within the scope of the Board’s duties, timely, and appropriate for consideration under all applicable laws and School Board policies. All such additions to the future agenda must be approved by a majority vote of the members present.

In order to facilitate its business or to accommodate groups in attendance, the Board may adjust the agenda by changing the order of business.

Legal Reference: Charter of the City of Ellsworth Article IX §9.06

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

Adopted: April 8, 2014

Reviewed: November 14, 2017