

Milton Town School District

Policy

C1: BOARD MEETING AGENDA PREPARATION AND DISTRIBUTION

Policy

It is the policy of the Milton Town School District to assure that Board meeting agendas are developed and distributed in a way that allows open access to the process.

Agenda Preparation

An agenda for each meeting will be prepared by the Board Chair after consultation with the Superintendent and in compliance with Board policy on agenda preparation. Items of business may be suggested by any Board member, staff member, student, or citizen of the District. The inclusion of items will be at the discretion of the Board Chair and Superintendent, unless a majority of the Board votes to place an item on the Board's agenda.

The agenda will include all items on which the Board will take action and any proposed executive sessions including the reasons for such sessions.

Agenda Distribution

The agenda, together with supporting materials, will be distributed to Board members by the Superintendent five days prior to regular meetings, and as soon as practicable before special meetings. In addition, the agenda will be distributed to the Board members electronically.

Copies of the agenda will be posted in the office of each school in the District and in the Town Clerk's office and on the District webpage. Upon request, the press, school staff, students, community members and concerned persons will be provided with copies of the agenda in advance of regular or special meetings.

In all instances, the Superintendent and Board will adhere to the provisions of 1 V.S.A. §312 regarding notice and agenda distribution.

Date Warned: First Reading 4/12/2010
Date Adopted: 5/10/2010
Legal Reference(s): V.S.A. §§310 et seq. (Public meetings)
Cross Reference: Board Meetings (C2)
Public Participation at Board Meetings (C3)