

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, town officials who request to receive it and to school staff no later than three days prior to a regular meeting of the Board and no later than three days (72 hours) prior to a special meeting. 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 seven 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 except for **Executive Session information**. 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.

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. No adjustments will be allowed for emergency meetings where the purpose of the meeting will be the only focus.

Any Board member who wishes to add an item to the agenda of a regular or special meeting should have first spoken with the chair before the meeting to make the request and discuss why. A Board member may offer a motion to add an agenda item at the meeting. Such a motion shall require a second to proceed to a vote with a 2/3rds majority needed for the item to be added. The item should be within the scope of the Board's duties, timely, and appropriate for consideration under all applicable laws and Board policies. Changes to the published agenda will be kept to a minimum given advanced public notice is not possible.

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.

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: January 25, 1994

Reviewed: January 29, 2009

Revised: March 25, 2025