

## **AGENDA**

### **Agenda Preparation and Dissemination**

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

The agenda will be distributed to School Committee members, the media, and to designated school-affiliated organizations no later than five days prior to a regular meeting of the School Committee 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, town office, and Lisbon School Department'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 School Committee 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 School Committee members.

### **Requests for Agenda Items**

School Committee members, school unit staff, groups or organizations, and members of the public may submit written requests to the School Committee 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 Committee's duties, timely, and appropriate for consideration under all applicable laws and School Committee 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 Committee 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 School Committee such background materials and data that in his/her judgment are necessary for the School Committee to give informed consideration to agenda items. The Superintendent will also provide to the School Committee the draft minutes of School Committee 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 School Committee members or the Superintendent or provided to the media or the public. Requests for disclosure of materials received by School Committee members should be referred to the Superintendent.

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

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

Any School Committee 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 School Committee’s duties, timely, and appropriate for consideration under all applicable laws and School Committee 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 School Committee may adjust the agenda by changing the order of business. Such adjustments shall require the consent of the School Committee by majority vote.

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

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

Adopted: February 13, 2006  
Reviewed: December 08, 2008  
Revised: May 10, 2010  
Revised: December 12, 2011  
Reviewed: December 8, 2014

