

Series 9000 - Bylaws of the Board

3. Methods of Operation

B. Meetings

(4) Meeting Agenda and Dissemination

The regular agenda shall be prepared by the Board of Education Chairperson and the Superintendent. Subcommittee meeting agendas shall be prepared by the Subcommittee Chairperson and the Superintendent. Members of the Board of Education, staff member, administrator, student or citizen of the town may request in writing to the Chairperson an item to be placed meeting agenda no later than seventy-two (72) hours prior to the legally required posting. The inclusion of suggested items shall be subject to review by both the Board of Education Chairperson and the Superintendent. The agenda shall allow sufficient time for the remarks of the public who wish to speak briefly before and/or after the business meeting of the Board of Education.

Distribution of Agenda Materials

The agenda, together with supporting materials, shall be distributed to Board members prior to the Board meeting.

Posting of the Agenda

At least twenty-four (24) hours prior to the time of the meeting, the agenda shall be posted in the district Board of Education Business Office, on the district web site, and in each school readily available to parents, teachers, and the general public, and shall be filed with the Superintendent's office.

Legal Reference: Connecticut General Statutes
 1-21 Meetings of government agencies to be public

Bylaw adopted by the Board: December 1, 1997
 Bylaw revised: November 20, 2012

SUFFIELD PUBLIC SCHOOLS
 Suffield, Connecticut