

AGENDA PREPARATION AND DISSEMINATION

The Superintendent shall prepare agendas for all School Committee meetings in consultation with the School Committee Chair and other members of the administrative staff as appropriate.

Agenda items may be suggested by any School Committee member, staff member, student or citizen of Biddeford. In order for an item to be considered for placement on the agenda, it must be submitted in writing to the Superintendent no later than noon on the Wednesday preceding the meeting date. The person making the request must be prepared to present the item at the School Committee meeting. The Superintendent/ School Committee Chair shall make the final determination regarding items to appear on the agenda.

The agenda and supporting materials shall be distributed to School Committee members sufficiently in advance of the School Committee meeting to permit careful consideration. The agenda and appropriate materials shall also be made available to the press, citizens, staff and student organizations, and others upon request.

Cross Reference: BEDBA – Agenda Format
 BEDH – Public Participation at School Committee Meetings

Adopted: December 16, 1992

Revised: April 27, 1999