

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 MSAD 55 in accordance with Maine law and Board policies.

The agenda will be distributed to Board members, and to designated school affiliated organizations at least two days prior to a regular meeting of the Board, and, whenever possible, two days in advance of a special meeting. Copies of the agenda will be posted and/or available at the Superintendent's Office and school 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 Board meeting.

In the case of an emergency meeting, notice of the agenda will be given as early as practicable and will be posted on the MSAD 55 website in the same manner that it is given to Board members.

Requests for Agenda Items

Board members, MSAD 55 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. The Chair shall inform the Vice Chair of agenda details in a timely manner.

Dissemination of Supporting Materials

As an accompaniment to the agenda, the Superintendent shall 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. The Superintendent shall 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.

Additions and Adjustment to the Agenda

After the meeting has been called to order, the Superintendent or 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.

Any Board 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 Board's duties, timely, and appropriate for consideration under all applicable laws and Board policies.

All additions to the agenda must be approved by a majority vote of the members present and voting.

If a motion is made to add an item to the agenda, the Board may, by vote, add it, decline to add it, defer it to a subsequent meeting, or refer it to the Superintendent or a Board subcommittee for further study.

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 a majority vote of the Board.

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: March 10, 2010
Revised: October 1, 2014
Revised: November 3, 2016