

**Agenda Preparation and Dissemination**

The Superintendent, in cooperation with each School Committee Chair, shall prepare the agenda for each meeting. School Committee members, school staff and members of the public may submit written requests that items be placed on the agenda a minimum of ten (10) days prior to the meeting. The Superintendent and Chair shall make the final decision regarding placement of items on the agenda.

Agenda and supporting information will be distributed to each School Committee member no later than five (5) days before a regular meeting.

Copies of the regular meeting agenda will be posted in the schools and mailed to the press and designated school-affiliated organizations at the same time it is sent to Committee members. Other interested parties may have regular agendas sent to them upon written request and payment of printing and mailing costs. Copies of the agenda may also be obtained at the regular meeting or the Superintendent's office prior to the regular meeting.

Cross Reference: BEDBA - Agenda Format

	AVS	HES	LCS
First Reading:	<u>5/31/2012</u>	<u>5/14/2012</u>	<u>5/7/2012</u>
Second Reading and Adoption:	<u>6/18/2012</u>	<u>6/11/2012</u>	<u>6/4/2012</u>