

AGENDA PREPARATION AND DISSEMINATION

The Superintendent, in cooperation with the Gorham School Committee Chair, shall prepare an agenda for each meeting. Committee members, school staff and members of the public may submit written requests to either the Superintendent or the School Committee Chair that items be placed on the agenda a minimum of 10 days prior to the meeting. The Superintendent and Chair shall make the decision regarding placement of items on the agenda. The decision of the Superintendent and Chair may be overridden by a majority vote of the full Committee with the item to be placed on the next regular meeting agenda after the vote to override.

Agenda and supporting information will be distributed to each Committee member no later than four days before a regular meeting.

Copies of the regular meeting agenda will be posted in the schools and on the school department web site and mailed to the press and designated school-affiliated organizations at the same time it is sent to Committee members. Copies of the agenda may also be obtained at the regular meeting or the Superintendent's Office prior to the regular meeting.

Cross Reference: BEDB-R - Agenda Format

Adopted: November 12, 1973

Amended: September 9, 1974
 May 21, 1980
 October 7, 1981
 February 10, 1982
 February 13, 2002

Reviewed: April 10, 2002