

AGENDA

Agenda Preparation and Dissemination

The Superintendent, in consultation with the Chair and Building Principal, shall prepare an agenda for each meeting of the Jefferson School Committee. The agenda shall include items that the JSC plans to address in performing its duties as the governing body of the school unit in accordance with Maine law and JSC policies.

The agenda will be distributed to JSC members, the media (by email), Town Office, PTA chair, Teacher's Association Chair, Town Budget Committee Chair, and be posted on the district website no later than four days prior to a regular meeting of the JSC and no later than three days (72 hours) prior to a special meeting. Copies of the agenda will be posted and/or available at the Superintendent's Office, each school, the town office, public library/or other appropriate public facilities. The agenda will also be posted on the Jefferson Village 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 JSC meeting.

In the case of an emergency meeting, notice of the agenda will be given as early as practicable and will be provided to the media at the same time and in the same manner that it is given to JSC members.

Requests for Agenda Items

JSC members, school unit staff, groups or organizations, and members of the public may submit written requests to the JSC 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 JSC's duties, timely, and appropriate for consideration under all applicable laws and JSC policies. The request must be received a minimum of seven business days prior to the meeting at which the group or individual wishes the item to be addressed by the JSC 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.

Dissemination of Supporting Materials

As an accompaniment to the agenda, the Superintendent will provide to the JSC such background materials and data that in his/her judgment are necessary for the JSC to give informed consideration to agenda items. The Superintendent will also provide to the JSC 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 JSC members or the Superintendent or provided to the media or the public. Requests for disclosure of materials received by JSC members should be referred to the Superintendent.

Additions and Adjustments to the Agenda

After the meeting has been called to order, the Superintendent or JSC Chair may recommend additions and/or adjustments to the agenda of a regular meeting.

Any JSC member who wishes to add an item to the agenda may offer the item to the JSC and will be added with the consensus of the JSC. The item should be within the scope of the JSC’s duties, timely, and appropriate for consideration under all applicable laws and JSC policies.

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

In order to facilitate its business or to accommodate groups in attendance, the JSC may adjust the agenda by changing the order of business. Such adjustments shall require the consent of the JSC.

Cross Reference: BE—School Committee Meetings
 BEDBA —Agenda Format
 BEDH—Public Participation at Committee Meetings
 KE—Public Concerns and Complaints

Adopted: **4/2/18**

