

## **Bylaws of the Board**

### **Agenda Construction/Advance Delivery of Meeting Materials/Posting**

The Superintendent of Schools (Superintendent) shall prepare all agendas and supportive materials for meetings of the Board. In doing so, the Superintendent shall consult, as necessary, with the Board Chairperson, Secretary, and all appropriate members of the administrative staff. Any Board member who wishes to have an item included on the agenda should notify the Chairperson or the Superintendent's office in sufficient time for the item's inclusion on the agenda. The Superintendent will review the request with the Board Chairperson for the latter's decision regarding inclusion on the agenda. The final decision as to the inclusion or exclusion on the published agenda shall be decided by the Chairperson.

The agenda and supporting materials shall be distributed to Board members prior to the Board meeting and in sufficient time to allow the members time to consider the agenda items carefully. Board members seeking inclusion of agenda items are encouraged to provide supportive material. The agenda shall also be made available to the press representatives of the community and staff groups, Town agency representatives, school administrators, and to others upon request in accordance with Bylaw 9320.

### **Posting of the Agenda**

At least 24 hours prior to the time of the regular meeting, the agenda shall be posted in the Board room of the District and in each school in a place readily available to parents, teachers and the general public, and shall be filed in the Superintendent's office.

(cf. 1120 - Public Participation at Board Meetings)  
(cf. 9320 – Meetings)

Legal Reference: Connecticut General Statutes

1-225 Meetings of government agencies to be public. Recording of votes.  
Schedule and agenda of meetings to be filed. Notice of special meetings.  
Executive sessions. (subsection (a)-re agenda)

Bylaw adopted by the Board:

January 2, 2003

WATERFORD PUBLIC SCHOOLS  
Waterford, Connecticut