

AGENDA PREPARATION AND DISSEMINATION

The Weston School Committee shall annually approve a schedule of topics to be given a special place on the agenda for each regular meeting through the year. This is to assist the School Committee in planning its work and to assure that proper attention is given various school programs and areas of School Committee responsibility.

The Superintendent, at the direction of the School Committee chairman, shall prepare all agendas for meetings of the School Committee, consulting as necessary with the appropriate members of the administrative staff.

The agenda shall also provide time for an open forum when any citizen who wishes may speak briefly before the School Committee.

The School Committee shall follow the order of business set up by the agenda unless the order is altered by a vote of the members present. Items of business not on the agenda may be discussed and acted upon if a majority of the Committee agrees to consider them.

The agenda, together with supporting materials, shall be distributed to School Committee members sufficiently prior to the meeting to permit them to give items of business careful consideration.

Agendas shall also be posted, and made available to the press, in conjunction with announcements of meetings.

Adopted: November 21, 2011