

## **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 to various school programs and areas of School Committee responsibility.

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

Any School Committee member may suggest items of business. The inclusion of such items, however, will be at the discretion of the Chair of the Committee. A staff member who wishes to have a topic scheduled on the agenda should submit the request through the Superintendent.

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 then.

The agenda, together with supporting materials, shall be distributed to School Committee members, to the extent possible, at least one (1) business day prior to the meeting to allow for careful consideration.

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

Updated:                      April 28, 2022