

**MAINE SCHOOL ADMINISTRATIVE DISTRICT #53
Burnham – Detroit – Pittsfield**

Agenda Preparation and Dissemination

The superintendent, with consultation of the Board Chair, shall prepare all agendas for meetings of the Board. Any matters which require definite action or approval by the Board, whether included in periodic reports or presented verbally, shall be accompanied by specific recommendations from the superintendent. When such matters concern any standing or special committee of the Board, that committee's concurrence with the recommendations shall be sought before the meeting takes place.

Items of business may be suggested by any Board member, staff member, or citizen of the district by submitting a written request to the Superintendent or Board Chair or by verbal request at a regular Board meeting.

So that each citizen shall have a chance to voice his/her opinions, the agenda shall allow suitable time for comments, proposals, and inquiries from the audience. A citizen shall also be permitted to request the scheduling of items on the agenda.

The agenda and meeting packet shall be delivered to Board members several days in advance of the meeting, to permit sufficient time for study.

Agenda Format

The order of business at regular Board meetings shall be as follows:

1. Call to Order
2. Adjustment of Agenda
3. Approval of Minutes
4. Public Commentary on Agenda Items
5. Committee Reports
6. Learning Results Update
7. Old Business
8. New Business
9. Superintendent's Report
10. Communications
11. Future Agenda Items
12. Adjournment

Policy Reference: 2.5 Rules of Order
 8.10 Learning Results

Amended: October 4, 1993

Amended: February 6, 1995

Amended: April 13, 1998

Amended: January 5, 2004