

**AGENDA PREPARATION**

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The Superintendent shall prepare all agendas for meetings of the School Committee. Any matters which require definite action or approval by the Committee, whether accompanied by included in periodic reports or presented verbally, shall be specific recommendations from the Superintendent.

Items of business may be suggested by any Committee member, staff member, or citizen of the district. Inclusion of items shall be determined by the Superintendent, in consultation with the Committee Chair.

So that each citizen shall have a chance to voice 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.

ADOPTED: October 18, 1982  
REVISED: October 24, 2017  
REVIEWED: September 11, 2019

