

## MAINE SCHOOL ADMINISTRATIVE DISTRICT #33

**Agenda****Agenda Preparation and Dissemination**

The Superintendent, in consultation with the Chair, shall prepare an agenda for each meeting of the Board. Board members, school unit staff, groups or organizations, and members of the public may submit written requests to the Board through the Chair or the Superintendent for items to be placed on the agenda. The request must be received a minimum of fourteen days prior to the meeting at which the group or individual wishes the item to be addressed by the Board in order for it to be considered for the agenda of that meeting. The Chair and Superintendent shall make the final decision regarding placement of items on the agenda.

Whenever possible, the agenda will be distributed to Board members, the media, and to designated school-affiliated organizations no later than five days prior to a regular meeting of the Board and no later than three days (72 hours) prior to a special meeting. Copies of the agenda will be posted and/or available at the Superintendent's Office, in each school, town offices, post offices, and the District website. Anyone desiring additional information regarding an agenda item should direct inquiries to the Office of the Superintendent. Copies of the agenda will also be available at the Board meeting.

**Additions and Adjustments to the Agenda**

After the meeting has been called to order, the Superintendent, Board Chair, or any Board member may recommend additions and/or adjustments to the agenda of a regular meeting or, unless otherwise prohibited by Board policy, to the agenda of a special meeting.

All additions to the agenda must be approved by a consensus of the Board.

In order to facilitate its business or to accommodate groups in attendance, the Board may adjust the agenda by changing the order of business. Such adjustments shall require the consent of the Board.

Cross Reference: BE – School Board Meetings  
BEDH – Public Participation at Board Meetings

History:	Adopted	Meeting #322	June 5, 1978 (as policies BBAA and KD)
	Revised	Meeting #636	May 3, 1993
	Revised	Meeting #638	July 5, 1993
	Revised	Meeting #647	December 6, 1993
	Revised	Meeting #834	January 2, 2007
	Revised	Meeting #837	April 2, 2007