

Rutland Windsor Supervisory Union Ludlow Elementary School District Mount Holly Elementary School District Plymouth School District Union #39 School District	BOARD MEETING AGENDA PREPARATION AND DISTRIBUTION	Policy C1
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Policy

It is the policy of the Rutland Windsor Supervisory Union, Ludlow Elementary School District, Mount Holly Elementary School District, Plymouth School District and Union #39 School District (hereinafter referred to as "District(s)") to assure that board meeting agendas are developed and distributed in a way that allows open access to the process.

I. IMPLEMENTATION

A. Agenda Preparation:

The Superintendent will prepare all agendas for meetings of the board after consultation with the Board Chair. Items of business may be suggested by any board member, staff member, student or citizen of the district. The inclusion of items will be at the discretion of the Board Chair after consultation with the Superintendent, unless a majority of the Board votes to place an item on the Board's agenda. The agenda will include all items on which the Board will take action and any proposed executive sessions, including the reasons for such sessions.

B. Agenda Distribution:

The agenda, together with the supporting materials, will be distributed to Board Members and Administration by the Superintendent five (5) days prior to regular meetings and as soon as practicable for special meetings. Copies of the agenda will be posted in the office of the RWSU, The Town Clerk's Office, each school in the District and/or an additional place in town accessible to community members. Upon request, the press, school staff, students, community members and concerned persons will be provided with copies of the agenda in advance of regular or special meetings.

In all instances, the Superintendent and Board will adhere to the provisions of 1 V.S.A. §312 regarding notice and agenda distribution.

Legal References:

1 V.S.A. §312 (Public Meetings)

District:	Reviewed only	Date Warned	Date Adopted	Replaces Policy
Rutland Windsor Supervisory Union		March 4, 2011	March 16, 2011	C1
Ludlow Elementary School District		June 3, 2010	August 4, 2010	BG
Mount Holly School District		March 17, 2010	April 14, 2010	BG
Plymouth School District		April 21, 2010	May 3, 2010	BG
Union #39 School District		April 26, 2010	May 19, 2010	BG