

**FOSTER-GLOCESTER REGIONAL SCHOOL DISTRICT
GLOCESTER, RI**

SCHOOL COMMITTEE AGENDA PREPARATION

PURPOSE:

The purpose of this policy shall be to establish the process and procedure for the preparation and delivery of the School Committee agenda for all regularly scheduled School Committee meetings.

PHILOSOPHY:

The Committee believes that the conduct of all regularly scheduled School Committee meetings should be designed with intent of creating a positive and constructive image of the proper and legal fulfillment of its responsibilities and commits to the adoption of and carrying out of meetings through the use and direction of a properly planned and carried out meeting agenda.

The Committee notes its wishes that all members of the community have every reasonable opportunity to communicate their opinions, ideas and concerns about appropriate matters to the School Committee. Further, the Committee also recognizes its role as a deliberative, decision-making body which must rely heavily on others for appropriate information. To assure proper consideration of such, the Committee establishes this policy statement for agenda input.

POLICY STATEMENT:

The agenda for each Committee meeting shall be prepared, in advance of each meeting, by the Superintendent of Schools in consultation and cooperation with the School Committee Co-Chairman and a copy of same shall be caused to be delivered to each Committee member no later than four (4) days preceding the meeting for which the agenda has been prepared.

Any School Committee member who wishes an item placed on an agenda must submit that item to the Superintendent, or in his absence, to the Chairperson of the Committee, at least seven (7) working days in advance of the scheduled meeting.

Any citizen, parent, student, or staff member wishing Committee consideration of any item at a Committee meeting must contact the Superintendent or a Committee member, in writing with the nature of the issue and a brief rationale for bringing the issue before the Committee. Such request must be received by the Superintendent at least seven (7) working days in advance of the scheduled meeting at which the item is to be heard.

POLICY STATEMENT (Continued)

If any of the above constituencies have a complaint or grievance to bring before the Committee, they must first have exhausted all available administrative recourse; failing to resolve their problem or concern in this manner, they may then request the matter be placed on a Committee agenda by following the above specified procedure, including a statement of requested action. The Committee reserves the right to restrict any discussion of personnel or personal matters to an executive session.

First Reading: 12/2/97
Second Reading: 1/6/98
Adopted: 1/6/98