

# PROCEDURE WSD101

## WINOOSKI SCHOOL DISTRICT

### BOARD MEETING AGENDA PREPARATION AND DISTRIBUTION

1. The Superintendent will prepare all agendas for meetings of the Board in consultation with the Board President.
2. 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 President and Superintendent, unless a majority of the Board votes to place an item on the Board's agenda.
3. The agenda will include all items on which the Board will take action and any proposed executive sessions including the reasons for such sessions. An item may be removed from the consent agenda by a majority of the board.
4. The agenda, together with supporting materials, will be distributed electronically to Board members by the Superintendent three calendar days prior to regular meetings and as soon as practicable before special meetings.
5. Copies of the agenda will be sent electronically to the office of each school in the District, City Clerk, City government officials, the Front Porch Forum, The Burlington Free Press, the Winooski Education Association President, and staff members. Upon request, the press, community members and concerned persons will be provided with copies of the agenda in advance of regular or special meetings.
6. In all instances, the Superintendent and Board will adhere to the provisions of 1 V.S.A. §312 regarding notice and agenda distribution.

Reviewed and Updated: September 17, 2014