

# Washington West Supervisory Union Model Policy

## Policy C1

### **C1: BOARD MEETING AGENDA PREPARATION AND DISTRIBUTION**

#### **Policy**

It is the policy of the member district schools of the Washington West Supervisory Union: Fayston Elementary School, Harwood Union High School, Moretown Elementary School, Waitsfield Elementary School, Warren Elementary School, and the Waterbury/Duxbury Union School District (Crossett Brook Middle School and Thatcher Brook Primary School) to assure that Board meeting agendas are developed and distributed in a way that allows open access to the process.

#### **Agenda Preparation**

The Superintendent or Principal 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 and the Superintendent or Principal, 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.

#### **Agenda Distribution**

The agenda, together with supporting materials, will be distributed to Board members by the Superintendent or Principal at least 2 days before regular meetings and as soon as practicable before special meetings.

Copies of the agenda will be posted in the office of each school in the District and in the Town Clerk's office and a third 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 or Principal and Board will adhere to the provisions of 1 V.S.A. §312 regarding notice and agenda distribution.

Date Warned:	09.06.12
Date Adopted:	FES: 09.18.12; HUHS: 09.19.12; MES: 09.10.12; W-D: 09.11.12; WES: 09.17.12; WS: 09.19.12
Legal Reference(s):	V.S.A. §§310 et seq. (Public meetings)
Cross Reference:	Board Meetings (C2) Public Participation at Board Meetings (C3)