

**AGENDA PREPARATION AND DISSEMINATION PROCEDURES**

1. Copies of communications directed to the Board shall be included in the agenda for the meeting and read by title only, unless the rules are suspended.
2. During the “Public Comment” period, citizens, upon being recognized by the President of the Board, are invited to make comments to the Board as a body. The Board will not engage in discussion. Whenever possible, the Board or its designee may respond in writing.
3. When appropriate, the President may impose additional time limits on individual comments to allow an equitable amount of time to all individuals wishing to speak.
4. A consent agenda will be used when it appears the Board is about to bring closure to a previously discussed topic or when supporting information precludes the necessity for discussion. Examples include but are not limited to the following:
  - Electing nominated professional staff persons supported by written documentation.
  - Accepting resignations supported by written material
  - Minutes from meetings.

The consent agenda in its entirety will be voted by one motion unless any Board member requests an item or items be set aside and decided separately. In this event, the item or items specified will be separated from the consent agenda and handled separately.

5. Agendas will follow the template described below but may be modified by agreement of the Superintendent, President and Clerk in exceptional circumstances.

The Agenda for a Regular meeting of the Board will be:

1. Roll Call
2. Prayer
3. Pledge of Allegiance
4. Special Information (Recognition-Presentation-Community Conversation)
5. Consent Agenda
6. Items Removed from the Consent Agenda
7. Communications outside the Consent Agenda
8. Public Question/Comment Period Limited to Items on this Agenda (15-minute time limit)
9. Superintendent’s Comments
10. Board Response to Superintendent’s Comments
11. Student Member’s Comments
12. Committee on Budget

**AGENDA PREPARATION AND DISSEMINATION PROCEDURES**

(continued)

13. Committee on Finance and Operations
  14. Committee on Policy
  15. Committee on Curriculum and Evaluation
  16. Committee on Human Resources
  17. Any currently existing Ad Hoc committees
  18. Liaison Reports
  19. Unfinished Business (include any tabled motions)
  20. New Business
  21. Public Comments (15-minute time limit)
  22. Board Members' Comments
  23. Nonpublic Session, if needed
  24. Next Meeting
  25. Adjournment
  26. Non meeting for negotiations, if needed
  27. Non meeting with counsel, if needed
6. The Agenda for a Special meeting of the Board will be:
1. Roll Call
  2. Public Question/Comment Period Limited to Items on this Agenda (15-minute time limit)
  3. Special Meeting Item or Items of Business
  4. Nonpublic session, if needed
  5. Adjournment
  6. Non meeting for negotiations, if needed
  7. Non meeting with counsel, if needed.
7. Agendas for meetings will be:
- posted at the Berard Masse School Administration Building and at City Hall
  - provided for members of the public at each meeting
  - provided to at least two media outlets
  - provided to city officials and interested members of the public via electronic media (email)

Board Approved: October 2007  
R/Bd. Approved: 06/09/2008  
R/Bd. Approved: 05/27/2014

(Replaces POPPS 1130)