

POLICY B 15

Burlington School District Policy

B 15: BOARD AGENDA PREPARATION AND DISSEMINATION

Former Policy BDDC

It is the policy of the Burlington School Board to assure that Board meeting agendas are developed and distributed in a way that encourages open access to the agenda setting process.

A Planning Committee, consisting of the Board Chair, Committee Chairs will meet with the Superintendent to develop agendas for Board meetings. Any Board member desiring to place an item on a Board agenda will notify the Planning Committee prior to their meeting. The inclusion of items will be at the discretion of the Planning Committee.

No person is entitled to take up business before the Board unless the item appears on the agenda or unless the Board, by a majority vote of those present, suspends the rules of procedure to consider such item/items.

A citizen who wishes to have an item considered for placement on a Board agenda will present the request in writing to the Superintendent, Board Chair to be considered at the next Planning Committee meeting or full board.

No item can be placed on the agenda to reopen discussion on an action taken by the Board within 60 days of the action without a two-thirds affirmative vote of the entire Board

The agenda and other meeting materials will be distributed to Board members by the Friday before the Board meeting unless extenuating circumstances prevail. In the event of intervening holidays and vacations and/or special meetings, the agenda and other meeting materials will be distributed to Board members at least 24 hours prior to such meeting unless extenuating circumstances prevail.

Copies of the agenda will be posted in the office of each school in the District, in City Hall, and another method that is accessible to community members. In addition, notice must be given to an editor, publisher or news director of a newspaper or radio station serving the Burlington area. Upon request, the media, 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 Reference(s): ***1 V.S.A. Subchapter 2, Public Information.***

Cross Reference: ***B 13 Meetings of the Board***

B 18 Public Participation at Board Meetings

Legal Reference(s): ***1 V.S.A. Chapter 5, Subchapter 2, Public Information.***

February 4, 1993 Policy review

February 11, 1997 Policy review

February 9, 1999 Policy review

June 13, 2006 Policy review

December 12, 2006 First Reading

February 13, 2007 Second Reading & adoption

June 15, 2011
August 23, 2011

First Reading
Second Reading and adoption