

File: B13

SCHOOL COMMITTEE MEETING NOTIFICATION AND AGENDA PREPARATION**Notice Requirements**

Except in cases of emergency, the Chicopee School Committee will provide the public with notice of its meeting 48 hours in advance, excluding Saturdays, Sundays and holidays. Notice of emergency meetings will be posted as soon as reasonably possible prior to the meeting.

Notices will be filed and available to the public in the Office of the City Clerk. Notices will be posted in a legible, easily understandable format and will contain the date, time and place of the meeting and list of topics that the chair reasonably anticipates will be discussed at the meeting. The list of topics shall have sufficient specificity to reasonably advise the public of the issues to be discussed at the meeting.

Agenda Preparation

All topics for School Committee meetings must be submitted to the Superintendent of Schools no later than the Wednesday prior to a School Committee meeting. No exceptions to this policy will be allowed unless deemed necessary by the Superintendent. Topics may be placed on the agenda by any School Committee member. Topics may be suggested by any staff member or citizen; inclusion of such topics on the agenda will be at the discretion of the Superintendent. To the extent that persons suggesting topics wish School Committee members to consider information related to their suggested topic, such information must be submitted to the Superintendent along with the suggested topic.

At all regular meetings the order of business, unless otherwise voted, shall be as follows:

- Call to order
- Announcement of Meeting Recording
- Pledge of Allegiance
- Moment of Silence
- Roll Call Board Attendance
- Public Announcements regarding school-related issues by the School Committee Chairperson and Superintendent of Schools
- Public Input
- Visitors
- Approval of Minutes
- Reports
 - Report on Personnel Action Taken to include appointments, retirements, resignations, building transfers, and conference attendance
 - Recommendations of Subcommittees
- Old Business
 - Business pending and undisposed of at the end of previous meetings or matters postponed to the current meeting
- New Business
 - Financial Matters
 - Other Matters

- Referrals of reports or other items to Subcommittees or future meetings without substantive discussion
- Adjournment

The agenda materials will be delivered to School Committee members on the Friday preceding the meeting. In the event that extreme and unusual circumstances prevent the dissemination of the materials on that Friday, it will be permissible to distribute the materials no later than 24-hours before the meeting.

To the extent possible, copies of the agenda will be made available to all persons in attendance at School Committee meetings.

Legal Refs.: MGL 30A

1st reading: Reg SC Mtg 12/21/2011

2nd reading: Reg SC Mtg 12/21/2011