

**TOLLAND PUBLIC SCHOOLS**  
**Tolland, Connecticut**

---

BOARD POLICY

REGARDING: Construction and Posting of Agenda

Number: 9140  
Bylaws

Approved: 10/9/02  
Revised: 11/14/12

---

The Superintendent of Schools, in consultation with the Board chairperson, shall prepare an agenda for each meeting. Any Board member may request an item be placed on the agenda through the superintendent 72 hours prior to the legally required posting of the agenda.

The agenda and supporting materials shall be distributed to Board members prior to the board meeting in sufficient time to allow the members to consider the issues carefully. Board members seeking inclusion of agenda items are also encouraged to provide supportive and explanatory material.

Agendas shall also be made available to the press, representatives of the community, staff, town agency representatives, school administrators, and to others upon request. Agendas for regular Board of Education meetings shall be available to the public in the Superintendent of School's office, the Board of Education website, and shall be filed with the Town Clerk, not less than 24 hours in advance of the meeting time. The same requirements shall be met for special meetings of the Board unless called in an emergency with less than 24 hours notice.

The Board may add items to the agenda of any regular meeting by a two-thirds vote of those Board members present and voting.