

**Darien Public Schools
Darien, Connecticut**

POLICY

**Series 9300
Board Meetings**

Policy 9340

CONSTRUCTION AND POSTING OF AGENDA

1. Construction of Agenda
 - A. The Superintendent in cooperation with the Chairperson of the Board of Education shall prepare an agenda for each meeting.
 - B. In addition to those items listed by the Chairperson of the Board, any member of the Board may contact the Chairperson and request that an item be placed on the agenda.
 - C. Town residents and/or taxpayers may request in writing to the Chairperson that the Board place an item on the agenda of a regular meeting.

2. Posting of Agenda
 - A. At least twenty-four (24) hours prior to the time of the regular (or special) meeting, an agenda will be constructed and posted by the Superintendent of Schools for the Board of Education.
 - B. An agenda will be posted at the Administrative Offices of the Board of Education.
 - C. The Board may add items to the agenda of any regular meeting by a two-thirds vote of those Board Members present and voting.

Legal Reference:

Connecticut General Statutes

- 1-225 Meetings of government agencies to be public.
Recording of votes. Schedule and agenda of meetings to be filed. Notice of special meetings.
Executive sessions.

**Darien Public Schools
Darien, Connecticut**

POLICY

ADOPTED: *December 9, 2008*

REVISED: _____