

**Rutland Southwest Supervisory Union
Middletown Springs Town School District
Tinnmouth Town School District**

**Ira Town School District
Poultney Town School District
Wells Town School District**

Board Meeting Agenda Preparation and Distribution

Code C-1

Policy

It is the policy of the Rutland Southwest Supervisory Union Board and its member districts to assure that Board meeting agendas are developed and distributed in a way that allows open access to the process.

Agenda Preparation

The Superintendent will prepare all agendas for meetings of the Supervisory Union Board and its member district boards after consultation with the Board Chair and/or Vice Chair. Items of business may be suggested by any Board member, staff member, student, or citizen of the District. The inclusion of items will be at the discretion of the Board Chair, Vice Chair and Superintendent, unless a majority of the Board votes to place an item on the Board's agenda.

The agenda will include all items on which the Board will take action and any proposed executive sessions including the reasons for such sessions.

Warnings and Agendas shall specify the purpose for executive sessions for regular board meetings (if known in advance) in accordance with 1 VSA § 313 (a) (b); Warnings and Agendas for special board meetings must note the purpose for executive sessions in accordance with 1 VSA § 313 (a) (b).

Agenda Distribution The agenda, together with supporting materials, will be distributed to Board members by the Superintendent at least five days prior to regular meetings and as soon as practicable before special meetings.

Upon request, the press, school staff, students, community members and concerned persons will be provided with copies of the agenda in advance of regular or special meetings.

Warning Distribution Copies of the Rutland Southwest Supervisory Union Warnings will be posted at the Office of the Superintendent, at the Poultney Town Clerk's Office and at each school building (throughout the SU) in a location accessible to community members.

Copies of Middletown Springs and Wells school board meeting warnings will be posted at the Office of the Superintendent, at each respective school building(s), the respective Post Office and at the respective Town Clerk's Office.

Copies of Tinnmouth school board warnings will be posted at the Office of the Superintendent, at the Community Center bulletin board, at the Tinnmouth Community Church bulletin board and at the Town Clerk's Office.

Copies of the Poultney school board warnings will be posted at the Office of the Superintendent, at each school building and at the Office of the Poultney Town Clerk.

Copies of the Ira school board meeting warnings will be posted at the Office of the Superintendent, Town Clerk's Office inside and outside, Ryan Auto Sales, Inc., and/or Ira Firehouse.

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): V.S.A. §§310 et seq. (Public meetings)
Cross Reference: Board Meetings (C2)
Public Participation at Board Meetings (C3)

	Date Adopted	Replaces Policy
Rutland Southwest Supervisory Union	8/24/09	None
Ira Town School District	6/9/09	None
Middletown Springs Town School District	7/22/09	12/14/06
Poultney Town School District	7/21/09	None
Tinmouth Town School District	6/8/09	None
Wells Town School District	6/24/09	8/9/06