

**Agenda Construction****I. AGENDA CONSTRUCTION**

The Superintendent of Schools in cooperation with the Chairperson of the Board of Education shall prepare an agenda for each meeting. In addition to those items listed by the Chairperson of the Board, any member of the Board may contact the Chairperson or the Superintendent and request that an item be placed on the agenda. It is the Board member's responsibility to provide adequate support of information describing the intent of the item.

When it is possible, the chairperson should discuss with the Superintendent, the planned agenda prior to a special meeting.

**II. POSTING OF AGENDA**

- A. No later than 4:00 p.m. on Friday of the week preceding the regular Board of Education meeting, an agenda will be posted to the district website and at the Wallingford Town Hall.
- B. At least twenty-four (24) hours prior to the time of a scheduled special Board of Education meeting, an agenda will be constructed and posted to the district website by the Superintendent of Schools.
- 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.

**Policy Approved: 01/22/18**