

SPRAGUE SCHOOL DISTRICT  
Baltic, Connecticut

**POLICY REGARDING CONSTRUCTION AND POSTING OF AGENDA**

I. Construction of Agenda

- A. The Superintendent in cooperation with the Chairperson of the Sprague Board of Education (the “Board”) shall prepare an agenda for each meeting of the Board.
- B. 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. **This request must be made no later than seventy-two (72) hours prior to the legally required posting of the agenda.**
- C. If at least three Board members request in writing that an additional agenda item be placed on the Board’s agenda, it will either be placed on the agenda or a special meeting of the Board will be scheduled within fourteen (14) days of the written request.

II. 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.
- B. An agenda will be posted at Town Hall, the Board’s Administrative Offices, and on the Board’s Internet web site. Any associated documents that may be reviewed by members of the Board at such meeting shall be posted on the Board’s Internet web site, provided such documents are not exempt from disclosure under the Freedom of Information Act.
- 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.
- D. If, in accordance with applicable law, the Board holds a public meeting that is accessible to the public by means of electronic equipment or by means of electronic equipment in conjunction with an in-person meeting, the agenda shall include instructions for the public to attend and provide comment or otherwise participate in the meeting by means of electronic equipment or in person, as applicable and permitted by law. Any such agenda shall be posted in accordance with the provisions of Connecticut General Statutes Section 1-225.

Legal Reference:

Connecticut General Statutes

Public Act 22-3,        “An Act Concerning Remote Meetings Under the Freedom of Information Act.”

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

10-218                  Officers. Meetings.

Public Act 23-160,    “An Act Concerning Education Mandate Relief and Other Technical and Assorted Revisions and Additions to the Education and Early Childhood Education Statutes.”

10-220                  Duties of boards of education.

ADOPTED:    May 2006  
REVISED:    September 5, 2012  
REVISED:    November 14, 2022  
REVISED:    April 17, 2024