

FAIRFIELD AREA SCHOOL DISTRICT

AGENDAS

1650

- 1650.1 General
All regular meetings of the Board shall be called to order by the President or in his absence by the Vice-President, and if there is a quorum present, the business of the meeting shall be generally conducted according to the agenda as prepared by the Superintendent. Special Meetings and Committee Meetings shall have agendas prepared in a format that would lend itself to the purpose of the meeting.
- 1650.2 Preparation of Agendas
The Superintendent shall prepare the agenda, along with supporting data and proposed resolutions, to assist the Board in reaching sound and objective decisions consistent with law and the Board's established Policies, Goals and Objectives.
- 1650.2a Board members shall advise the Superintendent of items they wish to have placed on the agenda. These items may be referred by the Superintendent to the appropriate committee for consideration.
- 1650.2b The Superintendent shall place on the agenda those additional items he/she deems necessary for the timely and efficient management of the school system.
- 1650.2c The Superintendent shall make recommendations and prepare proposed resolutions on all agenda items where action is required.
- 1650.2d Controversial, complex, or complicated matters listed as agenda items can be submitted for a first reading, with action to be taken at a subsequent meeting.
- 1650.2e In cases where items of business are suggested by Board members for either discussion or action at the same meeting, it shall require the approval of the majority of the Board members present to add the items to the agenda.
- 1650.3 Availability of Agendas
Board members shall be notified of meetings in accordance with the requirements of the Public School Code and Board Policy. Agendas, along with supporting data, shall be made available prior to the

opening of each public session in accordance with the following guidelines.

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AGENDAS (Contd)

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1650.3a A tentative agenda shall be available for inspection in the Superintendent's office by at least 1:00 PM of the workday prior to a scheduled public meeting. This agenda is tentative and may be changed prior to the start of the meeting.

1650.3b A final agenda shall be available at each public meeting as follows:

- For each Board member by placement in their monthly packet.
- For employees who are required to be in attendance at their place of seating.
- For members of the press at their place of seating.
- For members of the public at a convenient location near public seating. Copies may need to be shared as a limited number shall be available at each meeting.

Revised October 16, 1995