

**SPRINGFIELD PUBLIC SCHOOLS
Springfield New Jersey 07081**

AGENDA CONSTRUCTION

The agenda for each Regular meeting shall be prepared by the Superintendent in conjunction with the Board Secretary/School Business Administrator and Board president if feasible. Any member of the Board may request an agenda item by contacting the President (or in his/her absence the Vice President) who will forward the request to the Superintendent for review and consideration.

The agenda shall be completed not later than 4 p.m. the Thursday preceding the Monday meeting, except for emergency matters which may be added at any time before the meeting commences at the discretion of the Superintendent and Board President. The prepared agenda shall include only those matters that have been presented or delivered to the Board Secretary/School Business Administrator or Superintendent not later than noon on the day the agenda is to be prepared. As soon as the agenda for each meeting is prepared, the Board Secretary/School Business Administrator shall deliver or mail a copy to each Board member. The practice for Special Meetings shall conform as nearly as possible to the practice for Regular Meetings.

General topics to be discussed and/or voted upon at the Regular monthly meeting shall be in all schools, and the Springfield Public Library, the Sarah bailey Civic Center and the Office of the Board Secretary as well as the district's website. A copy will be available in the Board Secretary's office for each PTA President. Copies (at least 10) shall be available for members of the public at each regular Board meeting.

The agenda and copies of the proposed motions shall also be made available to the press, representatives of the community and staff groups, and to others upon their request.

The Board shall follow the order of business set up by the agenda unless the order is altered by a majority vote of the members present. Items of business not on the agenda may be suggested by any Board of Education member, staff member, citizen or student of the district and referred to the appropriate committee for future consideration if the committee and a quorum of the Board agrees to consider them. However, existing Board policies or Bylaws may not be revised or new ones adopted unless the proposals are on the written agenda.

Advance Delivery of Meeting Minutes

Background and supplementary materials and agendas shall be delivered to each Board member on the Friday preceding the regular Monday meeting or at least two days prior to a Special Meeting.

Insofar as possible, supplementary material shall not be distributed at the time of the meeting.

Adopted: August 28, 1989

Revised: June 30, 1997

Revised: October 22, 2007