

AGENDA PROCEDURES OF THE BOARD OF EDUCATION

I. Establishing the Agenda for Board Meetings.

The Berlin Central School District Board of Education establishes that the President of the Board, in cooperation with the Superintendent of Schools, shall set the agenda for all meetings of the Board.

II. Board Member Agenda Items.

Subject to the prior approval of the President of the Board, a Board member may request that an item be included in the written agenda for a regular meeting by contacting the Superintendent before 12:00 noon on the day before that meeting.

III. Prior Notice of Agenda.

Copies of the agenda for any regular meeting, as well as copies of reports, and documentation and materials, related to what is to be acted on by the Board at that meeting, shall be distributed to the members of the Board at least five days preceding the regular meeting.

IV. Public Copies of the Agenda.

Copies of the agenda shall be posted to the district webpage and in public places one week prior to the meeting.

V. Consent Agenda.

It is the policy of the Berlin Central School District Board of Education to conduct meetings in an orderly and efficient manner. To facilitate that policy the Board authorizes the use of a consent agenda as part of its regular meeting agenda as follows:

- A. The consent agenda will provide a means to consolidate the routine business of the Board into a single motion or into several motions by category of action.
- B. The Superintendent of Schools shall prepare the consent agenda in consultation with the President and Vice President of the Board.

- C. An item can be removed from the consent agenda at the request of any Board member. The item is then moved to the regular Board agenda for Board action.
- D. The consent agenda shall be moved, seconded and voted upon either in one motion or in several motions by category of action, without discussion.