

## CODE C1

Originated in Administrative Advisory Committee  
Proposed to Executive Committee 5/13/04  
Approved at Full Board First Reading: 6/24/04  
Adopted at Full Board Second Reading: 10/28/04

### **BOARD MEETING AGENDA PREPARATION AND DISTRIBUTION**

#### **Policy**

It is the policy of Thetford Academy to ensure that Full Board and Executive Committee meeting agendas are developed and distributed in a way that allows open access to the process.

#### **Agenda Preparation**

The Head of School will prepare all agendas for meetings of the Board after consultation with the Board President and the appropriate Chair. Items of business may be suggested by any Board member, staff member, student, or citizen of the sending towns. The inclusion of items will be at the discretion of the Board Chair and Head of School, unless a majority of the Board votes to place an item on the Board's agenda.

The agenda will include all items on which the Board will take action and any proposed executive sessions including the reasons for such sessions.

#### **Agenda Distribution**

The agenda, together with supporting materials, will be distributed to Board members by the Head of School five days prior to regular meetings whenever possible, and as soon as practicable before special meetings.

Copies of the agenda will be available in the Thetford Academy main office and will be sent to the town offices of partner towns. Upon request, the press, school staff, students, community members and concerned persons will be provided with copies of the agenda in advance of regular or special meetings.

In all instances, the Head of School and Board will adhere to the provisions of 1 V.S.A. §312 regarding notice and agenda distribution.

#### Legal Reference(s):

1 V.S.A. §§310 et seq. (Public meetings)

#### Cross Reference:

Board Meetings (C2)

Public Participation at Board Meetings (C3)