



LINCOLN PUBLIC SCHOOLS  
Lincoln, Massachusetts

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**AGENDA PREPARATION**

The School Committee Chairperson, in consultation with the Superintendent, shall establish the agenda for each School Committee meeting.

In order to make it possible for the School Committee to conduct its business as efficiently as possible, all necessary memoranda and information should be submitted in writing for inclusion in the School Committee meeting packet at least one week before the meeting. The agenda and supporting materials should be distributed to School Committee members no less than three business days prior to the meeting (but the School Committee will accept and discuss materials after that time under special circumstances) to permit adequate time to prepare for the meeting.

Any School Committee member, staff member or citizen may suggest items of business. The inclusion of such items, however, will be at the discretion of the Chairperson of the Committee. A staff member who wishes to have a topic scheduled on the agenda should submit the request through the Superintendent.

The agenda will also provide for time when any citizen who wishes may speak briefly before the School Committee.

Except in unusual circumstances, no vote is to be taken by the School Committee on an item that was not placed on the formal agenda in advance.

Agendas will be posted and made available to the public and the press.

Adopted by School Committee on September 22, 1975  
Reaffirmed at School Committee Meeting of September 28, 1981  
Reaffirmed at School Committee Meeting of December 17, 1984  
Revised at School Committee Meeting of June 12, 2014



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## AGENDA PREPARATION

The School Committee Chairperson, in consultation with the Superintendent, shall establish the agenda for each School Committee meeting. [The Committee will follow the order of business established by the agenda except as it chooses to rearrange the order for the convenience of visitors, individuals appearing before the Committee, or to expedite Committee business.](#)

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Except in unusual circumstances, no vote is to be taken by the School Committee on an item that was not placed on the formal agenda in advance.

Agendas will be posted and made available to the public ~~and the press~~ [in accordance with Open Meeting Law.](#)

[Ref: Open Meeting Law, MGL:  
School Committee Meetings Policy BE \(details regarding Public Comment\)](#)

[\\*\\*Many other manuals list a sample Agenda Outline as an informational document](#)

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