

**WINSLOW PUBLIC SCHOOLS  
25 MESSALONSKEE AVE.  
WATERVILLE, ME 04901**

**AGENDA PREPARATION AND DISSEMINATION**

The Superintendent, in cooperation with the School Board Chair, shall prepare an agenda for each meeting. School Board members, school staff and members of the public may submit written requests that items be placed on the agenda a minimum of 5 days prior to the meeting. The Superintendent and Chair shall make the final decision regarding placement of items on the agenda.

Agendas and supporting information will be distributed to each School Board member no later than three days before a regular meeting.

Copies of the regular meeting agenda will be posted on the school's web page and emailed to the press and designated school-affiliated organizations at the same time it is sent to School Board members. Other interested parties may have regular agenda sent to them upon request. Copies of the agenda may also be obtained at the regular meeting or the Superintendent's Office prior to the regular meeting.

**ADOPTED:** May 21, 2003; **REVISED:** 1/27/14

**SOURCE:** Board Policy