

**BLOOMFIELD PUBLIC SCHOOLS**  
**Bloomfield, Connecticut**

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**BOARD POLICY**

**No. 9323**

**RE: Construction and Posting of Agenda  
Bylaws**

**Adopted: 8/13/2002**

**Approved: 10/6/2015**

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1. Construction of Agenda
  - A. The Superintendent in cooperation with the Chairperson of the Board of Education shall prepare an agenda for each meeting.
  - B. In addition to those items listed by the Chairperson of the Board, any member of the Board may contact the Chairperson or the Superintendent and request that an item be placed on the agenda.
2. Posting of Agenda
  - A. At least twenty-four (24) hours prior to the time of a regular or special meeting, an agenda will be constructed and posted by the Superintendent of Schools for the Board of Education. If the meeting is hybrid, meaning both online and in-person, the agenda will be posted forty-eight (48) hours prior to the time of the meeting.
  - B. An agenda will be posted at Town Hall and the Administrative Offices of the Board of Education.
  - C. The Board may add items to the agenda of any regular meeting by a two-thirds vote of those Board Members present and voting.

**Legal Reference:**

**Connecticut General Statutes**

- 1-225 Meetings of government agencies to be public.  
Recording of votes. Schedule and agenda of meetings to be filed. Notice of special meetings.  
Executive sessions.