

NOTIFICATION OF SCHOOL COMMITTEE MEETINGS

It shall be the policy of the School Committee to announce all meetings publicly. Except in the event of rare emergencies, such announcement will be made by the Superintendent/designee in ample time to allow public attendance and shall be disseminated in a manner reasonably calculated to notify the general public.

In the event of a special or emergency meeting, local representatives of the media shall be notified whenever practical by the same or faster means used to notify members of the School Committee. The notification shall include the time, location, and business of the meeting.

All School Committee members shall receive personal written notification of all meetings, including the agenda and information relative thereto, at least four days in advance. Four days shall include the day of the meeting. If an emergency meeting must be held with fewer than four days' notice, two-thirds of the School Committee must sign a waiver of notice.

Legal Reference: 1 MRSA § 406 et seq.

Cross Reference: BE - School Committee Meetings

Adopted: September 26, 1960

Revised: 10/8/86; 1/13/93; 7/22/98

Reviewed by the Westbrook School Department Policy Committee: May 26, 2005