

DISSEMINATION OF SCHOOL BOARD MEETING INFORMATION

1. The Superintendent's Office will send notices of all regular and special school board meetings to the Rutland Herald, radio station WHWB, radio station WSYB, board members, and the supervising principal. Copies of agendas will be provided for posting in each school. Regular meeting agendas will be mailed approximately one week in advance of the meeting.
2. Notice of emergency meetings will be posted in the Castleton schools. In addition, the supervising principal will notify the above news media when time permits.
3. Minutes of all meetings will be posted for public view within a span of five (5) days. In addition, copies will be sent to the school board members, the principal, and the schools within a timely fashion.
4. Minutes of executive sessions may be provided by the clerk to the superintendent.
5. Items requested for consideration at a board meeting may be placed on the agenda by board members, the principal, or the Superintendent's Office. This should be done as much in advance of a meeting as possible.

APPROVED: August 5, 1998

Castleton/Hubbardton School District