

**CODE:       BEDA**

**NOTIFICATION OF SCHOOL COMMITTEE MEETINGS**

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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.

Whenever possible, School Committee members shall receive notice of special meetings and emergency meetings at least 12 hours in advance. Such notice shall include the date, time, location and purpose of the meeting. The Superintendent/ designee shall, whenever practicable, notify local representatives of the media by the same or faster means as used to notify School Committee members.

Notice of regular and special School Committee meetings, and if practicable, emergency meetings, will be posted at the Superintendent's Office, the Kittery Town Hall, Rice Public Library, in each school, and on the Kittery School Department's website.

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Legal Reference:       1 MRSA § 401 et seq.  
                              Charter of the Town of Kittery § 4.08

Cross Reference:       BE–School Committee Meetings  
                              BEDB–Agenda

Adopted:                July 5, 1994

Revised:                May 3, 2011