

TO: School Committee

FROM: Tim Piwowar, Superintendent

DATE: May 28, 2027

RE: Proposed Revisions to Policy BEDB: Agenda Format

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As a follow-up to our conversation about the School Committee Member Handbook at the May 14, 2026 School Committee, please find below a redlined version of a proposed revision to Policy BEDB: Agenda Format.

It is my recommendation that the Committee conduct a first reading of this revision at the upcoming June 4 meeting, and if reviewed favorably, consider waiving the third reading at voting to adopt during its summer meeting.

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**File: BEDB - AGENDA FORMAT**

The Superintendent, conferring with the Chair of the School Committee, will arrange the order of items on meetings agendas so that the Committee can accomplish its business as expeditiously as possible. The particular order may vary from meeting to meeting in keeping with the business at hand.

The Committee will follow the order of business established by the agenda except as it votes to rearrange the order for the convenience of visitors, individuals appearing before the Committee, or to expedite Committee business.

Any School Committee member, staff member, or citizen may suggest items of business. The inclusion of such items, however, will be at the discretion of the Chair of the Committee. A staff member who wishes to have a topic scheduled on the agenda should submit the request through the Superintendent. **Notwithstanding the foregoing, a Member of the Committee may move during a duly noticed meeting to add a specific item or items to the agenda of a future meeting. Such motion requires a second and a majority vote for adoption. If adopted, the item(s) shall be included on the agenda of the next regularly scheduled Committee meeting, or a subsequent meeting as determined by the Chair, provided all agenda posting requirements under Massachusetts Open Meeting Law are met.**

The agenda will also provide for time when any citizen who wishes may speak briefly before the School Committee.

The agenda, together with supporting materials, will be distributed to School Committee members no less than three business days prior to the meeting to permit adequate time to prepare for the meeting.

Agendas will be posted and made available to the press.

CROSS REFS: [BEDH](#), Public Comment at School Committee Meetings

Approved by the Westwood School Committee on July 13, 2023