

MELROSE SCHOOL COMMITTEE
Timeline for Agenda-Setting and Documentation-Gathering/Posting

Assumptions:

- * 3-month rolling calendars are developed by Sub-Committee Chairs in conjunction with the Chair and Executive Secretary
- * Tentative agendas are created by the Executive Secretary and Chair for balancing purposes
- * Meetings are posted per MA Open Meeting Law
- * This schedule is for regular Committee meetings. Special meeting agendas are developed separately
- * Sub-Committee and Consent Agenda items will not be placed on the agenda without a corresponding packet document unless deemed absolutely necessary

Schedule:

- Day 1 (Tuesday): Committee Meeting
- Day 4 (Friday): Recording Secretary sends draft minutes to members for review and correction
- Day 7 (Monday): Members amend minutes as necessary and return to Recording Secretary
- Day 8 (Tuesday): Agenda items forwarded by Sub-Committee Chairs to Executive Secretary and Chair by close-of-business
- Day 9 (Wednesday): *
- * Packet items determined by Superintendent and prepared/finalized
 - * Minutes amended and forwarded to Superintendent by Recording Secretary
 - * Tentative agenda e-mailed to Committee members for review
- Day 10 (Thursday): Executive Secretary and Chair amend/finalize agenda and forward to City Hall
- Day 11 (Friday): Packets delivered to Committee members
- Day 11/14-15 (Friday/
Monday/Tuesday): Members review packet and forward questions to Administrators
- Day 15 (Tuesday): *
- * Appropriate packet items posted on-line by noon
 - * Committee Meeting