

AGENDA PREPARATION FOR SCHOOL BOARD MEETINGS

The superintendent or his/her designee shall, in consultation with the board chairperson and administration, prepare all agendas for meeting of the board. The agenda will include the date, time and location of the meeting; and a brief description of the items that the board will discuss at the meeting.

If a non-public portion of the meeting is planned, the agenda will so state. Public hearings, when applicable, will be posted on the agenda including the time and reason for the public hearing.

Items of business may be suggested by any board member, staff member, student, or citizen of the district. The inclusion of such items shall be at the discretion of the superintendent and chairperson. The agenda may allow time for the remarks of the members of the public who wish to speak briefly before the board. When public input will not be allowed, the agenda will so indicate (BEDH – *Public Participation at Board Meetings*). All board appointed advisory committees will be listed on the agenda and will report monthly.

The board shall follow the order of business as established on the agenda unless the order is altered by a majority vote of the members present. Item(s) of business not on the agenda may be discussed and acted upon if a majority of the board agrees to consider the item(s). The board may choose not to consider every agenda item.

Agenda item requests should be received by the superintendent at least one week in advance of the meeting. The agenda, together with supporting materials shall be distributed to board members in advance of the board meeting. Board members shall be expected to read the information provided prior to the meeting.

The agenda will be posted in two public locations, one of which may be the school district's website, in accordance with RSA 91-A:2 and policy BEDA. The agenda shall also be made available to the press and others upon request.

Legal References:

RSA 91-A:2, II, *Access to Governmental Public Records and Meetings: Meetings Open to the Public*

RSA 91-A:3 I,II,III, *Access to Governmental Records and Meetings: Non-Public Sessions*

Policy BEDA, *Public Notification of School Board Meetings*

Policy BEDH, *Public Participation at Board Meetings*

Adopted 1999

Revised 2012

