
AGENDA PREPARATION AND DISSEMINATION

The Superintendent or designee, after consultation and agreement of the Board President or designee for BOE meetings and the appropriate Standing Committee Chair or designee for committee meetings, shall prepare the agendas for all meetings of the Board.

Items placed on the agenda should be received by the Superintendent at least seven (7) days prior to the meeting. Every Board member has the right to place items on the agenda. Matters not included in the agenda may be presented during the meeting provided the Board agrees to discuss the matter. The Board may choose not to deal with every agenda item.

Consistent with RSA 91-A:3 and the laws pertaining to student and family privacy rights, the Board will not place any matter on the public meeting agenda that is to be properly discussed in a non-public session. This shall not preclude the Board from giving notice of its intent to hold or enter into a non-public session and the statutory reason for doing such.

New Business items shall be referred to a committee by the President, or with a majority vote of the Board for analysis and recommendation. If there is a New Business item that is time-sensitive, the Board may vote to suspend the rules.

The Board shall follow the order of business set up by the agenda unless the order is altered by a two-thirds vote of the members present.

If there is an emergency, the Board may revise policies or adopt new ones at a regular Board meeting.

The agenda, together with supporting materials, shall be distributed to Board members at least three days prior to the Board meeting, to permit them to give items of business careful consideration. Board Members shall be expected to read the information provided them and to contact the Superintendent to request additional information that may be deemed necessary to assist them in their decision-making responsibilities. The agenda shall also be made available to the press and others upon request.

When the final agenda has been established, it will be made available to the public via the district website. Supporting materials sent with the agenda are subject to disclosure by the Right-to-Know law. Therefore, both the agenda and the supporting materials may be reviewed by the public prior to the meeting. Any supporting materials that contain confidential information, which is exempt from disclosure and where the Board has a legal duty to maintain the confidentiality of the information, shall be clearly marked as confidential. Board members shall not disclose any materials marked as confidential or otherwise exempt from disclosure under the Right-to-Know law.

Notices of meeting shall be consistently posted on the District's website in a reasonably accessible location.

Legal References:

RSA 91-A:5, IX

***Legal References Disclaimer:** These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.*

Board Approved: 12/12/2007
 05/31/2016
 11/14/2016
 06/25/2018
 03/29/2021