



School District Governance Association of New Hampshire

Model Policy approved Mar. 7, 2022

Agenda Preparation and Dissemination

Policy Code(s): BDDC, BEDB

Policy Text	Annotation
<p>The District Board Chairperson, in consultation with the Superintendent, shall set the agenda for the meetings of the District Board.</p>	<p>The elected Chairperson decides the agenda.</p>
<p>The Board Chairperson, in consultation with the Superintendent, shall consider all timely agenda requests from staff, students, parents, citizens of the District, and any student-sending towns. Agenda requests can be either in writing to the Superintendent, or clearly stated in a public meeting of the Board. To be guaranteed consideration for an upcoming agenda, agenda requests must be received by the Superintendent at least seven (7) days before the meeting.</p>	<p>Establishes opportunities for requesting agenda items, while allowing time for Board members to consider the agenda before the meeting.</p>
<p>Any Board member has the right to place an item on the agenda by informing the Board Chairperson at least seven (7) days before the meeting.</p>	<p>Board member agenda right.</p>
<p>When the Chairperson has set the agenda, the Superintendent shall distribute, simultaneously to all Board members and as soon as reasonably practicable, the agenda and supporting information needed for careful consideration of the agenda.</p>	<p>Obliges the Superintendent to inform all Board members simultaneously with the same information.</p>
<p>The Superintendent shall post all Board meeting agenda in the same places as the public notices of the meetings of the Board, in a manner compliant with the law for public meeting notices.</p>	<p>Requires the Superintendent to post the agenda with the public meeting notice.</p>
<p>Each Board meeting agenda shall include: "Public Input", during which members of the public in attendance may address the Board; "General Correspondence", during which any Board member may raise for discussion any written correspondence received by the entire Board at least 24 hours before the meeting; and "Future Agenda", during which any Board member may raise for discussion or request one or more agenda items in a future Board meeting.</p>	<p>Guarantees certain routes through which the Public or a Board member can raise an issue in public.</p>
<p>References</p>	

