

## SURRY SCHOOL BOARD POLICY

BEDB

### Policy BEDB: Agenda Preparation and Dissemination

The Superintendent in concert with the Board Chairperson shall prepare all agendas for meetings of the Board.

Items to be placed on the agenda should be forwarded to the Superintendent at least seven (7) days prior to the meeting. Every Board member has the right to place items on the agenda after consultation with the Board Chairperson. Matters not included on 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.

Any Board member, staff member, student, or citizen of the District may suggest items of business. The inclusion of items suggested by staff members, students, or citizens shall be at the discretion of the Board Chairperson.

The Board shall follow the order of business set up by the agenda unless the order is altered by consent of the Board members present. Items of business not on the agenda may be discussed and acted upon if a majority of the Board agrees to consider them. The Board, however, may not revise Board policies, or adopt new ones, unless such action has been scheduled, or unless there is an unusual or unexpected urgency.

The agenda and supporting materials should be distributed to Board members at least 3 days prior to the Board or committee meeting. 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.

Notices of meetings shall be consistently posted on the District's web site in a reasonably accessible location.

Legal references:	RSA 91-A:3
First reading:	 11/18/2024
Second reading:	12/16/2024
Adopted:	12/16/2024