

Concord School District Policy #132

Agenda Preparation and Dissemination

The Superintendent shall prepare all agendas for regular and special meetings of the School Board. In doing so, the Superintendent shall consult with the Executive Committee of the Board.

Every Board member has the right to place items on the agenda. Items to be placed on the agenda should be received by the Superintendent at least seven days prior to the meeting. 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.

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 President.

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.

The Board shall follow the order of business set up by the agenda unless the order is altered by a majority vote of the 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 emergency.

The agenda and supporting materials should be distributed to Board members at least three days prior to the Board 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.

When the final agenda has been established, it will be publicized in accordance with [Policy #131.1](#) and will be made available to the public, upon request. The Superintendent will endeavor to have Board committee agendas prepared and posted within 24 hours prior to the committee meeting. .

Legal Reference:

[RSA 91-A:3, Non-Public Sessions](#)

Adopted 1971. Revised April 3, 2017; October 1, 2018
Corresponds to NHSBA Policy BEDB