



BEDB – AGENDA PREPARATION AND DISSEMINATION

The Board Chairperson, in consultation with the Executive Director, shall set the agenda of the meetings of the Board of Trustees, and shall consider all timely agendum requests from staff, parents of enrolled scholars, and citizens of New Hampshire. An agendum request can be either in writing to the Executive Director, or clearly stated in a public meeting of the Board. To be guaranteed consideration for an upcoming agenda, agendum requests must be received by the Executive Director at least seven (7) days before the meeting.

Each Trustee has the right to include an agendum by informing the Board Chairperson at least seven (7) days before the meeting.

When the Chairperson has set the agenda, the Executive Director shall distribute, simultaneously to all Trustees and as soon as reasonably practicable, the agenda and supporting information needed for careful consideration of the agenda. The Executive Director shall post all Board meeting agenda in the same place as the minutes of the meetings of the Board.

Each Board meeting agenda shall include:

- “Public Input”, twice, after the call to order and before the adjournment, during which members of the public in attendance may address the Board when recognized by the Chairperson;
- “General Correspondence”, during which any Trustee may raise for discussion any written correspondence received by the entire Board at least 24 hours before the meeting;
- “Future Agenda”, during which any Trustee may raise for discussion any prospective agendum for a future Board meeting.

References:

- School District Governance Association of New Hampshire model policy BDDC/BEDB of 7 March 2022

Date of First Adoption: 26 September 2023

Date of Last Revision: None

Date of Last Review: None