

DOVER SCHOOL DISTRICT	POLICY CODE: BEDB
DATE OF ADOPTION: JANUARY 8, 2024	PAGE 1 OF 1

AGENDA PREPARATION AND DISSEMINATION

The Superintendent and School Board Chairperson shall prepare all agendas for meetings of the Board.

Items to be placed in the agenda should be received by the Superintendent on or before the Tuesday preceding the meeting. Every Board member has the right to place items on the agenda. Items not included in the agenda may be brought before the meeting provided it is agreed to by the Board. However, 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 non-public session and the statutory reason for doing such.

Items of business may be suggested by any Board member, staff member, student, or citizen of the District. The inclusion of items suggested by staff members, students, or citizens shall be at the discretion of the Superintendent and Chairperson. The agenda, however, shall always allow suitable time for the remarks of the members of the public who wish to speak briefly before the Board. Additionally, the Board reserves the right to limit public discussion at Board meetings to agenda items only.

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, together with supporting materials for the Board's regular meetings, shall be distributed to Board members within five days of the meeting, to permit them to give items of business careful consideration. Board Members shall be expected to read the information provided to 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.

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

Legal References: RSA 91-A:5, IX

*Revised: September 2017
December 11, 2017
January 8, 2024*