

PELHAM SCHOOL DISTRICT PROCEDURE BEDB-R – AGENDA PREPARATION AND DISSEMINATION

School Board Meeting Agenda packets will be distributed to all members. For Wednesday meetings, the agenda packet is distributed by the Friday before. The agenda packet will be posted on the district website after distribution to Board Members and prior to the start of the meeting.

The agenda packet consists of an agenda followed by all supporting documentation required for Board consideration of each agenda item.

The agenda consists of 8 parts:

- 1) Opening - This includes a Call to Order, Pledge of Allegiance, Public Input/Comment, and Opening Remarks by Superintendent and Student Representative.
- 2) Presentations - All Presentations which come before the School Board from staff, students, community members, and/or parties from outside of the school district.
- 3) Main Issues/Policy Updates - All issues which come before the School Board as well as new and revised policy discussions.
- 4) Board Member Report - follow-up to previous Board issues considered.
- 5) Consent Agenda - Adoption of Minutes, Vendor and Payroll Manifests, Correspondence and Information, Enrollment Reports and Staffing Updates.
- 6) Future Agenda Planning - Items requested to be placed on future agendas.
- 7) Future Meetings Scheduled - The next 2 scheduled Pelham School Board Meetings.
- 8) Non-public sessions (if necessary) - Matters brought to the Board that are covered under RSA 91-A: 3 II

Appendix: Rules for Non-Public Session RSA 91-A: 3 II (a-m). These shall be included at the end of every agenda.

It is understood that, on an exceptional basis, changes to the agenda and/or the supporting documentation may be necessary between the initial distribution and the meeting. In this event the SAU will provide by email to all Board Members, no less than 3 hours before the meeting, a complete updated Meeting Agenda Packet, and shall replace the previous packet with the new one on the district website.

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District Policy History:

Adopted: February 21, 2018

Revised: January 6, 2021

Revised: January 2025