

**REGULAR BOARD MEETINGS**

(Procedure)

The Wakefield School Board cordially invites the public to attend all regular meetings. Legal notice of the meetings will be as prescribed by the NH Revised Statutes Annotated. In order to provide for the orderly conduct of its meeting and to inform the board and public prior to the time of the meeting of the items to be considered, the Wakefield School Board has adopted the following procedures:

1. The Superintendent in advance of the meeting shall prepare the agenda for the regular meeting of the Wakefield School Board. All agenda items must be submitted to the Superintendent's Office no later than 12:00 noon on Thursday, prior to the meeting. Agendas along with supporting materials will be mailed to board members on Friday or as soon as possible. Only those matters listed on the agenda will be discussed in open meeting. In the event of an emergency, items may be added to the agenda at the meeting by a majority vote of the board members present.
2. Principals are to have items for the agenda submitted to the Superintendent's office no later than noon on Thursday prior to the meeting.
3. If any member of the School District wishes to have a topic brought before the School Board s/he may request by communicating with the Chairman of the Board or the Superintendent of Schools. It is recommended that these items be submitted in writing with the name or names of the person or persons submitting the request. This is deemed advisable in order that the School Board Members may have a clear understanding of the topic prior to the meeting. The Board also believes that any individual who feels a certain topic should be taken up before the Board should be willing to assume responsibility for this by signing his/her request. The Board reserves the right to insist upon a complaint being submitted in writing.

In considering the procedures outlined in the above paragraph, it should be clearly understood that responsibilities for matters involving teacher-pupil and Superintendent-teacher relationships shall be discussed with the faculty member, the school principal and the Superintendent in that order. If after such a discussion the individual is not satisfied, he may submit a request for consideration by the School Board.

When a group is to appear before the Board, it is to select one of its members, in advance, to serve as a spokesman of the group.

In the interest of economy of time, each visitor will be limited to 3 minutes and any group will be limited to fifteen minutes for its presentation.

**Mr. Robert Ouellette, Chairperson**  
**Mr. Relf Fogg**  
**Ms Mary Collins**  
**Mr. Lino Avellani**  
**Ms Sheena Robbins**

**Adopted by the Board:** *6 September 1977*  
**Revised by the Board:** *16 June 1987*  
**Revised by the Board:** *19 November 1991*  
**Revised by the Board:** *2 August 1995*  
**Reaffirmed by the Board:** *10 July 1998*  
**Revised by the Board:** *6 May 2002*  
**Revised by the Board:** *3 September 2014*  
**Revised by the Board:** *4 April 2018*  
**Revised by the Board:** *21 January 2021*

4. Board meetings will be held on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of the month. They will start at 6:00 P.M. The Board may, however, alter this schedule as is deemed appropriate. Visitors will ordinarily be heard immediately after the meeting is called to order.

## **REGULAR BOARD MEETINGS**

(Procedure)

*(Continued)*

A topic submitted for School Board attention will be discussed at the earliest date possible after submission. Prior requests and other urgent matters may cause some delay in getting the item on the agenda.

5. The Board wishes to call attention to the fact that it would not be in the best interest of the parties involved if matters concerning personalities and specific teachers' salaries and/or performance were to be discussed publicly. In this regard, the Board reserves the right to go into Non Public Session for purposes of discussing such matters.

Individuals submitting topics that are not acceptable for public discussion will be informed of the Board's disposition on the next business day following the meeting.

6. The agenda will be posted in the building where the meeting is held and in the foyer of the Superintendents Office in accordance with RSA 91-A-.2.
7. Items not recorded on the agenda may be added at the discretion of the superintendent or board chairman.

**Statutory Reference:**

RSA 91-A

**Mr. Robert Ouellette, Chairperson**  
**Mr. Relf Fogg**  
**Ms Mary Collins**  
**Mr. Lino Avellani**  
**Ms Sheena Robbins**

**Adopted by the Board:** 6 September 1977  
**Revised by the Board:** 16 June 1987  
**Revised by the Board:** 19 November 1991  
**Revised by the Board:** 2 August 1995  
**Reaffirmed by the Board:** 10 July 1998  
**Revised by the Board:** 6 May 2002  
**Revised by the Board:** 3 September 2014  
**Revised by the Board:** 4 April 2018  
**Revised by the Board:** 21 January 2021