AGENDAS

The Superintendent of Schools shall prepare an order of business showing what is necessary to come before the board.

Each school board member shall receive an Agenda at least forty-eight (48) hours prior to each regular meeting. Receipt may include the posting on an internet website accessible by members, if a member agrees that this is sufficient. The Agenda shall include the time and place of the meeting.

In general, the Board shall meet at least twice each month to conduct regular business meetings. This may be modified in the summer and special meetings shall be scheduled by the Board, or at the call of the Chairman, as required.

The format of the agenda is intended to assist the Board in conducting its business promptly and efficiently and to reinforce the principle that the decisions made by the Board should be directed towards improving student achievement. The first regular meeting of each month is intended to feature student achievement and/or progress in the context of the board’s instructional goals. It shall also incorporate the opportunity for members of the public to make presentations to the Board. The second meeting each month is designed to focus on administrative tasks and reports related to the day-to-day operation of the Salem School District. It also includes an opportunity for special recognition of commendable student/staff accomplishments. Both meetings also incorporate the opportunity for members of the public to make presentations to the Board.

ORDER OF BUSINESS

FIRST MEETING OF MONTH
A. Pledge of Allegiance
B. Call to Order
   1. Roll Call
   2. Monthly Presentation on Student Achievement**
   3. Appointment Presentations by Members of the Public***
   4. Adoption of Minutes of Prior Meeting
   5. Vendor & Payroll Manifests
   6. Consent Agenda
   7. Other Business Items
C. Presentations of Policies/Reports by Superintendent and Staff
D. Information and Proposals from Board Members
E. Future Meetings Dates
F. Adjournment

SECOND MEETING OF MONTH
A. Pledge of Allegiance
B. Call to Order
   1. Roll Call
   2. Recognition of Student/Staff Accomplishment****
   3. Appointment Presentations by Members of the Public***
   4. Adoption of Minutes of Prior Meeting
   5. Vendor & Payroll Manifests
   6. Consent Agenda
   7. Other Business Items
   8. Administrative Monthly Reports
      a. Enrollment
      b. Financial
      c. Food Service
      d. Field Trips (informational)
      e. Emergency Drills (informational)
C. Presentations of Policies/Reports by Superintendent and Staff
D. Information and Proposals from Board Members
E. Future Meeting Dates
F. Adjournment

Revised 9/28/82; 11/10/98; 6/22/04; 6/11/13; 7/18/17
Notes to Agenda Format:

* Although not divided into “Old” and “New” Business, items should be listed with previously discussed items first and new items following thereafter.

** This item is intended to be a 20-30 minute presentation by students or staff of the Salem School District presenting or highlighting activities which are focused on student achievement in one or more of the following areas: (a) academic attainment, (b) career/job skills preparation, (c) citizenship, (d) character/values, or (e) appreciation for the arts.

*** This time period is reserved for citizen requests to address the Board on policy issues or matters of public concern. Requests for facility use shall be placed on the regular or consent agenda.

**** This item is intended to be an opportunity for the Board, in the context of a regular meeting, to highlight, recognize and/or commend a member of the education community (student or staff) for an outstanding achievement or accomplishment worthy of recognition and promotion. Such recognition can be for a single individual or group, ensemble, cast, council or organization. It is expected that the individual or group representative would be present for the recognition, and would receive an appropriate certificate or other tangible item for the individual or group to take and display as a symbol or their recognition.

Each regular meeting of the Salem School Board shall contain a business item designated as “Consent Agenda”. This item will be placed immediately following the consideration of minutes of the prior meeting(s) and before any other business items.

The following are items that may be placed on the Consent Agenda:

1. Nominations of professional staff
2. Requests for leaves
3. Acceptance of resignations of professional staff
4. Requests for overnight field trips not eligible for administrative approval
5. Vendor bid awards for materials or supplies where the award is to the lowest qualified bidder (not applicable to construction, renovations, or capital improvements or acquisitions).
6. Final adoption of board policies which have been the subject of one or more prior regular business discussions.

For an item to appear on the consent agenda, the item or recommended action and sufficient detail or descriptive material must be delivered to members of the school board at least 24 hours in advance of the meeting. No item may be added to the consent agenda within 24 hours of the meeting.

The consent agenda shall be adopted through a single motion which must be seconded and voted in the affirmative. Adoption of the consent agenda represents the board’s approval of each and every item listed thereon.

Any one (1) member of the board may remove an item from the consent agenda upon request directed to the Chair prior to the vote thereon. A member need not be opposed to an article to request its removal, but such action should be based on a good faith concern or the belief that such item should be the subject of further discussion before final action is taken. Unless notice of intent to remove an item is received by the Chairman or Superintendent at least 24 hours in advance of the meeting, that business item shall be rescheduled for another date unless the board unanimously agrees to proceed with that item at the same meeting.

Any business item which may appear on the consent agenda may be scheduled as a regular business item.

Revised 9/28/82; 11/10/98; 6/22/04; 6/11/13;
7/18/17
HOW THE MEETING WORKS

The design of the agenda is such that it shall contain business items designated as “Consent Agenda” and “Other Business Items”. The routine matters, designated as “Consent Agenda”, are taken up first. The following items may be placed on the Consent Agenda:

1. Nominations of professional staff
2. Requests for leaves
3. Acceptance of resignations of professional staff
4. Requests for overnight field trips not eligible for administrative approval
5. Vendor bid awards for materials or supplies where the award is to the lowest qualified bidder (not applicable to construction, renovations, or capital improvements or acquisitions).
6. Final adoption of board policies which have been the subject of one or more prior regular business discussions.

The section on “Other Business Items” represents matters remaining from the previous meeting followed by items that are new and require school board action. Action is taken on items that are placed on the agenda. Topics not on the agenda cannot be introduced unless all Board members are present and all agree to have the new topic introduced.

Meetings begin with the Roll Call of members present. Immediately thereafter, the Board sets aside time to accommodate members of the public or school community who have been invited to, or wish to address the Board. At the first meeting of the month, a scheduled “Presentation on Student Achievement” occurs. At the second meeting of the month, a time is devoted to “Recognition of Student/Staff Accomplishments.” These are followed at both meetings by a time for appearance or presentations by members of the public. This opportunity is by appointment made through the Superintendent’s Office, and unless extended by Board permission, is generally limited to five (5) minutes or less.

Following these participation opportunities, the Board moves to take up routine matters, including adoption of minutes and execution of payroll and vendor manifests. Then the Consent Agenda is taken up. Following the Consent Agenda, the Board will move to complete its business agenda by taking up the “Other Business Items.”

At this point, the Board has taken action on all items before it, and the Board moves to the phase of the agenda which allows for discussion and dialogue. At the second meeting of the month, this time is set aside for the Administration to provide administrative monthly reports such as enrollment and financial reports. The Board will also be given reports on Field Trips and Emergency Drills which have occurred, but no discussion on these items is anticipated unless there are specific questions by Board members.

This would be followed by the presentation of policies and reports by the Superintendent and staff. Generally, this is the time for the Superintendent to propose new or modified policies, introduce significant changes to the curriculum or organizational structure, and present special reports and correspondence. Thereafter, Information and Proposals from board members is an opportunity for members of the Board to offer subjects that may be entirely new for discussion and/or action at a future regular meeting or planning session.

Preparation of “Future Agendas” seldom receives much attention, but it should be an important part of the meeting. Selection of items for inclusion in the next meeting and reservation of meeting dates in anticipation of future business should be accomplished at this time.

* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
The goal of each Board should be to transact the Board’s business in a fashion where all member opinions and input are considered and respected, in the context of effective and efficient decision making. The Chairman is primarily responsible for guiding/governing the discussions, moving through the agenda business items, and seeking the Board’s pleasure on each business item through a Motion to adopt/approve or table items for further input, information or revision.

It is recognized that the Board meetings are subject to the provisions of RSA 91-A and the public has a right to be present and hear the Board’s deliberations. Public input on agenda items is mandated only when the Board is conducting a statutory public hearing. In other matters, the Board may determine that accepting public input could result in more informed and effective decision making. In such circumstances, members of the public may offer comments on agenda items only. The Chair and/or Board can decide when such input could be constructive and when it is not appropriate or beneficial to the Board’s decision making process.

Persons appearing before the Board are reminded that members of the Board are without authority to act independently as individuals in official matters.
Recognition of Student Staff Accomplishment

With respect to recognizing student and staff accomplishments it is expected that the Superintendent, in consultation with the Board Chair, shall select appropriate parties for recognition and request their attendance at the scheduled meeting.

Without limitation, the following shall serve as examples of possible candidates for recognition by the Board:

- Staff or student accomplishments recognized by regional, state or national associations or organizations
- Student accomplishments for outstanding work in performing arts or athletics such as:
  - All-State recognition
  - Select orchestra participant
  - Sportmanship Awards
  - Scholar-athlete recognition
- Individual or team academic accomplishment such as:
  - National Merit Scholar
  - Full academic scholarship
  - State/regional/national recognition in academic competitions
  - FBLA; HOSA; or Design Challenge competition
- Published work by staff or students
- Other Awards such as:
  - Newspaper “all-state/region teams”;
  - Group recognition of clubs,
  - Groups or teams in Regional or National conferences.
- Recognized community service activities such as:
  - Working with non-profit groups and charities
  - Providing time with underserved populations such as elderly and special needs.
Regular Meeting

A. Pledge of Allegiance

B. Call to Order

1. Roll Call
2. Monthly Presentation on Student Achievement**
3. Appointment Presentations by Members of the Public***
4. Adoption of Minutes –
5. Vendor & Payroll Manifests to be signed
6. Consent Agenda
   a. Resignations
   b. Nominations
   c. Leaves of Absence
   d.

7. Other Business Items *

   a.
   b.

C. Presentations of Policies/Reports by Superintendent and Staff

   1.
   2.

D. Information and Proposals from Board Members

   1.
   2.

E. Future Meetings

   1. Dates
   2. Agenda Items
   3.

F. Adjournment

(date of distribution)
SALEM SCHOOL BOARD SCHOOL
ADMINISTRATIVE UNIT #57
Salem, New Hampshire

Regular Meeting

A. Pledge of Allegiance

B. Call to Order

1. Roll Call
2. Recognition of Student/Staff Accomplishment****
3. Appointment Presentations by Members of the Public**
4. Adoption of Minutes –
5. Vendor & Payroll Manifests to be signed
6. Consent Agenda
   a. Resignations
   b. Nominations
   c. Leaves of Absence

7. Other Business Items*
   a.
   b.

8. Administrative Monthly Reports
   a. Enrollment
   b. Financial
   c. Food Service
   d. Field Trips (informational)
   e. Emergency Drills (informational)

8. Appointment Presentations by Members of the Public***

C. Presentations of Policies/Reports by Superintendent and Staff

1.
2.

D. Information and Proposals from Board Members

1. Municipal Budget Committee Report
2. Recreations Committee Report
3. Facilities Committee Report

E. Future Meetings

1. Dates
2. Agenda Items

F. Adjournment

(Date of distribution)

Revised 9/28/82; 11/10/98; 6/22/04; 6/11/13; 7/18/17