

CONTOOCOOK VALLEY SCHOOL DISTRICT
Office of the Superintendent of Schools
106 Hancock Road, Peterborough, NH 03458-1197

POLICY COMMITTEE

October 2, 2018
SAU Finch Room
6:00 PM

Agenda

Committee Members:

Rich Cahoon – Chair, Janine Lesser, Kristen Reilly, Crista Salamy, Jerry Wilson, Stephan Morrissey, Kimberly Saunders, Ann Forrest

Attendees:

1. Call to Order & Approval of September 18, 2018 Minutes

2. Policies to the Board:

The following policies are being presented to the Board for a second read:

- a) AC: Non-Discrimination
- b) GBJ: Personnel Records (Included is policy JRA for possible wording on photocopying fees.)
- c) JIHB: Searches of Student Automobiles on School Property

The following policies are being presented to the Board for a first read:

- a) BA: Evaluation of Board Operational Procedures
- b) JLCL: Life Threatening Allergies

3. Policies for Review:

Coming Back From September 18th meeting:

Our meeting ended during the discussion of this policy; status unknown.

- a) BBA: School Board Powers and Duties – contains paragraph from Policy BB: School Board Legal Status
- b) BEDB: Agenda Preparation and Dissemination, also includes BEDA and BEDH
- c) BEDG: Minutes

Additional B Policy Review -- this agenda includes only those B policies that have recently been updated by the NHSBA. Includes our version as well as the NHSBA version.

- a) BEDG-R: Access to Minutes and Public Records
- b) BCA: Board Member Ethics - Recommended – Our ethics policy is BBFE (included)
- c) BCA-R: Acknowledge of School Board Ethics Policy

Pending from Past Meetings: Not in this packet

- a) STA Kindergarten Drop-off Procedure: under review by Legal and Bus Company
- b) EEAG – Use of Private Vehicles on School Business: Changed “teacher’s to “employees” in paragraph two. The Superintendent wants to discuss Legal’s edits with Dean Eggart.
- c) EFDA: Overdue Accounts – the following paragraph is the only reference to Overdue Accounts in our Meal Charging policy, EFDA:

If parents continue to fail to provide the student with a meal sent from home, continue to fail to provide funds for their student to use the school lunch program, continue to refuse to cooperate with reasonable requests by District staff to address the overdue debt, and the parent is believed to have the ability to pay, the Superintendent may pursue payment through civil legal action, including filing a claim in small claims court pursuant to RSA Chapter 503.

The Superintendent is delegated authority to assess the likelihood that civil action will lead to payment, the resources required to pursue collection, and to pursue such action only when doing so is in the best interest of the District. Note: this does not apply to free or reduced priced meals.

- d) ILD & ILD-R: Non-Educational/Non-Academic Questionnaires, Surveys, and Research – pulled pending further research.
- e) JFAB: Admission and Tuition of Non-Resident Students – pulled pending further discussion with Student Services
- f) JKAA: Use of Restraint, Seclusion, and Physical Contact – status report
- g) JLD: Guidance Counselors: awaiting feedback from Legal

5. Strategic Plan Related Policies: Not in this packet

Below is our original list of Strategic Plan-related policies from August 2016 with determination of committee ownership: Status Report?

- a) Communications: BHC, GBD; Communications Committee
- b) Assessment: IGA, IHBH, IK, ILBA, IMBC; presented to Education Committee
- c) Community Partnerships: KCB; Communications

6. Next Meeting: October 16, 2018

CONTOOCOOK VALLEY SCHOOL DISTRICT
Office of the Superintendent of Schools
106 Hancock Road, Peterborough, NH 03458-1197

POLICY COMMITTEE

September 18, 2018

SAU Finch Room

6:00 PM

Minutes

Committee Members:

Rich Cahoon – Chair, Janine Lesser, Kristen Reilly, Crista Salamy, Jerry Wilson, Stephan Morrissey, Kimberly Saunders, Ann Forrest

Attendees: Stephan Morrissey, Rich Cahoon, Crista Salamy, Janine Lesser, Kristen Reilly, Jerry Wilson, Myron Steere, Kimberly Saunders, Ann Forrest

1. Call to Order & Approval of September 4, 2018 Minutes

The meeting was called to order at 6:01 PM.

Stephan Morrissey moved to accept the minutes as written. Janine Lesser seconded the motion. Crista Salamy abstained.

2. Policies to the Board:

The following policies are being presented to the Board for a second read:

- a) JFABD: Admission of Homeless Students
- b) JICI: Dangerous Weapons on School Property

The following policies are being presented to the Board for a first read:

- a) AC: Non-Discrimination
- b) GBJ: Personnel Records (Included is policy JRA for possible wording on photocopying fees.)
- c) JIHB: Searches of Student Automobiles on School Property

3. Policies for Review:

Coming Back From August 7 meeting:

Our last meeting ended during the discussion of this policy; status unknown.

- c) JLCL: Life Threatening Allergies – is this ready to send for a first read?
This policy was written by our school nurses. The committee agreed to delete last sentence. Rich Cahoon asked who would determine when the training is necessary.

ACTION: Incorporate edits and send for a first read.

- d) JLD: Guidance Counselors: awaiting feedback from Legal. Packet contains our version and NHSBA's.

4. B Policy Review -- this agenda includes only those B policies that have recently been updated by the

NHSBA. Includes our version as well as the NHSBA version.

- a) BA: Evaluation of Board Operational Procedures (note that NHSBA has made BAA obsolete and merged the information into their BA policy). Recommended.

This policy has not been reviewed in some time. Rich Cahoon feels our policy, as it exists means nothing. We reviewed the NHSBA version. Janine Lesser asked about the Board completing a self-evaluation. How did the Board do at reaching the established goals? Policy should not be setting the Board goals. When are the goals set? Should we start with goals?

ACTION: Incorporate edits and bring for a 1st read at October Board meeting.

- b) BAAA: School Board Policies and Administrative Procedures – Recommended
Add links in policies to all student hand books and employee handbooks

ACTION: Requested that we add links for the school handbooks to all handbook related policies.

- c) BB: School Board Legal Status – Optional (We do not have this policy).
The consensus is that we do not need this. Kimberly Saunders indicated one good item that is identified is that we are an agent of the State.
Rich Cahoon and Stephan Morrissey suggested taking the first two paragraphs and adding them to BBA.

ACTION: Incorporate identified edits and bring BBA back to committee.

- d) BBA: School Board Powers and Duties – Recommended
Incorporate BB edits (see above). Presently this is a copy/paste of Ed RSA. 303. Has anything changed? Rich Cahoon feels it is good to let the public know what it is we do.

ACTION: Bring back to next meeting for review.

- e) BEDB: Agenda Preparation and Dissemination – Recommended
How many days and are they business or calendar days? Four days. Rich Cahoon feels we should not put committee-specific information in this policy.

ACTION: Bring BEDA & BEDH (do we have it?) and all bring back to next meeting. Change 7 days to 4 days and use NHSBA version. Bring back to next meeting.

- f) BEDG: Minutes – Recommended. All minutes taken during non-public need to mirror how we are keeping our public meeting. Discussion noted or not?
Rich Cahoon feels we need to approve the minutes of non-public sessions. He would like to see a separate folder specific to all non-public documentation. Myron Steere feels we should not hand them out ahead of time. Crista Salamy worried that Board members would not have time to review the materials before moving to non-public. We will use some type of safe packaging to hold non-public information.

ACTION: Bring back to next meeting.

Meeting adjourned at 6:54 PM. Motion to adjourn by Janine Lesser. Seconded by Stephan Morrissey.

- g) BEDG-R: Access to Minutes and Public Records
- h) BCA: Board Member Ethics - Recommended – Our ethics policy is BBFE (included)
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Pending from Past Meetings: Not in this packet

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- c) Community Partnerships: KCB; Communications

6. Next Meeting: October 2, 2018

AC -- Non-Discrimination

The School Board, in accordance with the requirements of the federal and state laws, and the regulations which implement those laws, hereby declares formally that it is the policy of the Board, in its actions and those of its employees and students, that there shall be no discrimination on the basis of age, sex, gender, race, creed, color, marital status, physical or mental disability, national origin, sexual orientation, or any other categories protected by law for employment in, participation in, admission/access to, or operation and administration of any educational program or activity in the School District.

Inquiries, complaints, and other communications relative to this policy and to the applicable laws and regulations concerned with non-discrimination shall be received by the Superintendent or his/her designee.

This policy of non-discrimination is applicable to all persons employed or served by the District. Any complaints or alleged infractions of the policy, law or applicable regulations will be processed through the non-discrimination grievance procedure. This policy implements PL 94-142, Section 504 of the Rehabilitation Act of 1973, Title II of the American with Disabilities Act, Title VI or VII of the Civil Rights act of 1964, Title IX of the Education Amendments of 1972, and the laws of New Hampshire pertaining to non-discrimination.

Legal Reference:

RSA 354-A:6, Opportunity for Employment without Discrimination a Civil Right
RSA 354-A:7, Unlawful Discriminatory Practices
The Age Discrimination in Employment Act of 1967
Title I of The Americans with Disabilities Act of 1990
Title VII of The Civil Rights Act of 1964 (15 or more employees)
Appendix: AC-R

1st Read: September 18, 2018

2nd Read: October 2, 2018

Adopted:

GBJ – Personnel Records

The District will not disclose any employee's personally identifiable data or information to any person outside of the District, except as may be required by law. Such data or information may be shared with District employees, as necessary.

Personnel Files

The Contoocook Valley School District keeps certain records relating to staff's employment in a personnel file. The documents contained within these files are the property of the District and must be maintained for government and District recordkeeping purposes. Some employment records are kept in separate files, such as records relating to medical conditions and leave, records relating to investigations, and records relating to 1-9 requirements. Except as otherwise required by the Right to Know Law, all files connected with an employee are considered strictly confidential, and access will be limited only to those who have a job-related need to know the information and who have been authorized to see the file in question.

If an employee wishes to view the contents of his or her personnel file, the employee should make prior arrangements to report during off-duty time or, with permission from his or her immediate supervisor, during work time to the Human Resources office and file a written request with the records Human Resource, or other designated individual. Human Resources will verify the employee's identity and show him or her to an area where they can view the contents of their file. If the employee would like to receive a copy of a District record relating to their employment, they should let Human Resources know which document(s) need to be copied. Copies are ten cents per page*, payable in advance.

The employee may not take or alter any document found within their personnel file. If the employee disagrees with one of the documents, the employee may ask the Human Resources Director for permission to add a document containing their comments regarding the document with which they disagree.

The personnel files will be maintained in District archives in accordance with all applicable legal requirements.

*Copy Charges

1. The District may assess a charge of 10 cents per page for each standard 8 ½ x 11 or 8 ½ x 14 black and white copy produced.
2. If a record is maintained in color and can be produced in color, and the requestor then requests a color copy, the District may assess a charge of 25 cents per page for each 8 ½ x 11 or 8 ½ x 14 color copy produced.
3. Delivery of copies of records to a requestor is anticipated to be by hand delivery. If the copies of records are requested to be delivered through the United States Postal Service, for example, the cost incurred in delivering the copies may be assessed in addition to any other permitted charge.

Legal Reference:

RSA 91-A:5, Access to Public Records

RSA 189:65, VII-a, Student and Teacher Information Protection and Privacy

RSA 189:67, Limits on Disclosure of Information

Appendix GBJ-R

Category: R

GBJ – Personnel Records

See also GBEC

September 18, 2018

2nd Read: October 2, 2018

Adopted:

JHIB – Searches Of Student Automobiles On School Property

Parking of student automobiles on school property is a privilege and not a right. This policy shall serve as notice to both parents and students that, as part of this privilege, the district regulates what may be stored in vehicles and may search students' automobiles while parked on school property if the district has reasonable suspicion that a violation of school rules, the law or policy has occurred. Students who park in school parking lots and parents/guardians who allow their minor child to park on school property are deemed to have given consent to having their automobiles searched in the event of such reasonable suspicion.

The school parking lots are deemed part of the Safe School Zone. Students are prohibited from the storage of prohibited drugs, drug paraphernalia or weapons in vehicles that are parked in the Safe School Zone. All employees, volunteers and students are responsible for enhancing safety and the effective implementation of district policies on school property and thus are required to timely report to the building principal when they have reason to believe that prohibited drugs, drug paraphernalia, or weapons are present in a student's vehicle.

Any student/parent who bars a search shall have their student's parking privilege revoked. When a student/parent bars access, and there is reasonable suspicion of a potential violation of the law, the principal shall contact law enforcement.

The building principal, shall, when any information rises to the level of reasonable suspicion, inform the student, (and when not an adult student, their parent/guardian), of his/her intent to search the vehicle and may conduct a search of the vehicle. The principal shall contact law enforcement when it appears that the student conduct not only violates District policy(ies) but is criminal in nature.

A student shall not be permitted to park on campus if they or their parent/guardian indicate that they do not intend to permit a search of the vehicle in the event of reasonable suspicion that there has been a violation of school rules, the law, or District policy.

When the principal conducts a search of a vehicle, he/she shall fill out a vehicle search form, which will be maintained by the District.

The District may post notices regarding this policy indicating that student parking is by permission only and subject to search.

Legal Reference:

*NH Constitution, Pt. 1, Art. 19
Appendix JHIB-R*

Category: *Recommended*

See also: *JIH, JHIB-R*

1st Read: September 18, 2018

*2nd Read: **October 2, 2018***

Adopted:

BA – Evaluation of Board Operational Procedures

~~Each year the Board will formulate goals and objectives. The goals and objectives may include but are not limited to the board functions of visions, structure, accountability, and advocacy.~~

~~The following areas of Board operations and relationships are representative of those in which objectives may be set and progress appraised:~~

- ~~1. Board meetings.~~
- ~~2. Policy development.~~
- ~~3. Fiscal management.~~
- ~~4. Board role in educational program development.~~
- ~~5. Board member orientation.~~
- ~~6. Board member development.~~
- ~~7. Board officer performance.~~
- ~~8. Board-Superintendent relationship.~~
- ~~9. Board-staff relationships.~~
- ~~10. Board-community relationships.~~
- ~~11. Legislative and government relationships.~~
- ~~12. Risk management.~~

Legal Reference:

~~*NH Code of Administrative Rules, Section ED. 303.01 (g), Substantive Duties of School Boards
Appendix: BA-R*~~

~~*1st Read: February 21, 2012*~~

~~*2nd Read: April 17, 2012*~~

~~*Adopted: April 17, 2012*~~

The ConVal School Board will attempt to conduct a review of goals. The Board will establish annual goals and objectives that will serve as a benchmark and criteria for annual reviews.

The following areas of Board operations and relationships are representative of those in which objectives may be set and progress appraised:

1. Relationship with the Superintendent
2. Community relations
3. Board meetings
4. Staff and Personnel Relationships
5. Relationship to Instructional Program
6. Financial Management of Schools
7. Policy development

BA – Evaluation of Board Operational Procedures

8. Risk management

9. Other areas the Board determines should be evaluated

While the Board may decide to do so, it is not expected that every area listed above will necessarily be annually reviewed.

The Board desires that the annual self-evaluation and goal setting will clarify the Board's role within the school community, address areas for the Board to improve, and address areas for which the Board should be commended.

Legal References:

NH Code of Administrative Rules, Section ED. 303.01 (g), Substantive Duties of School Boards

Appendix: BA-R1; BA-R2

First Read: October 2, 2018

Second Read:

Adopted:

JLCL – Life Threatening Allergies

The Contoocook Valley School District recognizes that students are being diagnosed with life threatening allergies and is committed to the safety and health of all students.

The policy goals are to:

1. Provide a safe and healthy learning environment for all students;
2. Reduce the likelihood of severe or potentially life-threatening allergic reactions;
3. Ensure an appropriate and rapid response in the event of a severe or potentially life-threatening allergic reaction;
4. Protect the rights of students with severe or potentially life-threatening allergies to participate in all school activities.

The parent/guardians will provide the school nurse, prior to the start of the school year or as soon as possible after diagnosis, with written documentation from the licensed health care provider on the ConVal form “Medical Action Plan for Allergic Reactions” (MAPAR) or health care provider allergic reaction plan, which will serve as the basis for the development of the Integrative Health Care Plan (IHCP for Allergic Reactions). This form is available on the ConVal web site.

The parent/guardian must ensure the prescribed medication is available to student at all times or the student will not be permitted to attend off campus activities.

Annual education and training on the management of students with life threatening allergies will be given to all staff interacting with the student on a regular basis.

References:

http://www.cdc.gov/healthyyouth/foodallergies/pdf/13_243135_A_Food_Allergy_Web_508.pdf
<http://www.nasn.org/ToolsResources/FoodAllergyandAnaphylaxis>

1st Read: October 2, 2018

2nd Read:

Adopted

BBA -- School Board Powers and Duties

State law provides that public schools will be operated and maintained by local School Boards. As agents of the state, School Boards are required to implement state laws pertaining to public education and to carry out the rules of the State Board of Education.

The ConVal Board is an agent of the State and derives its authority from the New Hampshire Constitution, New Hampshire Statutes, and Rules of the State Board of Education.

This School Board shall exercise all the powers and duties prescribed to them by applicable state and federal laws, and rules of the New Hampshire State Board of Education.

According to Ed 303.01 Substantive Duties, each school board shall:

- (a) Adopt policies necessary and desirable to control and effectuate the recruitment, employment, evaluation and dismissal of teachers and other employees and may delegate authority to the superintendent of schools to carry out the provisions of such policies provided that no teacher shall be employed who is not certified or who has not been nominated by the superintendent of schools and elected by the school board.
- (b) Adopt policies necessary and desirable to control and effectuate the purchase of equipment, supplies, or services and may delegate to the superintendent of schools the authority to make financial commitments in accordance with such policy.
- (c) Provide, through documented planning and public meetings and quorum votes, accommodation for all pupils in approved schools or other facilities in accordance with state law.
- (d) Provide required transportation of students consistent with these rules and provide that all school buildings and other learning environments be maintained in a manner consistent with standards of health and safety as required by these rules.
- (e) Oversee the preparation of an annual budget in accordance with RSA 32 and comply with all federal and state laws and rules.
- (f) Hold meetings for the transaction of business at least once monthly and require the attendance of the superintendent or designee. The board shall cause a written record to be kept of each meeting in accordance with RSA 91-A.
- (g) In consultation with the superintendent and in accordance with statutes and rules of the state board of education, determine the educational goals of the district, develop long-range plans and identify measurable and attainable short-term objectives. The school board shall require the implementation of educational programs designed to reflect the goals and objectives and, further, the school board shall review such programs and make public the results of such investigation.
- (h) Annually evaluate the superintendent based on written criteria established by the school board(s)/SAU board.
- (i) Adopt a rule to ensure that there shall be no unlawful discrimination on the basis of sex, gender, race, age, creed, color, marital status, national origin, or disability in educational programs or activities

BBA -- School Board Powers and Duties

consistent with local standards which may be stricter in specific areas than the broader statewide standards.

(j) Establish a policy on sexual harassment, written in age appropriate language and published and available in written form to all those who must comply, which includes, at a minimum, the elements specified below.

Exercise all powers and perform all duties vested in and imposed upon the school board by law or rules of the state board.

Legal References:

RSA 189:1-a, Duty to Provide Education

RSA 195:5, Cooperative School Districts: School Board Powers and Duties

N.H. Code of Administrative Rules-Section Ed. 303.01, Duties of School Board

Category: R

~~1st Read: February 21, 2012~~

~~2nd Read: April 3, 2012~~

~~Adopted: April 3, 2012~~

BEDB – Agenda Preparation and Dissemination

~~The Superintendent shall prepare all agendas for meetings of the ConVal School Board. In doing so, the Superintendent shall consult with the Board Chair and appropriate members of the executive staff.~~

~~Items to be placed on the agenda should be in the hands of the Superintendent or Board Chair on or before the seventh day preceding the meeting. Every Board member has the right to place items on the agenda. Items not included on the agenda may be brought before the meeting with the consent of the Board. However, the Board may choose not to deal with every agenda item.——~~

~~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 Board Chair. The agenda, however, shall always allow adequate time for the remarks of the public who wish to speak before the Board.~~

~~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, shall be distributed to Board members at least four days prior to the Board meeting, to permit them time to give items of business careful consideration. Board members are expected to read the information provided them and to contact the Superintendent or Board Chair 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.~~

~~The agenda will be posted in the building where the meeting is held, in the foyer of all schools and in the foyer of the SAU Office, and on the District's website.~~

~~Category: R~~

~~See also BEDA, BEDH~~

~~1st Read: June 19, 2012~~

~~2nd Read: August 14, 2012~~

~~Adopted: August 14, 2012~~

Sample Policy

Category: Recommended

See Also BEDA, BEDH

The Superintendent shall prepare all agendas for meetings of the Board. In doing so, the Superintendent shall consult with the Board.

Items to be placed on the agenda should be received by the Superintendent at least seven days prior to the meeting. Every Board member has the right to place items on the agenda. Matters not included in the

BEDB – Agenda Preparation and Dissemination

agenda may be presented during the meeting provided the Board agrees to discuss the matter. 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 a non-public session and the statutory reason for doing such.

Any Board member, staff member, student, or citizen of the District may suggest items of business. The inclusion of items suggested by staff members, students, or citizens shall be at the discretion of the Board Chairperson.

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 and supporting materials should be distributed to Board members at least four days prior to the Board meeting. Board Members shall be expected to read the information provided them and to contact the Superintendent to request additional information that may be deemed necessary to assist them in their decision-making responsibilities.

When the final agenda has been established, it will be made available to the public, upon request. Members of the public who wish to speak at Board meetings regarding an agenda item are encouraged to contact the Superintendent prior to the Board meeting. Additionally, the Board reserves the right to limit public discussion at Board meetings to agenda items only. 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 meeting shall be consistently posted on the District's web site in a reasonably accessible location.

Legal Reference:

RSA 91-A:5, IX.

First Read:

Second Read:

Adopted:

BEDA – Public Notification of School Board Meetings

All School Board Meetings are open to the public. The School Board will announce at least 24 hours in advance (excluding Sundays and legal Holidays) through two public postings and, when possible, by the newspapers and electronic media, the date, time, and place of all regular and special meetings and the major topics to be discussed.

The Board may need to hold an emergency meeting in the case where immediate undelayed action is deemed to be imperative by the Board Chair or presiding Officer of the body or agency, who shall employ whatever means are available to inform the public that a meeting is to be held. The minutes of the meetings shall clearly spell out the need for the emergency meeting.

Legal Reference:

RSA 91-A:2, II, Public Records and Meetings: Meetings Open to the Public

1st Read: June 3, 2014

2nd Read: August 19, 2014

Adopted: August 19, 2014

BEDH - PUBLIC PARTICIPATION AT BOARD MEETINGS

The primary purpose of School Board meetings is to conduct the business of the Board as it relates to school policies, programs and operations. The Board encourages residents to attend Board meetings so that they may become acquainted with the operation and programs of the schools. All official meetings of the Board shall be open to the press and public. However, the Board reserves the right to meet and to adjourn or recess a meeting at any time. The Board also reserves the right to enter non-public session at any time, in accordance with the provisions RSA 91-A:3.

In order to assure that persons who wish to appear before the Board may be heard and, at the same time, it may conduct its meetings properly and efficiently, the Board adopts as policy the following procedures and rules pertaining to public participation at Board meetings:

1. The first 15 minutes will be set aside for citizens to address the Board. Each speaker during this period will be given 2 minutes to speak. This period may be extended by a majority vote of the Board. Requests to address the Board on matters not on the agenda must be presented to the Superintendent (or Chair) and must set forth the specifics of the subject to be addressed. When appropriate, the Board may place such requests on the agenda. Unless placed on the agenda, members of the public may offer comments on agenda items only.
2. A second public comment period will be set aside for agenda items during which members of the public may offer comments on agenda items only. The Board will not entertain comments on items that do not appear on the agenda. Requests to address the Board on matters not on the agenda must be presented to the Superintendent and must set forth the specifics of the subject to be addressed. When appropriate, the Board may place such requests on the agenda.
3. 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 agenda that is to be properly discussed in a non-public session. Complaints regarding individual employees, personnel or students will be directed to the Superintendent in accord with Policies KE and KEB.
4. All speakers are to conduct themselves in a civil manner. Speakers may not use threats of physical violence, may not speak or conduct themselves in a way that incites violence or is disruptive, may not be vulgar or obscene, and need to speak to business related to the School Board agenda. The School Board will not permit repetitive, harassing, or frivolous speech or comments that are off topic, antagonistic, obscene, or libelous as such statements will be considered out of order and will not be tolerated. The Board Chair may terminate the speaker's privilege of address if the speaker does not follow this rule of order.

Persons appearing before the Board are reminded that members of the Board are without authority to act independently as individuals in official matters. Thus, questions may be directed to individual Board members, but answers must be deferred pending consideration by the full Board.

Legal Reference:

RSA 91-A:2, Meetings Open to Public
RSA 91-A:3, Non-Public Sessions

Category: R

See also KE, KEB

1st Read: December 1, 2015
2nd Read: December 15, 2015
Adopted: December 15, 2015

BEDG -- Minutes

A record of the actions of School Board meetings will be maintained at the SAU Office. The minutes of the Board will be kept in an official file and will include resolutions and motions. Papers not a part of a formal motion may be omitted if they are referred to and identified by some method.

Copies of the draft minutes of a meeting will be sent to the members of the Board before the meeting at which they are to be approved. Corrections to the minutes may be made at the meeting at which they are to be approved.

All minutes will be kept in accordance with RSA 91-A:2 and RSA 91-A:3 and will be in the custody of the Superintendent. Minutes of all public meetings will be made available on the District website for public inspection no later than five (5) business days after the meeting and will be designated as DRAFT until they have been approved. Minutes for all non-public sessions will be made available for public inspection within seventy-two (72) hours after the non-public session unless sealed.

Legal References:

RSA 91-A:2 II, Public Records and Meetings: Meetings Open to Public

RSA 91-A:3 III, Public Records and Meetings: Non-Public Sessions

RSA 91-A:4 I, Public Records and Meetings: Minutes and Records available for Public Inspection

1st Read: February 5, 2012

2nd Read: May 7, 2013

Adopted: May 7, 2013

ACCESS TO MINUTES AND PUBLIC RECORDS

1. These procedures will apply to all requests for access to public records and minutes received by the administrative offices of the school district.
2. The Board encourages members of the public to make their requests for access to public records in writing and to include a specific description of the desired documents. No request will be denied if it is not in writing. All steps taken to comply with such requests will be documented in writing and will include a specific description of all documents that were made available.
3. Public documents requested under the Right-to-Know Law must be made available within five (5) business days. In the event a reply will take longer than five (5) days, a letter will be sent to the individual requesting the documents acknowledging receipt of the request and either estimating when a substantive reply will be available or explaining why such documents are unavailable.
4. Access to public records will ordinarily be afforded by providing photocopies of the requested materials. In some instances alternate methods -- such as allowing personal review of a particularly voluminous file -- may be more appropriate.
5. The school district will charge a basic fee of \$.10 per page for producing photocopies of records.
6. Records must be reviewed in their entirety by either the Superintendent or building principal before they are released, in order to ensure that no confidential or exempted information is disclosed.
7. Records exempted from disclosure requirements include: personnel records; student records; privileged documents (e.g. lawyer-client communication); records pertaining to litigation; collective bargaining; real estate negotiations; records containing certain types of confidential commercial or financial information; and other such documents as defined in RSA 91-A:5.
8. It is possible that only a portion of the information contained in a district record will be subject to public access under the Right-to-Know Law. In such cases the district will make a reasonable effort to provide access to the public portions of the record. For instance, a redacted photocopy of the document may be provided.
9. This procedure shall be effective immediately and shall continue in force until otherwise amended or repealed.

Category: P

SCHOOL BOARD MEMBER ETHICS

AS A MEMBER OF MY LOCAL BOARD OF EDUCATION, I WILL STRIVE TO IMPROVE PUBLIC EDUCATION, AND TO THAT END I WILL STRIVE TO:

Attend all regular scheduled Board meetings insofar as possible, and become informed concerning the issues to be considered at those meetings;

Recognize that I should endeavor to make policy decisions only after full discussion at publicly held Board meetings;

Render all decisions based on the available facts and my independent judgment, and refuse to surrender that judgment to individuals or special interest groups;

Encourage the free expression of opinion by all Board members, and seek systematic communications between the Board and students, staff, and all elements of the community;

Work with other Board members to establish effective Board policies and to delegate authority for the administration of the schools to the Superintendent of Schools.

Communicate to other Board members and the Superintendent expressions of public reaction to the Board policies and school programs;

Inform myself about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by my state and national school boards associations;

Support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff;

Avoid being placed in a position of conflict of interest, and refrain from using my Board position for personal or partisan gain;

Take no private action that will compromise the Board or administration, and respect the confidentiality of information that is privileged under applicable law or is received in confidence or executive session;

Remember always that my first and greatest concern must be the educational welfare of the students attending the public schools.

Adopted: April 2, 1991

Readopted: July 19, 2011

BOARD MEMBER ETHICS*Category: Recommended**See also Appendix BCA-R*

In order to fulfill its duty under state law to provide education to pupils within the District, the Board adopts the following expectations for each of its members.

AS A MEMBER OF THE SCHOOL BOARD, AND IN ACCORDANCE WITH MY OATH OF OFFICE, I WILL STRIVE TO IMPROVE PUBLIC EDUCATION BY STRIVING TO ADHERE TO THE FOLLOWING EXPECTATIONS:

1. Attend all regularly scheduled Board meetings, insofar as possible, and become informed concerning issues to be considered at those meetings.
2. Understand that the Board, as governing body, does not manage the District, but rather sets the broad goals and standards for the District by way of policies adopted by a quorum of the Board at proper meetings under the Right-to-Know law.
3. Be informed about current educational issues by individual study and through information, such as those sponsored by my state and national school board associations.
4. Make decisions and take votes based upon the available facts, the full deliberation of the Board, and my independent judgment, and refuse to surrender or subordinate that judgement to any individual or special interest group.
5. Work respectfully with other Board members by encouraging the free expression of differing opinions and ideas.
6. Seek opportunities for the Board to establish systematic communication channels with students, staff, and members of the community.
7. Recognize that as a general principle the District and its students benefit when Board decisions, which have been made following consideration of all sides and vote of a quorum, receive the subsequent support of the whole Board, whenever practicable.
8. Respect the confidentiality of information that is privileged under applicable law or is received in confidence or non-public session.
9. Recognize that individual Board members are without authority to act relative to School District business, and that I may not individually commit the Board to any action except as specifically designated to do so by Board action.
10. Understand the chain of command and refer problems or complaints to the proper administrative office per applicable School Board policies.
11. Work with the other Board members to establish effective Board policies, and foster a relationship with the District administration toward the effective implementation of those policies and management of the District operations, personnel and facilities.

BOARD MEMBER ETHICS

12. Communicate to the Superintendent and to the Board (only as consistent with the Right-to-Know law) expressions of public reaction to Board programs, policies and other Board actions.
13. Present personal criticisms concerning District operations, staff, etc. to the Superintendent, not to District staff, the public, or unnecessarily at a Board meeting.
14. Establish policies and protocols for systematic communications with students, staff, and members of the community. Support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff.

See also: Appendix BCA-R

History:

First reading: _____

Second reading/adopted: _____

Legal References:

189:1-a "Duty to Provide Education"; and RSA 189:1 "Days of School"

NHSBA history: Revised: May 2018; May 2006; November 1999
Reviewed: February 2004

NHSBA revision note: May 2018 - This sample policy has been: (a) revised to include language to better reflect that, while school board decisions tend to be more effective and successful when supported by all members (after a majority vote), individual members do not at any time lose their individual right to express dissent; (b) amended to include provisions better identifying the distinction between governance and management; and (c) generally reorganized for better flow.

w/p-update/spring2018/ BCA Board Ethics 2018-5 (f)

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SCHOOL BOARD MEMBER ETHICS

ACKNOWLEDGMENT OF SCHOOL BOARD ETHICS POLICY

I, *school board member name* , have read *school district name* School Board Policy BCA – School Board Ethics.

I shall, to the best of my ability, adhere to all ethical statements and considerations contained within that policy.

Signature of School Board member

Date

Signature of School Board Chair

Date

Witness: _____

Superintendent