

**OFFICE OF THE SUPERINTENDENT OF SCHOOLS
106 Hancock Road
Peterborough, New Hampshire
CONTOOCOOK VALLEY SCHOOL BOARD**

Policy Committee

**Tuesday, March 2, 2021
5:00 p.m.**

**Physical Location: SAU #1, Board Room
106 Hancock Road, Peterborough, NH**

Virtual Location:

<https://us02web.zoom.us/j/84915721864?pwd=Y2FXSWs5OXFVlQ0b2hxUkF2R013UT09>

Meeting ID: **849 1572 1864**

Passcode: **JAG2X3**

Phone: +1 312 626 6799 US

Meeting ID: **849 1572 1864**

Password: **456593**

Agenda

School Board Committee Members:

- Katherine Heck
- Janine Lesser
- Kevin Pobst
- Tim Theberge
- Stephen Ullman

1. Call to order
2. Acceptance of the minutes from February 16, 2021 (pg. 1-3)
3. Report on any updates: Legal for Title IX policy set, EHAC Electronic & Digital Records Signature; Administrative review for EBCG-Pandemic/Epidemic Emergencies, JLCG-Exclusion of Students, JLCE-First Aid & Emergency Care; DM-Cash in School Buildings, DN-Equipment & Supplies
4. Revisit BEDH-Public Participation (Tim's reformulation of ConVal version) (pg. 4-6)
5. Revisit KE-Public Complaints (pg. 7-9)
6. Review proposed new Board member materials (pg. 10-26)
7. BDE – Committees and School Board Member Special-Duty Assignments (pg. 27-29)
8. Adjourn

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106 Hancock Road
Peterborough, New Hampshire**

CONTOOCOOK VALLEY SCHOOL BOARD

Policy Committee

**Tuesday, February 16, 2021
5:00 p.m.**

Physical Location: SAU Office, Board Room
106 Hancock Rd.
Peterborough, NH 03458

Virtual Location:

<https://us02web.zoom.us/j/89555603857?pwd=WWVSMkZpV202Z3U5Um1qZWdGd1BKZz09>

Meeting ID: **895 5560 3857**

Passcode: **tYCU3L**

Phone: +1 312 626 6799 US

Meeting ID: **895 5560 3857**

Password: **460851**

Minutes

School Board Committee Members:

- Katherine Heck
- Janine Lesser
- Kevin Pobst
- Tim Theberge
- Stephen Ullman

Present: Janine Lesser, Katherine Heck, Kevin Pobst, Tim Theberge, Stephen Ullman, Dr. Kimberly Saunders, Lori Schmidt

1. Call to order

Janine Lesser called the meeting to order at 5:01 p.m.

2. Approve the minutes of January 19, 2021

Stephen Ullman moved to adopt the minutes of January 19, 2021. Katherine Heck second. Unanimous.

3. Updates of policies under legal review (Title IX, EHAC) or administrative review (EBCG-Communicable & Infectious Disease, JLCG-Exclusion of Students, EBCF-Pandemic/Epidemic Emergencies, JLCE-First Aid & Emergency Care; and DM-Cash in School Buildings, DN-Equipment & Supplies

No updates to report.

4. Second read 2/16/21: DJD Local Purchasing

Policy DJD will go before the School Board tonight for a second read/adoption.

5. First read: JFA-Residency

A decision not to have a policy on residency was previously made. Therefore, this policy will be removed from tonight's Board agenda as a first read.

6. BEDH-Public Participation, KE-Public Complaints

Public participation and public complaints are two separate things.

Kimberly Saunders said that if we have a policy once, we have a policy. She was unsure why we needed two.

Kevin Pobst said that one might have a negative component.

Our policy says that there are 15 minutes for public comment, it does not state that each person has two minutes to speak. The proposed amendment eliminates the possibility that one person speaks for 15 minutes. It leaves the possibility that 15 speakers could each speak for two minutes.

Kimberly Saunders said that she has never seen it stick to 15 minutes but has seen the two minute per person be adhered to. It is a different thing to say to people that they can't speak at all.

Katherine Heck said that we have the opportunity to craft the policy. We don't engage our citizens in a lot of forums. We don't have a question and answer period as well, which can be a point of frustration for people. She understands that it is a business meeting. Balancing citizen engagement with a business meeting might allow the addition of forums during the year.

Kevin Pobst said that he likes the two minutes, but does not like the 15 minutes. Limiting the number of times a person can speak is favorable.

Stephen Ullman spoke about each board member holding a forum in their town recognizing that an individual board member is powerless. Stephen said that section four repeals the 15 minutes opportunity. He said that he was in favor of allowing an issue to be addressed once.

Kimberly Saunders favored a district forum rather than individual forums.

Katherine Heck shared her experience where there was an open time allowed for questions and answers at board meetings that was limited to 15 minutes. Questions had to be sent in by a certain deadline.

Tim Theberge shared that Hillsboro-Deering has a Public Comment period followed by a Board Response segment at Board meetings.

Communication and questions from parents and community members was discussed.

Katherine Heck said that she sees BEDH and KE as two separate policies.

Janine Lesser said that they are in two different categories addressed to two different public groups.

Katherine Heck said that BEDH (Public Participation at Board Meetings) and KE (Public Complaints) are two different things. Tweaking KE to be more germane to specific complaints was suggested.

Kimberly suggested pulling KE from NHSBA for review. She wondered if it is the same.

Tim Theberge said that NHSBA Policy KE looks nothing like ConVal's.

Kevin Pobst said that it may have come from the National School Board of Education.

This will return to the March 2nd Policy Committee meeting.

The Board typically sets goals late spring and a retreat follows where the administration's goals are shared and aligned.

One forum could be connected to goal setting.

Administration could do their work and then the board would make final decisions after.

Kimberly Saunders asked that if the goal is to hold a certain number of forums each year, is the intent to put the time and purpose into the policy or just how many forums will be held.

Katherine Heck said that if there isn't an intent, it is difficult not knowing why a forum would be held.

Janine Lesser said that it could simply state that the purpose is to collect information from the community.

Tim Theberge's recommendations on BEDH were reviewed. Tim asked if the public comment sections should be limited to topics on the agenda or open to anything.

If we are going to vote on something at a meeting, the comment session could be limited to the agenda, and the second public comment more open.

Janine Lesser said that we have always referred back to the policy that states that comments are limited to items on the agenda.

Stephen Ullman favored an initial very broad, talk about the agenda or not, and the second to comment on clarification.

Open at front of agenda: Majority.

Second public comment will be for items on the agenda only.

Tim Theberge will re-edit the policy to reflect it. Policy KE will be edited to use the NHSBA version and add two public forums for the year.

Kevin Pobst said that the Chairman should inform at the beginning of the meeting that details what the public comment section rules are so that someone doesn't sit through a meeting to the end and then find they cannot comment as they anticipated.

Changing the words "Public Complaints" was discussed.

Stephen Ullman exited the meeting at 5:47 p.m.

Policy KE might have to stand the way that it is.

Community involvement policies were searched.

7. DIA--new 2021 Warrant Article Fund Balance fiscal policy

Further work on a policy will take place after the vote determines if it (Article 12) passes or not.

8. Addition of policy on committee assignment (Kevin)

The NHSBA Policy and a suggestion by Kevin Pobst was discussed.

Kevin said that he had concern about the other assignments that are made to board members. He asked who is reviewing the manifests and found the answer, but he did not know that they were reviewed before he was being asked to vote on it. His draft provides information for board members.

How does the committee feel about Kevin's version?

Kimberly Saunders said that she knows there is a policy on the subcommittees required as standing committees.

Janine Lesser said that they want a more fleshed out description as Kevin has advanced.

Tim Theberge said that Selectmen's Advisory Committee should be outlined.

This will come forward on the next Policy Committee agenda.

Katherine Heck asked if the Board needs a procedure book. It would be a basic framework. It would be procedures of the board itself. Articles of Agreement, "B" Policies, actual practice, mission, vision, values, etc. Katherine volunteered to do this work which has already begun.

9. Adjourn

Tim Theberge motioned to adjourn at 6:04 p.m. Kevin Pobst second. Unanimous.

Respectfully submitted,

Brenda Marschok

BEDH – Public Comment and Participation at Board Meetings

ConVal School Board

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 – including our students - 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. Each regular meeting of the Board should have two periods of public comment.
2. The first period of public comment should be prior to the Superintendent's Report and is an opportunity to provide comments on any topic on or off the agenda.
3. The second period of public comment should be following New Business and comments will be limited exclusively to items on the agenda.
4. 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. If the 2 minute period is extended for one speaker, it must be extended for all.
5. The same person may address the Board only once during the same meeting.
6. 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.
7. 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.
8. 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 and operations of the District. 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. Repeated refusals to comply will result in removal from the meeting.

During these public comment periods, members of the public are allowed to address the Board. However, it is not a question and answer period. In general, the Board will not answer questions asked or respond to comments made by members of the public. Persons appearing before the Board are reminded that members of the Board are without authority to act independently as individuals in official matters. Thus, in most instances, any Board response will be deferred pending consideration by the full Board. In addition, although staff of the District are also members of the public, there are specific Board policies in place - notably GBD - that establishes that the appropriate channel of communication between District staff and the Board is through the Superintendent.

Members of the public - including our students - are strongly encouraged to ask questions or provide comments to the Board and the Administration. However, the best way to ensure your questions are addressed is by

submitting those questions to the members of the Board or to the Administration, via email, phone call, or regular mail.

All of the agendas and minutes of the Board meetings and all of the committees are posted on the Board's website. Committee meetings are also open to the public, but there are no public comment periods at those meetings. The Chair of the individual committees may, at their sole discretion, allow members of the public to comment at committee meetings.

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

Proposed Revision: February 2021

BEDH - PUBLIC COMMENT AND PARTICIPATION AT BOARD MEETINGS

Category: Recommended

Related Policies: BEDB, KE & KEB

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, assure that the Board may conduct its business and meetings properly and efficiently, the Board adopts as policy the following procedures and rules pertaining to public participation at Board meetings.

Rules of Order

1. The Board will provide a maximum of ____ fifteen minutes to hear public comments at the beginning of each regular Board meeting. This period may be extended by a majority vote of the Board. Additionally, the Board may include additional public comment period for specific agenda items with a time limit for public comment specified on the pertinent agenda.
2. Individual speakers will be allotted ____ three minutes per person. Speakers may not relinquish allotted time to another speaker. For specific meetings and/or specific agenda items, the Board may at the outset of the public comment period increase the individual time limit for all speakers.
3. The Chair will recognize speakers on a first come basis.
4. In order to comply with the minute requirements of RSA 91-A:2, II, speakers shall identify themselves clearly for the record.

OPTIONAL PROVISIONS - SELECT ONE OF THE ITALICIZED PARAGRAPHS

5. *Members of the public shall limit comments only to those items appearing on the current agenda. The Board will not entertain comments on items that do not appear on the agenda. The only exception shall be comments which address matters discussed by the Board at its last public meeting which were not on that*

meeting's agenda but were discussed by the Board under "New Business". Requests to address the Board on specific matters (i.e., a request to have a matter placed on an agenda) should be presented to the Superintendent no less than fourteen days prior to the next Board meeting, and must set forth the specifics of the subject to be address. The determination whether to place the matter on the agenda will be made consistent with Board Policy [BEDB].

--OR--

Except as otherwise provided in this policy, members of the public may offer comments on agenda items or upon any other matter of public concern directly relating to the District's school policies, programs and operations. In the interest of preserving individual privacy and due process rights, the Board requests that comments (including complaints) regarding individual employees (other than the Superintendent) or individual students be directed to the Superintendent in accord with the complaint/grievance resolution processes set forth in School Board Policies KE and/or KEB. Complaints regarding the Superintendent, may be made either during public comment, or directed to the School Board Chair as described in Board Policy KEB.

6. Any comments which do not adhere to the above, or which disrupt the official business of the Board may be ruled out of order by the Chair. Repeated disruption may result in the individual being asked to leave the meeting. Obscene speech, comments threatening bodily harm, or other unprotected speech will not be tolerated.

7. The Board Chair may terminate the speaker's privilege of address if the speaker does not follow the above rules of order. Repeated violations or disruptions may result in the intervention of law enforcement, with the potential for criminal charges.

Persons appearing before the Board are reminded that members of the Board are without authority to act independently as individuals in official matters. Thus, in most instances, any board response will be deferred pending consideration by the full Board.

With the aim of maintaining focus on the issues in discussion, it is desired that all speakers strive to adhere to ordinary norms of decorum and civility.

Legal References:

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

RSA 91-A:3, Non-Public Sessions

U.S. Const., 1st Amendment

NHSBA history: Revised: September 2018; May 2007; November 1999; July 1998; and February 2004

KE - PUBLIC COMPLAINTS

Category: R

See Also *BEDH*

The Board believes that complaints and grievances are best handled and resolved by the parties directly concerned. Therefore, the proper channeling of complaints involving instruction, discipline or learning materials will be as follows:

1. Teacher
2. Principal
3. Superintendent
4. School Board

Any complaint presented to the Board about school personnel shall be referred back through proper administrative channels. The Board will not hear complaints from individuals until such complaints have first been brought forth through the appropriate and applicable administrative procedures. Exceptions to this provision are for complaints that relate solely to Board actions or Board operations.

In the event a complaint is made directly to an individual Board member, the procedure outlined below shall be followed:

1. The Board member shall refer the person making the complaint to the Superintendent or for investigation. The Superintendent may delegate the investigation to the Principal.
2. If the member of the public will not personally present the complaint to the Superintendent or Principal, the Board member shall then ask that the complaint be written and signed. The Board member will then refer the complaint to the Superintendent for investigation.
3. If the person making a complaint feels that a satisfactory reply has not been received from the Superintendent may request that the complaint be heard by the Board. The Board will hear and act upon the complaint only by majority vote. If the Board does hear and act upon the complaint, all Board decisions shall be final.

First Read:

Second Read:

Adopted:

KE – Public Complaints

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. 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 Chair and must set forth the specifics of the subject to be addressed. When appropriate, the Board may place such requests on the agenda if the request is submitted three business days before the School Board meeting.
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.
3. Consistent with RSA 91-A:3, Policy KE, 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 BEDH and KEB.
4. All speakers are to conduct themselves in a civil manner. Obscene, libelous, defamatory, or violent 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 BEDH, KEB

1st Read: May 1, 2012

2nd Read: June 19, 2012

Adopted: June 19, 2012

KE - PUBLIC COMPLAINTS

Category R

See Also BEDH

The Board believes that complaints and grievances are best handled and resolved by the parties directly concerned. Therefore, the proper channeling of complaints involving instruction, discipline or learning materials will be as follows:

1. Teacher
2. Principal
3. Superintendent
4. Board of Education

Any complaint presented to the Board about school personnel shall be referred back through proper administrative channels. The Board will not hear complaints from individuals until such complaints have first been brought forth through the appropriate and applicable administrative procedures. Exceptions to this provision are for complaints that relate solely to Board actions or Board operations.

In the event a complaint is made directly to an individual Board member, the procedure outlined below shall be followed:

1. The Board member shall refer the person making the complaint to the Superintendent or for investigation. The Superintendent may delegate the investigation to the Principal.
2. If the member of the public will not personally present the complaint to the Superintendent or Principal, the Board member shall then ask that the complaint be written and signed. The Board member will then refer the complaint to the Superintendent for investigation.
3. If the person making a complaint feels that a satisfactory reply has not been received from the Superintendent may request that the complaint be heard by the Board. The Board will hear and act upon the complaint only by majority vote. If the Board does hear and act upon the complaint, all Board decisions shall be final.

Revised: May 2007

Reviewed: October 2004

Revised: July 1998

ConVal SCHOOL BOARD

School Board Operating Procedures Manual

A HANDBOOK FOR BOARD MEMBERS

Board Members & SAU Administrative Staff

Board Members

Antrim Dr. Stephen Ullman 588-2005 sullman@conval.edu Rich Cahoon 831-4376 rcahoon@conval.edu	Bennington
Dublin Alan Edelkind 562-8182 aedelkind@conval.edu	Fracestown Kevin Pobst 933-2636 kpobst@conval.edu
Greenfield	Hancock Timothy "Tim" Theberge 978-869-8356 ttheberge@conval.edu
Peterborough Richard "Dick" Dunning 924-6309 rdunning@conval.edu Robert "Rob" Short, Jr. 924-2099 rshort@conval.edu Jerome "Jerry" Wilson 924-0927 jwilson@conval.edu	Sharon James "Jim" Frederickson 924-4545 jfrederickson@conval.edu Temple

SAU Staff / District Officers (BDC)

Superintendent Dr. Kimberly Rizzo Saunders ksaunders@conval.edu 924-3336 x2028	Assistant Superintendent Dr. Ann Forrest afortrest@conval.edu 924-3336
Clerk Brenda Marshock bmarschok@conval.edu 924-3336 x2028	Moderator
Treasurer Denise McLenon denise@conval.edu 924-3336 x2033	

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New Member Welcome Letter

Date

Name

Address

City, State zip code

Dear _____,

Congratulations on your election!

Welcome to the ConVal School Board! On behalf of the entire Board, I congratulate you for being elected to the School Board. Now that it's official, we'd like to help make your transition from private citizen to elected official as easy as possible.

There are a few things that you will need to know regarding laws that govern your position. They are very important to understand so that you can be successful as a Board member. We know that your success is our success and ultimately that of the students in our District!

We will have an organizational meeting on March at which time you will begin your service on the Board. You can expect to take the Oath of Office and begin the committee assignment process.

The superintendent will also be reaching out to schedule an orientation for all newly elected board members. Included shall be resources that the superintendent deems essential to understanding the operation of the school District.

The Board chairperson, vice-chairperson, and Board office staff will meet with you to discuss the operating procedures and Board standards.

Once again, congratulations on your election to the Board. Together with the superintendent, we make up the leadership team of the Contoocook Valley School District and together, "We are ConVal!"

Sincerely,

(Name), Chairperson

Becoming a Successful Board Member

Each School Board Member serves an important part of the Team of 14 encompassing the ConVal District's 9 member Towns plus the Superintendent. The role of each Board Member is important to the effective leadership team that governs the District. The expectations for each Member are as follows. Each Board Member is:

- A Trustee for the *entire* District
- A leader for the *entire* District
- An elected public official
- Equal to all the other Board members
- Responsible for governance including setting policy, the putting forth the budget
- Responsible for personal preparation for all meetings
- Expected to attend and be prepared for Board and committee meetings
- Expected to represent the interests of the *entire* District
- Expected to be familiar with current laws and Board policies
- Expected to attend further training
- Expected to support Board decisions
- Expected to support the chain of command in dealing with problems, complaints, etc.
- Expected to assist in educating the public on District issues where appropriate
- Will not be divisive or negative influence
- Will not divulge non-public and confidential information

Each Board member should take the time to learn the District's rules, Board policies, the current collective bargaining agreements, the current District budget, and other relevant documents. A great deal of information can be found on the District and Board websites, so those are great places to begin.

The study of these documents will assist the new member to become an informed and active Board member. In addition, it is very important that you familiarize yourself with New Hampshire's Public Records Laws, also known as the "Right to Know Law".

Once elected, this law, along with many others will govern your actions.

District Strategic Plan

The District Strategic Plan is founded on the vision, mission, values, strategic directions, and strategic goals of the ConVal School District. To accomplish the plan, and its longer-term strategic goals, aligned shorter-term action goals are developed and owned by administrators who manage and monitor the work structured to achieve the strategic goals. These action goals are reviewed and revised annually. This cascaded system of strategic goals, action goals, and plans engages every level, from the classroom to the board room in accomplishing the District's vision, mission and core values.

VISION - In the ConVal community, all learners will achieve academically, act thoughtfully, and contribute to the larger society.

MISSION - To provide opportunities and inspire our learners to explore interests, pursue new knowledge and skills, learn about self and others, and give of oneself to the greater community.

CORE VALUES - These beliefs are those ideals, thoughts, and attributes that we feel must exist for our students, our community, and our society to thrive.

- We believe that All must mean All. We must provide the opportunity for each and every student to reach his/her maximum potential.
- We believe that there is not only one path to student success and achievement. We must offer students a variety of learning opportunities to achieve his/her version of success.
- Although we value the unique characteristics of each of our schools, we believe that all ConVal schools should provide a guaranteed, viable curriculum and be equitable in terms of learning opportunities and services.
- We believe that ConVal should continue to participate and “give back” to our local communities.
- ConVal is committed to full inclusion for students with disabilities. ConVal will ensure teachers and staff are supported to ensure all students have access to rigorous curriculum within the general education setting and by presuming competence of all students.
- We believe that understanding the learning process is paramount to our work, we are committed to knowing when students are and are not learning, and we believe that it is our responsibility to ensure that learning and student growth occur.
- We believe that positive relationships are the fundamental building block for learning.

School Board Operating Procedures

I. Correspondence and Communication

Social Media

Board members sometimes face challenges regarding their use of social media, including Facebook, Twitter, Snapchat and other sites. Board policies (KD) outline the general rule that employees should only use "School District resources" to communicate with families regarding school matters, such as a homework assignment or classroom concern. For the same two reasons discussed below, these Board policies, while expressly applying to employees, should also be followed by school board members. These policies are based upon the fact that the District must (1) maintain control of certain confidential information, and (2) archive the data for the legally-required periods of time. The District uses many "School District resources" to communicate with families, such as telephone messaging systems and District email, but also uses certain social media tools that the District has approved, such as the District Facebook page and Twitter account. The District makes sure those accounts have District oversight and, for the Facebook pages, are one-way only, and ensures that those accounts' content are archived for records retention purposes. On non-District social media, a Board member is not representing oneself as a Board member, but as a private community member.

While Board members, like employees, may always use their private social media accounts for purely private reasons, such as communicating with family, Board members should exercise the greatest caution to keep such conversations purely private. If a discussion or post on your private social media page starts to move into a discussion of Board or District business, such as a parental concern over their child's services at a school, the member should immediately advise the other person to send that concern to the SAU office or the member's official ConVal email address.

In addition, to the extent that a Board member had a campaign-related social media site, the member should either close the site or let it sit dormant since that site could be confused with an official, District-sponsored communication tool. A Board member with such a site could upload a message communicating this to the public, such as, "Please note that I will no longer be monitoring this page since I am now a sitting Board member and I will be using other resources to carry on our conversation regarding the improvement of public education in the ConVal School District. If you want to reach me, please email me at _____@conval.edu, or call me at 603-000-0000. I will be happy to respond to your questions and assist where I can."

Authority as Individuals vs. Board

During discussion and debate on matters before the Board, all members are entitled to and encouraged to present their individual informed opinion on the topic at hand. They should be ready, able, and willing to share their opinion. However, once the Board has made a decision, Board members are compelled to support the decision of the Board - whether or not they supported the decision during deliberation and voting. "We speak as one," on items that have been voted on. Individual members do not speak for the Board unless they have been authorized to do so.

Speaking for the Board

Particularly on issues of great sensitivity, a single spokesperson – usually the Chair – may be designated to speak for the board. (BBAA)

News Media

If the media is waiting to do an interview following a board meeting, then it is appropriate to refer the question to the president or the superintendent.

Individual board members should be free to explain their votes or comments they may have made at a public meeting. If you are contacted by a local reporter and you're not prepared or don't have the relevant information, don't say, "No comment." Instead, tell the reporter you'll get an answer and get back to them. Ask what kind of deadline they have, and then promptly follow through.

Email (BHE)

Email is a great communications tool. However, it is important that the Board not develop a habit of significant email exchanges between enough members to constitute a quorum of a committee or of the Board. Deliberation is, in general, to be conducted in public. Care must be taken to avoid using email exchanges in place of public discussion.

If you are using a school email address, nearly all emails can be requested by the public or media under Right to Know laws. Similarly, communications made from a public officer's personal email account or from a home computer or personal device, if made for the purpose of carrying out a governmental function, may constitute a "public record" under the Right to Know law. (NH RSA 91:A) , which may be subject to disclosure. Your online communications may also become public as well, even with privacy settings set to "friends only." If you don't want your conversations to become front-page news, then don't have them online.

Confidentiality

Most employee personnel issues or information contained in student educational records are considered confidential. Also, the information discussed in a non-public session (BEC), is confidential. The Board may call a non-public session (RSA 91-A,3 II) only on the following subjects: personnel, negotiations, legal. Some examples of topics might include:

- Matters that will imperil the public safety if disclosed
- Discussions involving proposed, pending, or current litigation
- Collective bargaining and related negotiations
- The medical, financial, credit, or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person or corporation
- The proposed acquisition, sale, or lease of real property or the proposed acquisition, sale, or exchange of securities, but only when their value would be substantially affected by publicity

In explaining your inability to comment about a particular confidential issue, members may state that the Board is restricted by law, Board policy, and/or the school Board code of ethics from disclosing any such information.

Members should be aware that public disclosure of information shared at a meeting with the school attorney may result in violating attorney-client privilege and open the Board to liability. The latter can be financially devastating.

Conflicts of Interest (BCB)

A Board member shall not participate in, or influence in any way, the discussion, bid specifications, or vote on any contract, service, collective bargaining issue, or personnel matter, where the Board member has, or appears to have, a direct personal and/or pecuniary interest. If a Board member is aware of a conflict, they must disclose that conflict and restrain from participating in debate on the topic and abstain from voting.

III. Budget

Preparation

The District budget is based on the fiscal year for July 1 to June 30. The administrative team reviews expenditures of the present year for comparison to the proposed budget for the next fiscal year, which is received from the finance and business office. This process begins in the early fall of each year. The Board provides guidance and direction to the administration, who presents a budget to the Board.

Management of the Budget

The Superintendent, under the direction of the board, acts as the overseer of the District's budget. Financial reports are provided to the Board at regular Board meetings for review.

School Visits/ Board Members as Parents

School principals and staff welcome visits by school board members and visiting schools is encouraged. Prior to visiting a school, the board member should contact the Superintendent and the school principal to schedule a date and time. This provides the board member the opportunity to determine any events that might be taking place at the school as well as communicate the expected length of time for the visit.

Once arriving at the school, the board member should sign in at the front office and ask the person at the front desk to let the principal know of their arrival. When leaving remember to sign out.

While members of the Board have no authority as individuals, it is sometimes difficult for staff members to see them as ordinary parents, therefore:

- Board members should make it clear that they are acting as a parent
- Board members should not request nor accept extraordinary consideration for their student
- Board members follow the same chain of command as non-board members

Notification of Critical Information

If an incident is deemed to be of a critical nature, information will be e-mailed to the board members directly from either the superintendent or administrative assistant to the superintendent; or their designee. Should Board members desire a follow-up or any further information, they should contact the superintendent directly. In many instances, this might be confidential information.

Assignment of School Board Members to Committees

At the organizational meeting, usually the first meeting in March following the election, the Chair will ask for members to provide their top 3 choices for committee assignments. The Chair will review those requests and assign members to various standing and ad hoc committees, as needed. If there are items that require a Board vote, the committee chair will bring the vote forward as part of the minutes. If it's a matter of more far-reaching import, the chair can ask to have it added to the agenda of a Board meeting.

Workshops

The board, by policy, does not take action at workshops. Minutes of the workshops will be provided by the administrative assistant to indicate the beginning and ending times, date, location, attendees and subjects discussed.

Workshop minutes will be in the agenda of the next regular board meeting submitted for approval by the board and filed.

IX. School Board Meeting Expectations

Participation

Board members will self-monitor their participation in discussions to balance opportunities for each board member to participate equally in all discussions.

Agenda (BEDB)

The Superintendent shall prepare all agendas for meetings of the Board. In doing so, the Superintendent shall consult with the Board. Any member has a right to place an item on the agenda. The Board is not bound to discuss every agenda item.

Standards

As necessary, the board chairperson will enforce the meeting standards. Members should refrain from texting and emailing during board meetings.

Focus

Through active listening, board members will remain focused on discussions. Board members will enhance efficiency of meetings by keeping discussions within the context of the agenda item and avoiding sidebar conversations.

Items Introduced by the Board (Committee Reports)

Committee reports will be presented by the committee chair or other member. These reports serve to keep the members advised on the status of committee actions and any items that will be coming before the Board. Any items requiring a vote of the Board will be noticed.

Continuous Improvement

The Board will utilize self-evaluating tools to ensure the continual improvement of board processes (e.g. plus/delta or periodic use of self-evaluation instruments).

Strategic Focus

Board members will maintain a strategic, systems perspective in their discussions. Discussions will remain "above the line" and focus on "big picture" requirements for the success of all ConVal Schools and all ConVal Students.

Preparation for the Meeting

Board members will read the agenda, and supporting documents, gather information and ask questions prior to meetings to optimize meeting efficiency.

The board and superintendent have agreed to a transparent ("no surprises") way of work. Topics that a board member would like to have discussed should be shared with the superintendent and the chair. Together a decision will be made as to the best way to address the topic.

X. Maintenance of School Board Policy:

School board policies are available on-line at: <https://schoolboard.ConValisd.net/District-policy-sections/District-policies/> Upon approval at a regularly scheduled meeting, new school board policies shall be promptly included in the online version of the School Board Policy Manual by the superintendent, or designee. New or amended policies can be found on the Policy Committee Agenda, and once adopted, listed on the school board policy page of the ConVal Schools website under "District Policies."

XI. Request for Information/Data

Requests for general information should be requested through the Superintendent using the board request email. Requests should not be made directly to principals or other District staff. The board member should consider the following: Will this request require excessive time, or will the information require additional staff to gather and compile, or require an expenditure of funds?

A board member can also ask for an agenda item to be added to a board meeting or workshop. This request should be made through the board chair.

The Superintendent and School Board Attorney

The superintendent, according to NH RSA, is responsible for the administration and management of the schools and for the supervision of instruction in the District. The school board attorney will act as the legal advisor to the board, the superintendent and the District. The superintendent will perform the duties as described in the employment contract and job description, and those prescribed by law and board policy.

XIV. Evaluation of the Superintendent (AFB)

The Superintendent of Schools

Each board member will complete the evaluation instrument for the superintendent, per the terms of the employment contract.

A compilation of the evaluation will be presented at a board workshop or board meeting.

XV. Roles & Responsibilities

Powers and Duties of the School Board

The powers and duties of the school board are described in New Hampshire state statutes (RSA). Board action shall be taken only in open meetings that comply public notice standards and the public's ability to participate contemporaneously. Board members as individuals shall not exercise authority over the District, its property, or its employees. Except for appropriate duties and functions of the Board Chair, an individual member may act on behalf of the Board only with the express authorization of the Board. Without such authorization, no individual member may commit the Board on any issue.

The School Board shall (BBA):

- approve the vision and mission for the District
- approve District strategic directions and strategic goals
- align resources
- establish accountability measures
- monitor progress toward the goals
- incorporate continuous improvement
- build a positive culture (BCA)
- form collaborative relationships necessary to achieve the District goals

Expectations of the Board Members

The School Board Members will:

- comply with NH DOE and NH State and all Applicable Federal Law
- provide leadership to assure the effective and efficient operation of the public school system
- practice open, honest communication
- demonstrate positive body language during meetings
- address team members respectfully in all meeting and workshops
- use appropriate titles during board meetings
- be a support system to the chairperson
- adhere to the School Board's code of ethics (BCA)
- commit time to gain necessary knowledge and maintain a team relationship

Each school board member is strongly encouraged to attend the NH School Boards Association (NHSBA) conferences and trainings.

Our attorney has prepared the following guide for Board members:

http://www.wadleighlaw.com/wp-content/uploads/dlm_uploads/2015/02/School-Board-an-Overview-of-the-Legal-Responsibilities-of-a-Board-Member.pdf

The School Board Chairperson will:

- preside over all board meetings following Robert's Rules of Order

- prior to each board meeting communicate with the superintendent to discuss the agenda in order to maximize the meeting's efficiency and productivity
- work collaboratively with the superintendent to plan, organize, and facilitate the board workshops, retreats, and leadership discussions
- be accessible and work with the board as a whole using effective and regular communication.
- be responsible for promoting a cooperative team atmosphere among the superintendent, board members, board attorney and SAU staff
- be expected to attend the NHSBA chairmanship training
- ensure that every effort is made to inform and include the entire board when emergency decisions must be made
- be responsible for ensuring appropriate responses are sent to all correspondence
- appoint ad hoc committees, as needed, with board input
- set aside personal views when speaking or answering correspondence on behalf of the board
- conduct the new board member orientation with the vice chairperson
- ensure all board members have a current copy of the School Board Operating Procedures Manual

The School Board Vice Chairperson will:

- preside over meetings and workshops in the absence of the chairperson
- participate in the new board member orientation
- accept the duties as delegated by the chairperson
- initiate updating the School Board Operating Procedures Manual annually
- serve as the spokesperson in the absence of the chairperson

Expectations of the Superintendent

The Superintendent will:

- comply with all laws, rules and regulations as appropriate for the ConVal School District
- work collaboratively, as a member of the leadership team to achieve the vision and mission of the District
- provide the leadership necessary to implement the District's long-range strategic plan and short term goals
- manage the District within the parameters established by board policy
- practice open and honest communication with board members collectively in a timely, thorough, and proactive manner
- communicate effectively with all stakeholders
- develop meaningful partnerships with the community
- develop the agenda for board meetings in partnership with the chair, and provide additional information as needed
- present the strategic plan to the board annually for discussion and vote

Expectations of the School Board Attorney

The School Board Attorney will:

- work directly with the Superintendent on school District legal matters.
- comply with all laws, rules and regulations as appropriate for the ConVal School District
- act as legal advisor to the board, superintendent and District
- represent the school board should in legal proceedings and policy

Questions to ask.....

Does the topic align with the Mission, Vision, Core Values or Strategic Goals of the District?

Does the topic provide an opportunity for discussion and input for the board's decision?

Is the topic strategic and related to policy, governance and/or oversight of District operations?

Is the topic an emergency?

Flowchart: process for placing a topic on the school board agenda

School Board Workshop Topic Request Form

Today's Date: _____

Topic: _____

Requested by: _____

Please check the area(s) this topic relates to:

____ District Strategic Directions:

____ Student Achievement

____ Learning in a Safe Environment

____ Equity and Excellence for All

____ Career- and College- Readiness

____ Effective Efficient Operations

____ Policy

____ Board Governance

____ Federal/State mandates

Questions or Concerns:

Desired Outcome:

Next Steps:

_____ Information provided is sufficient

_____ Refer to superintendent for additional information

_____ Board member will have further discussion with the superintendent or his/her designee

_____ Schedule the topic for a board workshop

BDE – Committees and School Board Member Special-Duty Assignments

ConVal School Board

Category: O

Standing Committees Purpose

The ConVal School Board utilizes standing committees to consider issues, proposals, and tasks in a smaller venue to allow members to delve more deeply into issues than may be possible at full School Board meetings. The committee structure is an efficient way of allowing for more thorough consideration of policy proposals, constructing budgets, initiating new programs, reviewing curricular issues, monitoring of progress toward Board goals, and Board communication. The committees may initiate and investigate any matter within their scope of responsibility and jurisdiction. All recommendations of these committees should represent a majority vote of committee members. No vote or discussion of a standing committee will constitute the establishment of School Board policy unless so authorized by Board action at a public meeting. Additional committees may be created, or existing committees dissolved, by a vote of the Board at the annual Board organizational meeting following the annual Board election.

The following committees currently exist as part of the governance of the Board:

- Budget and Property
- Education
- Policy
- Strategic Planning
- Communication
- Equity
- Selectmen's Advisory Committee

Committee Organization

Each committee should have at least four members. The Chair of the Board, in consultation with Board members, makes committee appointments annually. These appointments are for a term of one year. All appointments will be made promptly after each Board election. An organizational meeting of each committee will be held annually promptly after each Board election and the announcement of committee appointments by the Board Chair. A Chair for the committee will be selected annually by the appointed members of the committee at the organizational meeting of the committee. Any Board member may attend and participate in any committee meeting at any time. However, the voting members of each committee will be limited to those who have been appointed. All committee meetings shall be posted to all Board members, the Superintendent, and the public.

Committee Administration

The Superintendent or designee shall attend committee meetings whenever possible, as non-voting members. The Chair of the committee is responsible for prioritizing issues, setting meeting agendas, dates, and times, and shall be responsible for records of the meetings. Copies of these records will be maintained on file in the Board office. The Chair of each standing committee shall be responsible for reporting on the committee's business at the full Board meeting. No vote shall be taken by a committee unless there is a quorum of those eligible to vote present.

Committee Responsibility and Jurisdiction

Each committee of the Board will be charged with a specific scope of responsibility and jurisdiction. This charge of responsibility and jurisdiction will be reviewed and confirmed annually by the Board following the organizational meetings of all committees. Each committee Chair may periodically initiate review and adjustment of the committee's charge of responsibility and jurisdiction when deemed appropriate; any change to a committee charge of responsibility and jurisdiction must be approved by the School Board. All committee charges of responsibility and jurisdiction will be posted on the School Board's website. A committee of the Board shall not appoint a committee of that committee without approval of the Board.

School Board Member Special Duty Assignments

Special Duty Assignment Purposes

Individual Board members may be designated to fulfill special assignments on behalf of the whole Board to facilitate the efficient, or confidential, completion of Board responsibilities.

Special Duty Assignments

The following special duty assignments will be made to facilitate Board governance:

- Negotiations
- Student Discipline
- Employee Grievance
- Food Service
- Review of the Manifest
- Representative to the New Hampshire School Board Association (NH SBA) Delegate Assembly

Special Duty Assignment Procedures

The Chair of the Board, in consultation with Board members, makes special duty appointments annually. These appointments are for a term of one year. All appointments will be made promptly after each Board election. The committees on Negotiation, Employee Grievance, or Student Discipline are not open to participation by Board members who have not been appointed. Nor are meetings of the Negotiations, Employee Grievance, or Student Discipline committee meetings open to the public.

Board members appointed to fulfill a special duty assignment will report to the full Board as requested to do so by the Board Chair.

Board member(s) designated to review the Manifest prior to each Board meeting will bear the responsibility of recommending approval of the Manifest at the Board meeting.

The Board member appointed as the representative of the ConVal School Board to the NHSBA Delegate Assembly will review all proposals with the Board prior to the annual Delegate Assembly and seek Board advice regarding their vote at the Delegate Assembly.

Ad-Hoc Committees of the Board

Ad hoc committees of the Board may be appointed by the Chair of the Board. The function of the ad hoc committee will be to study specific issues for a specifically limited period of time, and if appropriate, to make recommendations to the full Board for approval. The dates, times, and

location of ad hoc committee meetings will be made public and the meetings will be open to all members of the Board. No vote or discussion of an ad hoc committee will constitute the establishment of Board policy, unless such authority is granted by the School Board at a public meeting.

Ad Hoc Committees with School Board Members

The School Board may form committees with members of the public, students, parents, and/or employees to do specific tasks and make recommendations to the Board. The Board Chair may appoint members of the School Board to such ad hoc committees. Meetings of ad hoc committees must be properly posted and open to the public. Board members not appointed by the Board Chair may attend and participate in ad hoc committee meetings but may not be voting members of the ad hoc committee. The Board will establish the charge of the scope of responsibility for such ad hoc committees. Such ad hoc committees are advisory and have only such authority as specified by the Board. The Board will receive reports or recommendations from an ad hoc committee at the direction of the Board Chair. A record must be kept of the proceedings of each meeting of an ad hoc committee. That record must be approved by the membership of the ad hoc committee and kept on file at the Board offices. The Board retains the right and has the duty to make all final decisions related to such reports or recommendations of an ad hoc committee. The Board reserves the right to limit, create or dissolve an ad hoc committee at any time as it deems appropriate.

First Read:

Second Read:

Adopted:

BDE - COMMITTEES AND DELEGATES

(Download policy)

Category R

The Board may have the following standing committees as deemed necessary:

1. Building and Maintenance
2. Extracurricular
3. Policy
4. Finance/Audit
5. Transportation
6. Negotiations

Standing and special committees and delegations shall be appointed by the Chairperson of the Board and approved by vote of a majority of the Board. Committees will meet as needed on problems pertaining to said committee and will make recommendations for action by the full Board.

Reviewed: February 2004

Revised: July, 1998