

**Rochester School Board
Policy Committee Minutes
School Department Board Room
July 27, 2017**

Members Present:

Mr. Thomas O'Connor, Chair
Mr. Travis Allen
Mrs. Jennifer Bryant
Ms. Nichole Guptel

Members Absent:

Mr. Matthew Pappas
Mr. Raymond Turner
Mr. Robert Watson

Also Present:

Mr. Michael Hopkins
Mr. Kyle Repucci
Guests

Mr. O'Connor called the meeting to order at 6:00 p.m.; Ms. Guptel and Mrs. Bryant were appointed to serve on the Policy Committee by the Chair to establish a quorum for this meeting.

Ms. Guptel moved, second by Mr. Allen, to approve the minutes of the May 18, 2017 meeting. The motion passed unanimously.

Policies for 2nd Reading

Mr. Allen moved, second by Mrs. Bryant, to recommend to the Board for second reading and approval policy BDA-1, Broadcasting/Taping of Board Meetings Televising Rochester School Board Meetings. The motion carried unanimously.

Ms. Guptel moved, second by Mr. Allen, to recommend to the Board for second reading and approval policy BDDC, Agenda Preparation and Dissemination. The motion carried unanimously.

Mr. Allen moved, second by Mrs. Bryant, to recommend to the Board for second reading and approval policy BDDG, Minutes. The motion carried unanimously.

Mrs. Bryant moved, second by Mr. Allen, to recommend to the Board for second reading and approval policy BDDH, Public Participation at Board Meetings. The motion carried unanimously.

Tabled Policy – BDC, Non-Public Sessions

Mr. Allen moved, second by Mrs. Bryant, to take policy BDC, Non-Public Sessions off the table. The motion carried unanimously.

Mr. Allen moved, second by Mrs. Bryant, to recommend to the Board for first reading and review policy BDC, Non-Public Sessions. The motion carried unanimously.

Policies for 1st Reading

Mrs. Bryant moved, second by Mr. Allen, to recommend to the Board for first reading and review policy BEAB, School Board Meeting Cancellations as amended. The motion carried unanimously.

Mr. Allen moved, second by Mrs. Bryant, to recommend to the Board for first reading and review policy BF, Board Policy Development. The motion carried unanimously.

Ms. Guptel moved, second by Mr. Allen, to recommend to the Board for first reading and review policy BFCA, Board Review of Regulations. The motion carried unanimously.

Mrs. Bryant moved, second by Ms. Guptel, to recommend to the Board for first reading and review policy BFE, Administration in Policy Absence. The motion carried unanimously.

Mrs. Bryant moved, second by Mr. Allen, to recommend to the Board for first reading and review policy BFG, Policy Review and Evaluation. The motion carried unanimously.

Mr. Allen moved, second by Mrs. Bryant, to recommend to the Board for first reading and review policy BH, Issuance of High School Diplomas. The motion carried unanimously.

Public Comment

None

Other

Mr. Hopkins reported that as a follow-up to the Committee's request he met with the Middle School and High School administrators to review the Student Dress Code; the dress code at both schools is quite similar. Reinforcing the dress code is found to be difficult at both schools. Four primary issues are tank tops, shorts, skirts and pants with holes; it is difficult to shop for and find shorts that meet the dress code. It is important to have some type of policy or guideline in place to prevent student attire going to extremes. The administration is looking at the dress code and updates that may be made.

Mr. Allen requested that the policy associated with the early dismissal from school procedure, related to student's who walk to and from school, be reviewed. If a parent gives permission for the student to be dismissed, there should be the option to allow the student to walk home or a specific destination. Mr. Hopkins will bring the policy to the next meeting for review and language change.

Adjournment

Mrs. Bryant moved, second by Mr. Allen, to adjourn at 6:12 p.m. The motion passed unanimously.

Respectfully submitted,

Mr. Thomas O'Connor, Chair

**BROADCASTING/TAPING OF BOARD MEETINGS
TELEVISIONING ROCHESTER SCHOOL BOARD MEETINGS**

I. Purpose

The School Board of SAU 54, the Rochester Public Schools, believes that communications with the many varying constituencies that the school district serves is very important. Televising school board meetings is one of the methods of communication available to the Board. Televising is intended to provide additional information to the community's citizens while also increasing the school district's visibility in the community.

II. General Statement of Policy

It shall be the policy of the Rochester School Board that its regular, special and committee meetings be broadcast and digitally recorded for the education and information of the community's citizenry. The digital recording is for information only and is not part of the official record of the School Board's proceedings. There shall normally be no editing of the School Board meetings, other than to add titles or credits. If editing is deemed to be in the public or school district interest, the edited version shall receive approval of the School Board prior to the broadcast of the edited version.

III. Official Record

The official record of the Rochester School Board is the School Board meeting minutes as recorded and submitted by the Clerk of the School Board for the approval of the School Board at a subsequent Board meeting. The digital recording and its contents are the property of the school district.

IV. Availability of Electronic Media

Recordings of school board meetings will normally be available for public download and viewing on the Rochester School Department web site.

A copy of a digital recording shall be made by an authorized school employee or designee. The cost of such copy shall be paid by a requesting person and the cost shall reflect first, the hourly rate for a school employee or authorized person, second, the district's administrative cost, and third, the cost of materials used to make the videotape. Payment shall be rendered before the copy is released.

V. Malfunctions and Omissions

The broadcasting and re-broadcasting processes are comprised of and dependent upon human and mechanical interactions and as well as supportive systems. The system that the School District uses has no backup or alternate power sources.

It is acknowledged that the audio equipment may record imperfectly. Speakers may not speak directly into microphones and, since it is not possible to monitor voice transmission, it will not be known whether or not the voice recording has captured the speaker's words.

In the event of a power failure, equipment malfunction, operator error, or the quality of the videotape, the school district will not be responsible for videotaping the meeting.

Adopted: March 12, 2009

Amended: April 12, 2012

Policy Committee Review: May 18, 2017; July 27, 2017

BDDC

AGENDA PREPARATION AND DISSEMINATION

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

Items to be placed in the agenda should be in the hands of the Superintendent on or before the seventh day preceding the meeting. Items not included in the agenda may be brought before the meeting provided it is agreed to by the Board.

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 sole discretion of the Superintendent.

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 and voting. 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.

The agenda, together with supporting materials, shall be distributed to Board members, sufficiently prior to the Board meetings, if at all possible, to permit them to give items of business careful consideration. The agenda shall also be made available to the press and others upon request.

The agenda will be posted at the City Hall, on the District website and the foyer of the Superintendent's Office, in accordance with RSA 91-A:2.

Adopted: April 8, 1993

Amended: June 12, 2008

Policy Committee Review: May 18, 2017; July 27, 2017

BDDG

MINUTES

The secretary shall keep a record of the actions of Board meetings. The minutes of the Board shall be kept in an official minute book and shall be a record of such actions, including 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 minutes of a meeting shall be sent to the members of the Board before the meeting at which they are to be approved.

Minutes are posted and marked as draft until approved by the Board or Committee. Corrections in the minutes may be made at the meeting at which they are to be approved. Permanent minutes shall be signed by the secretary upon approval and transcription.

Each Committee shall approve the minutes of the previous meeting at the next meeting of said Committee.

All minutes shall be kept in accordance with RSA 91-A:2, RSA 91-A:3 (III), and RSA 91-A:4. Said minutes will be promptly made available for public inspection and/or copying, except as may be prohibited or exempted by RSA 91-A:5.

Adopted: April 8, 1993
Board Review/Approved: July 10, 2008
Amended: July 8, 2010
Policy Committee Review: May 18, 2017; July 27, 2017

BDDH

PUBLIC PARTICIPATION AT BOARD MEETINGS

The Board desires citizens of the district to attend its sessions so that they may become better acquainted with the operation and programs of the schools and that the Board may have opportunity to hear the wishes and ideas of the public. All official meetings of the Board shall be opened to the press and public. However, the Board reserves the right to meet and to adjourn or recess a meeting at any time to discuss such matters as are properly considered in non-public session in accordance with 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, conduct its meetings properly and efficiently, the Board adopts as policy the following procedures and rules pertaining to public participation at Board meetings.

1. Anyone wishing to speak before the Board, either as an individual or as a member of a group, should inform the School Board Chair or Superintendent of the desire to do so and of the topic to be discussed prior to the meeting.
2. Any individual desiring to speak shall give his or her name, address, and the group, if any, that is represented.
3. The presentation should be as brief possible. Written remarks are encouraged. In no event should more than 30 minutes be set aside for public participation. The Board may motion to extend the Public Participation beyond 30 minutes.
4. Speakers are requested to limit their comments to 5 minutes; they may offer such objective criticisms of school operations and programs as concern them. But in a public session, the Board will not hear personal complaints of school personnel nor against any person connected with the school system. Other channels are provided for Board consideration and disposition of legitimate complaints involving individuals.
5. At Committee meetings the public may be recognized by the Committee Chair to comment or ask questions about an agenda item.

The Board vests in its Chair or other presiding officer authority to terminate the remarks of any individual, when he/she does not adhere to the rules established above as to content or time limitation.

Persons appearing before the Board are reminded, as a point of information 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 may be deferred.

Adopted: April 8, 1993

Amended: July 10, 2008

Amended: January 8, 2015

Policy Committee Review: May 18, 2017; July 27, 2017

BDC

NON-PUBLIC SESSIONS

The School Board reserves the right to enter non-public session, closed to the public and media, by an affirmative, roll call vote by a majority of the members present. As required by RSA 91-A:3, the motion calling for a non-public session will indicate the nature of the items to be discussed.

The Board may entertain a motion to hold a non-public session only for the following purposes, which purposes shall be stated as part of the motion:

- (1) The dismissal, promotion, compensation, disciplining, or investigation of changes of a public employee;
- (2) The hiring of any person as a public employee;
- (3) Matters that would adversely affect the reputation of any person, other than a member of the board;
- (4) Consideration of the acquisition, sale, or lease of real estate or personal property;
- (5) Consideration of pending claims or litigation against the school district; and
- (6) Consideration of matters relating to the preparation for any carrying out of emergency functions.

All discussions held and decisions made during non-public session shall be confined to the matters set out in the motion.

No official, final action may be taken by the board at a non-public session except in accordance with RSA 91-A:3. In order to act upon most items considered at a non-public session, the Board will convene or reconvene in open session. Minutes shall be kept of the non-public session. The record of all actions shall be promptly made available for public inspection (within 72 hours), except that minutes and decisions reached in non-public session may be sealed if, by recorded vote of two-thirds (2/3) of the members present, it is determined that divulgence of the information likely would affect adversely the reputation of any person other than a member of the School Board itself, or render the proposed action ineffective.

Board members and any persons attending a non-public session are duty-bound not to disclose any details of the discussion held.

The Superintendent and/or his/her designated representative may attend all non-public sessions except those which pertain to the Superintendent's employment.

Adopted: April 8, 1993

Amended: June 12, 2008

School Board Reviewed/Approved: July 14, 2011

Policy Committee Review: May 18, 2017 (*tabled*); July 27, 2017

BEAB

SCHOOL BOARD MEETING CANCELLATIONS

~~Any full Board or Committee meeting will not be canceled.~~ The Board Chair and Superintendent may consider a meeting cancellation or postponement if the Governor has declared a State of Emergency or another valid reason.

If it appears there will not be a quorum of the Committee and/or the Chair and Vice Chair will be unable to attend, the meeting shall be changed to another date. Committee meetings may be cancelled if there are no items on the agenda.

Adopted: May 12, 2011

Policy Committee Review: July 27, 2017

BF

BOARD POLICY DEVELOPMENT

It is the intent of the School Board to develop policies and put them in writing so that they may serve as guidelines and goals for the successful and efficient functioning of our public schools.

The Board considers policy development its chief function, along with providing the wherewithal such as personnel, building, materials, and equipment for successful administration, application, and execution of its policies.

The Board accepts the definition of policy set forth by the National School Boards Association:

Policies are principles adopted by the School Board to chart a course of action. They tell what is wanted; they may include why and how much. Policies should be broad enough to indicate a line of action to be followed by the administration in meeting a number of problems but narrow enough to give clear guidance. Policies are guides for action by the administration, who then sets the rules and regulations to provide specific directions to school district personnel.

It is the Board's intention that its policies serve as sources of information and guidance for all people who are interested in, or connected with, the public schools.

The policies of the Board are framed, and are meant to be interpreted, in terms of New Hampshire laws, rules and regulations of the State Board of Education, and all other regulatory agencies, within our local, county, state, and federal levels of government. The policies are also framed, and are meant to be interpreted, in terms of those educational objectives, procedures, and practices which are broadly accepted by leaders and authorities in the public education field.

Changes in needs, conditions, purposes, and objectives will require revisions, deletions, and additions to the policies of present and future boards. The Board will welcome suggestions for ongoing policy development.

The Board, representing the people of the district, is the legislative body which determines all questions of general policy to be employed in the conduct of the public schools.

Action on such proposals, whatever their sources, is taken finally by the Board after receiving the recommendation of the Superintendent. The Superintendent bases his/her recommendations upon the outcomes of study and upon the judgment of the professional staff and appropriate study committees.

Adopted: April 8, 1993
Board Review/Approved: July 10, 2008
Policy Committee Review: July 27, 2017

BFCA

BOARD REVIEW OF REGULATIONS

The Board reserves the right to review and rescind administrative regulations should they, in the Board's judgment, be inconsistent with the policies adopted by the board.

Adopted: April 8, 1993
Board Review/Approved: July 10, 2008
Policy Committee Review: July 27, 2017

BFE

ADMINISTRATION IN POLICY ABSENCE

In the absence of established School Board policy or School Board direction, the Superintendent of Schools shall assume responsibility for whatever decision or action is taken. In such instances principals or other administrative or instructional personnel shall gain the approval of the Superintendent before taking any action.

In situations which arise within the schools where the Board has provided no guides for administrative action, the Superintendent shall have power to act, but his/her decisions shall be subject to review and ratification by action of the Board at its regular meeting. It shall be the duty of the Superintendent to inform the Board promptly of such action and of the need for policy.

Adoption Date:	April 8, 1993
Board Review/Approved:	July 10, 2008
Policy Committee Review:	July 27, 2017

BFG

POLICY REVIEW AND EVALUATION/MANUAL ACCURACY CHECK

In an effort to keep its written policies up-to-date so that they may be used consistently as a basis for Board action and administrative decision, the board will review its policies on a continuing basis.

The Board will evaluate how the policies have been executed by the school staff and weigh the results. It will rely on the school staff, students, and the community for providing evidence of the effect of the policies which it has adopted.

The Superintendent is given the continuing commission of calling to the Board's attention all policies that are out of date or appear to need revision for other reasons.

The Board directs the Superintendent to keep the Board Policy Book updated; disseminating updates and amendment to Board members, the Public Library, Central Office Board Policy Book; and continually update the on-line Policy Book.

Adopted: April 8, 1993
Amended: July 10, 2008
Policy Committee Review: July 27, 2017

BH

ISSUANCE OF HIGH SCHOOL DIPLOMAS

High School Graduation ceremonies will be unique to each school. Programs are to be developed by the Principal/Administrator and reviewed by the Superintendent. Participation by school administrators and School Board members is highly encouraged.

Presentation of diplomas to the graduates shall be restricted to the School Principal or Administrator, the Rochester and Wakefield Superintendent, and Rochester and Wakefield School Board members.”

Adopted: January 10, 2013

Policy Committee Review: July 27, 2017