

**Rochester School Board
Policy Committee Minutes
School Department Board Room
August 17, 2017**

DRAFT

Members Present:

Mr. Thomas O'Connor, Chair
Mr. Matthew Pappas
Mr. Raymond Turner
Mr. Robert Watson

Members Absent:

Mr. Travis Allen

Also Present:

Mr. Michael Hopkins
Mr. Kyle Repucci
Mrs. Nichole Danforth
Guests

Mr. O'Connor called the meeting to order at 6:00 p.m. with a quorum present.

Mr. Pappas moved, second by Mr. Turner, to approve the minutes of the July 27, 2017 meeting. The motion carried unanimously.

Policies for 2nd Reading

Mr. Pappas moved, second by Mr. Turner, to recommend to the Board for second reading and approval policy BDC, Non-Public Sessions. The motion carried unanimously.

Mr. Pappas moved, second by Mr. Turner, to recommend to the Board for second reading and approval policy BEAB, School Board Meeting Cancellations. The motion carried unanimously.

Mr. Pappas moved, second by Mr. Turner, to recommend to the Board for second reading and approval policy BF, Board Policy Development. The motion carried unanimously.

Mr. Pappas moved, second by Mr. Turner, to recommend to the Board for second reading and approval policy BFCA, Board Review of Regulations. The motion carried unanimously.

Mr. Pappas moved, second by Mr. Turner, to recommend to the Board for second reading and approval policy BFE, Administration in Policy Absence. The motion carried unanimously.

Mr. Pappas moved, second by Mr. Turner, to recommend to the Board for second reading and approval policy BFG, Policy Review and Evaluation as amended. The motion carried unanimously.

Mr. Pappas moved, second by Mr. Turner, to recommend to the Board for second reading and approval policy BH, Issuance of High School Diploma. The motion carried unanimously.

Polices for 1st Reading/Review

Mr. Pappas moved, second by Mr. Turner, to recommend to the Board for first reading policy BHB, Board Member Development Opportunities. The motion carried unanimously.

Mr. Pappas moved, second by Mr. Watson, to recommend to the Board for first reading policy BHE, Board Member Insurance. The motion carried unanimously.

Mr. Pappas moved, second by Mr. Turner, to recommend to the Board for first reading policy BI, School Board Legislative Program. The motion carried unanimously.

Mr. Pappas moved, second by Mr. Watson, to recommend to the Board for first reading policy BJ, School Board Memberships. The motion carried unanimously.

Mr. Pappas moved, second by Mr. Turner, to recommend to the Board for first reading policy BJA, Liaison with School Board Associations. The motion carried unanimously.

Public Comment

None

Other

Mrs. Amy Malone stated that Rochester Middle School and Spaulding High School should have similar dress codes; she would like Administration to look at the approach and words used when dress code violations are being addressed. Mr. Robert Watson stated that he would like faculty, staff and students to have input before changes are made to the dress code.

Adjournment

Mr. Pappas moved, second by Mr. Watson, to adjourn at 6:18 p.m. The motion passed unanimously.

Respectfully submitted,
Mr. Thomas O'Connor, Chair

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; August 17, 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; August 17, 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; August 17, 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, August 17, 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; August 17, 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; August 17, 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; August 17, 2017

BHB

BOARD MEMBER DEVELOPMENT OPPORTUNITIES

Funds shall be budgeted annually to support Board member development opportunities. Board members shall be reimbursed for reasonable out-of-pocket costs incurred through participation in approved activities. The registration and mileage, at the federal mileage rate, shall be paid for NHSBA events within the State.

The Board as a whole shall retain the authority to approve or disapprove the participation of members in planned activities. The public shall be kept informed through the news media about the Board's continuing in-service education and about the programs anticipated for short and long-range benefits to our schools.

The Board regards the following as the kinds of activities and services appropriate for implementing this policy:

1. Participation in School Board conferences, workshops, and conventions held by the State and National School Boards Associations.
2. District-sponsored training sessions for Board members.
3. Subscriptions to publications addressed to the concerns of Board members.

Any and all expenditure requests shall be submitted in writing to the Board Chair. These requests will be reviewed at the next Regular Board meeting, to be approved or denied at that time.

Adopted:	April 8, 1993
Board Review/Approved:	July 10, 2008
Amended:	May 12, 2011
Policy Committee Review:	August 17, 2017

BHE

BOARD MEMBER INSURANCE

Because they are members of an agency of government whose powers and duties can only be exercised by a decision of the majority of Board membership when the Board is officially in session, the members of the Board and its employees act as agents of the Board. None of these individuals should be placed in a position of personal liability for the performance of the responsibilities vested in them by the voters of the district and the state and federal governments.

Therefore, in order to protect the individual members of the Board, its agents, and the educational interests of the community, the Board will purchase from public school funds, in the absence of governmental immunity, or in addition to governmental immunity, adequate insurance to indemnify Board members and agents of the Board for their official actions in the service of the school agents or the school district.

Legal Reference: RSA 31:104, and 107

Adopted: April 8, 1993
Board Review/Approved: July 10, 2008
Policy Committee Review: August 17, 2017

BI

SCHOOL BOARD LEGISLATIVE PROGRAM

The Board must operate within the bounds of state and federal law affecting public education. If the Board is to meet its responsibilities to the residents and students of the community, it must work vigorously for the passage of new laws designed to advance the cause of good schools and for the repeal or modification of existing laws that impede this cause. To this end:

1. The Board will develop a legislative program through conferences with the state and national school boards associations.
2. When appropriate, the Board will work for the achievement of common legislative objectives through these associations and with other concerned groups.
3. The Board will also seek both direct and indirect representation of its position on pending with appropriate state and federal legislation and legislative committees.
4. The Board will designate one of its members to serve as legislative representative with the New Hampshire School Boards Association.

Adopted:	April 8, 1993
Board Review/Approved:	July 10, 2008
Policy Committee Review:	August 17, 2017

BJ

SCHOOL BOARD MEMBERSHIP

It is the policy of the School Board to be a dues paying member of the New Hampshire School Boards Association. The Board shall seek to participate as fully as possible in the activities of the New Hampshire and National School Boards Associations. The Chair of the Board shall keep these organizations informed of the Board's concerns and official positions on matters of common interest and concern. It will be represented at meetings of the state association by a duly elected delegate who must be a member of the School Board.

Adopted: April 8, 1993
Board Review/Approved: July 10, 2008
Policy Committee Review: August 17, 2017

BJA

LIAISON WITH SCHOOL BOARD ASSOCIATIONS

The Board instructs the secretary to keep the Board fully informed of the affairs of the New Hampshire and National School Boards Associations and, conversely, to keep these organizations informed, as directed from time to time, of the Board's concerns and official positions on matters of common interest and concern.

In addition to desiring informational liaison between itself and the school boards associations, the Board is also desirous of being officially represented in associational affairs through the election of delegates and/or observers to the governing assemblies of these organizations.

Adopted: April 8, 1993
Board Review/Approved: July 10, 2008
Policy Committee Review: August 17, 2017