

**Rochester School Board**  
**Policy Committee Agenda**  
December 17, 2020  
6:00 PM

1. Pledge of Allegiance
2. Approval of the November 19, 2020 Minutes
3. Policies for 1<sup>st</sup> Reading:
  - BF – Board Policy Development (*re-lettering, now BG*)
  - BFCA – Board Review of Regulations (*re-lettering, now BGD*)
  - BFG – Policy Review and Evaluation/Manual Accuracy Check (*re-lettering, now BGC*)
  - BHB – Board Member Development Opportunities (*re-lettering, now BIB*)
  - BFE – Administration in Policy Absence (*no changes*)
  - BH – Issuance of High School Diplomas (*no changes*)
4. Policies for 2<sup>nd</sup> Reading:
  - BEA-2 – Broadcasting/Taping of Board Meetings Televising Rochester School Board Meetings (*formerly BDA-1*)
  - BEA-1 – School Board Meeting Cancellations (*formerly BEAB*)
  - BEDJ – Public Participation at Board Meetings (*formerly BDDH*)
5. Public Comment
6. Other
7. Adjournment

Committee Members:

Anne Grassie, Chair  
Thomas O'Connor, Vice Chair  
Nathaniel Byrne  
Sarah Harrington  
Matthew Pappas  
Robert Watson

**Policy Committee Minutes**  
**Rochester School Department - Virtual**  
November 19, 2020  
6:00 PM

DRAFT

**Members Present:**

Mrs. Anne Grassie, Chair  
Mr. Thomas O'Connor  
Mr. Nathaniel Byrne  
Mrs. Sarah Harrington  
Mr. Matthew Pappas  
Mr. Robert Watson

**Members Absent:**

**Also Present:**

Dr. Sandie MacDonald  
Mr. Kyle Repucci  
Guests & Public

Mrs. Grassie called the meeting to order on a roll call at 6:00 p.m. with a quorum present. Members participated in the Pledge of Allegiance.

Mrs. Harrington moved, second by Mr. Pappas, to approve the minutes of the October 15, 2020 meeting. The motion carried unanimously on a roll call vote.

**Policies for 1<sup>st</sup> Reading**

Mr. Watson moved, second by Mr. Pappas, to recommend to the Board for first reading the following policies:

- BDA -1 Broadcasting/Taping of Board Meetings Televising Rochester School Board Meetings (*re-lettering, now BEA-2*).
- BEAB – School Board Meeting Cancellations (*re-lettering, now BEA-1*).
- BDDH – Public Participation at Board Meetings (*re-lettering with revisions, now BEDJ*).

The motion carried unanimously on a roll call vote.

**Policies for 2<sup>nd</sup> Reading**

Mr. Pappas moved, second by Mr. Byrne, to recommend to the Board for second reading and adoption the following policies:

- BBBB – Board Removal from Office (*new*).
- BCA-R – Board Ethics Annual Statement (*new*)
- BDB – Board Officers (*new*)
- BEDD-R – Board Meeting Rules of Procedures and Order (*new, compliments BEDD*)

The motion carried unanimously on a roll call vote

Mr. Pappas moved, second by Mrs. Harrington, to recommend to the Board for second reading and adoption the following policies:

- BCA-1 – Board Ethics Policy Statement (*formerly BBF-E1*)
- BEDD – Rules of Order (*formerly BDD*)
- BDF – Advisory Committees to the Board (*formerly BCB*)
- BEDG – Minutes (*formerly BDDG*)

The motion carried unanimously on a roll call vote.

Mr. Pappas moved, second by Mrs. Harrington, to recommend to the Board for second reading and adoption the following policies:

- BDA – Organization and Meetings (*formerly BCA*)
- BDE – Board Committees & Structure (*formerly BCB*)
- BEC – Non-Public Sessions (*formerly BDC*)

The motion carried unanimously on a roll call vote.

**Public Comment**

None

**Other**

None

**Adjournment**

Mr. Byrne moved, second by Mrs. Harrington to adjourn at 6:10 p.m. The motion carried unanimously on a roll call vote.

Respectfully submitted,

Mrs. Anne Grassie

## **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; September 14, 2017

**BG**

## **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; September 14, 2017

## **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; September 14, 2017

**BGD**

**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; September 14, 2017

## **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,; and continually update the on-line Policy Book.

Adopted: April 8, 1993

Amended: July 10, 2008; September 14, 2017

**BGC**

**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,; and continually update the on-line Policy Book.

Adopted: April 8, 1993

Amended: July 10, 2008; September 14, 2017

## **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; May 12, 2011; October 12, 2017

## **BIB**

### **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; May 12, 2011; October 12, 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; September 14, 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

Board Review/Approved: September 14, 2017

**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  
Board Review/Approved: August 10, 2017

**BEA-1**

## **SCHOOL BOARD MEETING CANCELLATIONS**

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

**Amended:** September 14, 2017

## **BEDJ**

### **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. 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
2. In order to comply with the minute requirements of RSA 91-A:2, II, speakers shall identify themselves clearly for the record. 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. This period may be extended by a majority vote of the Board.
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. 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 or decrease the individual time limit for all speakers.
5. At Committee meetings the public may be recognized by the Committee Chair to comment or ask questions about an agenda item. The Chair will recognize speakers on a first come basis.
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.

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. 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, 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; January 8, 2015; August 10, 2017