

**Monadnock Regional School District & SAU #93**  
**School Board Agenda**  
**December 5, 2023**  
**In-Person Troy Elementary School & Webinar Link 7:00 pm**  
**Join [Zoom](#) Meeting**  
**Meeting ID: 81088118256    Passcode: 667072    Phone:(US) +1 301-715-8592**

The public is encouraged to attend MRSD Board meetings.  
Comments are welcome during the 'Public Comments' portions of the agenda.

*"We collaborate not just to teach, but also to engage and educate every student in our district in an environment that is challenging, caring, and safe, while fostering lifelong learning."*

1. Tour of Troy School 6:30
1. CALL THE MEETING TO ORDER 7:00
2. PUBLIC COMMENTS (15 minutes)
3. #celebrateMRSD
4. MATTERS FOR SCHOOL BOARD INFORMATION & DISCUSSION
  - a. Feedback from Legal Counsel on Sports field signage & sponsorships
  - b. Cheshire Career Center Update
  - c. 2023/24 School Board Goals
    - i. Superintendent Search Update
  - d. Staffing Update
  - e. Student Government Report
  - f. Joint Session Recap
  - g. Proposed Budget Q&A
  - h. Working Session: Begin Draft Warrant Articles
5. MATTERS THAT REQUIRE BOARD ACTION
  - a. \* Approve 2024/25 Capital Improvement Plan
  - b. \* Update 23-24 School Calendar- Election Day 1/23/2024
  - c. \* Policies for 2nd Read:
    - i. ACN- Nursing Mothers Accommodation
    - ii. BEDG- Meeting Minutes
    - iii. BEDC -Quorum/Voting for Full School Board Meetings
    - iv. EBCC- False Alarms, Bomb, Active Shooter and Other Such Threats
  - d. \* Approve the Consent Agenda
    - i. Nov. 7th, 2023 Minutes (public and non-public)
    - ii. Manifest
    - iii. Budget Transfers
6. SETTING NEXT MEETING'S AGENDA
7. PUBLIC COMMENTS (15 minutes)
8. NON-PUBLIC SESSIONS under RSA 91-A:3. II
  - a. \* TBD as needed
9. ADJOURNMENT

*\*Indicates an item requiring action. The order of the agenda is subject to change.*

## SINGLE DISTRICT SCHOOL ADMINISTRATIVE UNITS

**RSA 94-C:3** – Single District School Administrative Units; Exemption. Single district school administrative units shall be considered the same as a single school district and shall be exempt from meeting the requirements of this chapter, except that they shall provide superintendent services pursuant to RSA 194-C:4

## NONPUBLIC SESSIONS

**RSA 91-A:3– II.** Only the following matters shall be considered or acted upon in nonpublic session:

- (a) **The dismissal, promotion, or compensation of any public employee** or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.
- (b) The **hiring** of any person as a public employee.
- (c) Matters which, if discussed in public, would likely adversely affect the **reputation** of any person, other than a member of the public body itself, unless such person requests an open meeting.
- (d) Consideration of the **acquisition, sale, or lease of real or personal property** which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.
- (e) **Consideration or negotiation of pending claims or litigation** which has been threatened in writing or filed by or against the public body or any subdivision thereof, or by or against any member thereof because of his or her membership in such public body, until the claim or litigation has been fully adjudicated or otherwise settled.
- (i) Consideration of matters relating to the **preparation for and the carrying out of emergency functions**, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life.
- (j) **Consideration of confidential, commercial, or financial information** that is exempt from public disclosure under RSA 91-A:5, IV in an adjudicative proceeding pursuant to RSA 541 or RSA 541-A.
- (k) Consideration by a school board of entering into a **student or pupil tuition contract** authorized by RSA 194 or RSA 195-A,
- (l) **Consideration of legal advice provided by legal counsel**, either in writing or orally, to one or more members of the public body, even where legal counsel is not present.

## CALENDAR OF UPCOMING MRSD MEETINGS:

12/5/2023	MRSD/SAU 93 School Board	7:00 pm	Troy Elementary School
12/12/2023	Finance & Facilities Committee	7:00 pm	SAU Conference Room
12/14/2023	Extra-Curricular Committee	6:00 pm	SAU Conference Room
12/19/2023	MRSD/SAU 93 School Board	7:00 pm	MRMHS Library
12/20/2023	Budget Committee	7:00 pm	MRMHS Library
12/21/2023	Policy Committee	7:00 pm	SAU Conference Room

Meetings will be in person for all Board & Committee Members. The public is encouraged & welcome to attend either in person or through Zoom. Public comments are welcome in person during the ‘Public Comments’ portions of the agenda.

**\*\* Please note: All Committee Meeting dates, times, and locations are posted in the SAU 93 Reception Lobby, on the MRSD website calendar, and in the schools and towns of MRSD. In the event of a snow day, the school board meeting will be planned for the following school day.\*\***

**KHB SAMPLE – Pennsylvania District  
SAMPLE ONLY**

**ADVERTISING ON SCHOOL PROPERTY**

- A. Background.** Development of alternate sources of funding for the District’s educational programs and facilities is a desirable goal of the School Board. Opportunities are available to enhance or supplement traditional sources of School District revenue through the pursuit of advertising, sponsorships, donations, gifts, partnerships, fundraising, grants and other similar revenue enhancement activities.
- B. Objective.** The School Board recognizes the District’s responsibility as a provider of public education to protect the welfare of students and maintain the integrity of the learning environment. Since parents entrust their children to the District for education and instruction, it is imperative that the student population, as a so-called “captive audience” is not unduly subject to undesirable, illegal or voluminous marketing. Yet school-business advertising relationships based on sound principles can contribute to high quality education. The District’s objective is to ensure that educational values are not compromised when schools and individuals, businesses and other organizations work together in this manner and such relationships provide a clear educational advantage for students.
- C. Definitions.**
- Advertising:* An oral, written or graphic statement, made by the producer, manufacturer, or seller of products, equipment, or services, which intends to arouse a desire in the public to buy, use, or patronize the product, equipment, or services. Advertisements may be attached to a specific event but more commonly are long-term placements on property. Advertising is not the sale of goods/services to the District or the schools for market value where items have brand names, trademarks, logos or tags for product/service identification.
- Sponsored Educational Materials:* Educational materials and programs developed and/or funded by commercial enterprises, trade or industry organizations, or non-profit organizations with significant corporate funding whose aim is to increase the sales of products or services of the funding industry. These materials are intended for use or distribution at schools, and can be intended for use as either primary or supplemental curriculum.
- D. General Policy.** Advertising is a source of revenue enhancement that is accepted by the School District under limited circumstances. It is, however, the policy of the District that most facilities, the staff or the students of the District shall not be used to promote commercial, cultural, organizational or other non-school interests.

Revenue from advertisements shall be used for activities designed to enhance student achievement and/or school-approved student activities; assist in the maintenance of existing District educational and athletic programs and facilities; assist in the development and funding of new educational and athletic programs and facilities; and/or provide scholarships for students participating in athletic, academic and activity programs who demonstrate merit or financial need.

The acceptance of advertisements must be judged by the fact that our schools are tax-supported public

institutions and the District has a duty to protect students and their families from exploitation by non-school interests. The District has the exclusive discretion to determine whether to pursue, accept or decline any advertising. The factors to be considered by the District include, but are not limited to:

- The extent to which such advertising limits or restrains the District's discretion or its ability to pursue other opportunities;
- The duration of the arrangement or agreement and the District's ability/discretion to terminate the arrangement/agreement;
- The extent to which advertising imposes any obligation on the District, either presently or in the future, financial or otherwise and whether the opportunity is subject to conditions acceptable to the District;
- The extent to which advertising constitutes a conflict of interest or creates the appearance of or potential for a conflict of interest;
- The extent to which advertising affects the appearance of District property or disrupts the operation of the District; and
- The extent to which advertising interjects commercialism into the schools or classrooms.

The Board designates the Superintendent or his/her designee to investigate, evaluate, consider potential advertising opportunities.

Preferred advertisements include messages that encourage student achievement and the establishment of high standards of personal conduct.

Acceptable advertising must meet the needs and/or desires of the District and its students. Advertisements must be consistent with codes of conduct and District policies, including those prohibiting discrimination on the basis of a protected classification, including, but not limited to, race, color, ethnicity, national origin, religion, gender, sexual orientation, gender identify, age or mental/physical disability (*see Board policy AC for others*), and must be age-appropriate for the student population in a given location.

Because the District has a duty to protect students' privacy and personal information, students and schools shall not be required to complete questionnaires or surveys to provide marketing information to vendors, or distribute to vendors any personal student information, including but not limited to names, addresses and telephone numbers, except as may be required by law. No canvassing of students for commercial purposes is allowed on school property.

In general, advertisements cannot:

- Promote hostility, disorder or violence;
- Promote the use of illegal drugs, alcohol, tobacco or weapons;
- Attack or denigrate any ethnic, racial or religious groups, or other groups based upon protected classifications;

- Discriminate, demean, harass or ridicule any person or groups of persons;
- Be libelous;
- Inhibit the functioning of the school and/or District;
- Override or adversely affect the school or District identity;
- Promote, favor or oppose the candidacy of any candidate for election, adoption of any bond issue, referendum or public question submitted at any general, county, municipal or school election;
- Be obscene or pornographic or otherwise inappropriate for the educational setting, as determined by the District;
- Promote any religious or political organization; or [Review with counsel]
- Use the District logo without prior approval of the Superintendent.

**E. Advertising in Classrooms and other Student School Day Spaces.** Advertisements will not be permitted in classrooms unless in the forms noted below. If advertising is included in the curriculum, such as in commercially sponsored or provided material or programs, the Superintendent retains discretion over how or whether to use the material or program. The District shall not purchase or use any sponsored educational materials that contain promotional information about a product, service, company, or industry that is inappropriate to the lesson being taught in the context of the curriculum.

Students may be exposed to advertising in class or in/on other student school day spaces when:

- Advertisements are connected with courses of study which have specific lessons related to advertising within curriculum administration guidelines.
- Advertisements are sold in publications such as yearbooks, school newspapers, newsletters, brochures, handbooks and event programs.
- A student opts to participate in an essay, art, science or similar contest sponsored by an outside interest. Such activities must parallel the curriculum and contribute to the educational program.
- Advertisements are used in supplementary classroom and library materials, such as newspapers, magazines, television, the internet and similar media, where they are used for educational purposes.
- Information is distributed about educational activities or opportunities of interest to students and others in the school community. This information may include but is not limited to flyers and brochures regarding sports camps, music lessons, tutors, daycares, performances or events. These advertisements can be posted or placed in an area accessible to students and parents provided that the school principal or designee reviews the material in advance.
- Advertisements are approved for display in or at athletic facilities.

**F. Special Provisions Applicable to Athletic Facilities.** Advertising consistent with the above standards

may only be placed in, on or at the following athletic facilities: *[e.g., high school and middle school main gymnasiums, high school and middle school ball field]s*. No advertising can be placed on any other District athletic facilities. In addition to the other standards of this policy, all signs, banners, and other advertisements in, on or at District athletic facilities must adhere to the following:

1. Any signs posted at outdoor facilities must be on the inside of the fence, and only at locations approved by the District. The signs must face toward the athletic field, and must not extend beyond the height, length, or width of the existing fences.
2. The advertising party (“advertiser”) that erects the sign bears full responsibility for all costs and expenses associated with the procurement, erection, maintenance, and removal of the sign(s) and shall indemnify and hold the District harmless from any and all claims for injuries arising out of the presence of said sign on District property. All signs must be installed according to District standards and be maintained in good condition meeting these standards as established/determined by the Board. If any sign becomes damaged or requires repair for any reason, it is the sole and exclusive responsibility of the advertiser that erects the sign to repair or remove it. In the event that the District becomes aware of a sign requiring repair or removal, the District shall notify the advertiser who must repair or remove the sign within 72 hours of notification. If the advertiser does not repair or remove the sign as required, the District will remove the sign and bill the advertiser.
3. The District may limit the total number of signs that may be erected, so as to avoid excessive commercialization at a venue and/or minimize distractions for athletes and spectators who use the facility for athletic events.
4. The District may limit the period of time during the year when advertising signs may be posted. If the signs are not removed in a timely fashion by the advertiser, the District will remove the signs, and bill the advertiser.
5. Signs shall include a statement that the advertisement (poster, bulletin, etc.) should not be construed as an endorsement by the District of the product or service being highlighted.

**G. Contract Required.** The Superintendent is responsible for developing a contract form to be signed by the person or entity posting the advertisement agreeing to the terms of this policy.

Contracts with advertisers may be subject to any District competitive procurement requirements. Contracts proposing exclusivity clauses will be considered only after alternatives have been investigated. These contracts shall include provisions allowing the District (in its sole discretion) to terminate the contract if it is determined that it will have an adverse impact on implementation of curriculum or the educational experience of students.

**H. Administrative Responsibility.** It shall be the responsibility of the Administration to implement and enforce this policy, and to develop Administrative procedures for implementation or enforcement where necessary. It shall also be the responsibility of the Administration to develop and maintain a set of guidelines for advertising and sponsorship opportunities within the District titled Sponsorship Opportunities Guidelines.

# MRSD School Board

## Strategic Goals 2023/24

*Board Approved 8/22/2023*

1. By the final meeting of this board (3/5/2024), interview, select, and hire a new Superintendent to begin employment with the district on or before 7/1/2024
2. By 10/31/2023, document the School Board's educational philosophy and first long-term educational strategy, to be included in the FY2024/25 proposed budget
3. By 10/31/2023, complete the annual Capital Improvement Plan. Present recommendations for the next wave of SAU or MRMHS capital projects to be included in the proposed budget, a warrant article, or a specific strategy to fund either of the related trust funds via warrant article
4. At the second monthly board meeting from September through February, the board will receive a report and then study a specific cohort of students. On or before the end of this school board's term (3/11/2024), combine these studies with the work of this year's Education committee, and craft one or more continuous improvement initiatives for the cohort and/or the next generation of students
  - a. Proposed cohort
    - i. Grade 5 (class of 2031)
    - ii. Grade 8 (class of 2028)
    - iii. Grade 11 (class of 2025)
  - b. Areas of study: Aligned with the Education Committee's defined measurement categories:
    - i. Ready for School
    - ii. Competency
    - iii. Growth
    - iv. Achievement
    - v. Work Ethic
    - vi. Behavior
    - vii. Attendance
    - viii. Nutrition
    - ix. Ready to Launch

Total Vacancies 2023/24		Count	Current Vacancies 2023/24		Count
Paraprofessional		16	Paraprofessional		7
Special Ed Teacher		7	Special Ed Teacher		1
Spanish Teacher		1	Spanish Teacher		1
Social Worker		2	Social Worker		1
Reading Specialist		1	Reading Specialist		1
Nurse		3	Nurse		1
Woodworking Teacher		1	Woodworking Teacher		0
Wellness Interventionist		1	Wellness Interventionist		0
Speech Pathologist		2	Speech Pathologist		0
Social Studies Teacher		1	Social Studies Teacher		0
Science Teacher		2	Science Teacher		0
School Psychologist (.5)		1	School Psychologist (.5)		0
School Psychologist		2	School Psychologist		0
School Counselor (.6)		1	School Counselor (.6)		0
School Counselor		2	School Counselor		0
Principal		1	Principal		0
Math Teacher		2	Math Teacher		0
Intervention Teacher		1	Intervention Teacher		0
Grant - School Counselor (.5)		1	Grant - School Counselor (.5)		0
English Teacher		3	English Teacher		0
Elementary Teacher		6	Elementary Teacher		0
District Data Specialist		1	District Data Specialist		0
Buildings & Grounds		1	Buildings & Grounds		0
Assistant Principal		1	Assistant Principal		0
ASL Interpreter		1	ASL Interpreter		0
Art Teacher		1	Art Teacher		0
Administrative Assistant		1	Administrative Assistant		0
			<b>Contracted Services:</b> School Psychologist (2.5), ASL Interpreter (1), Speech Pathologist (2)		
11/16/2023		63	11/16/2023		12



## Overview / Instructions

### 1 Set the inflation rates to predict future cost of projects:

Update from Prior Year	1 Year Prediction	9 Year Prediction
<b>16%</b>	<b>10%</b>	<b>10%</b>
<small>2022/23 into 2023/24</small>	<small>Summer '23 to Summer '24</small>	<small>Summer '24 and beyond</small>

[FRED Index: https://fred.stlouisfed.org/series/WPU801](https://fred.stlouisfed.org/series/WPU801)  
 National June 2022 to June 2023 Construction inflation rate: 16%

### 2 Enter the upcoming collective bargaining agreements and their anticipated year of Negotiation

### 3 Identify each project and complete all columns

Building	Type	Project	Description	Compliance	Grant	Stand alone	Elem Plan	2021 Valuation
The specific building	Project grouping, e.g. "HVAC"	Short Name	1-2 Sentences	Does the project resolve a known compliance issue?	Is the project eligible for a known grant application?	Can the work be done as a standalone project without risk of re-work during the Elementary renovations?	Is the project part of the Elementary renovation bond?	Est. cost of the work if completed this year

### 4 Debate/decide/recommend which warrant year to place each project

Pretend as if there will not be an elementary renovation bond, and all projects must be assigned to a standalone warrant article

Enter a priority number and sort within each school building

1 = top priority

Two or more of the same priority number (e.g. [3] "fives") indicates a group of projects that need to be completed as one effort on the same warrant



Budget

Trust

2023

2024

2025

2026

2027

2028

2029

2030

2031

2032

2033

2034

2035

2036

2037

2038

2039

2040

2041

2042

2043

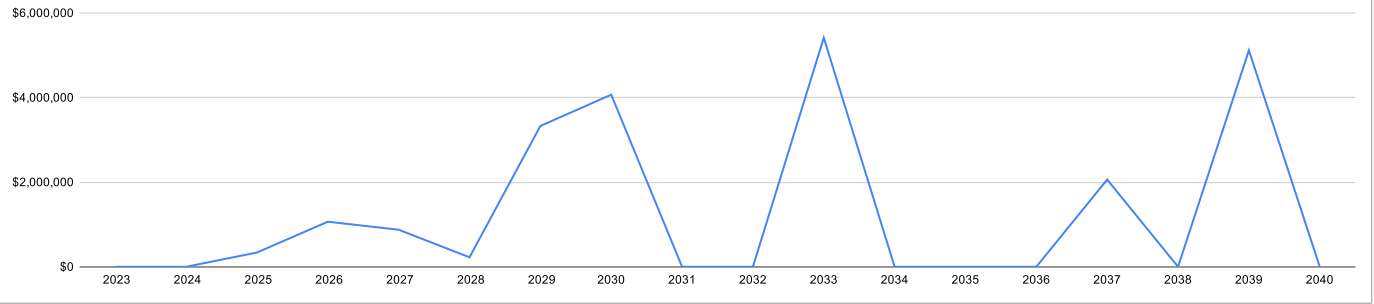
**TOTAL DISTRICT PROJECT BACKLOG: NET PRESENT VALUE**

SAU	\$1,879,200
MRMHS	\$7,762,960
Cutler (Swanzey)	\$0
Emerson (Fitzwilliam)	\$0
Gilsum	\$0
Mt. Caesar (Swanzey)	\$0
Troy	\$0
<b>SUM: SAU &amp; MRMHS</b>	<b>\$9,642,160</b>
<b>SUM: Elementary</b>	<b>\$0</b>
<b>GRAND TOTAL</b>	<b>\$9,642,160</b>

**TOTAL DISTRICT PROJECT BACKLOG: FORECASTED**

	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031	2031-2032	2032-2033	2033-2034	2034-2035	2035-2036	2036-2037	2037-2038	2038-2039	2039-2040	2040-2041	2041-2042	2042+	20-Year SUM
SAU	\$0	\$0	\$0	\$0	\$0	\$0	\$3,329,117	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,329,117
MRMHS	\$0	\$0	\$336,864	\$1,065,332	\$876,352	\$224,183	\$0	\$4,068,921	\$0	\$0	\$5,415,734	\$0	\$0	\$0	\$2,061,586	\$0	\$5,116,962	\$0	\$0	\$0	\$19,165,934
Troy	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Emerson (Fitzwilliam)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Gilsum	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Mt. Caesar (Swanzey)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Cutler (Swanzey)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>SUM: SAU &amp; MRMHS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$336,864</b>	<b>\$1,065,332</b>	<b>\$876,352</b>	<b>\$224,183</b>	<b>\$3,329,117</b>	<b>\$4,068,921</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,415,734</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,061,586</b>	<b>\$0</b>	<b>\$5,116,962</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$22,495,052</b>
<b>SUM: Elementary</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>GRAND TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$336,864</b>	<b>\$1,065,332</b>	<b>\$876,352</b>	<b>\$224,183</b>	<b>\$3,329,117</b>	<b>\$4,068,921</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,415,734</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,061,586</b>	<b>\$0</b>	<b>\$5,116,962</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$22,495,052</b>

Project Warrant Articles Next 20 Years





# Monadnock Regional School District

## 2023-2024 School Year Calendar

### August (2 Days)

M	T	W	Th	F
<b>O</b>	<b>W</b>	<b>W</b>	<b>W</b>	<b>W</b>
<b>SO</b>	<b>SO</b>	30	31	

8/21 - New Staff Orientation  
 8/22 - Workshop Day (District)  
 8/23 - Workshop Day (Principal)  
 8/24 - Workshop Day (District)  
 8/25 - Workshop Day (Classroom)  
 8/28-8/29 Soft Opening

### February (15 Days)

M	T	W	Th	F
			1	2
5	6	7	8	<b>C</b>
12	13	14	15	16
<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
26	27	28	29	

2/9 - Parent/Teacher Conferences  
 2/19-2/23 Feb. Break

### September (20 Days)

M	T	W	Th	F
				1
<b>X</b>	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

9/4 - Labor Day

### March (19 Days)

M	T	W	Th	F
				1
4	5	6	7	8
11	<b>W</b>	13	14	<b>15</b>
18	19	20	21	<b>W</b>
25	26	27	28	<b>29</b>

3/12 - Workshop Day (Teacher)  
 3/15 - End Trimester 2 (elementary)  
 3/22 - Workshop Day (Teacher)  
 3/29 - End Q3 (MRMHS)

### October (20 Days)

M	T	W	Th	F
2	3	4	5	<b>C</b>
<b>X</b>	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

10/6 - Parent/Teacher Conferences  
 10/9 - Columbus Day

### April (17 Days)

M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
29	30			

4/22-4/26 - April Break

### November (18 Days)

M	T	W	Th	F
		1	2	<b>3</b>
6	7	8	9	<b>X</b>
13	14	15	16	17
20	21	<b>X</b>	<b>X</b>	<b>X</b>
27	28	29	30	

11/3 - End Q1 (MRMHS)  
 11/10 - Veterans Day (Observed)  
 11/22-11/24 Thanksgiving Break

### May (22 Days)

M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
<b>X</b>	28	29	30	31

5/27 - Memorial Day

### December (16 Days)

M	T	W	Th	F
				<b>1</b>
4	5	6	7	8
11	12	13	14	15
18	19	20	21	<b>ER</b>
<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>

12/1 - End Trimester 1 (elementary)  
 12/22 - Early Release  
 12/25-1/1 - Holiday Break

### June (7 Days)

M	T	W	Th	F
3	4	5	6	7
10	11	<b>W(S)</b>	<b>(S)</b>	<b>(S)</b>

6/12 - Workshop Day (Classroom)  
 6/12-6/14 Snow Day Make-up (if needed)

### January (20 Days)

M	T	W	Th	F
<b>X</b>	2	3	4	5
8	9	10	11	12
<b>X</b>	16	17	18	<b>19</b>
22	23	<b>W</b>	25	26
29	30	31		

1/1 - Holiday Break  
 1/15 - MLK Jr. Day  
 1/19 - End Semester 1 (MRMHS)  
 1/24 - Workshop Day (District)

176 Student Days - August 30 - June 11  
 188 MDEA Days - August 22 - June 12  
 183 MESSA Days (SY) - August 23 - June 12  
 Graduation - June 7th (Rain Date 6/8)

### Non-Instructional Days

<b>X</b> - Schools are Closed
<b>W</b> - In Service Workshop Day
<b>C</b> - Parent/Teacher Conferences
<b>SO</b> - Soft Opening
<b>ER</b> - Early Release

### Term Endings

November 3rd - End of Quarter 1
December 1st - End of Trimester 1
January 19th - End of Semester 1
March 15th - End of Trimester 2
March 29th - End of Quarter 3

This calendar meets the school year requirements of RSA 189:1 and 189:24 and is subject to change due to storms or other unforeseeable emergencies. 3 make-up days (S) have been added which will only be used if necessary.

Approved 2/20/2023

## Policy Motions and Actions from October 19, 2023

### ACN- Nursing Mothers Accommodation

**MOTION:** *Adopt policy ACN with committee edits.*

- New policy required by law
- Comments within document
- NHSBA rationale: this new sample policy is intended to reflect the requirements of HB358 (RSA 275:78-83 and the federal Pump for Nursing Mothers (“PUMP”) Act, both of which mandate certain accommodations for nursing mothers. Additionally, the federal Pregnant Worker Fairness Act (“PWFA”) also provides non-discrimination protections for pregnancy related conditions which include post-delivery (e.g., nursing). The PWFA, however, does not include specific provisions relating to nursing, and the provisions of this sample will meet the PWFA's requirements.) While the provisions from HB358 largely parallel some of the requirements of the PUMP, there are some very significant distinctions. Important distinctions include: the PUMP Act does not require employers to adopt a policy concerning expression of milk; while, HB358 does; the PUMP Act implicitly includes breastfeeding, while HB358 explicitly excludes it and only addresses expression of milk by "manual or mechanical means;" the PUMP Act provides an undue hardship exception for employers with less than 50 employees, while HB358 does not give a prerequisite number of employees for the undue hardship exception. As to the differences in the statute, it is important to note that in many respects the PUMP Act will take priority over the provisions of HB358, especially with respect to the limitations on the hardship exception for districts with more than 50 employees. For a more thorough discussion of the differences and similarities of the two laws, please see the 2023 Legislative Summary entry for HB358. NHSBA revised sample.

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### BEDG- Meeting Minutes

**MOTION:** *To update policy BEDG with NHSBA sample and committee edits.*

- Required by law
- NHSBA Rationale: BEDG- Meeting Minutes Priority (Recommended by law) Related Policies: BEC, EHNHSBA revised BEDG to reflect the passage of

HB321, which amended RSA91-A:3, III relative to review and disclosure of “sealed” non-public minutes. In general, the statutory amendments: (1) allow, but do not require, the public body to create procedures for reviewing previously sealed minutes, (2) allow up to 10 years for minutes to remain sealed without review (including minutes sealed prior to 2023), (3) allow the body to determine that the minutes should remain sealed for up to another 10 years, but (4) require unsealing unless the minutes are reviewed within the/every 10 year period. The responsive revisions to BEDG are found in ¶4.2.c and §5, with additional minor grammatical or formatting revisions throughout, e.g., §4, and ¶4.2.c

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### **BEDC- Quorum/Voting for Full School Board Meetings**

**MOTION:** *To update policy BEDC with NHSBA sample and committee edits.*

- Revisions to state already agreed upon procedure for school board members who wish to participate in meetings remotely
- 

### **EBCC-False Alarms, Bombs, Active Shooter and Other such Threats**

**MOTION:** *To update policy EBCC with NHSBA sample.*

- Recommended Policy
- NHSBA Rationale: Sample EBCC, which formerly only addressed bomb threats, was re-titled and substantially revised to include additional threats as well as false alarms. The impetus for the revision was the 2023 passage of HB244, amending RSA 644:3 to include false reports about active shooters or presence of explosive devices, along with the previous prohibition to threats/false reports about fire, explosions, presence of biological or chemical substances, or occurrence of “other catastrophe or emergency”

Policy ACN: Nursing Mothers Accommodations

Status: ADOPTED

Original Adopted Date: 09/18/2023

Category: Priority (Required by Law)

ADOPTION/REVISION NOTES -

Text between the highlighted lines “~ ~ ~ ~”, and highlights in this sample should be removed prior to adoption.

- a. **Adoption Note** – Effective for 2023, both the state and federal legislatures (respectively, HB 358 and the Pump for Nursing Mothers (“PUMP”) Act) passed laws mandating – with limited exceptions - accommodations in the workplace for employees who are nursing. Both statutes only apply to employees. However, students who are nursing are protected from discrimination under other statutes like Title IX and RSA193:38, such that denying reasonable accommodation is discriminatory and exposes a district liability. As such, districts with high schools or other schools anticipating the possibility of students who have such needs may wish to adopt a singular policy for both students and employees. Districts without the likelihood of such students, or which choose not to include students in the policy, should make the necessary adjustments to the language of this sample. (The adjustments should only require removal of reference to students in section A and to the two references to the school nurse, all of which are highlighted.)
- b. **General** – As with all sample policies/procedures, NHSBA recommends that each district carefully review this sample prior to adoption/revision to assure suitability with the district’s own specific circumstances, internal coding system, current policies, and organizational structures.
- c. **General** – **Highlighted language** or blank, underscored spaces indicate specific areas which Boards should review, change or complete to reflect local personnel titles, internal/ external policy references, duty assignments etc.
- d. **General** – **{\*\*}** indicates a reference to another NHSBA sample policy. A district should check its own current policies and codes to assure internal consistency.
- e. **General** – Withdrawn & earlier versions of revised policies should be maintained separately as part of the permanent records of the District.

NHSBA history: New policy, September 2023

NHSBA revision notes, September 2023, New sample policy is intended to reflect the requirements of HB358 (RSA 275:78-83 and the federal Pump for Nursing Mothers (“PUMP”) Act, both of which mandate certain accommodations for nursing mothers. Additionally, the federal Pregnant Worker Fairness Act (“PWFA”) also provides non-discrimination protections for pregnancy related conditions which include post-delivery (e.g., nursing). The PWFA, however, does not include specific provisions relating to nursing, and the provisions of this sample will meet the PWFA’s requirements.) While the provisions from HB358 largely parallel some of the requirements of the PUMP, there are some very significant distinctions. Important distinctions include: the PUMP Act does not require employers to adopt a policy concerning expression of milk; while, HB358 does; the PUMP Act implicitly includes breastfeeding, while HB358 explicitly excludes it and only addresses expression of milk by "manual or mechanical means;" the PUMP Act provides an undue hardship exception for employers with less than 50 employees, while HB358 does not give a prerequisite number of



employees for the undue hardship exception. As to the differences in the statute, it is important to note that in many respects the PUMP Act will take priority over the provisions of HB358, especially with respect to the limitations on the hardship exception for districts with more than 50 employees. For a more thorough discussion of the differences and similarities of the two laws, please see the 2023 Legislative Summary entry for HB358.



A. Statement of Purpose.

The District provides a supportive environment as to time and place for students and employees (collectively “nursing mothers”). Subject to the terms and exceptions set forth in this policy, the District will accommodate the needs of nursing mothers by providing reasonable times and suitable spaces for nursing mothers to nurse during school and work hours for \_\_\_\_\_ one year<sup>[ii] [Delete endnote]</sup> after the birth of the child. Nursing for purposes of this policy will include expression of milk by manual or mechanical means.

No nursing mother will be discriminated against for nursing or nursing related activities as provided in this policy, and reasonable efforts will be made to assist nursing mothers in meeting their infant feeding goals while at work or school.

B. Accommodation Notice and Plans.

A nursing or expectant mother should contact the building principal[, school nurse] or employee’s supervisor at least two weeks before the need for nursing accommodations arises if possible. The District will endeavor to meet the break and space needs of each nursing mother. However, when ordinary accommodations (as discussed below) will create undue hardship to the operations of the school/workplace, the District will work with the nursing mother to determine whether other acceptable accommodations may be made. Such other accommodations could include such items as a change in work/class assignments, or schedules. When acceptable accommodations are unattainable, the [school nurse,] building principal or other administrator working with the nursing mother should consult with the District’s [Human Rights/Non-Discrimination Officer or Superintendent].<sup>[iii] [Delete endnote]</sup>

A nursing accommodation plan should be revisited upon the nursing mother’s request, or at least every three months, with adjustments made to the accommodations for breaks as nursing needs change.

C. Reasonable Time to Express Milk during the School Day.

Absent [undue hardship<sup>[iii] [delete endnote]</sup> or other accommodations as established under Section B, above, a nursing mother will have a minimum of three opportunities (“nursing period”) during a work or school day, at agreed upon intervals (which should include flexibility as appropriate and practicable) for the purpose of nursing or to address other needs relating to nursing. An employee or student can use usual break and meal periods if she chooses. A nursing mother who is an hourly employee<sup>[iv] [delete endnote]</sup> [CHOOSE ONE OF TWO OPTIONS] [OPTION 1] will not be paid during nursing periods unless either (a) the nursing period falls during a regular paid break (e.g., a paid lunch), or she is not completely relieved of duties during the nursing break. [OR OPTION 2] will be paid during nursing periods. Nursing mothers shall not be required to “make up” time relating to the use of unpaid nursing periods.

D. Suitable Private Areas for Nursing.

Nursing mothers will be provided with a private place, other than a bathroom, in each school district building in which a nursing mother spends her working or school day. The nursing area:

1. May be temporary or permanent.
2. Shall be shielded from view and free from intrusion by other persons, including without limitation other staff or students;
3. Shall be within a reasonable walk to the nursing mother's work-station or classroom unless otherwise agreed by the nursing mother;
4. Have at a minimum an electrical outlet and a chair if feasible;
5. ~~[items 5 is optional, delete/modify as desired]~~ Will have a District provided, ~~hospital-grade lactation pump~~ for shared use;
6. Have a sink with running water if feasible, or be in proximity to one;
7. Have a refrigerator for breast milk storage if feasible, or be in proximity to one; and
8. Shall be cleaned regularly by District staff assigned to that duty.

E. Nursing Mother Responsibilities.

Nursing mothers will:

1. Provide at least two weeks advance notice of the need for nursing accommodations, preferably prior to their return to school following the birth of the child. This will allow school administrators the opportunity to establish a location and work out scheduling issues.
2. Maintain the nursing area by wiping down surfaces ~~including the shared breast pump~~ with antibacterial wipes so the area is clean for the next user.
3. Provide their own supplies as is necessary.

F. Prohibited conduct.

Any intentional act which violates a nursing mother's privacy, aims to frustrate a nursing mother's intentions to use the nursing facilities, or constitutes harassment on account of a nursing mother's needs or breastfeeding status is prohibited, and shall be treated as violation of the applicable code of conduct, with possible disciplinary consequences and may constitute sexual harassment and reported to the Title IX Coordinator.

G. Dissemination of policy.

This policy shall be printed or summarized in applicable employee and student handbook. For employees, if the handbook is not provided at the time of hire, then the District will provide a copy of this policy at the time of hire.

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<sup>i</sup> ~~[Delete endnote]~~ The minimum period under both the FLSA and HB358 is one year.

<sup>ii</sup> ~~[Delete endnote]~~ The federal PUMP Act only allows hardship exceptions for employers with fewer than 50 employees. Accordingly, while smaller employers are entitled to an exception under the federal law, larger (50+) employers are not. However, the federal statute is more flexible than the state statute relative to the specific spaces and breaks required. Additionally, the state statute specifically allows parties to agree to different specific accommodations than are described in the statute. Accordingly, both statutes allow variances. If the mother and the District can't agree, then the human rights officer, superintendent and possibly the district's attorney should be consulted.

<sup>iii</sup> ~~[Delete endnote]~~ As noted in section B and endnote ii, the undue hardship exemption is only available to employers with less than 50 employees. Accordingly, districts with more than 50 should not include the bracketed language.

<sup>iv</sup> ~~[Delete endnote]~~ Employers are not required to pay for nursing periods unless (a) the employee is not free from all duties during that period, or (b) the nursing period falls within an otherwise paid

break (e.g., paid lunch). Note, this provision may implicate provisions of applicable collective bargaining agreements.

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## **Federal Statutes**

## **Description**

20 U.S.C 1681, et seq

[Title IX of the Education Amendments of 1972](#)

42 U.S.C. 2000gg

[Pregnant Worker Fairness Act \("PWFA"\)](#)

42 U.S.C. 218d

[Pump for Nursing Mothers Act \("PUMP Act"\)](#)

## **Cross References**

### **Code**

### **Description**

AC

[Non-Discrimination, Equal Opportunity Employment, and Anti-Discrimination Plan](#)

AC-F(1)

[Non-Discrimination, Equal Opportunity Employment, and Anti-Discrimination Plan - Annual Notice of Contact Information for Human Rights Officer, Title IX Coordinator, 504 Coordinator and Civil Rights Agencies](#)

ACAC

[Title IX Sexual Harassment Policy and Grievance Process](#)

GBEB

[Staff Conduct](#)

IHBCA

[Pregnant Students](#)

JIC

[Student Conduct](#)

Policy BEDG: Meeting Minutes Status: ADOPTED Original Adopted Date: 09/01/2017 | Last Revised Date:

09/18/2023 | Last Reviewed Date: 09/18/2023

**Category: Recommended**

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**ADOPTION/REVISION NOTES -**

**Text between the highlighted lines “~ ~ ~”, and highlights in this sample should be removed prior to adoption.**

- a. *Specific - Much of the content of this sample policy reflects the requirements of the New Hampshire’s Right to Know Law. In general, elements of the policy that are best practice recommendations use language that is permissive (e.g., “should”) rather than mandatory (e.g., “shall”, “must” or “will”).*
- b. *General - Footnotes and other notations included in sample policies are often used to indicate areas where the Board has - or does not have - discretion/choices relative to the final adoption of the policy. Accordingly, footnotes SHOULD NOT be removed until either the full Board or the Board's Policy Committee has seen them.*

*In many respects, the sample is more of a TA than “board policy”.*

- b. *General - As with all sample policies, NHSBA recommends that each district carefully review this sample prior to adoption/revision to assure suitability with the district’s own specific circumstances, internal coding system, current policies, and organizational structures.*
- c. *Highlighted language or blank, underscored spaces indicate areas which boards should review, change or complete to reflect local personnel titles, internal/ external policy references, duty assignments etc.*
- d. *{\*\*} indicates a reference to another NHSBA sample policy. A district should check its own current policies and codes to assure internal consistency.*
- e. *Withdrawn & earlier versions of revised policies should be maintained separately as part of the permanent records of the District.*

**NHSBA history:** Revised – Sept. 2023, Sept. 2021, Nov. 2019, Sept. 2018, and Sept. 2017.

**NHSBA revision notes:** **September 2023** - ¶4.2.c and §5 of sample BEDG were revised to reflect the passage of HB321 (amending RSA 91-A:3, III relative to reviewing previously sealed minutes), with additional minor grammatical or formatting revisions throughout, e.g., §4, and ¶4.2.c . **September 2021** – General re-write, merged minute sections regarding non-public sessions from BEC, restructured generally, and also included references reflecting 2021 amendments to RSA 91- A:3. **November 2019** – minor changes made to include reference to new EH-R (Administrative Procedures for Public Access to District Records) and slight changes to more accurately reflect statutory requirements. Some paragraphs of the former version were rearranged for better flow. **September 2018** – revised to reflect 2018 N.H. Laws Ch. 244’s requirement that minutes include the identity of members making the first and seconds of all motions. Additional revisions to the policy are included to more clearly reflect the process for sealing non-public minutes. **September 2017**, revised to include requirements of 2017 N.H. Laws Ch. 234 concerning inclusion on a district website of board minutes – or a description of where and when minutes may be inspected. Additional revisions clarified requirements for content of minutes, availability of draft minutes, and

the duty to unseal the sealed minutes of non-public sessions in some circumstances.



### **A. Minutes Required.**

Under RSA 91-A, the school board, and each of the school board's committees (irrespective of whether standing or ad hoc, and irrespective of whether deemed a sub-committee or an advisory committee) is required to keep minutes for every "meeting" as defined under 91-A:2, I. As used below, "Board" shall mean and include the district school board, and each such board committee.

The Board will appoint a ["minute taker"/"recording clerk"<sup>1[delete fn.]</sup>] to prepare the minutes of each meeting. Should the person so appointed be absent from all or part of a meeting (e.g., non-public session), the Chair, subject to being overruled by the Board, shall appoint a person to take the minutes.

In addition to "minutes" as described below, a more comprehensive "record" and/or "decision" may be required in the event of a "hearing" regarding individual rights/claims (e.g., teacher non-renewal, student expulsion, manifest educational hardship, etc.). In such instances, the Board and or Superintendent should consult with counsel to assure that any statutory or regulatory requirements are satisfied.

### **B. Required Content of Minutes.**

At a minimum, all minutes, including minutes of non-public sessions, must include:

1. the names of members participating;
2. persons appearing before or addressing the School Board (members of the public who do not address the board, and are there as attendees only, do not need to be identified);
3. a brief description of each subject matter discussed;<sup>2[delete fn.]</sup>
4. identification of each member who made a first or second of any motion; 5.

a record of all final decisions;

6. when a recorded or roll call vote on a motion is required by law or called for by the Chair (or other presiding officer), a record of how each board member voted on the motion; and

7. in the event that a board member objects to the subject matter discussed by the board, if the board continues the discussion above the member's objection, and upon the request of the objecting member, then - and irrespective of whether the objection/discussion occurred in public or non-public session - the public minutes shall also reflect (i) the objecting member's name, (ii) a statement that the member objected, and (iii) a "reference to the provision of RSA 91-A:3, II that was the basis for the objection and discussion." (See RSA 91-A:2, II-a.).

**NOTE:** See Section **D** below for additional content requirements for minutes of any meeting at which the Board enters a non-public session.

### **C. Approval and Access to Minutes.**

Approval and availability of minutes will depend in part on whether the minutes are of a public or non-public session, and as to non-public minutes, whether they are sealed or not. "Approved minutes" refers to the final version of minutes approved by vote of the Board. "Draft minutes" refers to minutes that have not been formally approved by the Board. "Sealed minutes" refers to minutes from a non-public session and which the Board has determined should not be disclosed pursuant to RSA 91-A:3, III and as discussed in Section D, and paragraph C5, below.

1. Location and Retention of Minutes. In accordance with Board policy {\*\*} EH, and N.H. Dept. of Education rule Ed 302.02 (j), all minutes will be kept at the office of the Superintendent. Minutes for non-public sessions that have not been sealed shall be kept in the same location and indexed in the same manner as for public minutes.

2. Access to Approved & Unsealed Minutes. Approved and unsealed minutes shall be available for inspection by the public during the normal business hours of the SAU office, and in accordance with RSA 91-A:2 through 91-A:4 (subject to the exemptions stated in RSA 91-A:5), and Board policy {\*\*}EH. Requests for access to minutes shall be processed in accordance with District administrative procedures {\*\*} EH-R.

Additionally, all approved and unsealed minutes shall be posted in a consistent and reasonably accessible location on the District's web site, or the web site shall contain a notice describing where the minutes may be reviewed and copies requested.

3. Access to Draft Minutes and Minute Preparation Materials. "Draft" or "unapproved" minutes that have not been sealed will be available for inspection upon request at the SAU office during normal business hours.<sup>3[delete fn.]</sup> Drafts for public sessions must be available within 5 business days of the meeting, while drafts of non-public session minutes that have not been sealed by the Board must be available within 72 hours (3 calendar days) of the meeting.

Notes and other materials used in the preparation of the minutes must be retained until the minutes are approved or finalized and shall likewise be available for inspection during that period.

4. Approval of All Minutes Other Than Sealed. Draft public minutes and non-public minutes that were not sealed will be circulated to the members of the Board before the meeting at which they are to be approved. Board members may send suggested changes back to the minute recorder **without copying the other members**. Changes made by the Board to draft minutes shall be recorded either by (i) retaining the draft with the final approved minutes, (ii) including notations (e.g., "redline" edits) in the final approved minutes, or (iii) outlined/described in the minutes of the meeting at which the Board approved.

5. Approval of Sealed Non-Public Minutes of Non-Public Sessions. Unless previously sealed by the Board, draft minutes for all non-public sessions will be made available for public inspection within seventy-two (72) hours after the non-public session.

Drafts of non-public minutes will be provided to the Board, either (i) at the conclusion of the non-public session and may be approved at the time, prior to any vote to seal, or (ii) if sealed, provided to Board at the meeting, if any, at which they are to be approved. If copies of draft, sealed minutes are provided to Board members for the purpose of review and/or approval, the copies shall be recovered by the Chair or recording clerk and destroyed. Only the official record copy may be retained, with a

list maintained for sealed non-public minutes as described in Section D, below.

**D. Special Provisions for Minutes Relating to Non-Public Sessions.**

For any public meeting that includes a non-public session (see Board policy **[\*\*]** BEC for statutorily required procedures relative to entering and exiting non-public sessions), additional information beyond that discussed in paragraphs B.1- 7, is required both for the public meeting minutes, and for minutes specific to the non-public session, irrespective of whether the non-public minutes are “sealed” (see discussion in Paragraph D.2, below).

1. Information Regarding Non-Public Session Included in Public Minutes. The public minutes of the meeting at which the non-public session occurs must include the statutory reason given in the motion as the foundation for each non-public session, as well as a roll call record of how each Board member voted on the motion to enter. Public minutes must also reflect any motion to seal (described in paragraph C.2., above), along with the statutory reason permitting the sealing (see D.2, below), and record how each member voted on the motion to seal.

2. Sealing Non-Public Minutes.

- a. As used in this policy, “sealed” minutes in reference to minutes of non-public sessions, means that the Board determined by 2/3 majority vote in public session that “divulgence of the information” (i.e., information in the minutes of the non-public session):
  - i. Would affect adversely the reputation of a person other than a Board member;
  - ii. Would render ineffective the action/proposed action taken in non public session; or
  - iii. Pertains matters relating the preparation for and carrying out of all emergency functions intended to thwart a deliberate act intended to result in widespread or severe damage to property or widespread injury or loss of life (i.e., terrorism).
- b. A motion to seal, if any, should be the first item of public business after the Board exits the non-public session, and must state one of the three grounds above allowing sealing.
- c. If the minutes are not prepared/approved during the non-public sessions itself, the Board should discuss the content of the minutes prior to exiting so that any vote to seal will be an informed vote.
- d. When making or voting upon a motion to seal, the movant/Board should consider and state the duration that minutes be sealed based upon the grounds supporting the sealing. This can be done either by stating a date they sealed until, or a date by which the Board might review the minutes' status. For instance, minutes sealed because divulgence of the information would likely affect adversely the reputation of a person other than a member of the Board might be remain sealed permanently, while minutes sealed because disclosure would “render the action ineffective” should be sealed only for as long as that reason exists or is anticipated to exist. Pursuant to RSA 91-A:3, III, non-public minutes relating to discussion about lease, purchase or sale of property (91-A:3, II(d)) must be made available “as soon

as practicable after the transaction has closed or the Board has decided not to proceed with the transaction.”

3. Minutes of the Non-Public Session Itself. In addition to the information included in all minutes as described in paragraphs B.1-7, above, minutes of the non-public session must include “all actions” and decisions (i.e., votes, including negative votes) taken by the Board, with a record of how each member voted. If the Board does not “seal” the minutes of the non-public session, then such information must be disclosed to the public within 72 hours of the close of the meeting.

4. Sealed Minutes List. In order to comply with RSA 91-A:3, III, the Superintendent is directed to maintain a list of all sealed minutes for non-public sessions occurring after July 1, 2021. The list (referred to as the “Sealed Minutes List”) shall include:

**[NOTE: items marked with an \* are specifically required under RSA 91-A:3, III. The remaining items on the list are recommended to help assure compliance.]**

- a. the name of the public body (e.g., School Board, Policy Committee, etc.); \*
- b. the date, \* time \* and location of the public meeting (from meeting notice); c.
- c. the start and end times \* of the non-public session;
- d. the specific grounds upon which the non-public session occurred (e.g., RSA 91-A:3, II (b) and (c), etc.); \*
- e. the specific grounds upon which the minutes were sealed (e.g., “disclosure would render the action ineffective” or “disclosure would likely adversely affect the reputation of a non-board member,” etc.);
- f. the date the vote to seal the minutes occurred; \*
- g. the date, if any stated in the original motion or subsequently, on which the sealed minutes will be unsealed; the motion to seal should, <sup>4</sup>[delete fn.] when possible, state the date the minutes should be unsealed or at least reviewed by the Board or other public body; and
- h. the date, if any, of a subsequent decision to unseal the minutes. \*

*The Sealed Minutes List shall be updated each time the public body seals non public minutes, and the updated List shall be made as soon as practicable for public disclosure.*

5. Reviewing and Unsealing Previously Sealed Minutes. Pursuant to RSA 91-A:3, IV, starting on October 3, 2023, sealed minutes must either be reviewed within each ten year period or unsealed no later than the expiration of ten years following the date they were sealed or last reviewed. **Minutes sealed prior to October 3, 2023 must be reviewed and/or unsealed by October 3, 2023.**

**~~TWO OPTIONS – RSA 91-A:3, IV provides two options for boards to consider, one with adopted procedures (91-A:3, IV(a)), and one without (91-A:3, IV(b)). Procedures (i.e., Option 1) are necessary if the Board wishes to delegate initial review. Such procedures would also help ensure that the statute is followed not only for minutes currently sealed, but for going forward as well. Option 1 below~~**



~~establishes sample procedures. The procedures can be modified as deemed appropriate by the Board. Option 2 below simply and generally restates the new statute's requirements/directives.~~ ¶

~~OPTION 1 procedures.~~ ¶

~~The Board establishes the following procedures pursuant to RSA 91 A:3, IV(a) for reviewing sealed minutes:~~ <sup>5[delete fn.]</sup> ¶

~~a. Record of Minutes Sealed Prior to October 3, 2023. The Board directs the Superintendent for her/his designee to compile a log of non-public minutes that have been sealed prior to October 3, 2023 ("Record of Minutes Sealed Before 10/3/2023" or "Record") using information from the exterior of the envelopes or other available external notations for the sealed minutes. The preparation of the Record will include minutes that are also included on the Sealed Minutes List kept according to paragraph D, above.~~ ¶

~~The preparation of the Record shall not include reviewing the sealed minutes themselves. The Record should include as much of the same information for all previously sealed minutes as is required on the Sealed Minutes List (see paragraph D.4, above). The Record of Minutes Sealed Before 10/3/2023 shall be completed no later than [May 1, 2024].~~ ¶

~~Upon completion of the log of previously sealed minutes, the Board will establish a schedule for completing a review of all of the previously sealed minutes no later than June 1, 2033.~~ ¶

~~b. Initial Review of Previously and Newly Sealed Minutes. [The Board will [OR] The Policy (or other \_\_\_) Committee will [OR] the Superintendent will [OR] The Chair will designate one \_\_\_ board member[s] at the first regular board meeting following the organizational meeting to] (the "Reviewing Designee") review all sealed non-public minutes according to the schedule established in the Record of Minutes Sealed Before 10/3/23, and for those minutes that are sealed after 10/3/23 according to the review date appearing on the Sealed Minutes List maintained according to paragraph D.~~ ¶

~~If the Reviewing Designee is a committee of more than one, then the initial review of sealed minutes shall be conducted in non-public session pursuant to RSA 91 A:3, II (m), but only in a duly notice meeting in full compliance with RSA 91 A:2.~~ ¶

~~In the initial review, the Reviewing Designee will inspect the sealed minutes to determine whether, in the Reviewing Designee's opinion, the reasons (see D.2.A.i-iii, above) that justified keeping the minutes from the public (i.e. sealing) under 91 A:3, III still apply.~~ ¶

~~**NOTE:** In years past, 91-A did not require a public motion to seal. Accordingly, a review of non-public minutes or even public minutes may not include sufficient information to determine what the original circumstances were that justified sealing the minutes.~~ ¶

~~If the Reviewing Designee is of the opinion that the reasons initially justifying the sealing of the minutes no longer apply, or if the minutes themselves do not include information upon which the then-current board could determine that the minutes should not be disclosed, then the Reviewing Delegee will~~

~~recommend to the Board that the Board unseal those minutes. ¶~~

~~If, however, the Reviewing Designee determines that the reasons justifying non-disclosure continue to apply, the Reviewing Designee shall assign a new date within 9 years and 10 months thereafter for the sealed minutes to be reviewed next. The Reviewing Designee will assure that the Sealed Minutes List maintained pursuant to paragraph D.4 is updated to reflect the new date, and any additional data pertaining to the sealed minutes required by the list which was not previously discernible from external sources. ¶~~

~~Board Determination Whether to Disclose Previously Sealed Minutes. ¶~~

~~Upon receipt of recommendations from the Reviewing Designee that previously sealed minutes should be disclosed, the Board will review such minutes in non-public session under RSA 91 A:3, II(m) to determine whether the circumstances that justified keeping meeting minutes from the public under RSA 91 A:3, III no longer apply. ¶~~

~~While the Board's review and discussion regarding previously sealed minutes may occur in non-public session, pursuant to RSA 91 A:3, II(m) any vote by the Board whether to disclose minutes shall take place in public session. ¶~~

~~If the Board votes to disclose/unseal, the minutes shall be available for release to the public within 72 hours.~~

## **OPTION 2 - No specific procedures**

The Board will review previously sealed non-public minutes within ten years of the date the minutes were first sealed, or within ten years of the last time those minutes were last reviewed by the Board. The minutes shall be unsealed by majority vote of the Board if the circumstances justifying sealing the minutes no longer apply. Minutes which are not reviewed after 10 years will be automatically unsealed. Although discussion of whether to unseal such minutes should occur in non-public session pursuant to RSA 91-A:3, II (m), any vote to unseal must occur in public session.

NOTE: In years past, 91-A did not require a public motion to seal. Accordingly, a review of non-public minutes --or even public minutes-- may not include sufficient information to determine what the original circumstances were that justified sealing the minutes. In such event, and assuming the minutes themselves do not include information upon which the then current board could determine that the minutes should not be disclosed, then the minutes in question should be disclosed.

### **District Policy History:**

*First reading:*

*Second reading/adopted:*

### **District revision history:**

**Legal References Disclaimer:** Legal references below are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

<sup>[1]</sup> **[Delete fn.]** Many districts refer to the minute taker as the “Clerk”. NHSBA believes that title might cause confusion relative to the distinction between the “District Clerk”, and the minute taker. If using “clerk” to reference the minute taker, we suggest using the title “Recording Clerk”. <sup>[2]</sup> **[Delete fn.]** This is the only requirement relative to the subject matter discussed. Minutes are not a transcript, but a record of the board’s “doings” and actions. A board may require or include more extensive “descriptions”, e.g., summaries of debate, etc., but that is not required.

<sup>[3]</sup> **[Delete fn.]** RSA 91-A:2, II-b requires each district to either post “approved” minutes on the district’s website, or a notice as to where approved minutes may be inspected and copied. The statute does not discuss “draft” minutes, other than to require that minutes of every meeting be available for inspection and copying within 5 business days of the meeting (or 72 hours for minutes of non-public sessions).

<sup>[4]</sup> **[Delete fn.]** The 2021 amendment to RSA 91-A:3, III (see 2021 HB108), states that minutes relative to non-public sessions under 91-A:3, II(d) “must be made available to the public as soon as practicable after the transaction has closed or the public body has decided not to proceed with the transaction.” Thus, while the bill does not state that the original motion must include such a date, it would be helpful to assure future compliance with the new provision.

<sup>[5]</sup> **[Delete fn.]** The 2023 amendment allows a Board to establish procedures for review of sealed minutes. These procedures may include delegation of the initial review of minutes. Historically, some boards sealed virtually all of their non-public minutes, such that in order to maintain Board efficiency, the volume might lend itself to the delegation approach. The delegate could be one or more members of the board (less than a quorum), a specially designated standing committee of the board, or even an administrator. Of course, the Board could simply retain the initial review authority to itself. If delegated, the delegated reviewer would not have the authority to disclose sealed minutes, but would instead recommend to the Board that upon inspection the reviewer believes that the circumstances that justified earlier nondisclosure under 91-A:3, III no longer apply.

<sup>[6]</sup> **[Delete fn.]** The statute does not require review of sealed minutes. If no concerns exist about unsealing minutes, then the ten years can be allowed to run and the minutes will be automatically unsealed.

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NH Statutes Description

RSA 189:29-a [Records Retention and Disposition](#) RSA 91-A:2 [Meetings](#)

[Open to Public](#)

RSA 91-A:3 [Non-Public Sessions](#)

RSA 91-A:4 [Minutes and Records Available for Public Inspection](#)

NH Dept of Ed Regulation Description

N.H. Dept. of Education regulation Ed [Substantive Duties of Superintendents](#)  
302.02 (j)

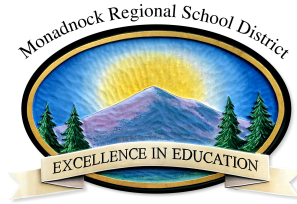
Cross References

Code Description

BEC [Non-Public Sessions](#)

EH [Public Access to School District Records](#)

EH-R(1) [Public Access to School District Records - Administrative Procedures for Public Access to District Records "Right to Know Requests"](#)



|              |                                           |
|--------------|-------------------------------------------|
| Book         | B: School Board Governance and Operations |
| Section      | Series B                                  |
| Title        | Minutes                                   |
| Code         | BEDG                                      |
| Status       | Active                                    |
| Adopted      | May 3, 1993                               |
| Last Revised | February 15, 2022                         |

## MINUTES

### **A. Minutes Required.**

Under RSA 91-A, the school board, and each of the school board's committees (irrespective of whether standing or ad hoc and irrespective of whether deemed a sub-committee or an advisory committee) is required to keep minutes for every "meeting" as defined under 91-A:2, I. As used below, "Board" shall mean and include the district school board, and each such board committee.

The Board will appoint a [“minute taker”/“recording clerk” ] to prepare 1 the minutes of each meeting. Should the person so appointed be absent from all or part of a meeting (e.g., non-public session), the Chair, subject to being overruled by the Board, shall appoint a person to take the minutes.

In addition to “minutes” as described below, a more comprehensive “record” and/or “decision” may be required in the event of a “hearing” regarding individual rights/claims (e.g., teacher non-renewal, student expulsion, manifest educational hardship, etc.). In such instances, the Board and or Superintendent should consult with counsel to assure that any statutory or regulatory requirements are satisfied.

### **B. Required Content of Minutes.**

At a minimum, all minutes, including minutes of non-public sessions, must include:

1. the names of members participating;
2. persons appearing before or addressing the School Board (members of the public who do not address the board, and are there as attendees only, do not need to be identified);
3. a brief description of each subject matter discussed;
4. identification of each member who made a first or second of any motion;
5. a record of all final decisions;
6. when a recorded or roll call vote on a motion is required by law or called for by the Chair (or another presiding officer), a record of how each board member voted on the motion; and
7. in the event that a board member objects to the subject matter discussed by the board, if the board continues the discussion above the member's objection, and upon the request of the objecting member, then - and irrespective of

whether the objection/discussion occurred in public or non-public session - the public minutes shall also reflect (i) the objecting member's name, (ii) a statement that the member objected, and (iii) a "reference to the provision of RSA 91-A:3, II that was the basis for the objection and discussion." (See RSA 91-A:2, II-a.).

See Section D below for additional content requirements for minutes of any meeting at which the Board enters a non-public session.

### **C. Approval and Access to Minutes.**

Approval and availability of minutes will depend in part on whether the minutes are of a public or non-public session, and as to non-public minutes, whether they are sealed or not. "Approved minutes" refers to the final version of minutes approved by the vote of the Board. "Draft minutes" refers to minutes that have not been formally approved by the Board. "Sealed minutes" refers to minutes from a non-public session and which the Board has determined should not be disclosed pursuant to RSA 91-A:3, III and as discussed in Section D, and paragraph C\_\_, below.

**1. Location and Retention of Minutes.** In accordance with Board policy EH, and N.H. Dept. of Education rule Ed 302.02 (j), all minutes will be kept at the office of the Superintendent. Minutes for non-public sessions that have not been sealed shall be kept in the same location and indexed in the same manner as for public minutes.

**2. Access to Approved & Unsealed Minutes.** Approved and unsealed minutes shall be available for inspection by the public during the normal business hours of the SAU office, and in accordance with RSA 91-A:2 through 91-A:4 (subject to the exemptions stated in RSA 91-A:5), and Board policy EH. Requests for access to minutes shall be processed in accordance with District administrative procedures EH-R. Additionally, all approved and unsealed minutes shall be posted in a consistent and reasonably accessible location on the District's website, or the website shall contain a notice describing where the minutes may be reviewed and copies requested.

**3. Access to Draft Minutes and Minute Preparation Materials.** "Draft" or "unapproved" minutes that have not been sealed will be available for inspection upon request at the SAU office during normal business hours. Drafts for public sessions must be available 3 within 5 business days of the meeting, while drafts of non-public session minutes that have not been sealed by the Board must be available within 72 hours (3 calendar days) of the meeting. Notes and other materials used in the preparation of the minutes must be retained until the minutes are approved or finalized and shall likewise be available for inspection during that period.

**4. Approval of All Minutes Other Than Sealed.** Draft public minutes and non-public minutes that were not sealed will be sent to the members of the Board before the meeting at which they are to be approved. Changes made by the Board to draft minutes shall be recorded either by (i) retaining the draft with the final approved minutes, (ii) including notations (e.g., "redline" edits) in the final approved minutes, or (iii) outlined in the minutes of the meeting at which the Board approved.

**5. Approval of Sealed Non-Public Minutes of Non-Public Sessions.** Unless previously sealed by the Board, draft minutes for all non-public sessions will be made available for public inspection within seventy-two (72) hours after the non-public session.

Drafts of non-public minutes will be provided to the Board, either (i) at the conclusion of the non-public session and may be approved at the time, prior to any vote to seal, or (ii) if sealed, provided to Board at the meeting, if any, at which they are to be approved. If copies of draft sealed minutes are provided to Board members for the purpose of review and/or approval, the copies shall be recovered by the Chair or recording clerk and destroyed. Only the official record copy may be retained, with a list maintained for sealed non-public minutes as described in Section D\_\_, below.

### **D. Special Provisions for Minutes Relating to Non-Public Sessions.**

For any public meeting that includes a non-public session (see Board policy BEC for statutorily required procedures relative to entering and exiting non-public sessions), additional information beyond that discussed in paragraphs B.1- 7, is required both for the public meeting minutes and for minutes specific to the non-public session, irrespective of whether the non-public minutes are “sealed” (see discussion in Section \_\_, below).

**1. Information Regarding Non-Public Session Included in Public Minutes.** The public minutes of the meeting at which the non-public session occurs must include the statutory reason given in the motion as the foundation for each non-public session, as well as a roll call record of how each Board member voted on the motion to enter. Public minutes must also reflect any motion to seal (described in paragraph C.2., above), along with the statutory reason permitting the sealing (see, below), and record how each member voted on the motion to seal.

**2. Sealing Non-Public Minutes.** As used in this policy, “sealed” minutes in reference to minutes of non-public sessions, means that the Board determined by 2/3 majority vote in public session that “divulgence of the information” (i.e., information in the minutes of the non-public session):

- i. Would affect adversely the reputation of a person other than a Board member;
- ii. Would render ineffective the action/proposed action taken in non-public session; or
- iii. Pertains matters relating to the preparation for and carrying out of all emergency functions intended to thwart a deliberate act intended to result in widespread or severe damage to property or widespread injury or loss of life (i.e., terrorism).

a. A motion to seal, if any, should be the first item of public business after the Board exits the non-public session, and must state one of the three grounds above allowing sealing.

b. If the minutes are not prepared/approved during the non-public sessions itself, the Board should discuss the content of the minutes prior to exiting so that any vote to seal will be an informed vote.

c. When making or voting upon a motion to seal, the movant/Board should consider and state the duration that minutes be sealed based upon the grounds supporting the sealing. This can be done either by stating a date they sealed until, or a date by which the Board might review the minutes status. For instance, minutes sealed because divulgence of the information would likely affect adversely the reputation of a person other than a member of the Board might be remain sealed permanently, while minutes sealed because disclosure would “render the action ineffective” should be sealed only for as long as that reason exists or is anticipated to exist. Pursuant to RSA 91-A:3, III, non-public minutes relating to the discussion about lease, purchase, or sale of property (91-A:3, II(d)) must be made available “as soon as practicable after the transaction has closed or the Board has decided not to proceed with the transaction.”

**3. Minutes of the Non-Public Session Itself.** In addition to the information included in all minutes as described in paragraphs B.1-7, above, minutes of the non-public session must include “all actions” and decisions (i.e., votes, including negative votes) taken by the Board, with a record of how each member voted. If the Board does not “seal” the minutes of the non-public session, then such information must be disclosed to the public within 72 hours of the close of the meeting.

**4. Sealed Minutes List.** In order to comply with RSA 91-A:3, III, the Superintendent is directed to maintain a list of all sealed minutes for non-public sessions occurring after July 1, 2021. The list (referred to as the “Sealed Minutes List”) shall include:

- a. the name of the public body (e.g., School Board, Policy Committee, etc.);\*
- b. the date, \* time\* and location of the public meeting (from meeting notice);
- c. the start and end times\* of the non-public session;

- d. the specific grounds upon which the non-public session occurred (e.g., RSA 91-A:3, II (b) and (c), etc.);\*
- e. the specific grounds upon which the minutes were sealed (e.g., “disclosure would render the action ineffective” or “disclosure would likely adversely affect the reputation of a non-board member,” etc.);
- f. the date the vote to seal the minutes occurred;\*
- g. the date, if any stated in the original motion or subsequently, on which the sealed minutes will be unsealed; the motion to seal should, when possible, state the date the minutes should be unsealed or at least reviewed by the Board or other public body; and
- h. the date, if any, of a subsequent decision to unseal the minutes.\* The Sealed Minutes List shall be updated each time the public body seals non-public minutes, and the updated List shall be made as soon as practicable for public disclosure.

### **5. Reviewing Sealed Minutes.**

The Board may appoint a delegate the authority to review previously sealed minutes to one or more Board members, the Superintendent, or another appropriate administrator. Sealed minutes shall be reviewed periodically and unsealed by the majority vote of the Board if the circumstances justifying sealing the minutes no longer apply. Although discussion of whether to unseal such minutes can occur in a non-public session pursuant to RSA 91-A:3, II (m), any vote to unseal must occur in a public session.

### **Legal References:**

Legal References:

RSA 91-A:2, Meetings Open to Public

RSA 91-A:3, Nonpublic Sessions

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

RSA 189:29-a, Records Retention and Disposition

N.H. Dept. of Education regulation Ed 302.02 (j), Substantive Duties of Superintendents

**Revised:** 2/15/2022, 4/7/2020, 8/14/2019, 6/26/2018



QUORUM

Category: Recommended



ADOPTION/REVISION NOTES –

Text between the highlighted lines “~ ~ ~ ~”, and highlights in this sample should be removed prior to adoption.

- (a) General – As with all sample policies, NHSBA recommends that each district carefully review this sample prior to adoption/revision to assure suitability with the district’s own specific circumstances, internal coding system, current policies, and organizational structures.
- (b) Highlighted language or blank, underscored spaces indicate areas which Boards should review, change or complete to reflect local personnel titles, internal/ external policy references, duty assignments etc.
- (c) {\*\*} indicates a reference to another NHSBA sample policy. A district should check its own current policies and codes to assure internal consistency.
- (d) Withdrawn & earlier versions of revised policies should be maintained separately as part of the permanent records of the District.



A simple majority of the Board shall constitute a quorum for the transaction of business.

Participating Electronically from a remote location

When it is not reasonably practical for a member to attend in person, the member may attend via telephone, skype, or other electronic means. RSA 91-A:2, III. The following is required:

1. The reason it is not reasonably practical for the member to attend in person must be included in the minutes of the meeting. ~~Remote participants and their reason for participating remotely shall be noted uniquely in the minutes~~
  - A. Board members who are unable to attend a school board meeting in person and wish to participate remotely must:
    - a. Notify the Board Chair at least 24 hours in advance of the meeting
    - b. Agree to have their reason published in the minutes
    - c. Confirm their ability to participate contemporaneously, meaning:Quality audio to hear and be heard
    - d. Able to access the meeting content via paper/email
    - e. Able to review any content to be shared on-screen
  - B. The Board Chair must:
    - a. Decide if the reason for remote attendance is a rational exception, and confirm that their in-person attendance is not reasonably practical (RSA 91-A:2, III,(a))
    - b. At the start of the meeting, announce the remote participant and their reason for participating remotely
    - c. Confirm that the board can hear the remote board member and that they can hear all members of the board

QUORUM

- d. Confirm that the board member can see screen share and has copies of the meeting materials
- C. Remote participants and their reason for participating remotely shall be noted uniquely in the minutes
- 2. The member participating electronically must identify anyone present at the location the member is participating from.
- 3. All votes taken during the meeting must be by taken by roll call vote. Remote participants shall not be included in the roll call for meeting quorum
- 4. The public attending the meeting and all members must be able to simultaneously hear or see communication between the member participating remotely and those participating in person. No meeting shall be conducted by electronic mail or any other form of communication that does not permit the public to hear, read, or otherwise discern the meeting discussion contemporaneously at the meeting location specified in the meeting notice.
- 5. Except for an emergency meeting, if a member is allowed to participate electronically from a remote location, there must be a quorum of the school board physically present at the location specified in the meeting notice. Except in an emergency, the members participating electronically from a remote location will not count towards satisfying the quorum requirement.
- 6. When, in an emergency, the quorum requirement is satisfied in part by one or more members participating electronically from a remote location, the facts requiring immediate action before a physical quorum can be gathered shall be included in the minutes of the meeting.

***District Policy History:***

First reading: \_\_\_\_\_  
 Second reading/adopted: \_\_\_\_\_

***District revision history:***

***Legal References:***

RSA 91-A2, Meetings Open to the Public

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***When adopting this sample or variation of the same, a district should not include the NHSBA history or NHSBA policy notes appearing below. The district should, to the extent possible, include its own adoption/revision history, as well as the legal references and disclaimer as indicated above.***

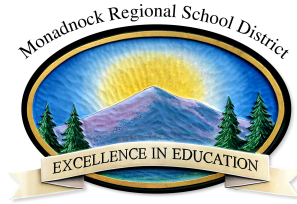
**NHSBA history:** Revised: May 2017  
 Revised: September 2008  
 Reviewed: February 2004  
 Revised: July 1998

**NHSBA Revision Note:** This policy is revised to conform with legislative amendment of the Right-to-Know law, RSA Chapter 91-A.

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**QUORUM**

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|              |                                              |
|--------------|----------------------------------------------|
| Book         | B: School Board Governance and Operations    |
| Section      | Series B                                     |
| Title        | Quorum/Voting for Full School Board Meetings |
| Code         | BEDC                                         |
| Status       | Active                                       |
| Adopted      | May 3, 1993                                  |
| Last Revised | April 5, 2016                                |

## QUORUM/VOTING FOR FULL SCHOOL BOARD MEETINGS

A membership of the School Board comprising greater than 50% of the total weight of the seated Board shall constitute a quorum for the transaction of business.

A majority vote of the School Board shall be defined as a vote of more than 50% of the total weighted votes cast.

A two-thirds majority vote of the School Board shall be defined as a vote of more than sixty-six and two-thirds percent of the total weighted votes cast.

Majority and two-thirds majority votes will be figured based on the membership present and voting at the meeting.

In order for board members to show neutrality on an issue or to not affect the outcome of the vote in cases where board members choose not to vote due to a conflict of interest all abstentions cast on any motion will not influence the vote.

When the board is conducting a hearing or deliberating on a quasi-judicial matter, such as a non-renewal hearing, any board member who has a direct financial or family interest in the subject matter should recuse himself or herself from that matter. Such a recusal must be announced before the beginning of any hearing or deliberation, and that board member shall not participate in the hearing or deliberation, and shall not be counted as present for the duration of the hearing or deliberation.

### Policy References:

Category - Recommended

**Policy Cross References:**

- » [BDE - Board Committees and Delegates](#)
- » [BEDD - Rules of Order](#)

Policy EBCC: False Alarms, Bomb, Active Shooter and Other Such Threats Status: ADOPTED

Original Adopted Date: 07/01/1998 | Last Revised Date: 09/18/2023 | Last Reviewed Date: 09/18/2023

**Category: Recommended**



**ADOPTION/REVISION NOTES -**

**Text between the highlighted lines “~ ~ ~ ~”, and highlights in this sample should be removed prior to adoption.**

- a. General – As with all sample policies, NHSBA recommends that each district carefully review this sample prior to adoption/revision to assure suitability with the district’s own specific circumstances, internal coding system, current policies, and organizational structures.
- b. General – **Highlighted language** or blank, underscored spaces indicate areas which Boards should review, change or complete to reflect local personnel titles, internal/ external policy references, duty assignments etc.
- c. General – **[\*\*]** indicates a reference to another NHSBA sample policy. A district should check its own current policies and codes to assure internal consistency.
- d. General – Withdrawn & earlier versions of revised policies should be maintained separately as part of the permanent records of the District.

**NHSBA history:** Revised – Sept. 2023, Nov. 2006, May 2006, Nov. 1999, July 1998

**NHSBA revision notes, September 2023**, sample EBCC, which formerly only addressed bomb threats, was re-titled and substantially revised to include additional threats as well as false alarms. The impetus for the revision was the 2023 passage of HB244, amending RSA 644:3 to include false reports about active shooters or presence of explosive devices, along with the previous prohibition to threats/false reports about fire, explosions, presence of biological or chemical substances, or occurrence of “other catastrophe or emergency”.



The Board recognizes that false alarms, and bomb, active shooter or other such violent threats, are a significant concern to schools. Whether a threat is real or a hoax, it represents a likely substantial disruption to the educational mission of the school, as well as potential danger to the safety and welfare of students, staff, and school property.

No person shall make or communicate, by any means, a threat stating the current or future presence of: a fire, an explosion, an active shooter, an explosive device, a biological or chemical substance, or other catastrophic emergency on school premises. This prohibition extends to activating any alarm on school property intended to warn of the presence of one or more such threats or conditions when the person activating the alarm knows the threat or condition is not present, or there is no reasonable basis presence of such threat or condition. Making such threats or false alarms will be deemed a violation of the applicable code of conduct, with potential disciplinary action, and will be referred to law enforcement for potential criminal prosecution.

Any such false threat or alarm will be regarded as a serious matter and will be treated accordingly.

In the event a violent threat is made or alarm activated, the Building Principal/supervisor shall follow the pertinent procedures set forth in the District Crisis Prevention and Response Plan **[\*\*]**EBCA, and the school specific Emergency Operations Plan. At a minimum:

1. The Superintendent or his/her designee shall make a determination as to whether an immediate evacuation of school buildings is required in accordance with the District Crisis Prevention and Response Plan.
2. Simultaneously, local law enforcement authorities shall be notified.
3. An investigation of the threat should be made by local law enforcement authorities or applicable state department.
4. Any decision to re-enter the school or buildings after an evacuation will be made by the Superintendent, or designee, and only after such clearance has been given by the appropriate law enforcement agency.
5. The Superintendent or her/his designee will communicate the occurrence of any threat under this policy to the parents of any students in the affected building, whether or not a full evacuation occurred **EITHER** in accordance with the District Crisis Prevention and Response Plan **OR** the District Communication Plan **OR** as soon as deemed appropriate under the circumstances.

#### **District Policy History:**

*First reading:*

*Second reading/adopted:*

#### **District revision history:**

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NH Statutes Description

RSA 158:9 [Possession of Explosives](#)

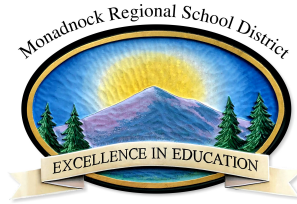
RSA 644-a [False Fire Alarms](#)

RSA 644:3 [False Public Alarms](#)

Cross References

Code Description

EBB School Safety



|              |                     |
|--------------|---------------------|
| Book         | E: Support Services |
| Section      | Series E            |
| Title        | Bomb Threats        |
| Code         | EBCC                |
| Status       | Active              |
| Adopted      | May 4, 1993         |
| Last Revised | January 21, 2011    |

## **BOMB THREATS**

In the event of a call or notice that a bomb has been placed in a school or any other District building or establishment, the following procedures are required:

1. Immediate evacuation of the school or buildings.
2. If a thorough search has been conducted and nothing found, the Principal of the school or building or his/her designee should be notified by the senior member of the local protective department that re-entry will be permitted.
3. Investigation of the incident should be made by the local police department, assisted by the State Police, if requested.
4. Any decision concerning the dismissal of school pupils and subsequent action after the above procedures have been followed is the prerogative of the Superintendent.
5. Persons calling in "Bomb Scares" and/or false fire alarms will be subject to conviction by the courts and suspension from school pending School Board action. The School District may also recuperate expenses incurred as a result of the event.
6. Immediately after a call is received, the Principal shall be notified. The person receiving the call make a detailed record of the call.
7. The Principal will record the time of the call.
8. After an investigation, the decision regarding appropriate action will be made by the Principal, after consultation with the Superintendent.
9. The building should be evacuated in each case as determined by the above-mentioned authorities. Fire drill procedures will be followed. Students will get their coats and other belongings when circumstances permit.
10. The overall safety of all students will be the underlying basis for all decisions.

Dates of Revisions: 1/21/2011, 5/1/2003, 11/1/1999, 7/1/1998



**Policy References:**

Category - Recommended

## Remote Participation in Board Meetings

### 1. Policy BBAB - Responsibility of the Chair says:

- As presiding officer at all meetings of the Board, the Chairperson shall enforce the Board's policies relating to the order of business and the conduct of meetings

### 2. RSA 91-A:2, III says:

- (a) A member of the public body may participate in a meeting other than by attendance in person at the location of the meeting **only when such attendance is not reasonably practical. Any reason that such attendance is not reasonably practical shall be stated in the minutes of the meeting.**
- (c) Each part of a meeting required to be open to the public shall be audible or otherwise discernible to the public at the location specified in the meeting notice as the location of the meeting. Each member participating electronically or otherwise must be able to simultaneously hear each other and speak to each other during the meeting, and shall be audible or otherwise discernible to the public in attendance at the meeting's location. Any member participating in such fashion shall identify the persons present in the location from which the member is participating. No meeting shall be conducted by electronic mail or any other form of communication that does not permit the public to hear, read, or otherwise discern meeting discussion contemporaneously at the meeting location specified in the meeting notice.

## 4/18/23 MOTION: To refer the following proposed changes to Policy Committee

Add new content between sections A and B within BEDDA - Rules and Procedures of Order

### **Rules for Remote Participation**

- i. Board members who are unable to attend a school board meeting in person and wish to participate remotely must:
  1. Notify the Board Chair at least 24 hours in advance of the meeting
  2. Agree to have their reason published in the minutes
  3. Confirm their ability to participate contemporaneously, meaning:
    - a. Quality audio to hear and be heard
    - b. Able to access the meeting content via paper/email
    - c. Able to review any content to be shared on-screen
- ii. The Board Chair must:
  1. Decide if the reason for remote attendance is a rational exception, and confirm that their in-person attendance is not reasonably practical (RSA 91-A:2, III,(a))
  2. At the start of the meeting, announce the remote participant and their reason for participating remotely
  3. Confirm that the board can hear the remote board member and that ~~they~~he/she can hear all members of the board
  4. Confirm that the board member can see screen share and has copies of the meeting materials
- iii. Remote participants shall not be included in the roll call for meeting quorum
- iv. Remote participants and their reason for participating remotely shall be noted uniquely in the minutes

**Monadnock Regional School District (MRSD)**  
**School Board Meeting Minutes**  
**November 7, 2023 (Not Yet Approved)**  
**Emerson Elementary School, Fitzwilliam, NH**

**Members Present:** Kristen Noonan, Jeff Cesaitis, Betty Tatro, Cheryl McDaniel-Thomas, Lisa Steadman, Eric Stanley, Edmond LaPlante, Scott Peters, Gina Carraro, Brian Bohannon, Stephanie Lawlor, Dan LeClair and Jennifer Strimbeck.

**Administration Present:** J. Rathbun, Assistant Superintendent and J. Morin, Business Administrator.

**Also Present:** Owen Higgins, Student Government Representative

- 1. Tour of the Emerson School**
- 2. CALL THE MEETING TO ORDER at 7:10 PM.** S. Peters called the meeting to order at 7:10 PM.
- 3. PUBLIC COMMENTS:** Principal L. Stevens welcomed the Board to Emerson. She said the staff and the students are happy the Board Members are here. There are a number of amazing things going on at the school. The school holds Learning Showcases and they are well attended by the families. There were so many people in attendance. The walk to school event was also well attended. Pumpkins were donated by area businesses and families and the students carved with a buddy. Harvest Night had a great turnout and is one of the favorite events. The students and staff love their school and are proud of their work.

J. Cesaitis presented a flag which had been flown in Iraq while he was stationed there to Principal Stevens. It was presented to the staff and faculty at Emerson for the care his child received while he was deployed.

Prior to this meeting K. Barker did a walkthrough of the school with the Board pointing out the areas for the new renovations. He said that Emerson has issues but is in good shape. A lot of pride came through and that is why the town of Troy and Fitzwilliam wanted to keep their individual schools. Some of the schools do not need much work because they have been well taken care of. He explained that 50% of the completed plans for MTC have gone to Hutter Construction for pricing. We need to see if we are on target and if not revisit the plans. We will take one school at a time. The drawings for MTC will be completed by the end of the year, they will go out to bid and the MTC project will begin in June.

**4. #CelebrateMRSD:**

**a.** The MRSD Varsity Cheerleading Team has won the State Championship. Congratulations!!! **MOTION:** K. Noonan **MOVED** to award swag to the MRSD Varsity Cheerleading Team. **SECOND:** B. Tatro. **DISCUSSION:** The standard swag is \$100.00 each. **VOTE:** 13/0/0. **Motion passes.**

**b.** Gilsom STEAM Academy will be celebrating Veterans Day with a celebration. Emerson will be holding their Annual Thanksgiving Celebration on November 15, 2023. The MRMHS Marching Band participated in the Keene Fireman's Parade. They also participated in the Dover Band Show which they had not done since 2019.

**5. MATTERS FOR SCHOOL BOARD INFORMATION & DISCUSSION:**

**a. Staffing Update:** J. Rathbun explained that they are still working to fill the vacancies. There were 2 interviews for nurses but nothing to share.

**b. Policies for 1st Read:**

**i. ACN-Nursing Mothers Accommodations**

**ii. BEDG-Meeting Minutes**

**iii. BEDC-Quorum/Voting for Full School Board Meetings**

**iv. EBCC-False Alarms, Bombs, Active Shooter and Other Such Threats: K.**

Noonan said that she can be emailed with any questions.

**c. Draft 2024/25 Budget:** S. Peters explained that the proposed budget will be explained at the Joint Meeting but tonight is a preview. It was explained that the bond is part of the operating budget. The information on the proposed budget was presented. The items suggested by the Board for the 2024/25 proposed budget were an additional SOE/new mentorship which was explained could be done with Title 2 Funds, Curriculum Coordinator/Director which needs more conversation due to the large cost, revisit the stipends and conversation on the non-affiliated salary and benefits is still being discussed by the Finance/Facilities Committee. S.Peters asked when the items need to be locked into the proposed budget. J. Morin said prior to the Public Hearing. The administration would like to hear from the Board regarding the budget. This is not the administration's budget. They would like to have Board interaction.

**d. Joint Session Planning:** The Joint Meeting is scheduled for November 18, 2023 at 9:00 AM. The Board would like to ask the administration to discuss in detail the budget drivers. S. Peters would suggest the Budget Committee make a motion not to have individual requests. Any motion would just give the Board direction.

**e. Feedback from Legal Counsel on Sports Field signage & sponsorships:** S. Peters explained that he had been copied on an email to the Superintendent from the NHSBA. They said it is a legal risk to say no to certain businesses and yes to others. Not a lot of school districts do it. It is not easy but they will stay on it.

**f. 2023/24 School Board Goals**

**i. Superintendent Search Update:** C. McDaniel-Thomas reported at the last

Superintendent Search Committee Meeting the committee reviewed the timeline and decided it might be tough over the holidays to hold a meeting. The first round of interviews are in January and on Thursday the committee will review the full applications and decide who will go forward. N. Behrens recommended that the posting stay open until November 22, 2023 to increase the pool. **MOTION:** C. McDaniel-Thomas **MOVED** to extend the closing date of the posting from November 10, 2023 to November 22, 2023. **SECOND:** D. LeClair. **VOTE:** 13/0/0/0. **Motion passes.** C. McDaniel-Thomas explained that this will not slow the process down.

ii. **Cohort Review: “Work Ethic & Behavior”:** J. Rathbun explained that he would like to split up Work Ethic and Behavior. Both are a big conversation. He will be discussing Behavior next week. Work Ethics has a lot to do with attendance and participation. Excused absences, unexcused absences, tardiness and dismissals all affect the student’s work. J. Rathbun passed out information on attendance in different grades. He explained the ADM and ADA. In NH if a student attends school for any part of the day they are marked as in school. In the high school and middle school students should make sure they are at school on time but in the elementary schools it is not their fault. Dismissals are also an issue. The only way to get dismissed is by the parents. Kids call their parents to get dismissed if they don’t want to go to a certain class. J. Rathbun presented the administration Tardy Policy which was discussed with the students and will be enforced. B. Bohannon asked if a student can go back to school after being absent and redo their missed work. J. Rathbun said yes. He said it is a fine line. At a job people are given the opportunity to make up work. We do not want an environment that is not in the real world but we do not want to take away from other students. The principals would like a stronger excuse and attendance policy. The School Board reviewed the proposed policy. K. Noonan disagreed and said changing the policy will not change what is happening now. J. Rathbun said that we cannot force kids to attend school. Changing the policy is sending a stronger message. E. LaPlante commented that we need to send a message. J. Rathbun said we are talking about the kids who really do not want to be in school. B. Bohannon asked what the administration wants of the School Board. J. Rathbun commented on tardiness, skipping and reinforcing the policies to show the parents. It would be great to have the principals in attendance while reviewing the policy. **MOTION:** S.Peters **MOVED** to refer the attendance policy with proposed changes by the administration to the Policy Committee. **SECOND:** J. Cesaitis. **VOTE:** 11.092/1.908/0/0. **Motion passes.**

**6. MATTERS THAT REQUIRE BOARD ACTION:**

a. **Approve 2023/24 Education Philosophy:** The Education Committee presented the completed 2023/24 Education Philosophy. **MOTION:** S.Lawlor **MOVED** to approve the 2023/24 Education Philosophy on behalf of the Education Committee. **SECOND:** B. Bohannon. **VOTE:** 13/0/0/0. **Motion passes.**

b. **Approve 2024/25 Capital Improvement Plan:** The committee will need to review the CIP before it is presented to the Board for approval.

c. **Approve the Consent Agenda:**

- i. **October 17, 2023 School Board Meeting Minutes:**
- ii. **2023/24 Manifest in the amount of \$ 2,136,144.66.**

iii. **Budget Transfers: MOTION:** S. Peters **MOVED** to approve the consent agenda which includes the October 17, 2023 School Board Meeting Minutes, the 2023/24 Manifest in the amount of \$2,136,144.66 and two budget transfers, a budget transfer from Teacher Salaries and benefit lines to OOD Private Tuition in the amount of \$83,948 and a budget transfer from Spec Ed. Para Salaries and benefit lines to OOD Private Tuition in the amount of \$37,497. **SECOND:** L. Steadman **VOTE:** 13/0/0/0. **Motion passes.**

7. **SETTING NEXT MEETING'S AGENDA:**
- a. **Superintendent Search**
  - b. **2024/25 CIP**
  - c. **Policies for Second Read**
  - d. **Debrief Joint Meeting November 18, 2023**
  - e. **Warrant Articles**
  - f. **J. Rathbun-Report-Behavior**

It would be great to have a Student Government Report at the next Board Meeting.

8. **Public Comments:** J. Morin would like to celebrate Payton Joslyn one of 6 males who has qualified for the Cross-Country Competition in Belfast, Maine this Saturday. Congratulations!!!

9. **8:43 PM Motion to Enter Into Non-Public Session under RSA 91-A:3, II ( c ) Matters which, if discussed in public, would likely adversely affect the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting: MOTION:** K. Noonan **MOVED** to enter into Non-Public Session under RSA 91-A:3, II ( c ) Matters which, if discussed in public, would likely adversely affect the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. **SECOND:** L. Steadman **VOTE:** 13/0/0/0. **Motion passes.**

10. **ADJOURNMENT: MOTION:** K. Noonan **MOVED** to adjourn the meeting at 8:50 PM. **SECOND:** L. Steadman **VOTE:** 13/0/0/0. **Motion passes.**

Respectfully submitted,

**Laura L. Aivaliotis**  
**Recording Secretary**

**VOTING KEY:**Yes/No/Abstain/Absent

**Monadnock Regional School District  
School Board Meeting Minutes  
Non-Public Session (Not Yet Approved)  
November 7, 2023  
MRMHS Library, Swanzey, NH**

**Members Present:** Kristen Noonan, Jeff Cesaitis, Lisa Steadman, Betty Tatro, Cheryl McDaniel-Thomas, Edmond LaPlante, Scott Peters, Eric Stanley, Gina Carraro, Jennifer Strimbeck, Dan LeClair, Brian Bohannon and Stephanie Lawlor.

**Administration Present:** J. Rathbun, Assistant Superintendent and J. Morin, Business Administrator.

**8:43 PM Non-Public Session RSA 91-A:3 II ( c ) Matters which, if discussed in public, would likely adversely affect the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting.**

**Issue #1: MOTION:** K. Noonan **MOVED** to accept the retirement of Brenda Rouleau as of June 2025 as presented by the Assistant Superintendent. **SECOND:** S. Lawlor **VOTE:** 13/0/0/0. **Motion passes.**

**MOTION:** K. Noonan **MOVED** to leave Non-Public Session. **SECOND:** L. Steadman **VOTE:** 13/0/0/0. **Motion passes.**

**Respectfully submitted,**

**Laura L. Aivaliotis  
Recording Secretary**

**November 21, 2023 School Board Meeting  
Budget Transfers**

**Budget Transfers**

1. Requested by: Cathy Woods, Director of Student Services
  - ◆ From: 01.1200.51150.00.00000 MRMHS Spec Ed Para Salaries \$ 19,179
    - 01.1200.52110.00.00000 MRMHS Special Ed Health Ins \$ 25,508
    - 01.1200.52220.00.00000 MRMHS Special Ed Fica \$ 1,468
    - 01.1200.52310.00.00000 MRMHS Non-Teacher Retire \$ 2,595
  - To: 01.1200.54300.09.00000 DW Contracted Services \$ 48,750
  - ◆ Amount: \$48,750
  - ◆ Reason: Transfer funds from unfilled para position to cover contracted nurse position for Life Skills
  
2. Requested by: Janel Morin, Business Administrator
  - ◆ From: 01.1126.56300.00.00000 Enriching Students Software \$ 6,000
  - To: 01.2840.57370.09.00000 DW IT Equipment \$ 6,000
  - ◆ Amount: \$6,000
  - ◆ Reason: Transfer funds from software that we have discontinued to DW It Equipment to cover purchase of additional 2 TVs/Chromeboxes