

Monadnock Regional School District & SAU #93
School Board Agenda
November 7th, 2023
In-Person Emerson Elementary School & Webinar Link 7:00 pm
Join [Zoom](#) Meeting
Meeting ID: 87298230790 Passcode: 424171 Phone:(US) +1 309-205-3325

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 Emerson School 6:30
2. CALL THE MEETING TO ORDER 7:00 or upon conclusion of the tour
3. PUBLIC COMMENTS (15 minutes)
4. #celebrateMRSD
5. MATTERS FOR SCHOOL BOARD INFORMATION & DISCUSSION
 - a. Staffing Update
 - b. Policies for 1st 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
 - v. Draft 2024/25 Budget
 - c. Joint Session Planning
 - d. Feedback from Legal Counsel on Sports field signage & sponsorships
 - e. 2023/24 School Board Goals
 - i. Superintendent Search Update
 - ii. Cohort Review: "Work Ethic & Behavior"
6. MATTERS THAT REQUIRE BOARD ACTION
 - a. * Approve 2023/24 Education Philosophy
 - b. * Approve 2024/25 Capital Improvement Plan
 - c. * Approve the Consent Agenda
 - i. October 17th, 2023 Minutes (public and non-public)
 - ii. Manifest
 - iii. Budget Transfers
7. SETTING NEXT MEETING'S AGENDA
8. PUBLIC COMMENTS (15 minutes)
9. NON-PUBLIC SESSIONS under RSA 91-A:3. II
 - a. * TBD as needed
10. 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:

11/7/2023	MRSD/SAU 93 School Board	7:00 pm	Emerson Elementary
11/9/2023	Extra-Curricular Committee	6:00 pm	SAU Conference Room
11/9/2023	Superintendent Search Committee	6:30 pm	Wilcox Conference Room
11/14/2023	Finance & Facilities Committee	7:00 pm	SAU Conference Room
11/16/2023	Policy Committee	7:00 pm	SAU Conference Room

November 18, 2023
Annual Joint School Board and Budget Committee Meeting
9:00 am
MRMHS Library

11/21/2023	MRSD/SAU 93 School Board	7:00 pm	MRMHS Library
11/28/2023	Budget Committee	7:00 pm	MRMHS Library

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.****

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.

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

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^[i] 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].^[ii]

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]^[iii] 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^[iv] [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.

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

ⁱⁱ ~~[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.

ⁱⁱⁱ ~~[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.

^{iv} ~~[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

20 U.S.C 1681, et seq

42 U.S.C. 2000gg

42 U.S.C. 218d

Description

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

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

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

Cross References

Code

AC

AC-F(1)

ACAC

GBEB

IHBCA

JIC

Description

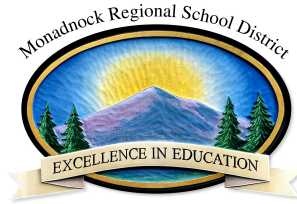
[Non-Discrimination, Equal Opportunity Employment, and Anti-Discrimination Plan](#)

[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](#)

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

[Pregnant Students](#)

[Student Conduct](#)



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

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.
- 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)

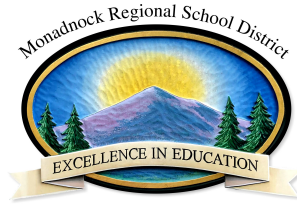
Cross References

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        | 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](#)

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



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- 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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except as needed for the development of policy by a subscribing district. The materials contained in the manual are provided for general information only and as a resource to assist subscribing districts with policy development. School districts and boards of education should consult with legal counsel and revise all sample policies and regulations to address local facts and circumstances prior to adoption. NHSBA continually makes revisions based on school districts' needs and local, state and federal laws, regulations and court decisions, and other relevant education activity.

## 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:

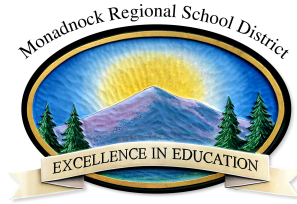
- (a) A member of the public body may participate in a meeting other than by attendance in person at the location of the meeting **only when such attendance is not reasonably practical. Any reason that such attendance is not reasonably practical shall be stated in the minutes of the meeting.**
- (c) 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



|              |                     |
|--------------|---------------------|
| 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

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

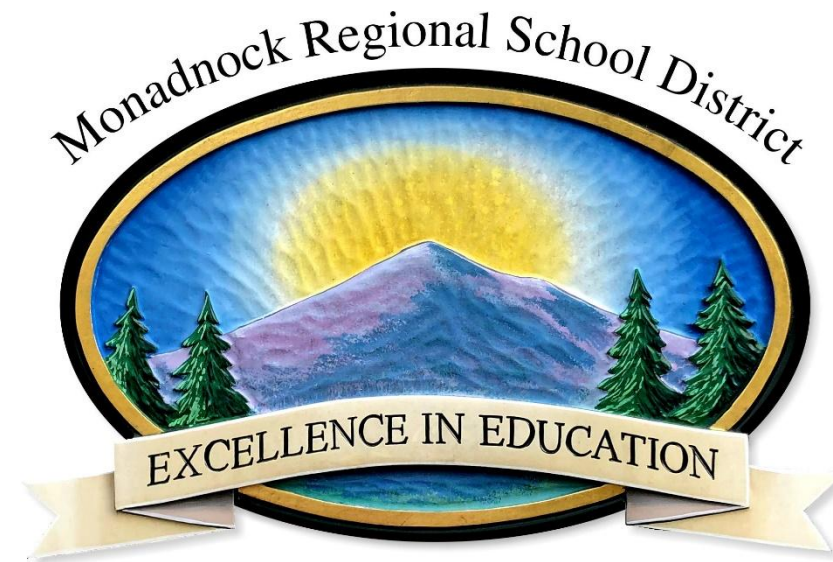
# MRSD School Board

## 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





# Long-Term Education Strategy & Initiatives

2023/24

# Purpose

- ▶ **Identify Areas of Improvement for Education Within MRSD**
- ▶ **Create Educational Initiatives with**
  - ▶ Multi-time, time-based goals
  - ▶ Specific investment strategies, either financial or org-based
  - ▶ Clear ways to measure success
  - ▶ Organized in a multi-year plan, similar to the Capital Improvement Plan
- ▶ **Create an annual cycle of review and calibration**
  - ▶ Add, edit, or remove initiatives
  - ▶ Identify funding mechanisms, such as grants, warrant articles, or the proposed budget
  - ▶ Create policies to ensure future boards honor the process

# Problem Statement

- ▶ **Task #1 - Identify Areas of Improvement for Education Within MRSD**
  
- ▶ **ALTHOUGH...** The district has a mission statement
- ▶ **AND...**The Educational Teams have a strong track record, as evidenced by:
  - ▶ Graduation rates
  - ▶ Athletic & extracurricular participation
  - ▶ College acceptance rates
  - ▶ Noted alumni success stories
  - ▶ General commentary from the local community
  
- ▶ **AND...**The Educational Teams have tools and methods that are influenced by:
  - ▶ NHDOE standards
  - ▶ SAU guidance
  - ▶ Building Principal leadership
  - ▶ Professional Development Investments
  - ▶ Each teacher's personal education and style
  
- ▶ **HOWEVER...**

# Purpose & Problem Statement

- ▶ **BECAUSE... the school board of education does not have:**
  - ▶ A clear understanding of competency vs. growth vs. achievement
  - ▶ A clear understanding of how/why our teachers execute the job
  - ▶ A clear understanding of the barriers to education
  - ▶ clear understanding of the art vs. science of what education IS
    - ▶ E.g. the end goal/purpose of graduation
  - ▶ A clear understanding of how we measure success
    - ▶ E.g. there isn't a long-standing, single measuring system from State of NH DOE
  - ▶ Consistent board membership year to year
- ▶ **THEREFORE...The board has never crafted and published:**
  - ▶ A clear, singular educational philosophy
  - ▶ A process/policy to annually review education standards
  - ▶ Anything to declare alignment with NHDOE standards
    - ▶ Or the ability to declare where we are best in class (exceeding NHDOE standards)
  - ▶ A multi-year educational growth or investment plan

Primary Goal of the Education Committee, similar to the Finance CIP

# Purpose & Problem Statement

- ▶ **AS A RESULT...** The board often:
  - ▶ Cannot discern between patterns and themes vs. one community member's vocal concern
  - ▶ Questions leadership when they hear confusion from parents
  - ▶ Asks for data in too many ways, or without a solid vision for what they are looking for
  - ▶ Asks their own personal questions about educational standards, trying to seek 'alignment' between their childhood experiences and current district method/approach
  - ▶ Tries to compare our district to other districts as a measure of success
  - ▶ Does not know what to focus on for areas of improvement
  - ▶ *Cannot express to the public if we are delivering a poor, adequate, or excellent education*
  - ▶ *Cannot clearly identify areas of specific improvement*

# Challenge #1 - Lines of Responsibility

| Fact/<br>Philosophy<br>Level             | Definition                                                                                                                                                                                                                                                                | Responsibility                  |
|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| Philosophy Statement                     | <ul style="list-style-type: none"> <li>At MRSD, we believe that...</li> </ul>                                                                                                                                                                                             | Board                           |
| Policy or DOE Standard                   | <ul style="list-style-type: none"> <li>Policy XYZ states "..."</li> <li>NH DOE #123 states "..."</li> </ul>                                                                                                                                                               | Board Decides<br>Admin Executes |
| Handbook Rules or Standard of Excellence | <ul style="list-style-type: none"> <li>At MRSD, our philosophy is &lt;aligned with/ is stronger than&gt; &lt;policy or DOE standard&gt;, and we (Admin) believe this is the right approach because xyz</li> </ul>                                                         | Administration                  |
| Operational Standard                     | <ul style="list-style-type: none"> <li>At &lt;...&gt; school, the standard practice is xyz. It is documented using xyz, and the escalation path is xyz</li> <li>Variations expected between Elementary, Middle, &amp; High schools</li> </ul>                             | Administration                  |
| Current Performance                      | <ul style="list-style-type: none"> <li>The current operational standard is/ is not followed x% of the time</li> <li>The current standard does/ does not meet policy because xyz</li> <li>The current standard does/ does not meet the current need because xyz</li> </ul> | Administration                  |
| Improvement Goal                         | <ul style="list-style-type: none"> <li>By mm/dd/yy, we need to xyz. We will measure success by doing xyz</li> <li>We do not have any improvement goals at this time; we believe we are on track and should continue the current approach</li> </ul>                       | Board                           |

# Challenge #2 - Terminology

## Bloom's Taxonomy

Combining parts to make a new whole

**Create**

Judging the value of information or ideas

**Evaluate**

Breaking down information into component parts

**Analyze**

Applying the facts, rules, concepts, and ideas

**Apply**

Understanding what the facts mean

**Understand**

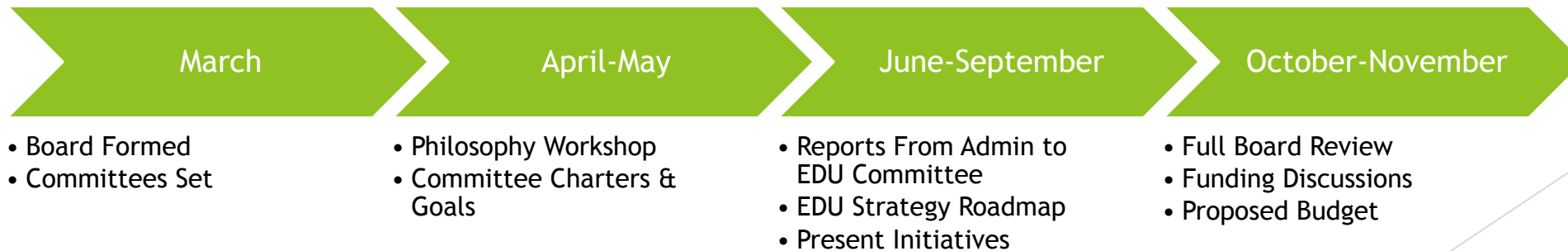
Recognizing and recalling facts

**Remember**

| TERM        | DEFINITION                                                                                                                                                                                                                                                                        |
|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ACADEMICS   | As each student progresses to the next level, they should remember, understand, and be able to apply the skills they have learned. Students are considered proficient when they can apply the skills, and will have achieved mastery when they can analyze, evaluate, and create. |
| COMPETENCY  | A competency is a state-defined standard of minimum learning for a given skill; it defines what a student should know or be able to do. Students are proficient when they meet competency standards.                                                                              |
| PROFICIENCY | A student is considered proficient in a competency when they are able to demonstrate that they can remember, understand, and apply their knowledge (Bloom's Taxonomy).                                                                                                            |

# 2023/24 Education Philosophy

- ▶ Is based on discovery done by Education committee
  - ▶ Is based on current practice
  - ▶ Is validated by Administration to be the true current state
  - ▶ May not align with each board member's personal philosophy
  - ▶ Will have a 2<sup>nd</sup> layer of depth (under construction)
- 
- ▶ In year 2 we will develop a board retreat / workshop method to onboard new members, solicit input from the board, and update the philosophy for the year
  - ▶ In year 2 we will develop a formal, printed version of the philosophy and initiatives that can be mailed or handed to incoming parents





# 2023/24 Education Philosophy

| Tenet                   | Philosophy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>READY FOR SCHOOL</b> | We believe that parents/guardians are responsible to send children to school who are ready to learn, meaning: appropriately fed, rested, clothed, and have the necessary tools such as supplies, homework, medication, snack, lunch, etc. However, when a student comes to school without any of these requirements, it is our moral obligation to fill the need. For students to learn and grow, these needs must be met first                                                                                    |
| <b>NUTRITION</b>        | The Board recognizes the importance of proper nutrition and developmentally appropriate physical activity as ways of promoting healthy lifestyles, minimizing childhood obesity, and preventing other diet-related chronic diseases. The Board also recognizes that health and student success are interrelated. It is, therefore, the goal of the Board that the learning environment positively influences a student's understanding, beliefs, and habits as they relate to good nutrition and physical activity |

# 2023/24 Education Philosophy

| Tenet             | Philosophy                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>WORK ETHIC</b> | We believe that every student needs to be challenged, and should respond with effort within and outside of the classroom. We also believe that every student should learn to work independently to reach their goals. As students progress into middle school, they should learn to work with diverse groups of their peers. As students progress into high school they should learn how to plan their time in advance in order to reach long term goals |
|                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>ATTENDANCE</b> | We believe that students must be present to learn the required competencies, but also to properly develop social skills, work ethic, and participate in field trips or extracurricular activities. When a student misses school for any reason, it is the parents'/guardians' responsibility to ensure their child makes up the missed schoolwork                                                                                                        |
|                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

# 2023/24 Education Philosophy

| Tenet                     | Philosophy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>SOCIAL / EMOTIONAL</b> | We believe that every student needs five key components to be successful in managing themselves and their relationships. They are self awareness, self management, social awareness, relationship skills, and responsible decision making. As they grow and learn to manage their feelings, we provide safe spaces for students to express and confide in trusted adults.                                                                                                                                                                                                                     |
| <b>BEHAVIOR</b>           | We believe that every student must learn to be respectful, responsible, safe, kind, work together as a team when needed, and follow rules/direction/expectations. The Board recognizes that student conduct in school can be a reflection of multiple things, such as an unstable home situation, trauma, homelessness, bullying, or the belief system of their parents/guardians. When a student does not follow rules/direction/expectations, the School Board expects Administration will consider both the behavior and the student's personal circumstances before setting consequences. |

# 2023/24 Education Philosophy

| Tenet              | Philosophy                                                                                                                                                                                                                               |
|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>COMPETENCY</b>  | We believe that every student should make continual learning progress (growth). We believe that students should be measured often in order to ensure that growth is happening                                                            |
| <b>ACHIEVEMENT</b> | We believe that achievement is both the proof and the celebration of growth over time. Achievement includes test scores, awards, and graduations                                                                                         |
| <b>ASSESSMENT</b>  | We believe in a mixture of competency based assessment along with a traditional score-based achievement assessment. We trust our administration and teaching staff to develop the right mixture and methods for the student body at hand |

**Monadnock Regional School District (MRSD)**  
**School Board Meeting Minutes**  
**October 17, 2023**  
**MRMHS Library, Swanzey, NH**

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

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

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

**1. CALL THE MEETING TO ORDER at 7:00 PM.** S. Peters called the meeting to order at 7:00 PM.

**2. PUBLIC COMMENTS:** There were no public comments.

**3. #CelebrateMRSD:**

**a.** Monadnock Middle School, Monadnock High School, MTC and MTC Kindergarten all won Gold in the Best of Keene.

**b.** Owen Higgins introduced himself to the Board. Welcome Owen.

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

**a. NHSBA Delegate Assembly Recap:** S.Peters and L. Steadman attended the Delegate Assembly. Oyster River was named School Board of the Year. Their Superintendent is retiring and has been in education for 50 years. **G. Carraro arrives.** S. Peters explained that the Oyster River School District is building a middle school without State funding. There were about 140 school boards represented. Oyster River School District has a track phone policy which was at the request of the parents in the district. The Oyster River School Board is willing to talk to this Board. They also have a K-12 Tech Program which came from the fact students were being asked to use their devices in class. L. Steadman sent out a recap document for the Board. S. Peters mentioned that the 3 resolutions proposed by the MRSD all passed some with modifications. There were only 7 or 8 School Districts that proposed resolutions out of 180 School Districts.

**b. Health Insurance GMR:** J. Morin explained that the District has received the GMR. This number will be used to build the budget. The GMR came in at 19.5%. The GMR was 6.6% 2023/24. The new number is a large increase. This is due to a dramatic increase in claims through the insurers of the Health Trust. Also, the Capital Adequacy Fund is being dipped into and that is the reason for the automatic 5% in the increase. The GMR may come in less but to build the budget the 19.5% will be used. Based on the employees on the health plans the increase will be \$939,000.00. J. Morin explained that the District and the employees will both see the increase. In April the actual

rate will arrive.

**c. Staffing Update:** L. Walker reported that there is not much change in the vacancies. There are now 15 vacancies left. Also, some have been filled with contracted services.

**d. 2023/24 School Board Goals:**

**i. Superintendent Search Update:** C. McDaniel-Thomas reported that the committee met this past Thursday. There are 5 people interested in the position so far. The committee members have been asked to do the validation survey, which will show what we are looking for in a new Superintendent. N. Behrens is working on the survey. The committee will vote on the survey after the Policy Committee Meeting. The committee will also discuss the upcoming forums.

**ii. Education Committee: Education Strategy Presentation:** S. Peters explained that E. LaPlante, S. Lawlor, B. Bohannon and S. Peters have been working with J. Rathbun to come up with a goal of a long-term planning document. S. Peters presented a slideshow to the Board on Educational Philosophy. It explained the long-term strategy and implementations. It contained the annual cycle review, identifying areas of improvement in education, competency, growth and achievement. The 2023/24 Educational Philosophy is to be approved by the Board annually based on the current practices. S. Peters read the Educational Philosophy and read the definition for Ready for School. J. Rathbun explained every nurse's office is stocked with what the students may need. The Title One funds are available to purchase clothing for students that need it. There are programs in place. Winter jackets are available to the elementary students. The staff is also making sure the students have what they need. S. Peters asked if there are initiatives needed. S. Peters read the definition for Nutrition which was taken from the Wellness Policy. Are we doing these things at the schools and activities at recess? E. LaPlante commented on the snacks given to the students and at what time made a big difference. S. Peers read the definition of Work Ethics. C. McDaniel-Thomas said that seems hard to measure. J. Rathbun said the purpose is to have that discussion. Are we motivating the kids and are they engaged? Raising the bar on the teachers and staff. We can not control it all. S. Peters would like to direct the conversation to the Homework Policy. S. Peters read the definition of Attendance. When is the parent responsible? J. Rathbun explained that this is a big conversation. A lot of kids get signed out every day by their parents. Whose fault is it? We need to be a team to make this work. We need the help of the parents. If kids don't like a class they are signed out by their parents. If a student misses a test they are able to have a makeup if the absence is excused. If there are multiple unexcused absences that will go towards truancy. Students' absences are reported to the State. There are consequences for multiple absences but he does not have the information available. Do not punish the kids because the parent kept them home. S. Peters read the definition of Social/Emotional. The administration delivers social and emotional curriculum and has a place for children to go to if they are upset. In the elementary schools there is wellness intervention. The District is working on putting their own program together which will be built on competency and the State. Choose Love is one program. S. Peters read the definition of Behavior. This is not completed. It is hard to say that student conduct is an expression of their home life. J. Rathbun commented that the wording can be worked on. Focus on what we can do. We need to talk to the families. Start there. It is more than a Behavior Policy, we need parents to be part of the conversation. S. Peters would welcome any Board Member to attend the Ed/Tech Meeting and give input. E. LaPlante said we need to set the students up for success when they move on. It was

commented that the emotional needs of the students are always being worked on. L. Steadman commented that it is good that we are looking at the whole child. J. Cesaitis said that the whole child concept is a great thing. C.McDaniel-Thomas asked where the education piece in this philosophy was. Competency, achievement and assessment were then defined and explained. S.Peters said the goal is to have this in print and to make it into a hand out for new students and shared at parent meetings.

**5. MATTERS THAT BOARD ACTION:**

**a. Approve 2023/24 Education Philosophy:** The Education Philosophy was not complete and will not be voted on tonight.

**b. Refer Annual Philosophy Review to Policy committee to convert to policy and add to BDA-R: MOTION:** S. Peters **MOVED** to refer the new Education Philosophy to the Policy Committee to convert to policy, develop an annual review cycle and add to BDA-R. **SECOND:** K. Noonan. **DISCUSSION:** J. Rathbun commented that the work done by the committee is outstanding and it is important that this is the Board's philosophy. He participated but did not develop it. **VOTE:** 8.903/0/0/4.097. **Motion passes.**

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

**i. EHAB-Data Governance and Security:**

**ii. JCA-Change of Class of School or Assignment Best Interest and Manifest Hardship:**

**iii. JKAA-Use of Restraints and Seclusion: MOTION:** K. Noonan **MOVED** on behalf of the Policy Committee to approve all changes as presented by the Policy Committee. **SECOND:** C. McDaniel-Thomas. **DISCUSSION:** K. Noonan explained that all of the policies presented are required by law. There is a form that will be coming for Policy JKAA. J. Rathbun explained that the information is now being recorded in ALMA following the law as best as possible until they send the form. **VOTE:** 8.903/0/0/4.097. **Motion passes.**

**d. Approve 2024/25 Capital Improvement Plan:** C. McDaniel-Thomas explained that the committee changed the rate of inflation and moved the dates for many of the projects out a year or so. The SAU and projects at the MRMHS are still on the CIP. Most if not all of the elementary schools' projects will be completed with the Elementary School Renovation Project. There is currently a roof issue at the MRMHS. Also, there was discussion about a generator. There is one at the school which will be able to power more than originally thought but the committee was also discussing having a generator to power more items just in case the school was an emergency shelter. They are looking at grant opportunities. The updates to the CIP were not available for review. The Fin/Fac Committee will present at the next Board Meeting. J. Morin will be presenting the Trusts and their balances at the next meeting.

**e. Approve the Consent Agenda:**

**i. October 3, 2023 Meeting Minutes:**

**ii. 2023/24 Manifest in the amount of \$1,812,192.30. MOTION:** S. Peters **MOVED** to approve the amended consent agenda with edits to the October 3, 2023 Meeting Minutes. **SECOND:** C. McDaniel-Thomas **VOTE:** 8.903/0/0/4.097. **Motion passes.**

**6. SETTING NEXT MEETING'S AGENDA:**

- a. Superintendent Search**
- b. 2024/25 CIP**
- c. Sponsorship**
- d. Joint Meeting November 18, 2023**
- e. Meeting at Emerson**

**7. OTHER BUSINESS:** J. Morin explained that there was a meeting with Hutter Construction, K. Barker, T. Breen, J. Rathbun and herself to discuss the Elementary School Renovation Project timeline. She said they are confident that if they break ground on June 12, 2023 that will take the pressure off the issue of the softball field and will allow MTC to have their playground for the students. J. Rathbun and J. Morin explained that the softball field will stay on the MTC side but in another spot. A complete replica inch by inch of what is there currently will be built. S. Peters would like an update on the ongoing communication plan.

**8. Public Comments:** K. Noonan commented that she is very excited to have a Student Representative in attendance. She thanked Owen for being here. The Board thanked Owen as well.

**9. 8:47 PM Motion to Enter Into Non-Public Session under RSA 91-A:3, II (b) The hiring of any person as a public employee: MOTION:** K.Noonan **MOVED** to enter into Non-Public Session under RSA 91-A:3, II (b) The hiring of any person as a public employee. **SECOND:** C. McDaniel-Thomas. **VOTE:** 8.903/0/0/4.097. **Motion passes.**

**10. 8:52 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:** C. McDaniel-Thomas **VOTE:** 8.903/0/0/4.097. **Motion passes.**

**11. ADJOURNMENT: MOTION:** K. Noonan **MOVED** to adjourn the meeting at 8:54 PM. **SECOND:** C. McDaniel-Thomas **VOTE:** 8.903/0/0/4.097. **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)  
October 17, 2023  
MRMHS Library/Zoom, Swanzey, NH**

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

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

**8:47 PM Non-Public Session RSA 91-A:3 II (b) The hiring of any person as a public employee:**

**Issue #1:** L. Walker is asking the Board to grant her authority to hire a School Counselor for Gilsum. The Board will not meet again for 3 weeks. **MOTION:** J. Cesaitis **MOVED** to grant the Superintendent the authority to hire a School Counselor pending a successful interview. **SECOND:** C. McDaniel-Thomas. **VOTE:** 8.903/0/0/4.097. **Motion passes.**

**MOTION:** K. Noonan **MOVED** to leave Non-Public Session. **SECOND:** C.McDaniel-Thomas **VOTE:** 8.903/0/0/4.097. **Motion passes.**

**Respectfully submitted,**

**Laura L. Aivaliotis  
Recording Secretary**

**Monadnock Regional School District  
School Board Meeting Minutes  
Non-Public Session (Not Yet Approved)  
October 17, 2023  
MRMHS Library, Swanzey, NH**

**Members Present:** Kristen Noonan, Jeff Cesaitis, Lisa Steadman, Betty Tatro, Cheryl McDaniel-Thomas, Edmond LaPlante, Scott Peters, Eric Stanley and Gina Carraro.

**Absent:** Jennifer Strimbeck, Dan LeClair, Brian Bohannon and Stephanie Lawlor.

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

**8:52 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 approve the request for up to 10 days intermittent unpaid leave for a paraprofessional as recommended by the Superintendent.  
**SECOND:** C. McDaniel-Thomas **VOTE:** 8.903/0/0/4.097. **Motion passes.**

**MOTION:** K. Noonan **MOVED** to leave Non-Public Session. **SECOND:** S.Peters  
**VOTE:** 8.903/0/0/4.097. **Motion passes.**

**Respectfully submitted,**

**Laura L. Aivaliotis  
Recording Secretary**

**November 7, 2023 School Board Meeting  
Budget Transfers**

**Budget Transfers**

1. Requested by: Janel Morin, Business Administrator
  - ◆ From: 01.1100.51100.00.00000 MRMHS Teacher Salaries \$ 64,687
    - 01.1100.52220.00.00000 MRMHS Fica \$ 5,962
    - 01.1100.52300.00.00000 MRMHS Teacher Retirement \$ 13,299
  - To: 01.1200.55690.09.00000 OOD Private Tuition \$ 83,948
  - ◆ Amount: \$83,948
  - ◆ Reason: Transfer savings from budgeted positions to actual at MRMHS to OOD Private Tuition.
  
2. Requested by: Janel Morin, Business Administrator
  - ◆ From: 01.1200.51150.06.00000 Special Ed Para Salaries \$ 22,292
    - 01.1200.52110.06.00000 Special Educator Health Ins \$ 10,484
    - 01.1200.52220.06.00000 Special Educator Fica \$ 1,705
    - 01.1200.52310.06.00000 Special Educator N/T Retirement \$ 3,016
  - To: 01.1200.55690.09.00000 OOD Private Tuition \$ 37,497
  - ◆ Amount: \$37,497
  - ◆ Reason: Transfer savings from unfilled position to OOD Private Tuition