

OYSTER RIVER COOPERATIVE SCHOOL DISTRICT

Policy Committee Meeting

April 11, 2018 3:30 – 5:00

Central Office

Agenda

I. Call to Order

- KCDA – Memorials, Dedications and Recognitions
  - KCDA-R Memorials, Dedications and Recognitions Procedure
- JEB – Age of Entrance
  - Current Policy
  - Sample Policies
    - Exeter Regional
    - NHSBA
- Annual Review of School Board Policies:
  - BBAA – School Board Member Authority
  - BDB – Board Officers/Board Organization Meeting
  - BDF – Advisory Committees to the Board
  - BDG – School Attorney
  - BEA – Regular Board Meeting
  - BEC – Non-Public Minutes
  - BEDD – Rules of Order
  - BEDG – Minutes
  - BEDH – Public Participation at Board Meetings
  - BHE – School Board Use of Emails

II. Questions/Discussion/Updates

**Next Meeting:** May 9, 2018

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: KCDA
Policy Committee Review: June 14, 2017 & Sept. 13, 2017 School Board First Read: October 4, 2017 School Board Second Read/Adoption: October 18, 2017 Re-review by Policy Committee: 3/14/18 & 4/11/18	Page 1 of 1

## MEMORIALS, DEDICATIONS AND RECOGNITIONS

The loss of a student or staff member deeply impacts the school and larger community. Decisions made in the aftermath of a crisis or death can be filled with emotion and should not be made without the full consideration of potential implications. The Oyster River Cooperative School Board has developed this policy to provide a process for memorial decision-making and to provide guidelines surrounding them.

### General Statement of Policy

In recognition that schools are designed primarily to support learning, it is best that Oyster River schools should not serve as venues for memorializing students and staff. Memorial activities expressed at school need to be appropriate in scope and duration and serve the purpose to help the community grieve and heal.

The administration of the school in consultation with the crisis response team will assist students and families in selecting memorial activities that are appropriate for school and assist students and staff in healthy bereavement. It is further recognized that the building administration should have discretion in these situations to make professional judgments in consultation with the crisis response team and the superintendent.

[With the passage of time, if there is a desire to have a more long lasting remembrance; in that light a memorial committee with a committee chairperson will be formed to provide recommendations to the superintendent.](#)

All decisions regarding memorials in schools will rest with the ~~building administration with an appeal to the~~ superintendent.

Cross Reference: KCDA-R – Memorials, Dedications and Recognitions Procedure

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: KCDA-R
Policy Committee Review: June 14, 2017 & Sept. 13, 2017 School Board First Read: October 4, 2017 School Board Second Read/Adoption: October 18, 2017 Re-review by Policy Committee: March 14, 2018	Page 1 of 2

## **MEMORIALS, DEDICATIONS AND RECOGNITIONS PROCEDURE**

Flags: Flying a flag at half-staff can only be ordered by the President or Governor.

Assemblies: Large memorial assemblies should not be convened at school and funerals should not be held on school grounds. When spontaneous assemblies of grieving persons occur, they should be managed by allowing reasonable time to assemble in the individual or group's natural school setting (e.g. classroom, common area, etc.), then asking students and staff to continue with their school day and routine. It is important to provide a place for people to process individually or in small groups with professional support.

Moments of Silence: A moment of silence may be used following the death of a student or staff member to honor their memory. School wide moments should be limited to the time immediately following the death. Moments of silence at an event may be used at the discretion of the organizer of the event, but should not be prolonged nor repeated.

Spontaneous Memorials: Spontaneous memorials such as banners, pictures, collections of objects or notes are discouraged. A memory book where students can write personal and lasting remembrances is preferred. This book can then be given to the family. Any temporary memorial that is spontaneously created cannot alter district-owned property. All temporary memorials should be removed within two weeks of a death or within two days of a funeral recognizing that death.

Yearbooks, Graduations and Award Assemblies: Deceased students may be recognized as individuals in yearbooks or at graduation events as any other student or graduate would be. If a special memorial is desired, it is encouraged to recognize all the students who have died on one memorial page in a publication or by a single symbol at an event such as a vase of flowers or a plant, or by a general moment of silence for all students who have died. Soliciting input from the school crisis response team and the involved families in planning these tributes is encouraged.

Individual Speech: This policy does recognize individual right to speech and the right of individuals to display symbols memorializing people. However, the policy does allow administrators to regulate time, place and manner of expression to best meet the overall needs of all students, staff, parents and community. The administrator must balance the right to speech with the possible disruption to the educational environment when making decisions on individual memorials.

Permanent Memorials: Permanent memorials must be approved by the superintendent. Persons wishing to establish permanent memorials should consult with the superintendent about their proposal. Factors pertaining to erecting permanent memorials, based on best practices, should be considered and include but are not limited to:

1. Re-traumatization - Erecting memorials may have the potential for re-traumatizing both students and staff who knew the victim, as well as families and possibly the surrounding community depending on the scope of the event.
2. Design - When designing a memorial, it is important to consider how students and staff will perceive the death of the individual(s) in the future.
3. Maintenance resources - Permanent school memorials may require long-term ongoing maintenance.
4. Others' input - A Memorial Committee made up of Mmembers of the school crisis response team ~~should be on the planning committee so that all may have input on the acceptance of and ultimate design of any potential memorial.~~ will have the responsibility to make a

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: KCDA-R
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[recommendation for consideration by the superintendent.](#)

Living Memorials: A living memorial is a non-tangible memorial designed to be sustained over time such as named endowments, scholarships or sponsorship of events. Such donations must be approved by the superintendent. Designated donations such as to a library or co-curricular program in the name of a deceased person, but not having an enduring naming right, will be accepted under policy KCD.

Existing Memorials: Existing living or physical memorials established prior to the adoption of this policy will remain intact as originally accepted. Existing memorials are generally the sole responsibility of the entity providing the memorial; district staff or finances may only be used to maintain current memorials as part of the regular maintenance process and to ensure safe conditions. The district reserves the right to remove a memorial if it is not or cannot be maintained or is contrary to the overall educational needs of students.

Any memorial item may be moved, relocated, replaced or removed at the discretion of the school board. The superintendent shall make reasonable efforts to notify the original donor or representatives of such considerations.

Alternative to Permanent Memorials

As best practices discourage the establishment of permanent memorials in schools, temporary and timely memorial activities are suitable encouraged alternatives. Memorial activities provide an opportunity for people to express emotions and to be supported by the school community. Activities symbolize that every student and staff member is important, and help to unite and strengthen those impacted by the death(s). The activities provide a forum for a collective grief and bring people together to reduce feelings of isolation and vulnerability and illustrate the universality of grief. Memorial activities can serve a larger purpose as well – to promote positive action toward a cause, such as safety, mental health services, or health and wellness.

Planning a variety of activities offers people options for remembrance. Options for memorial activities include but are not limited to: holding a day of community service or creating a school-based community service program in honor of the deceased; putting together a team to participate in an awareness or fundraising event sponsored by a national health awareness organization; sponsoring awareness events specific to the nature of the loss; purchasing books related to the loss for the school library; and volunteering for a related cause.

Prohibited Memorial Activities

Selling and or fundraising for memorial items during the school day is prohibited. District accounts including student activity accounts cannot be used to support, finance, or fundraise for memorialization. Proceeds from district events cannot be donated to agencies for memorialization. However, fundraising at district events can be done for organizations in the name of deceased persons, limited to a single event. Utilizing formal all-school events including (e.g. Graduation, Prom or other thematic events or weeks) to memorialize deceased students or staff is prohibited. Commemorative items or events can be sponsored by community-based agencies and promoted outside of the school day.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: JEB
Date of Adoption: October 19, 1988 <span style="float: right;">Previously: JE</span> Dates of Revision: October 18, 1995, August 4, 1999 Code Change Adopted School Board: May 2, 2012 <a href="#">Review by Policy Committee: April 11, 2018</a>	Page 1 of 1

### AGE OF ENTRANCE

A pupil may enter grade one if his/her chronological age will be six (6) before October 1 of the year of entering school.

A pupil may enter kindergarten if his/her chronological age will be five (5) before October 1 of the year of entering school.

A birth certificate must be presented upon registration as proof of the date of birth.

Incoming transfer students will be initially placed in accordance with the grade level forwarded by the sending district of the place of residence. Such placement is tentative and subject to reassignment by the superintendent of schools or his/her designee.

**AGE OF ENTRANCE****JEB**

A birth certificate must be presented upon registration, and all incoming students will be assessed by the School for proper placement.

A pupil may enter grade one if his or her chronological age will be six on, or before, September 30<sup>th</sup> of the year of entering school.

A student may enter kindergarten if his or her chronological age will be five on, or before, September 30<sup>th</sup> of the year of entering school.

Incoming students with a birth date after September 30<sup>th</sup>, if the student's chronological age will be six (6) on or before October 31st of the year entering school, may be eligible for placement in Grade 1 if the student has had a full year of kindergarten in a licensed or accredited school prior to enrolling in this School District. Such placement is tentative and subject to reassignment by the Superintendent of Schools.

Incoming transfer students in Grade 1 who arrive after the close of the first marking period will be initially admitted to Grade 1 if their chronological age will be six (6) before December 31<sup>st</sup> of the year of entering school and if previously enrolled in Grade 1 in another community and attending local schools only on a temporary basis (ten months or less). Such placement is tentative and subject to reassignment by the Superintendent of Schools.

Other incoming transfer students will be initially placed in accordance with the information forwarded by the sending District. Such placement is tentative and subject to reassignment by the Superintendent of Schools or his designee.

Law Reference: RSA 193:1, I and II; NH Code of Administrative Rules, Section Ed 302.02(l), Duties of Superintendent; NH Code of Administrative Rules, Section Ed 306.14(a), Instructional Program; Appropriate Assignment of All Incoming Students

Appendix Reference:

Date Adopted: August 10, 2004

Revision Dates: March 24, 2009; October 19, 2010

Last Review Date: October 19, 2010

# NHSBA

## JEB - AGE OF ENTRANCE

(Download policy)

### *Category R*

A student may enter grade one if his/her chronological age will be six before September 30 of the year of entering school.

A student may enter kindergarten if his/her chronological age will be five before September 30 of the year of entering school.

A birth certificate must be presented upon registration as proof of the date of birth.

In-coming transfer students in grades 2-8, inclusive, will be initially placed in accordance with the data forwarded by the sending District. Such placement is tentative and subject to reassignment by the Superintendent of Schools or his/her designee.

In-coming transfer students in grade 1 will only be initially admitted to grade 1 if their chronological age will be six before December 31 of the year of entering school or if previously enrolled in grade 1 in another community and attending local schools only on a temporary basis (10 months or less). Such placement is tentative and subject to reassignment by the Superintendent.

### **Legal Reference:**

*RSA 193:1, Duty of Parent; Compulsory Attendance by Pupil*

Reviewed: October, 2004

Revised: November, 1999

Revised: July, 1998

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OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BBAA
School Board First Read: May 20, 2015 School Board June 17, 2015 - Request for Public Hearing School Board (Public Hearing): August 19, 2015 School Board Second Read/Adoption: October 7, 2015 Policy Committee Reviewed: 4/13/16, 4/19/17 – No Change <a href="#">Policy Committee Annual Review: April 11, 2018</a>	Page 1 of 2 Category: Recommended

## SCHOOL BOARD MEMBER AUTHORITY

The authority of individual Oyster River Cooperative School Board members is limited to participating in actions taken by the School Board as a whole when legally in session. School Board members shall not assume responsibilities of administrators or other staff members. The School Board or staff shall not be bound in any way by any action taken or statement made by any individual School Board member or group of School Board members except when such statement or action is pursuant to specific instructions and official action taken by the School Board consistent with policies BDB and BDF.

### Delegation

A Board member may be delegated authority by the Board to take action outside a proper Board meeting only as one of the following: 1) an officer of the Board, 2) a member of a Board subcommittee, 3) a member of an advisory committee. 4) a Board Liaison to another committee or organization, or 5) for a specific task. Except for officers, all other delegations shall be appointed by the Chairperson of the Board and approved by proper vote of the Board.

### Subcommittees:

The Board may form subcommittees from its own membership to facilitate the work of the Board. Subcommittees may be standing committees that serve continuously for a specific topic, or they may be special or ad hoc committees that serve for a specific task and are then dissolved. Such subcommittees will be comprised of up to three Board members. All Board subcommittees are subservient to the Board as a whole and will have study and review functions as assigned to them by proper motion of the Board. Subcommittees will report their findings and recommendations to the full Board which will take action as a whole. Subcommittees may also take action that have been previously authorized by the full Board or are inherent in their Board approved charge. It is not the intent of any sub-committee to ever have the authority to work outside or instead of the authority of the full Board. The Board retains the right to dissolve a subcommittee at any time.

All Board subcommittees are themselves public bodies under the Right-to-Know law and must comply fully with that law and all related policies equally as the Board itself.

### Liaison

Board members may occasionally serve as Board liaison to other committees or organizations, both school and community based, for the purpose of reciprocal communication and reporting back to the Board. No more than two Board members may be delegated as liaison to the same committee or organization. Public access to the meetings and records of such committees or organizations is determined by how the Right-to-Know law applies to that committee or organization.

Communications and reports involving the liaison with the Board shall be consistent with the Right-to-Know law and all related policies.



OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BBAA
School Board First Read: May 20, 2015 School Board June 17, 2015 Request for Public Hearing School Board (Public Hearing): August 19, 2015 School Board Second Read/Adoption: October 7, 2015 Policy Committee Reviewed: 4/13/16, 4/19/17 – No Change <a href="#">Policy Committee Annual Review: April 11, 2018</a>	Page 2 of 2 Category: Recommended

### Specific Task

An individual Board member may occasionally be delegated by the Board to perform a specific task. The motion to delegate a task to a Board member must include detailed instructions and be for a specific and limited time so that administrators, staff, other Board members and the public are fully aware of when a Board member is performing a task. If an original timeline is not met no new motion will be required but the Board member so tasked must keep the Board informed. All communications or actions related to the delegated task involving any other Board member must be at a proper Board meeting. A delegated task must not be used to circumvent the spirit of the Right-to-Know law.

This policy affects public access to the Board and the public's Right to Know. To protect that right, this policy requires a public hearing before it may be revised. Further, this policy may not be suspended except by a two-thirds vote at a public meeting. The Board must always fully comply with the letter and spirit of the Right-to-Know law that may not be suspended. This policy will be reviewed by the Board annually.

### **Legal references:**

RSA 91-A:2, Meetings Open to Public

RSA 91-A:2-a, Communication Outside Meetings

N.H. Code of Administrative Rules-Section Ed. 303.01, Substantive Duties of School Boards

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BDB
Second Read/Adoption School Board: October 3, 2012 School Board/Superintendent Revisions: January 13, 2014 School Board Review: March 31, 2015 Policy Committee Review: April 13, 2016 School Board Public Hearing/First Read: April 20, 2016 School Board Second Read/Adoption: May 4, 2016 Policy Committee Annual Review: April 19, 2017 – No Change <a href="#">Policy Committee Annual Review: April 11, 2018</a>	Page 1 of 1 Category: Recommended

## BOARD OFFICERS

Board officers will include a chairperson, vice-chairperson. Officers will be elected at the board's re-organizational meeting following the school district annual meeting. Board officers will serve a one-year term, concluding at the re-organizational meeting the following year, at which time a new election of officers will occur.

If the chairperson resigns from the school Board or resigns from the office of chair, the vice-chairperson will become chair of the Board. If the vice-chairperson resigns from the School Board or from the respective office, the Board will hold new elections for those offices.

The Superintendent is the chief executive officer and an ex-officio member of the Board and shall be the Executive Secretary ex-officio, and non-voting member of the Board.

### **Chairperson:**

The chairperson shall preside at all meetings. The chairperson will have the right to vote on all matters before the Board. The chairperson will consult with the Superintendent on the preparation of the agenda for each meeting, shall have authority to sign contracts and other instruments as approved by the Board in its name and on its behalf, and shall have such other powers and duties as the Board may from time to time determine.

Additionally, roles and duties of the chairperson are found in Board Policy BBAB.

### **Vice-chairperson:**

The Vice-Chairperson will have the powers and duties of the Chairperson in his/her absence or for the duration of the disability, and such other powers and duties as the Board may from time to time determine.

This policy affects public access to the Board and the public's Right to Know. To protect that right, this policy requires a public hearing before it may be revised. Further, this policy may not be suspended except by a two-thirds vote at a public meeting. The Board must always fully comply with the letter and spirit of the Right to Know law, that may not be suspended. This policy will be reviewed by the Board and all standing advisory committees annually before the end of April to ensure full awareness and compliance.

Cross Reference:       BBAA – School Board Member Authority  
                              BDF – Advisory Committees to the Board  
                              BDB & R – District Clerk/District Treasurer Job Descriptions

Legal Reference:       RSA 91A:2 – Public Records and Meetings: Meetings Open to the Public

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BDF
School Board First Read: May 20, 2015 School Board June 17, 2015 - Request for Public Hearing School Board (Public Hearing): August 19, 2015 School Board Second Read/Adoption: October 7, 2015 Policy Committee Reviewed: 4/13/16, 4/19/17- No Changes <a href="#">Annual Policy Committee Review: April 11, 2018</a>	Page 1 of 2 Category: Optional

#### ADVISORY COMMITTEES TO THE BOARD

The Oyster River Cooperative School Board may rely on advisory committees to counsel it as a means of discerning the needs and desires of the School District and its residents. The central purpose of all advisory committees is to contribute to the educational program by conducting studies, identifying problems, and developing recommendations that enhance the effectiveness of the decision-making process. It is not the intent of any sub-committee/advisory committee to ever have the authority to work outside or instead of the authority of the full Board.

Any advisory committee shall have only those duties and powers as the Board determines. Said duties will be reviewed annually by the full Board. The ultimate authority to make decisions will continue to reside with the Board. No advisory committee's recommendations shall have any limiting effect on appropriations, unless all the procedures of RSA 32 have been followed.

Upon completing its assignment, each committee shall either be given new problems or be dissolved. Advisory committees shall not be allowed to continue for prolonged periods without a definite assignment. Each committee shall be instructed as to the length of time each member is being asked to serve, the service the Board wishes it to render, the resources the Board intends to provide, the approximate dates on which the Board wishes it to submit reports, and the approximate date on which the Board wishes to dissolve the committee. The committee shall be instructed as to the relationship it has to the Board, to individual Board members, to the Board member(s) assigned to provide liaison, to the public, to the Superintendent, the committee assistant, and the remainder of the professional staff.

The Board shall have sole power to dissolve any of its advisory committees and shall reserve the right to exercise this power at any time during the life of any committee.

The Board may seek the advice of the Superintendent before establishing or dissolving any advisory committee.

The Board shall make all appointments of citizens to advisory committees unless delegated to the superintendent. The Superintendent shall make all appointments of staff members.

The School Board shall see that the public is made aware of the services rendered by such committees and shall see that the public is informed of the major conclusions and recommendations made by such committees. All public announcements concerning the organization, membership, operation, recommendations and dissolution of such committees shall be made at such time and in such manner as the Board may choose.

Any advisory committee that reports to the Board or informs a decision ultimately to be made by the Board is a public body fully subject to the Right-to-Know law and related policies equally as the Board itself. This does not include advisory committees that only report to or inform a decision made by the Superintendent or his or her designee. For example, an advisory committee to recommend candidates to be nominated by the Superintendent is not a public body even though the Board votes to elect the single nominated candidate.

As each new advisory committee that is a public body is being organized, its members will review the Right-to-Know law and related policies to ensure full awareness and compliance.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BDF
School Board First Read: May 20, 2015 School Board June 17, 2015 Request for Public Hearing School Board (Public Hearing): August 19, 2015 School Board Second Read/Adoption: October 7, 2015 Policy Committee Reviewed: 4/13/16, 4/19/17 – No Changes <a href="#">Annual Policy Committee Review: April 11, 2018</a>	Page 2 of 2 Category: Optional

This policy affects public access to the Board and the public's Right to Know. To protect that right, this policy requires a public hearing before it may be revised. Further, this policy may not be suspended except by a two-thirds vote at a public meeting. The Board must always fully comply with the letter and spirit of the Right-to-Know law that may not be suspended. This policy will be reviewed by the Board and all standing advisory committees annually.

**Cross Reference:**

- BBAA – School Board Member Authority
- BDB – Board Officers/Board Organization Meeting
- EFA: Availability and Distribution of Healthy Foods

**Legal References:**

- RSA 32:24, Other Committees
- RSA 91-A: Access to Public Records and Meetings

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy: BDG
School Board/Superintendent Revisions: January 13, 2014 Reviewed by School Board: March 31, 2015 Policy Committee Review: April 13, 2016 – No Change Annual Policy Committee Review: April 19, 2017-No Change <a href="#">Annual Policy Committee Review: April 11, 2018</a>	Page 1 of 1 Category: Optional

### SCHOOL ATTORNEY

The Superintendent, his or her designees, and the Board Chairperson, are each authorized to confer with or seek legal advice of an attorney. Consistent with Policy BBAA as a specific task, the Board may authorize a specific member to confer with legal counsel on its behalf. The Chairperson or other delegated Board member must report on any legal advice to the Board. A decision to seek legal advice or assistance on behalf of the School District shall normally be made by the Superintendent or by persons specifically authorized by the Superintendent. Such action shall occur where it is consistent with approved District policy or standard practice and meets an obvious need of the District. It may also take place as a consequence of a proper vote of the Board.

The School Board, or the Superintendent for routine legal assistance, may enter into a long-term agreement such as a retainer for legal services with a specific attorney or law firm. The District will only pay for legal services that are provided in accordance with the agreement for legal services or are otherwise authorized by this policy or a proper vote of the Board. The Board retains the right to counsel with or employ other attorneys and to terminate the service of any attorney. For routine legal assistance of the District as defined below, the Superintendent may employ other attorneys at his or her discretion.

Meetings of the Board that are wholly consultation with legal counsel are not subject to public access, except for the abbreviated record required by Policy BEDG, as allowed by the Right-to-Know law. However, any deliberations or actions of the Board, must be done at a proper public or non-public meeting except when allowed at a non-meeting in accordance with RSA 91-A:2. Selecting an attorney or law firm, employing, and entering into or terminating an agreement for legal services are not consultation with legal counsel and may only occur at a proper public meeting. The consultation with legal counsel exemption must not be used to circumvent the spirit of the Right-to-Know law.

Many types of instances of legal assistance to the District may be considered routine and not necessitating specific Board approval or prior vote. For example, the Superintendent may consult with the school attorney to interpret statutory requirements or regulations, prepare or review contracts and seek legal opinions regarding other District issues. Routine legal assistance does not include anything that directly involves the Board or any Board member.

However, in consideration of the Board's fiscal responsibilities, the administration shall provide to the Board a quarterly accounting of the District's legal fees incurred. It is understood that any extraordinary legal cost will be reported to the School Board in a timely manner.

This policy affects public access to the Board and the public's Right to Know. To protect that right, this policy requires a public hearing before it may be revised. Further, this policy may not be suspended except by a two-thirds vote at a public meeting. The Board must always fully comply with the letter and spirit of the Right-to-Know law that may not be suspended. This policy will be reviewed by the Board and all standing advisory committees annually before the end of April to ensure full awareness and compliance.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BEA Recorded from BE
School Board/Superintendent Revisions: January 13, 2014 School Board Review: March 31, 2015 Policy Committee Review: 4/13/16, 4/19/17 – No Change <a href="#">Annual Policy Committee Review: April 11, 2018</a>	Page 1 of 2 Category: Recommended

## REGULAR BOARD MEETINGS

The Oyster River Cooperative School Board shall meet at least once every two months. Unless otherwise determined by Board action, regular meetings of the Board shall be held at Oyster River High School on the first and third Wednesday of each month (with the exception of the months of July and August) in a handicapped accessible location, beginning at 6:30 for manifest review and 7:00 for other business. Additional meetings may be called by the Board Chairperson as needed. Public meetings will be scheduled to encourage public attendance.

Each Board member should articulate the reason for their votes and the Chairperson should encourage members who have not. Every spoken word should be clear and every document readily available, except when exempt from publication under provision 91-A or otherwise impracticable due to volume, complexity or other legitimate reason. It should be easy for the public to understand and follow along in detail with Board discussions at public meetings.

The Board reserves the right to cancel, adjourn or recess a meeting at any time. The Board also reserves the right to enter non-public session at any time, in accordance with the provisions of RSA 91-A:3 and Policy BEC.

Notice of all Board meetings will be posted in at least two appropriate places at least twenty-four (24) hours prior to the meeting as required by law. Notices will be posted outside of each school and at the District office as well as on the District web site when available. The agenda and related public documents for the meeting will also be posted on the District web site when available twenty-four (24) hours as required by law prior to the meeting. Notices will be posted consistently and to encourage public attendance at all public Board meetings. All changes of regular meetings from normal dates shall be advertised at least twenty-four (24) hours prior to the date of the meeting.

Emergency meetings may be called by the Chairperson or by action of a majority of the Board. For purposes of this policy, an emergency as defined in 91-A:2 II is a situation where immediate un-delayed action that does not allow regular notice is deemed to be imperative by those who called the meeting. In the event of an emergency meeting, the Board will post notice of time, place and purpose of the emergency meeting as soon as possible and will also use other reasonable means to inform the public that an emergency meeting is to be held. Minutes of an emergency meeting will clearly state the need and purpose for the emergency meeting. If the meeting was called by a majority of the Board, then the Board must begin the meeting by a proper vote declaring the need for the meeting. The Board may only discuss or act on the business deemed to be an emergency at an emergency meeting.

A proper meeting for this and other policies is one that fully complies with the Right-to-Know law and related policies. If a meeting is known to be improper, such as it was not properly posted, then it must be rescheduled for a time when it can be properly held.

Except for those meetings expressly exempt under the Right-to-Know law, all Board meetings shall be open to the public. The Board will establish the agenda of each meeting. The Board reserves the right to amend the agenda during the meeting, should a majority of the Board vote to do so. Additionally, the Board will allow public comments at regular public meetings consistent with Policy BEDH.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BEA Recorded from BE
School Board/Superintendent Revisions: January 13, 2014 School Board Review: March 31, 2015 Policy Committee Review: 4/13/16, 4/19/17 – No Change <a href="#">Annual Policy Committee Review: April 11, 2018</a>	Page 2 of 2 Category: Recommended

The School Board recognizes that the consistent attendance of Board members at Board Meetings is essential for the efficient, effective operation of the Board's duties as well as fulfilling our individual obligations as elected officials. Each member is obligated to attend School Board meetings regularly. Whenever possible, each School Board member shall give advance notice to the Chairperson or Superintendent of his/her inability to attend a School Board meeting.

This policy affects public access to the Board and the public's Right to Know. To protect that right, this policy requires a public hearing before it may be revised. Further, this policy may not be suspended except by a two-thirds vote at a public meeting. The Board must always fully comply with the letter and spirit of the Right-to-Know law that may not be suspended. This policy will be reviewed by the Board and all standing advisory committees annually before the end of April to ensure full awareness and compliance.

Cross Reference: BEC – Non-Public Meetings  
BEDH – Public Participation at Board Meetings

Legal References:

- RSA 91-A, Access to Public Records and Meetings
- RSA 91-A:2, II, Meetings Open to the Public
- N.H. Code of Administrative Rules, Section Ed. 303.01(f), Substantive Duties of School Boards

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BEC
School Board/Superintendent Revisions: January 13, 2014 School Board Review: March 31, 2015 Policy Committee Review: March 9, 2016 & April 13, 2016 School Board Public Hearing/First Read: April 20, 2016 School Board Second Read/Adoption: May 4, 2016 Annual Policy Committee Review: April 19, 2017-No Change <a href="#">Annual Policy Committee Review: April 11, 2018</a>	Page 1 of 2 Category: Recommended

### NON-PUBLIC SESSIONS

The Board may meet in non-public session for any purposes set out in RSA 91-A:3. Every non-public session must be preceded by a public meeting even if only for the action to enter non-public session. The public meeting must follow all the requirements of the Right-to-Know law and related policies. Upon a motion properly made and seconded, the vote to enter non-public session will be a recorded roll-call vote made in public session. The motion calling for a non-public session will state the matter(s) to be discussed and will state the statutory exemption(s) for entering non-public session.

Discussion in the non-public session must be limited to the matters and statutory exemptions made in the motion. To discuss any other subject, the Board must go back into public session and make another motion to enter into another non-public session. The minutes of the non-public session must enumerate each and every subject discussed during the non-public session. A vote to approve the minutes of a non-public session affirms that no other subject was discussed for which each Board member is individually accountable.

The Board shall record minutes of all non-public sessions. Non-public session minutes will be made publicly available within 72 hours of the non-public session, unless the Board votes to seal the minutes. The Board may seal minutes of a non-public session only by a two-thirds vote. The Board may only vote to seal minutes of non-public sessions if divulging such information would:

1. Adversely affect the reputation of a person other than a member of the Board;
2. Render a proposed board action ineffective; or
3. Thwart safety considerations pertaining to terrorism or other emergency functions of the Board.

The deliberation to seal minutes must occur in public session, and the motion to seal occurs in public. The motion to seal the minutes must be properly made and seconded and state the exemption allowing the minutes to be sealed and the estimate of how long they will be sealed, such estimate not to be considered a definitive timeline but merely an estimate.

Minutes may not be sealed if the session contained discussion of any subject not covered by the exemption. The minutes if sealed should be organized to address one subject covered by an exemption at a time so that the relevant portions of the minutes may be unsealed independently. If it is expected that the minutes for a non-public session may be sealed, then a separate non-public session should be held for each subject, with a separate public motion to enter.

Sealed non-public minutes may only be reviewed by the Board at a proper non-public meeting.

Individual members may not review sealed minutes outside of a Board review. Minutes of all sealed non-public sessions must be reviewed by the Board at least annually to determine whether they should be unsealed.



OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BEC
School Board/Superintendent Revisions: January 13, 2014 School Board Review: March 31, 2015 Policy Committee Review: March 9, 2016 & April 13, 2016 School Board Public Hearing/First Read: April 20, 2016 School Board Second Read/Adoption: May 4, 2016 <a href="#">Annual Policy Committee Review: April 11, 2018</a>	Page 2 of 2 Category: Recommended

Board members are prohibited from publicly discussing matters that were properly discussed in non-public session beyond what is reported in the non-public minutes. This prohibition does not apply to subjects not included in the motion entering the non-public session.

The Superintendent or his/her designated administrator, as well as necessary personnel, may attend all non-public sessions of the Board, except those non-public sessions that pertain to the Superintendent's employment.

This policy affects public access to the Board and the public's Right to Know. To protect that right, this policy requires a public hearing before it may be revised. Further, this policy may not be suspended except by a two-thirds vote at a public meeting. The Board must always fully comply with the letter and spirit of the Right-to-Know law that may not be suspended. This policy will be reviewed by the Board and all standing advisory committees annually before the end of April to ensure full awareness and compliance.

**Legal References:**

- RSA 91-A:3, Non-Public Sessions
- RSA 91-A:4, Minutes and Records Available for Public Inspection
- RSA 42:1-a, Oaths of Town Officers: Manner of Dismissal; Breach of Confidentiality

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BEDD previously - BDDD
Date of Adoption: September 1970 Dates of Revision: 3/26/97, 5/5/99 Code Revision: November 18, 2009 Review to School Board First Read: November 7, 2012 School Board Second Read/Adoption: November 14, 2012 School Board/Superintendent Revisions: January 13, 2014 Annual Policy Committee Review: April 19, 2017 <a href="#">Annual Policy Review: April 11, 2018</a>	Page 1 of 1 Category: Optional

## RULES OF ORDER

Robert's Rules of Order shall guide the proceedings of all meetings of the Board, as necessary or to the extent practicable.

A majority of the members of the Board (four) shall constitute a quorum. The affirmative vote of a majority of those members present at any proper meeting having a quorum shall be considered a proper vote sufficient for action except for actions required otherwise by law or these policies. No other form of action shall be sufficient.

This policy affects public access to the Board and the public's Right to Know. To protect that right, this policy requires a public hearing before it may be revised. Further, this policy may not be suspended except by a two-thirds vote at a public meeting. The Board must always fully comply with the letter and spirit of the Right-to-Know law, that may not be suspended. This policy will be reviewed by the Board and all standing advisory committees annually before the end of April to ensure full awareness and compliance.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BEDG
School Board/Superintendent Revisions: January 13, 2014 School Board Review: March 31, 2015 Policy Committee Review: 4/13/16, 4/19/17 – No Change <a href="#">Annual Policy Committee Review: April 11, 2018</a>	Page 1 of 1 Category: Recommended

### MINUTES

A record of all public and non-public School Board meetings shall be kept as minutes. The minutes will include names of Board members in attendance, persons appearing before the Board, a brief description of all issues discussed, and all motions made, votes taken, and decisions made. The record of each motion and vote shall include who moved the motion, who seconded, the method of taking the vote, and how each member voted. The record of each motion must describe the action of the Board in sufficient detail that whoever must comply with the motion need only read the record to know how to fully comply. The minutes must comply with the requirements of the Right-to-Know law, RSA 91-A, and must record all points of compliance with this law and related policies. Documents not part of a formal motion may be omitted if they are referred to and identified by some method.

Copies of draft Board meeting minutes will be sent to Board members in advance of the meeting at which they are to be approved. Corrections to the minutes may be made at the meeting at which they are to be approved.

The minutes of the Board will be kept in an official binder and will be in the custody of the Superintendent. Minutes of all public meetings will be made available on the District web site when available and for public inspection no later than five (5) business days after the meeting. Minutes for all non-public sessions will be made available on the District web site when available and for public inspection within seventy-two (72) hours after the non-public session, unless sealed consistent with Policy BEC.

An abbreviated record shall be kept for non-meetings as allowed under RSA 91-A:2, I. This abbreviated record shall only include the date, time, place, attendees and specific exemption under RSA 91-A:2, I that allowed the non-meeting. The record shall not include any description of the issues discussed. Abbreviated records for non-meetings shall be made available on the District web site when available and for public inspection within seventy-two (72) hours after the non-meeting. Since an abbreviated record for a non-meeting provides no details about the issues discussed, such records may not be sealed.

This policy affects public access to the Board and the public's Right to Know. To protect that right, this policy requires a public hearing before it may be revised. Further, this policy may not be suspended except by a two-thirds vote at a public meeting. The Board must always fully comply with the letter and spirit of the Right-to-Know law that may not be suspended. This policy will be reviewed by the Board and all standing advisory committees annually before the end of April to ensure full awareness and compliance.

Legal Reference: RSA 91-A:2 II, Public Records and Meetings: Meetings Open to Public  
RSA 91-A:3 III, Public Records and Meetings: Non-Public Sessions  
RSA 91-A:4 I, Public Records and Meetings: Minutes and Records available for Public Inspection

Cross Reference: BEA – Regular Board Meetings  
BEC – Non-Public Session  
BEDB – Agenda Preparation and Format

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BEDH
School Board/Superintendent Revisions: January 13, 2014 Reviewed by School Board: March 31, 2015 Policy Committee Review: April 13, 2016 – No Change Annual Policy Committee Review: April 19, 2017-No Change <a href="#">Annual Policy Committee Review: April 11, 2018</a>	Page 1 of 1 Category: Recommended

## PUBLIC PARTICIPATION AT BOARD MEETINGS

The primary purpose of the Oyster River Cooperative School Board meetings is to conduct the business of the Board as it relates to school policies, programs and operations. The public is encouraged to attend all public meetings of the Board. However, the public is not allowed to participate in public Board meetings except during public comments. The Board will allow public comments at regular public meetings.

Public comments can be limited by the Chairperson in order to accomplish the agenda in a timely manner. For the School Board to conduct its meetings properly and efficiently, and in order to assure that persons who wish to appear before the Board may be heard, it is expected that the following will guide public comments at Board meetings:

1. Consistent with RSA 91-A:3, Policy BEDB, and the laws pertaining to student and family privacy rights, the Board will not place any matter on the public agenda that is to be properly discussed in a non-public session. Complaints regarding district staff will be directed to the Superintendent.
2. All speakers are to conduct themselves in a civil manner. Obscene, slanderous, defamatory or violent statements will be considered out of order and will not be tolerated. The Board Chairperson may terminate the speaker's privilege of address if the speaker does not follow this rule of order.

This policy affects public access to the Board and the public's Right to Know. To protect that right, this policy requires a public hearing before it may be revised. Further, this policy may not be suspended except by a two-thirds vote at a public meeting. The Board must always fully comply with the letter and spirit of the Right-to-Know law that may not be suspended. This policy will be reviewed by the Board and all standing advisory committees annually before the end of April to ensure full awareness and compliance.

### **Legal Reference:**

RSA 91-A:2, Meetings Open to Public  
RSA 91-A:3, Non-Public Sessions

### **Cross Reference:**

BEA – Regular Board Meetings  
BEC – Non-Public Sessions  
BEDB – Agenda Preparation and Format  
KEB – Complaints about School Personnel

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BHE <i>Previously BHEA</i>
Date of Adoption: July 20, 2011 Code Change-Adopted School Board: May 2, 2012 Recently Adopted – No Changes: October 24, 2012 School Board/Superintendent Revision: January 13, 2014 Reviewed by School Board: March 31, 2015 Annual Review Policy Committee: April 19, 2017-No Change <a href="#">Annual Review Policy Committee: April 11, 2018</a>	Page 1 of 1 Category: Recommended

### SCHOOL BOARD USE OF EMAIL

The Right-to-Know law, specifically RSA 91-A:2-a and 91-A:1, requires that “communications outside a meeting ... shall not be used to circumvent the spirit and purpose of” the law, namely to facilitate “the greatest possible public access to the actions, discussions and records” of the Board. To that end, all communications outside of a meeting among any 2 or more Board members, including but not limited to electronic mail (email) shall be limited to scheduling meetings and distributing information from the Superintendent. Use of email by School Board members should conform to the same standards of judgment, propriety, and ethics as other forms of School Board related communication. School Board members shall comply with the following guidelines when using email in the conduct of School Board responsibilities:

- A. The School Board shall not use email as a substitute for discussions or deliberations at School Board meetings or for other communications or business properly confined to School Board meeting.
- B. School Board members should be aware that email and email attachments received or prepared for use in School Board business or containing information relating to School Board business are to be regarded as public records which may be inspected by any person upon request, unless otherwise made confidential by law.
- C. School Board members should avoid reference to confidential information about employees, students, or other matters in email communications because of the risk of improper disclosure. School Board members should comply with the same standards as school employees with regard to confidential information.

This policy affects public access to the Board and the public’s Right to Know. To protect that right, this policy requires a public hearing before it may be revised. Further, this policy may not be suspended except by a two-thirds vote at a public meeting. The Board must always fully comply with the letter and spirit of the Right-to-Know law that may not be suspended. This policy will be reviewed by the Board and all standing advisory committees annually before the end of April to ensure full awareness and compliance.

**Legal Reference:**

RSA 91-A:2-A, Communications Outside Meetings

**Cross Reference:**

BHE-R- School Board Use of Email Procedure  
GBJ- Personnel Records  
JRA – Student Records & Information  
JICL – Student Computer & Internet Use  
GBEF & R- Employee Computer & Internet Use