

## SCHOOL ADMINISTRATIVE UNIT 79

BEA

### REGULAR BOARD MEETINGS

#### TIME/DATE/PLACE:

The Board shall meet at least once every two months. Unless otherwise determined by Board action, regular meetings of the Board shall be held at Gilmanton School on the second Tuesday of each month in a handicapped accessible location, beginning at 6:00 P.M.

Notice of all board meetings will be posted in accordance with the provisions of RSA 91-A. The Superintendent is authorized to post notice of the meeting on the District website. Minutes of all meetings will be taken and provided in accordance with the provisions of RSA 91A.

All meetings shall be open to the public. Agendas will be established per Board Policy BEDH. The Board reserves the right to amend the agenda during the meeting, upon majority vote. Public comments will be allowed per Board Policy BEDH.

Additional meetings may be scheduled at the call of the Chair. Emergency meetings may be called in accordance with the provisions of RSA 91-A:2 and Board Policy BEB.

A majority of the Board shall constitute a quorum. Provisions for meeting a quorum are established in Board Policy BEDC.

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.

#### **Legal References:**

*RSA 91-A, Access to Public Records and Meetings*

*N.H. code of Administrative Rules, Section Ed. 303.01 (f), Substantive Duties of School Boards*

Updated: September 9, 1999  
Revised: February 10, 2003  
Revised: July 13, 2009  
Revised: April 13, 2010  
Revised: June 11, 2013

## **SCHOOL ADMINISTRATIVE UNIT 79**

**BEAA**

### **SCHOOL BOARD MEETING PREPARATION**

Before actions by the Board are requested or recommended, the Board Members shall be provided adequate data and backup information at least four days in advance to assist them in reaching sound and objective decisions consistent with established goals.

Updated: September 9, 1999

Reviewed: February 10, 2003

## SCHOOL ADMINISTRATIVE UNIT 79

**BEB**

### **EMERGENCY BOARD MEETINGS**

Emergency meetings may be called at any time by the Chairperson of the Board. For the purposes of this policy, an emergency is defined as a situation where immediate undelayed action is deemed to be imperative by the Chairperson. In the event of an emergency meeting, the Board will post notice of time and place 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.

**Legal Reference:**

*RSA 91-A:2, II, Meetings Open to the Public*

Reviewed: February 10, 2003

Revised: June 11, 2013

## SCHOOL ADMINISTRATIVE UNIT 79

BEC

### NON-PUBLIC SESSIONS

The School Board reserves the right to sit in non-public session when a majority of the members present and voting, so vote. The vote to enter non-public session will be a recorded roll-call vote made in public session. As required by law, the motion calling for a non-public session will indicate the matters to be discussed and the statutory exception stated.

The Board may entertain a motion to hold a non-public session only for those purposes that the law recognizes. These purposes are:

1. The dismissal, promotion, compensation or disciplining of any public employee.
2. The hiring of a public employee.
3. Discussion of matters that are likely to adversely affect the reputation of a person other than a member of the Board.
4. Consideration or negotiation of pending legal claims or litigation matters relating to the preparation and carrying out of emergency functions.

The Board shall record minutes of all non-public sessions. Those minutes will be made publicly available within 72 hours of the non-public session, unless the Board votes to seal those minutes. The Board may vote to seal minutes of a non-public session only by a two-thirds vote. The Board will 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 Superintendent or his/her designated representative may attend all non-public sessions, except those non-public sessions that pertain to the Superintendent's employment, at the pleasure of the Board.

#### **Legal References:**

RSA 91-A:3, Non Public Session

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

Updated: September 9, 1999

Reviewed: February 10, 2003

Revised: July 13, 2009

## SCHOOL ADMINISTRATIVE UNIT 79

**BEDA**

### **PUBLIC NOTIFICATION OF SCHOOL BOARD MEETINGS**

All School Board meetings are open to the public. The Board will announce at least 24 hours in advance (excluding Sundays and legal holidays) through two public postings and, when possible, by the newspapers and the local radio station, the date, time, and place of all regular and special meetings and the major topics to be discussed.

The Board may need to hold an emergency meeting in the case where immediate un-delayed action is deemed to be imperative by the Chair or presiding officer of the body or agency, who shall employ whatever means are available to inform the public that a meeting is to be held. The minutes of the meetings shall clearly spell out the need for the emergency meeting.

**Statutory Reference:**

RSA 91-A:2, II, Public Records and Meetings: Meetings Open to the Public

Updated: September 9, 1999  
Reviewed: February 10, 2003  
Revised: July 13, 2009

## SCHOOL ADMINISTRATIVE UNIT 79

**BEDB**

### **AGENDA PREPARATION AND DISSEMINATION**

The Superintendent shall prepare all agendas for meetings of the Board. In doing so, the Superintendent shall consult with the Board.

Items to be placed in the agenda should be received by the Superintendent at least seven days prior to the meeting. Every Board member has the right to place items on the agenda. Matters not included in the agenda may be presented during the meeting provided the Board agrees to discuss the matter. The Board may choose not to deal with every agenda item.

Consistent with RSA 91-A:3 and the laws pertaining to students and family privacy rights, the Board will not place any matter on the public meeting agenda that is to be properly discussed in a non-public session. This shall not preclude the Board from giving notice of its intent to hold or enter into a non-public session and the statutory reason for doing such.

Any Board member, staff member, student, or citizen of the District may suggest items of business. The inclusion of items suggested by staff members, students, or citizens shall be at the discretion of the Board Chairperson.

The Board shall follow the order of business set up by the agenda unless the order is altered by a majority vote of the members present. Items of business are on the agenda may be discussed and acted upon if a majority of the Board agrees to consider them. The Board, however, may not revise Board policies, or adopt new ones, unless such action has been scheduled, or unless there is an emergency.

The agenda and supporting materials should be distributed to Board members at least seven days prior to the Board meeting. Board members shall be expected to read the information provided them and to contact the Superintendent to request additional information that may be deemed necessary to assist them in their decision-making responsibilities.

When the final agenda has been established, it will be made available to the public, upon request. Members of the public who wish to speak at Board meetings regarding an agenda item are encouraged to contact the Superintendent prior to the Board meeting. Additionally, the Board reserves the right to limit public discussion at Board meetings to agenda items only.

Updated: September 9, 1999

Reviewed: February 10, 2003

Revised: July 13, 2009

**Gilmanton School District Policy**

**SCHOOL ADMINISTRATIVE UNIT 79**

**BEDC**

**QUORUM**

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

Reviewed: February 10, 2003

Reviewed: July 13, 2009

## **SCHOOL ADMINISTRATIVE UNIT 79**

**BEDD**

### **RULES OF ORDER**

Except as otherwise provided by law, by rules of the State Department of Education or by the Board shall conduct meetings of the Board in accordance with Robert's Rules of Order, Revised when appropriate and possible.

Updated: September 9, 1999

Reviewed: February 10, 2003



## SCHOOL ADMINISTRATIVE UNIT 79

BEDG

### MINUTES

The Secretary will keep a record of the actions of Board meetings. The minutes of the Board will be kept in an official minute book and will include resolutions and motions. Papers not a part of a formal motion may be omitted if they are referred to and identified by some method.

Copies of the draft minutes of meetings will be sent to the members of the Board before 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.

All minutes will be kept in accordance with RSA 91-A:2 and RSA 91-A:3 and will be in the custody of the Superintendent. Minutes of all public meetings will be made available for public inspection no later than five (5) business days after the meeting. Minutes for all non-public sessions, unless sealed by Board consensus, will be made available for public inspection within seventy-two (72) hours after the non-public session.

#### Statutory References:

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

Updated: September 9, 1999

Revised: February 10, 2003

Revised: August 24, 2009

**PUBLIC PARTICIPATION AT BOARD MEETINGS**

The Board encourages citizens of the district to attend its sessions so that they may become better acquainted with the operation and programs of the schools and that the Board may have opportunity to hear the comments and suggestions of the public. All official meetings of the Board shall be open to the press and public. The Board, however, reserves the right to meet in non-public session and non-meeting in accordance with RSA 91.

In order to assure that persons who wish to appear before the Board may be heard and, at the same time, conduct its meeting properly and efficiently, the Board adopts as policy the following procedures and rules pertaining to public participation at Board meetings.

1. The Chairperson shall designate a portion of each agenda for the purposes of providing public input.
2. Any individual desiring to speak shall give his or her name, address, and the group, if any, that he/she represents.
3. The presentation should be as brief as possible, limited to ten (10) minutes unless prior arrangements have been made with the Superintendent and/or Board Chairperson.
4. Speakers may offer comments, suggestions, praise, and/or objective criticism of school operations, policies, and programs as concern them.
5. The Board will not hear complaints against any individual person connected with the school system. Other channels provide for Board consideration and disposition of legitimate complaints involving individuals.

The Board vests in its Chairperson or other presiding officer authority to terminate the remarks of any individual when they do not adhere to the rules established above.

Persons appearing before the Board are reminded, as a point of information, that members of the Board are without authority to act independently as individuals in official matters. With the approval of the Chairperson, questions may be directed to individual Board members.

Statutory Reference:

RSA 91-A:3

Adopted: April 10, 1991

Reviewed: December 12, 1994

Reviewed: February 10, 2003

Reviewed: August 24, 2009

**WELCOME**

**TO OUR**

**SCHOOL BOARD MEETING**

**GILMANTON SCHOOL DISTRICT**

**SAU 79**

**(603) 267-9097 – Telephone**  
**(603) 267-9498 – Fax**

**WELCOME!**

*On behalf of the School Board, I wish to welcome you to our meeting. We appreciate visitors from the public and trust your attendance will be beneficial to both you and us. We feel it is very important for interested persons to know about the workings of our school system and/or for us to be aware of what is important to the community. You are invited to participate in the meeting in accordance with the policy and rules established by this Board.*

## **BOARD MEMBERS**

Walter Mitchell	2002	Chairperson
Janie Benson	2002	Vice-Chairperson
Hammond Brown	2004	
Cindy Houghton	2004	
Jim Williams	2003	Clerk

## **ADMINISTRATION**

Alton L. Hadley, III	Superintendent
Edward Emond	Business Administrator
Maureen Delaney	Gilmanton School Principal
Mary Paradise	Special Services Coordinator

## **NONDISCRIMINATION POLICY**

*The Gilmanton School District shall not discriminate in its education programs, activities or employment practices on the basis of race, color, national origin, age, sex, sexual orientation, religion or handicap under the provisions of Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1967, and Title IX of the Education Amendment of 1972, and Section 504 of the Rehabilitation Act of 1973. Any person having inquiries concerning the School District's compliance with the regulations implementing these laws may contact the Superintendent of Schools.*

## **SAU 79 SCHOOL/BOARD COMPLAINT POLICY**

*All parents, students, employees or other citizens initiating complaints or concerns regarding any aspect of the School District or an employee shall be encouraged to seek resolution at the lowest possible level. If the complaint cannot be resolved at any lower level, it may be appealed to the Superintendent's level. If the complaint cannot be resolved at the Superintendent's level, a written request shall be submitted to the School Board asking the Board to give consideration to the complaint. The Board will determine if the complaint(s) will be heard. For the procedure of filing complaints, please see Policy KE, available at the Superintendent's office.*

## **SCHOOL BOARD DUTIES AND RESPONSIBILITIES**

School Boards are charged with the responsibilities of selecting a Superintendent and providing him/her with authority and direction. It is not the duty of the Board to operate the schools, but to see that they are well operated.

The Board concerns itself primarily with broad questions of policy rather than administrative details. The application of policies is an administrative task to be performed by the Superintendent and his/her staff who shall be held responsible for the effective administration and supervision of the school system.

Members of the Board have authority only when acting as a Board legally in session. The Board shall not be bound in any way by an action or statement of an individual member except when such statement or action is in pursuance of specific instructions from the Board.

#### SUPERINTENDENT DUTIES AND RESPONSIBILITIES

The position of Superintendent of Schools is created by law to provide each School Board with the benefit of advice from a professional educator. The statutes and rules give the Superintendent the necessary authority to carry out the responsibilities assigned to him/her in relation to the role assigned to School Boards.

#### BOARD MEETING

The SAU 79 School Board generally meets at 7:00 p.m. on the second and fourth Monday of each month in the library at the Gilmanton School. Agendas are prepared by the Superintendent and the Board Chair. They are posted at least 48 hours in advance of each meeting and are available at the Superintendent's office, in the school, the town offices and both post offices.

#### STANDARD BOARD AGENDA

- |  |                                  |
|--|----------------------------------|
| <u>1. Call to order</u>                                    | <u>6. Discussion</u>             |
| <u>2. Approval of agenda</u>                               | <u>7. Public Comment</u>         |
| <u>3. Approval of minutes</u>                              | <u>8. Administration reports</u> |
| <u>4. Public Forum (1<sup>st</sup> meeting each month)</u> | <u>9. Action items</u>           |
| <u>5. Correspondence</u>                                   | <u>10. Adjournment</u>           |

#### NON-PUBLIC SESSION

In accordance with the Freedom of Access ("Right To Know") law, the Board meetings are held in public. The Board may go into non-public session upon a roll call vote requiring an affirmative vote of the majority of the members present for the consideration of certain matters specified in RSA 91-A:3.

BEDH

#### PUBLIC PARTICIPATION AT BOARD MEETINGS

The Board encourages citizens of the District to attend its sessions so that they may become better acquainted with the operation and programs of the schools and that the Board may have opportunity to hear the comments and suggestions of the public. All official meetings of the Board shall be open to the press and public. The Board, however, reserves the right to meet in non-public session and non-meeting in accordance with RSA 91.

In order to assure that persons who wish to appear before the Board may be heard and, at the same time, conduct its meeting properly and efficiently, the Board adopts as policy the following procedures and rules pertaining to public participation at Board meetings.

1. The Chairperson shall designate a portion of each agenda for the purposes of providing public input.
2. Any individual desiring to speak shall give his or her name, address and the group, if any, that he/she represents.
3. The presentation should be as brief as possible, limited to ten (10) minutes unless prior arrangements have been made with the Superintendent and/or Board Chairperson.
4. Speakers may offer comments, suggestions, praise and/or objective criticism of school operations, policies and programs as concern them.
5. The Board will not hear complaints against any individual person connected with the school system. Other channels provide for Board consideration and disposition of legitimate complaints involving individuals.

The Board vests in its Chairperson or other presiding officer authority to terminate the remarks of any individual when they do not adhere to the rules established above.

Persons appearing before the Board are reminded, as a point of information, that members of the Board are without authority to act independently as individuals in official matters. With the approval of the Chairperson, questions may be directed to individual Board members.

Statutory References:

RSA 91-A:3

(Adopted: 4-10-91, 12-12-94)

Gilmanton School District Policy

Thank you for your cooperation.

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**TO OUR**  
**SCHOOL BOARD MEETING**  
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invited to participate in the meeting in accordance with the policy and rules established by this Board.

## **NONDISCRIMINATION POLICY**

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BOARD MEETING

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STANDARD BOARD AGENDA

- |  |                                  |
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| <u>1. Call to order</u>                                    | <u>6. Discussion</u>             |
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| <u>3. Approval of minutes</u>                              | <u>8. Administration reports</u> |
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BEDH

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Statutory References:

RSA 91-A:3

(Adopted: 4-10-91, 12-12-94)

Gilmanton School District Policy

Thank you for your cooperation.