

**SHAKER REGIONAL SCHOOL DISTRICT  
POLICY COMMITTEE**

**August 23, 2022**

**CES-Library**

**5:00 PM**

**AGENDA**

**I. Call to Order**

**II. Minutes**

- 07.25.2022 Policy Committee Minutes

**III. Policies**

Review:

BDF - Citizens Advisory Committee

BDG - School Attorney Use

BEA - Regular Board Meetings

BEB - Emergency Board Meetings

BEC- Non-Public Sessions

BEDG - Minutes

BEDH - Public Participation at Board Meetings

BG - Board Policy Development

JLCB – Immunization of Students

**IV. Adjournment**

**Shaker Regional School District**  
**Policy Committee Minutes**  
**July 25, 2022**  
**CES**

Present: Jodie Martinez, Eric Johnson, Michael J. Tursi

Excused: Michelle Lewis

Marcelle Pethic called the meeting to order at 4:32 PM.

Minutes from the last meeting were reviewed.

**The following policies were reviewed and action taken as follows:**

BBBA - Board Member Qualifications

- Reviewed, no amendments

BBBF - Board Member-Student Members (Formerly JIBB)

- Reviewed, no amendments

BCA - Board Members/Ethics Policy Statement

- Reviewed and made amendments, bring to full Board for approval

BCB - Board Member Conflict of Interest

- Reviewed, no amendments

BDB - Board Officers

- Reviewed, no amendments

BDC - Appoint Board Officials

- Reviewed, no amendments

BDD - Board- Superintendent Relationship

- Reviewed, no amendments

BDDA - Emergency Superintendent Succession

- Reviewed, no amendments

The meeting adjourned at 4:54 PM.

Respectfully submitted,

Michael J. Tursi

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2 **CITIZENS ADVISORY COMMITTEES**

3 Types

4 The **Shaker Regional School District (SRSB)** shall adopt whatever advisory  
5 committee structure and organization it deems appropriate to the assignment at  
6 hand.

7 Organization and Dissolution

8 Specific topics for study or well-defined areas of activity shall be assigned to each  
9 committee following its appointment. Each committee shall be instructed as to the  
10 service the **SRSB** wishes it to render. Any advisory committee shall only have those  
11 duties and powers as the **SRSB** determines. The ultimate authority to make  
12 decisions will continue to reside with the **SRSB**.

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

15 Appointments

16 All appointments of citizens to advisory committees shall be made by the **SRSB**  
17 Chair.

18 All nominations for appointment of staff or faculty members to citizen advisory  
19 committees shall be made by the Superintendent.

20 Communication

21 An advisory committee shall reasonably inform the **SRSB** of the Committee's  
22 activities and progress.

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2 **SCHOOL ATTORNEY USE**

3 A decision to seek legal advice or assistance on behalf of the District shall normally  
4 be made by the Superintendent or by persons specifically authorized by the  
5 Superintendent. Such action shall occur when consistent with approved District policy  
6 or standard practice and meets an obvious need of the District. It may also take  
7 place as a consequence of formal **Shaker Regional School Board (SRSB)** direction.

8 When the Superintendent concludes that unusual types or amounts of professional  
9 legal service may be required, **SRSB** authorization of such service shall be promptly  
10 requested.

11 The **SRSB** may direct that legal advice be provided directly to the **SRSB**.

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**2 REGULAR BOARD MEETINGS**

3 The Shaker Regional School Board shall meet at least once a month. Unless  
4 otherwise altered by SRSB action, regular meetings of the SRSB shall be held during  
5 the second week and fourth of each month in a handicapped accessible location. The  
6 SRSB will determine the day of the week for its meeting at the annual SRSB  
7 Organizational Meeting to be effective July 1<sup>st</sup>. The SRSB chairperson may call  
8 additional board meetings, as necessary.

9

10 Notice of all board meetings will be posted in two appropriate places at least twenty-  
11 four (24) hours prior to the meeting. The Superintendent is authorized to post notice  
12 of the meeting on the District website.

13

14 All regular meetings shall be open to the public.<sup>1</sup> All changes of regular meetings from  
15 normal dates shall be advertised at least 24 hours prior to the date of the meeting.

16

17 The SRSB will establish the agenda of each meeting. The SRSB reserves the right to  
18 amend the agenda during the meeting, should a majority of the SRSB vote to do so.

19

20 Should the SRSB offer time for public comments, such comments may be restricted to  
21 agenda items only, and the SRSB may decline members of the public the opportunity  
22 to speak on items not on the agenda.

23

24 A simple majority of the SRSB shall constitute a quorum. A member may participate  
25 via electronic means in accordance with RSA 91-A:2, III.

26

27 All minutes will be kept in accordance with state laws<sup>2</sup> and will be in the custody of the  
28 Superintendent. Draft minutes of all public meetings will be made available for public  
29 inspection no later than five (5) business days after the meeting. The minutes of each  
30 meeting shall reflect the attendance of board members.

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<sup>1</sup> NH RSA 91-A:2, II, III

<sup>2</sup> NH RSA 91-A:2 and 3

1

2 **EMERGENCY BOARD MEETINGS**

3 Shaker Regional School Board emergency meetings may be called by the Chairperson  
4 or Vice Chairperson (if chairperson is unavailable) or by action of a majority of the  
5 SRSB. For the purposes of this policy, an emergency is defined as a situation where  
6 immediate undelayed action is deemed to be imperative by the Chairperson. In the  
7 event of an emergency meeting, the SRSB will post notice of time and place of the  
8 emergency meeting as soon as possible and will also use other reasonable means to  
9 inform the public that an emergency meeting is to be held. Minutes of an emergency  
10 meeting will clearly state the need and purpose for the emergency meeting.

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2 **NON-PUBLIC SESSIONS**

3 The **Shaker Regional School Board (SRSB)** reserves the right to sit in non-  
4 public session when a majority of the members present so vote. The vote to  
5 enter non-public session will be a recorded roll call vote made in public  
6 session. The **SRSB** may entertain a motion to hold a non-public session only  
7 for those purposes that the law recognizes. <sup>1</sup> ***A non-public session may***  
8 ***occur during a duly notice meeting irrespective of whether a non-public***  
9 ***session appeared on either the meeting notice or meeting agenda.***

10

11

12 The **SRSB** shall record minutes of all non-public sessions. Those minutes will  
13 be made publicly available within 72 hours of the non-public session, unless  
14 the **SRSB** votes to seal those minutes. The **SRSB** may vote to seal minutes  
15 of a non-public session only by a two-thirds vote. The **SRSB** will only vote to  
16 seal minutes of non-public sessions if divulging such information would:

17

- 18 1. Adversely affect the reputation of a person other than a member of the  
19 **SRSB**;
- 20 2. Render a proposed board action ineffective; or
- 21 3. Thwart safety considerations pertaining to terrorism or other emergency  
22 functions of the **SRSB**.<sup>2</sup>

23

24 ***The Board shall require the presence of the Superintendent or his/her***  
25 ***designee, except those non -public sessions that pertain to the***  
26 ***Superintendent's employment.***<sup>3</sup>

27

28 **SRSB** members and district personnel attending a non-public session shall  
29 not disclose any details of the discussion held.

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<sup>1</sup> NH RSA 91-A:3

<sup>2</sup> NHRSA 91-A:4

<sup>3</sup> N.H. Dept. of Education Administrative Rule – Ed 303.01(j); Substantive Duties of School Boards

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**BEDG - MINUTES**

Under RSA 91-A, the school board, and each of the school board's committees (whether standing or ad hoc, or whether deemed a sub-committee or an advisory committees) 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 keep a record of the actions taken at Board meetings in the form of minutes. At a minimum, all minutes, public and non-public, shall include:

- 1) the names of members participating;
- 2) persons appearing before the School Board (any persons other than board members who address the board or speak at the meeting);
- 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 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 discussion." (See RSA 91-A:2, II-a.).

Copies of the draft minutes of a meeting will be sent to the members of the Board before the meeting at which they are to be approved. The preceding sentence, however, shall not apply to minutes of non-public sessions when the Board has sealed such minutes by a recorded roll call vote taken in public session with 2/3 of the board members present supporting the motion. Drafts of non-public minutes will be provided to the Board either at the conclusion of the non-public session and may be approved at the time - prior to any vote to seal, or if sealed, provided to Board at the meeting at which they are to be approved.

Draft minutes of all public meetings, clearly marked as drafts, will be made available for public inspection no later than five (5) business days after each public session. Minutes for non-public sessions shall be kept as a separate document. Draft minutes for all non-public sessions, will be made available for public inspection within seventy-two (72) hours after the non-public session, unless sealed in accordance with the procedure described in the preceding paragraph.

Notes and other materials used in the preparation of the minutes must be retained until the minutes are approved or finalized.



1 All minutes, including draft minutes, will be kept in accordance with RSA 91-A:2 and  
2 RSA 91-A:3 and will be in the custody of the Superintendent.

3  
4 Approved minutes, except those non-public session minutes which are sealed, shall  
5 be consistently posted on the District's web site in a reasonably accessible location or  
6 the web site shall contain a notice describing where the minutes may be reviewed and  
7 copies requested. Draft minutes will be available for inspection at the District's  
8 administrative office.

9  
10 Sealed minutes shall be reviewed periodically and unsealed by majority vote of the  
11 Board if the circumstances justifying sealing the minutes no longer apply. The  
12 Superintendent shall identify and bring to the Board's attention minutes which have  
13 been sealed because disclosure would render the proposed action ineffective where  
14 the action has been completed and the minutes no longer need to be sealed. The  
15 Superintendent will also identify any other sealed minutes where the justification for  
16 sealing no longer applies due to the passage of time. Generally, non-public session  
17 minutes sealed because divulgence of the information would likely affect adversely  
18 the reputation of a person other than a member of the School Board, will remain  
19 sealed.

20  
21 **Legal References:**

22 *RSA 91-A:2 II, Public Records and Meetings: Meetings Open to Public*  
23 *RSA 91-A:2,II-a,*  
24 *RSA 91-A:3 III, Public Records and Meetings: Non-Public Sessions*  
25 *RSA 91-A:4 I, Public Records and Meetings: Minutes and Records available for*  
26 *Public Inspection*

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2 **PUBLIC PARTICIPATION AT BOARD MEETINGS**

3 The **Shaker Regional School Board (SRSB)** encourages citizens of the District to  
4 attend **SRSB** sessions so that citizens may become better acquainted with the  
5 operation and programs of the schools and so that the **SRSB** may have opportunity to  
6 hear the desires and ideas of the public.

7 All meetings of the **SRSB** shall be open to the press and public.<sup>1</sup> However, the **SRSB**  
8 reserves the right to meet and to adjourn or recess a meeting at any time to discuss  
9 such matters as are properly considered in non-public session.<sup>2</sup>

10 To assure that persons who desire to appear before the **SRSB** may be reasonably  
11 heard, public participation at **SRSB** meetings shall occur as determined by the  
12 Chairperson or under Public Communication listed on the agenda.

13 All speakers are to conduct themselves in a civil manner. Obscene, libelous,  
14 defamatory or violent statements will be considered out of order and will not be  
15 tolerated. The **SRSB** Chair may terminate the speaker's privilege of address if the  
16 speaker does not follow this rule of order.

17

18 Complaints regarding individual employees, personnel or students will be directed to  
19 the Superintendent in accord with Policies KE and KEB.

20

21 The **SRSB** Chair, or other presiding officer, may terminate the remarks of any  
22 individuals as is reasonable and appropriate.

23 A person appearing before the **SRSB** may direct questions to individual **SRSB**  
24 members, but answers to such may be deferred pending consideration by the full  
25 **SRSB**.

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<sup>1</sup> RSA 91-A:2

<sup>2</sup> RSA 91-A:3

1

2 **BOARD POLICY DEVELOPMENT**

3 The **Shaker Regional School Board (SRSB)** shall develop written policies as  
 4 guidelines and goals for the successful and efficient functioning of **Shaker Regional**  
 5 **District School District (SRSD)**.<sup>1,2</sup>

6 Policy development is the **Shaker Regional School Board (SRSB's)** chief function  
 7 and the **SRSB** provides resources such as personnel, buildings, materials and  
 8 equipment, for the successful implementation, interpretation and evaluation of its  
 9 policies.<sup>3</sup>

10 The **SRSB** accepts the definition of "policy" set forth by the National School Boards  
 11 Association (NSBA):<sup>4</sup>

12 -School Board policies are statements that set forth the purposes and prescribe  
 13 in general terms the organization and system of the school system. They  
 14 create a framework within which the superintendent and staff can discharge  
 15 their assigned duties with positive direction. They tell what is wanted. They  
 16 may also indicate why and how much.

17 -Policies are principles adopted by the **SRSB** to chart a course of action. Policies  
 18 should be broad enough to indicate a line of action to be followed by the  
 19 administration in meeting a number of problems; narrow enough to give clear  
 20 guidance. Policies are for action by the administration, who then set the rules and  
 21 regulations to provide specific directions to **SRSD** personnel.

22 -**SRSB** policies serve as sources of information and guidance for all people who  
 23 are interested in, or connected with, the public schools.

24 The policies of the **SRSB** are based and are meant to be interpreted in terms of New  
 25 Hampshire laws, rules and regulations of the State Board of Education, and all other  
 26 regulatory agencies within our local, county, state and federal levels of government.

27 The policies are also based on, and are meant to be interpreted in terms of those  
 28 educational objectives, procedures, and practices which are broadly accepted by  
 29 leaders and authorities in the public education field.

30 Changes in needs, conditions, purposes and goals will require new policies and  
 31 revisions, deletions and additions to existing policies. Action on new or changed  
 32 proposals, whatever their source, is taken finally by the **SRSB** after receiving the  
 33 recommendation of the Superintendent. The Superintendent bases his/her  
 34 recommendations upon the outcomes of study and upon the judgment of the  
 35 professional staff and appropriate study committees. The Superintendent shall seek  
 36 counsel of the school attorney when there may be a question of legality or proper legal  
 37 procedure in the development of a proposed **SRSD** policy.

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<sup>1</sup> See NH Const. Pt. II, Art. 83 for the government's duty to educate.

<sup>2</sup> The statutory basis for Board policy making can generally be found at RSA Title XV and especially at RSA 189.

<sup>3</sup> N.H. Code of Administrative Rules, Section Ed. 303

<sup>4</sup> NSBA "Becoming a Better Board Member", 2<sup>nd</sup> Edition, Page 62

1

2 **IMMUNIZATIONS OF STUDENTS**3 Immunizations Required

4 All students shall be immunized prior to school admission, according to the  
5 requirements adopted by the Commissioner of the New Hampshire Department of  
6 Education.<sup>1,2,3</sup>

7 Failure to be properly immunized may result in exclusion from school.<sup>4</sup>

8 Principals will notify parents/guardians of this requirement so that the necessary plans  
9 can be made with the student's personal health care provider to ensure that the  
10 standard is met.

11  
12 Evidence of immunization shall be maintained as part of the student's permanent health  
13 record.<sup>5</sup>

14

15 Homeless Students and Unaccompanied Youth.

16 Pursuant to the McKinney-Vento Act and Board Policy JFABD, homeless students  
17 and/or unaccompanied youth, may enroll and attend school while the Homeless Liaison  
18 works with the family/student to obtain examinations or documentation of the same.

19 Exemptions

20 A licensed physician may exempt a student from this requirement if the immunization(s)  
21 will be detrimental to his/her health.<sup>6</sup> An exemption shall apply only to the specific  
22 immunization referenced in the physician's written statement, and will continue for one  
23 year or the length of time stated in the physician's statement. ~~Parents seeking an  
24 exemption for their child due to religious reasons must present a notarized statement to  
25 the school nurse.<sup>7</sup>~~

26

27 In the event of an outbreak of a communicable disease, students who have been  
28 exempted from immunization requirements will be excluded from school for a period of  
29 time. The length of the exclusion will be established after consultation with the NH  
30 Department of Health and Human Services, if such students are considered to be at  
31 risk.<sup>7</sup>

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<sup>1</sup> NH RSA 141-C:20-a

<sup>2</sup> See SRSD Policy JFAA

<sup>3</sup> NH Department of Education School Health Resource Manual

<sup>4</sup> NH RSA 141-C:20-a II

<sup>5</sup> NH RSA 141-C:20-b II

<sup>6</sup> NH RSA 141-C:20-c I

<sup>7</sup> NH RSA 141-C:20-d

## **BDF - ADVISORY COMMITTEES TO THE BOARD**

(Download policy)

### *Category O*

The 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.

Any advisory committee shall have only those duties and powers as the Board determines. 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.

Specific topics for study or activity shall be assigned in writing to each committee. 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 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 citizen to advisory committees. The Superintendent shall make all appointments of staff members to citizens advisory committees after approval of the Board.

The School Board shall see that the public is made aware of the services rendered by such committees of citizens as it may appoint 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.

### **Legal References:**

*RSA 32:24, Other Committees*

Revised: May 2006

Reviewed: February 2004

Revised: July 1998

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## **BDG - SCHOOL ATTORNEY**

(Download policy)

### *Category O*

The Board recognizes that the increasing complexity of School District operations frequently requires procurement of professional legal services. Consequently, it shall retain an attorney or law firm for that purpose.

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 formal Board direction.

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.

However, when the administration concludes that unusual types or amounts of professional legal service may be required, Board authorization for such service shall be promptly requested.

Reviewed: February 2004

Revised: July, 1998

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## BEA - REGULAR BOARD MEETINGS

*Category: Recommended*

The Board shall meet at least once every two months. Unless otherwise determined by Board action, regularly scheduled Board meetings will be held \_\_\_\_\_.

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 91-A.

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

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*

Revised: May 2012

Revised: May 2006, May 2007, September 2008

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## **BEB - EMERGENCY BOARD MEETINGS**

*Category: Optional*

Emergency meetings may be called by the Chairperson or by action of a majority 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*

Revised: May 2012

Revised: July 1998, September 2008

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NON-PUBLIC SESSIONS

Category: Recommended

Related Policies: BEDG



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.



The Board may meet in non-public session for any of the purposes set out in RSA 91-A:3. **Non-public sessions may only occur after a duly noticed public meeting has been called to order, and before that meeting is adjourned.** Once the public meeting has been convened, the Board may enter non-public session at any time during such meeting if a majority of the Board, by roll-call vote, find that sufficient grounds under 91-A:3, II exists. A non-public session may occur during a duly notice meeting irrespective of whether a non-public session appeared on either the meeting notice or meeting agenda.

The motion calling for a non-public session will state the matter(s) to be discussed and will state the statutory reason(s) for entering non-public session.

The Board shall record minutes of all non-public sessions, and such minutes shall be made available and or “sealed”, in accordance RSA 91-A:3. Required content and availability regarding minutes of non-public sessions are described in Board policy **{\*\*}**/BEDG – Minutes.

The minutes of the non-public session constitute the record of that session. Information discussed in non-public session shall remain confidential except to the extent the same is required to be disclosed subject to applicable law or court order, or as authorized by the Board.

The Board shall require the presence of the Superintendent or his/her designee (see N.H. Dept. of Education Rule Ed 303.01(f)), except those non-public sessions that pertain to the Superintendent’s employment.

Each year the Superintendent is directed to obtain and provide to each Board member copies of any NHSBA Non-Public Session Checklist, and update the same during the year as made available by NHSBA.

District Policy History:

## NON-PUBLIC SESSIONS

First reading: \_\_\_\_\_

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

**District revision history:**

**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

N.H. Dept. of Education Administrative Rule – Ed 303.01(j); Substantive Duties of School Boards

***Legal References Disclaimer:*** *These references 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.*

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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 - Sept. 2010; New policy – May 2006

**NHSBA revision notes, September 2021,** elements of BEC that were specific to non-public minutes were moved to sample policy BEDG such that all minutes provisions are in one comprehensive sample policy. Additional changes to BEC include language clarifying on the one hand that non-public sessions may only occur during a public meeting, on the other hand may occur even if there is no reference on the meeting notice or agenda that such a session might occur. Final revisions include reference to Ed 303.01 directing Boards to require the presence of the Superintendent/designee at Board meetings, as well as a reminder that information discussed in non-public is confidential.

w/p-update/2021-U2 Fall/NHSBA\_BEC.rtf

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MEETING MINUTES

Category: Recommended

Related Policy: BEC & EH
Related Administrative Procedure: EH-R



ADOPTION/REVISION NOTES –

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

(a) Much of the content of this sample policy reflects 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”).

In many respects, the policy 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.



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</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.

1[Delete footnote] 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”.

## MEETING 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</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.).

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 **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.

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<sup>2</sup> **[Delete footnote]** 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.

## MEETING MINUTES

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</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 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

<sup>3</sup> **[Delete footnote]** 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).

**MEETING MINUTES**

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 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 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.

## MEETING MINUTES

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 the 2021 amendments to 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> 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 other appropriate administrator. Sealed minutes shall be reviewed periodically and unsealed by 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 non-public session pursuant to RSA 91-A:3, II (m), any vote to unseal must occur in public session.

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**District Policy History:**

First reading: \_\_\_\_\_

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<sup>4</sup> 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.



## MEETING MINUTES

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

**District revision history:**

**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

**Legal References Disclaimer:** *These references 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.*

**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 – Sept. 2021, Nov. 2019, Sept. 2018, and Sept. 2017.

**NHSBA revision notes: 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.

w/p-update/2021-U2 Fall/NHSBA\_BEDG.rtf

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**PUBLIC COMMENT AND PARTICIPATION AT BOARD MEETINGS***Category: Recommended**Related Policies: BEDB, KE & KEB*

The primary purpose of School Board meetings is to conduct the business of the Board as it relates to school policies, programs and operations. The Board encourages residents to attend Board meetings so that they may become acquainted with the operation and programs of the schools. All official meetings of the Board shall be open to the press and public. However, the Board reserves the right to meet and to 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 RSA 91-A:3.

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

**Rules of Order**

1. The Board will provide a maximum of \_\_\_\_ *[e.g. thirty, fifteen, etc.]* minutes to hear public comments at the beginning of each regular Board meeting. This period may be extended by a majority vote of the Board. Additionally, the Board may include additional public comment period for specific agenda items with a time limit for public comment specified on the pertinent agenda.
2. Individual speakers will be allotted \_\_\_\_ *[e.g. three, five, etc.]* minutes per person. Speakers may not relinquish allotted time to another speaker. For specific meetings and/or specific agenda items, the Board may at the outset of the public comment period increase the individual time limit for all speakers.
3. The Chair will recognize speakers on a first come basis.
4. In order to comply with the minute requirements of RSA 91-A:2, II, speakers shall identify themselves clearly for the record.

***OPTIONAL PROVISIONS – SELECT ONE OF THE ITALICIZED PARAGRAPHS***

5. *Members of the public shall limit comments only to those items appearing on the current agenda. The Board will not entertain comments on items that do not appear on the agenda. The only exception shall be comments which address matters discussed by the Board at its last public meeting which were not on that meeting's agenda but were discussed by the Board under "New Business". Requests to address the Board on specific matters (i.e., a request to have a matter placed on an agenda) should be presented to the Superintendent no less than fourteen days prior to the next Board meeting, and must set forth the specifics of the subject to be address. The determination whether to place the matter on the agenda will be made consistent with Board Policy [BEDB].*

***--OR--***

**PUBLIC COMMENT AND PARTICIPATION AT BOARD MEETINGS**

*Except as otherwise provided in this policy, members of the public may offer comments on agenda items or upon any other matter of public concern directly relating to the District's school policies, programs and operations. In the interest of preserving individual privacy and due process rights, the Board requests that comments (including complaints) regarding individual employees (other than the Superintendent) or individual students be directed to the Superintendent in accord with the complaint/grievance resolution processes set forth in School Board Policies **KE and/or KEB**. Complaints regarding the Superintendent, may be made either during public comment, or directed to the School Board Chair as described in Board Policy **KEB**.*

6. Any comments which do not adhere to the above, or which disrupt the official business of the Board may be ruled out of order by the Chair. Repeated disruption may result in the individual being asked to leave the meeting. Obscene speech, comments threatening bodily harm, or other unprotected speech will not be tolerated.

7. The Board Chair may terminate the speaker's privilege of address if the speaker does not follow the above rules of order. Repeated violations or disruptions may result in the intervention of law enforcement, with the potential for criminal charges.

Persons appearing before the Board are reminded that members of the Board are without authority to act independently as individuals in official matters. Thus, in most instances, any board response will be deferred pending consideration by the full Board.

With the aim of maintaining focus on the issues in discussion, it is desired that all speakers strive to adhere to ordinary norms of decorum and civility.

**District Policy History:**

*First reading:* \_\_\_\_\_

*Second reading/adopted:* \_\_\_\_\_

***District revision history:***

**Legal References:**

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

*RSA 91-A:3, Non-Public Sessions*

*U.S. Const., 1st Amendment*

***Legal References Disclaimer:*** *These references 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.*

**PUBLIC COMMENT AND PARTICIPATION AT BOARD MEETINGS**

***When adopting this sample or variation of the same, a district should not include the NHSBA history or NHSBA policy notes. The district should, to the extent possible, include its own adoption/revision history***

**NHSBA history:** Revised: September 2018; May 2007; November 1999; July 1998; and February 2004

**NHSBA revision note, September 2018:** This sample policy is updated to more specifically recognize the distinction between board business, and public comment, and how that distinction relates to the benefit of public input at board meeting, as well as emerging judicial decisions regarding the need for viewpoint neutrality relative to public comment rules.

w/p-update/2018 Fall/BEDH//NHSBA\_BEDH.rtf

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## BG - BOARD POLICY PROCESS

(Download policy)

### *Category R*

The Board will develop policies and put them in writing so that they may serve as guidelines and goals for the successful and efficient functioning of our public schools.

The Board considers policy development its chief function, along with providing the resources such as personnel, buildings, materials, and equipment for the successful interpretation and evaluation of its policies.

Policies are principles adopted by the Board to chart a course of action. They tell what is wanted; they may include why and how much. Policies should be broad enough to indicate a line of action to be followed by the administration in meeting a number of problems; narrow enough to give clear guidance. Policies are guides for action by the administration, who then sets the rules and regulations to provide specific directions to School District personnel.

It is the Board's intention that its policies serve as sources of information and guidance for all people who are interested in, or connected with, the public schools.

Changes in needs, conditions, purposes, and objectives will require revisions, deletions, and additions to the policies of present and future Boards. The Board will welcome suggestions for ongoing policy development from citizens, students, and staff in the District.

Action on such proposals, whatever their source, is taken finally by the Board after receiving the recommendation of the Superintendent. The Superintendent bases his/her recommendations upon the outcomes of study and upon the judgment of the professional staff and appropriate study committees. The Superintendent shall seek counsel of the School Attorney when there may be a question of legality or proper legal procedure in the development of a proposed School Board policy.

Revised: December 2004

Reviewed: February 2004

Revised: November, 1999

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## IMMUNIZATIONS OF STUDENTS

*Category: Recommended*

*Related Policies: EBCF, EBCG, JFABD, JLC & JLCA*

### ADOPTION NOTES –

***This text box, and all highlights within the policy 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 to assure suitability with the district’s own specific circumstances, internal coding system, current policies, and organizational structures. Highlighted language or blank, underscored spaces indicate areas which Boards must change/complete to reflect local personnel titles, policy references, duty assignments etc.*
- (b) **[\*\*]** *indicates a reference to another NHSBA sample policy. A district should check its own current policies and codes to assure internal consistency.*
- (c) *Withdrawn and earlier versions of revised policies should be maintained separately as part of the permanent records of the District.*

A. Immunizations Required. Any child being admitted to the District must present written documentation of meeting the then current New Hampshire immunization requirements, unless exempted for medical reasons under RSA 141-C:20-c, or for religious reasons as provided in paragraph D of this policy. All immunizations must meet minimum age and interval requirements for each vaccine. A 4-day grace period is allowed; however, live attenuated vaccines (e.g., MMR, Varicella, nasal influenza vaccine, etc.) that are not administered on the same day must be administered at least 28 days apart.

The District will notify parents/guardians of immunization requirements at the earliest possible date, so that the necessary plans can be made with the healthcare provider or other medical resources to accomplish this standard prior to a child being admitted to school.

B. Conditional Enrollment. A child who has not met the immunizations requirements of paragraph A, above, may be “conditionally” enrolled and allowed to attend school when the parent/guardian provides:

1. Documentation of at least one dose for each required vaccine; AND
2. The appointment date for the next dose of required but incomplete vaccine.

The appointment date referred to in B.2, above, shall serve as the exclusion date if the child does not keep the scheduled appointment. Conditional enrollment shall not be extended to the next school year for the same dose of vaccine.

C. Homeless Students and Unaccompanied Youth. Pursuant to the McKinney-Vento Act and Board Policy **[\*\*]**JFABD, homeless students and/or unaccompanied youth, may enroll and attend school while the Homeless Liaison works with the family/student to obtain examinations or documentation of the same.

**IMMUNIZATIONS OF STUDENTS****D. Health and Religious Exemptions.**

1. Medical Exemption. A student shall be exempted from the above immunization requirements if he/she presents written documentation in accordance with RSA 141-C:20-c, I from his/her physician that immunization will be detrimental to his/her health. An exemption under this paragraph shall apply only to the specific immunization referenced in the physician's written statement, and will continue for the greater of one year or the length of time stated in the physician's statement.
2. Religious Exemption. In accordance with RSA 141-C:20-c, II, a child will be excused from immunization for religious reasons, upon receipt of a statement, signed by the child's parent/guardian, and notarized, stating that the child has not been immunized because of religious beliefs.

In the event of an outbreak, students who have been exempted from immunization requirements will be excluded from school for a period of time, to be established after consultation with the NH Dept. of Health & Human Services (NHDHHS), if such students are considered to be at risk for the disease or virus that they have not been immunized against.

- E. Records. The school nurse, principal or designee trained in state immunization requirements is responsible for documenting that all students have been immunized prior to school entrance in accordance with RSA 141-C:20-a, or that one of the circumstances described in paragraphs B-D, above apply.

The Superintendent shall assure that the District maintains immunization records in accordance with NHDHHS regulations.

**District Policy History:**

*First reading:* \_\_\_\_\_

*Second reading/adopted:* \_\_\_\_\_

**District revision history:****Legal References:**

*RSA141-C:20-a, Immunization*

*RSA 141-C:20-c, Exemptions*

*RSA 141-C:20-d, Exclusion During Outbreak of Disease*

*RSA 200:38, Control and Prevention of Communicable Diseases: Duties of School Nurse*

*NH Code of Administrative Rules, Ed. 311.01, Immunization Program*

*NH Code of Administrative Rules, He-P 301, Communicable Diseases*

*42 U.S.C. § 11432(g)(3)(C)(iii) – McKinney-Vento Act*

**IMMUNIZATIONS OF STUDENTS**

***Legal References Disclaimer:** These references 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.*

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**NHSBA history:** Revised – June 2020, February 2007, November 1999, July 1998

**NHSBA revision notes, June 2020,** NHSBA revised JLCB as part of a health policy overhaul with assistance from the NH School Nurses Association. Revisions to JLCB included clarification of statutory exemptions, formatting, and addition of exceptions under the McKinney-Vento Act for homeless children or unaccompanied youth.

w/p-update/2020/spring//JLCB.rtf

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