

**SHAKER REGIONAL SCHOOL DISTRICT
POLICY COMMITTEE**

September 27, 2022

BHS-Library

5:15 PM

AGENDA

I. Call to Order

II. Minutes

- 08.23.2022 Policy Committee Minutes

III. Policies

Review:

BGA – Board Policy Development & Procedure BGB – Ratification of Policies/

Policy Adoption BGC – Policy Review and Evaluation

BGD – Board Review of Published Administrative Rules and Procedures

BGE – Policy Dissemination

BGF- Repeal/Suspension of Policies

BHC – Board Communications with Staff BHD – Communication with Public by
the Board

IV. Adjournment

Shaker Regional School District
Policy Committee Minutes
August 23, 2022
CES

Present: Eric Johnson, Michael J. Tursi

Eric Johnson called the meeting to order at 5:12 PM.

Minutes from the last meeting were reviewed.

The following policies were reviewed and action taken as follows:

BDF - Citizens Advisory Committee – review only, no amendments

BDG - School Attorney Use– review only, no amendments

BEA - Regular Board Meetings– review only, no amendments

BEB - Emergency Board Meetings– review only, no amendments

BEC- Non-Public Sessions – Review with amendments, bring to Board for 1st reading

BEDG - Minutes– review only, no amendments

BEDH - Public Participation at Board Meetings– review only, no amendments

BG - Board Policy Development– review only, no amendments

JLCB – Immunization of Students - Review with amendments, bring to Board for 1st reading

The meeting adjourned at 5:32 PM.

Respectfully submitted,

Michael J. Tursi

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2 **BOARD POLICY DEVELOPMENT AND PROCEDURE¹**

3 Responsibility for System Maintenance

4 The Superintendent shall designate a specific person or office to maintain the
5 **Shaker Regional School District (SRSD's)** policy reference files, to maintain
6 the **Shaker Regional School Board (SRSB)** policy manual, and to serve as
7 liaison between the District, the New Hampshire School Boards Association,
8 State Board of Education, and other sources of policy research information.
9 Such designee shall maintain an archive of any and all adopted and amended
10 policies.

11 Classification and Coding of Policies

12 A policy shall be classified and coded in accordance with the National School
13 Board's Association (NSBA) classification and coding system.²

14 Criteria for Development of a Policy Statement

15 A policy may be developed

- 16 -if required by law,
- 17 -if there is an inadequate or insufficient statement in law or regulations,
- 18 -if the **SRSB** articulates a need or desire for a policy, or
- 19 -if recommended by the Superintendent.

20 Content of a Policy Statement

21 A policy statement should:³

- 22 -clearly define a goal or objective.
- 23 -define roles and responsibilities (who is supposed to do what).
- 24 -if possible, state measurable outcomes.
- 25 -identify relevant authority for statements or concepts.

26 A policy statement should NOT:

- 27 -be a restatement or paraphrase a federal or state law or regulation⁴

28 A policy statement may simply (and only) reference a law or regulation if such
29 is an adequate statement of a policy (e.g. "District practices regarding xyz shall
30 conform to RSA ###").

¹ See NHSBA Model Policy BGA, May 1998

² See NSBA "Code-Finder Index", 6th Edition

³ See NSBA "Becoming a Better Board Member", 2nd Edition, Page 62

⁴ See NSBA "Becoming a Better Board Member", 2nd Edition, Page 67

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2 **RATIFICATION OF POLICIES/POLICY ADOPTION**3 Regular Procedure for Adoption

4 Except for good cause shown, the adoption or amendment of a **Shaker Regional**
5 **School District (SRSD)** policy statement should follow this sequence:

6 - Proper publication to the **Shaker Regional School Board (SRSB)** of proposed
7 new or revised policy as an item of information.

8 - **SRSB** consideration of the published proposed policy, with action for adoption
9 only if:

- 10 -the policy content is within the scope of the **SRSB's** authority.
- 11 -the statement is not contrary to local, state and federal law.
- 12 -the statement is not contrary to the **SRSD's** mission, guiding principles
13 and strategic plan.
- 14 -the policy is not contrary to any **SRSD** contractual obligation.
- 15 -the policy promotes sound educational, business or personnel practice.
- 16 -the policy is reasonable.
- 17 -the policy is not arbitrary or capricious.
- 18 -the statement adequately addresses related to the policy.
- 19 -the statement covers only one policy topic.
- 20 -the policy is consistent with existing policies.
- 21 -the policy can be reasonably administered.
- 22 -the **SRSD** has the ability to pay for the implementation of the policy.
- 23 -there has been or will be adequate opportunity offered to concerned
groups or individuals to react to the policy proposal.

24 Final action by the **SRSB** on a proposed policy shall be at a duly called meeting after
25 the one at which the Policy was first considered.

26 Procedure for Immediate Action

27 On matters of unusual urgency, the **SRSB** may, after stating the reason for so doing,
28 waive the expectations of the above adoption procedure and take immediate action to
29 adopt or amend a policy. When such immediate action is completed, the
30 Superintendent shall publish the **SRSB's** action through the meeting minutes.

31 Adoption Policy

32 An affirmative vote of a majority of all Members of the **SRSB** is required for a policy to
33 be adopted.

34 Record of Adoption and Effective Date

35 Policies and amendments adopted by the **SRSB** shall be attached to and made a part
36 of the minutes of the meeting at which they are adopted and shall also be included in
37 the policy manual of the **SRSD** marked with the date of adoption and/or amendment.

38 Policies and amendments to policies shall be effective immediately upon adoption
39 unless a specific effective date is provided in the adoption resolution.

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2 **POLICY REVIEW AND EVALUATION**

3 The **Shaker Regional School District (SRSD)** shall review its policies on a
4 continuing basis and evaluate them for efficacy and efficiency in meeting the **SRSD's**
5 mission and responsibilities.

6 The **Shaker Regional School Board (SRSB)** shall annually review a portion of
7 adopted policies with the intent that all policies will have been reviewed in a three (3)
8 year period.

9

10 The Superintendent is given the continuing responsibility of calling to the **SRSB's**
11 attention all policies that appear to need revision.

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2 **BOARD REVIEW OF PUBLISHED ADMINISTRATIVE RULES AND PROCEDURES**
3 The **Shaker Regional School Board (SRSB)** shall rescind any administrative rules
4 and procedures as published and promulgated by the Superintendent if the rules and
5 procedures, in the **SRSB's** judgment, are inconsistent with the policies adopted by
6 the **SRSB**.^{1,2}

¹ N.H. Code of Administrative Rules, Section Ed. 303

² N.H. Code of Administrative Rules, Section Ed. 302

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2 **POLICY DISSEMINATION**

3 The Policy Manual is a public document.

4 The Superintendent is directed to establish, publish, and maintain an orderly plan for
5 preserving and making accessible the policies adopted by the **Shaker Regional**
6 **School Board (SRSB)** and the administrative rules and procedures needed to place
7 them into effect.¹

¹ See also SRSD Policy CB

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2 **REPEAL/SUSPENSION OF POLICIES¹**

3 Repeal

4 A district policy may be repealed upon a majority vote of all members of the **Shaker**
5 **Regional School Board (SRSB)** at a duly called meeting of the **SRSB**.

6 Suspension

7 A **Shaker Regional School District (SRSD)** policy may be suspended for good
8 cause and a period to be stated, upon a majority vote of the **SRSB** present at a duly
9 convened **SRSB** meeting. Any **SRSB** action taken during the time of suspension
10 shall survive the end of the suspension.

¹ See also Policy BAAA ("Exceptions")

1

2 BOARD COMMUNICATIONS WITH STAFF

3 The **Shaker Regional School Board (SRSB)** shall maintain open channels of
4 communication between the **SRSB** and **Shaker Regional School District (SRSD)**
5 employees, through the Superintendent of Schools.

6 Staff Communications to the SRSB

7 All communications or reports to the **SRSB**, or any **SRSB** committee, by principals,
8 supervisors, teachers, or other employees shall be through the Superintendent.

9 SRSB Communications to Staff

10 All official communications, policies, and directives of employee interest and concern will
11 be communicated to **SRSD** employees through the Superintendent. The Superintendent
12 shall employ all such media as are appropriate to keep employees fully informed of the
13 **SRSB's** actions and concerns.

14 Visits to Schools

15 Individual **SRSB** members interested in visiting schools or classrooms will inform the
16 building principal of such visits and make arrangements for visitations in advance if
17 reasonable. Such visits shall be regarded as informal expressions of interest in school
18 affairs and not as "inspections" or visits for supervisory or administrative purposes.
19 Official visits by **SRSB** members will be carried on only under **SRSB** authorization and
20 with the full knowledge of the Superintendent and the building principals.

21

22 Social Interaction

23 Staff and **SRSB** members share a keen interest in the schools and in education
24 generally, and it is to be expected that when they meet at social affairs and other
25 functions, they will informally discuss such matters as educational trends, issues, and
26 innovations and general **SRSD** problems. However, employees are reminded that
27 individual **SRSB** members have no special authority except when they are convened
28 at a legal meeting of the **SRSB** or vested with special authority by **SRSB** action.
29 Therefore, discussions of personalities or personnel grievances by either party will be
30 considered unethical conduct.

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2 **COMMUNICATION WITH THE PUBLIC BY THE BOARD¹**

3 The Chairperson of the **Shaker Regional School Board (SRSB)**, or designee, is
4 authorized to speak to all news media regarding **SRSB** actions. An individual **SRSB**
5 member communicating with the media shall clearly state that the member is
6 providing a personal opinion and such does not necessarily reflect the opinion of the
7 **SRSB**.

¹ See also SRSD Policy BBAA

BGA - POLICY DEVELOPMENT SYSTEM

(Download policy)

Category R

The Board endorses for use in this District the policy development, codification, and dissemination system of the New Hampshire School Boards Association.

This system, is to serve as a general guideline for such tasks as policy research, the drafting of preliminary policy proposals, reviewing policy drafts with concerned groups, presenting new and revised policies to the Board for consideration and action, policy dissemination, policy evaluation, and the maintenance of a continuously and easy-to-use policy manual.

Policy Adoption, Dissemination and Review

- A. The Board may adopt, amend, or repeal written policies at any meeting by a majority vote of Board members in attendance, provided that notice of the proposed action was given at a previous Board meeting and that each Board member was notified of the proposed action. for purposes of notification, the meeting agenda delivered to each Board member is deemed sufficient.
- B. On matters of unusual or unexpected urgency, the Board may waive the second meeting limitation and take immediate action to adopt a new policy or revise an existing policy.
- C. The Board will allow an opportunity for public comments on policy proposals.
- D. All policies will be titled, dated, and coded consistent with the classification system used by the New Hampshire School Boards Association.
- E. Board action regarding the adoption, revision or repeal of policies will be included in the minutes of the meeting at which the official action is taken.
- F. Policies and amendments will be effective immediately upon adoption, unless a specific effective date is provided in the adopted final policy.
- G. All written policies and administrative rules and regulations will be open for and available for public inspection, upon request.
- H. Manuals will be provided to each Board member and at least one master copy will be kept in each school district and one master copy in the SAU central office.
- I. All Board policies will be reviewed and evaluated by the school board on a regular and continuing basis. The Board's policy manual will be updated due to actions taken as a result of this review and evaluation.
- J. The Superintendent or designee is responsible for notifying the Board of all policy updates and revisions provided by the New Hampshire School Boards Association. The Board will then schedule time for review of such updates and will taken action accordingly regarding the adoption, revision or repeal of such policies.

A member of the SAU staff is to be designated and delegated by the Superintendent with the

responsibility to maintain the Board's policy reference files, to draft policy proposals as instructed by the Board and/or Superintendent, to maintain the Board policy manual, and to serve as liaison between the Board, the New Hampshire School Boards Association, State Board of Education, and other sources of policy research information.

Revised: May 2007

Reviewed: February 2004

Revised: July 1998, November 1999

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BGB - POLICY ADOPTION

(Download policy)

Category R

Except for policy actions to be taken on emergency measures, the adoption of Board policies should follow this sequence which will take place at least at two regular or special meetings of the Board:

1. Announcement and publication of proposed new or revised policies as an item of information.
2. Opportunity offered to concerned groups or individuals to react to policy proposals.
3. Discussion and final action by the Board on policy proposals.

The final vote to adopt or not to adopt should follow by at least two weeks from the meeting at which policy proposals are first placed on the agenda.

1. Prior to enactment, all policy proposals shall be titled and coded as appropriate to subject and in conformance with the codification system used in the Board policy manual.
2. Insofar as possible, each policy statement shall be limited to one subject.
3. Policies and amendments adopted by the Board shall be attached to and made a part of the minutes of the meeting at which they are adopted and shall also be included in the policy manual of the District marked with the date of adoption and/or amendment.
4. Policies and amendments to policies shall be effective immediately upon adoption unless a specific effective date is provided in the adopted resolution.

Emergency Procedure

On matters of unusual urgency, the Board may waive the two-week limitation and take immediate action to adopt new or revise existing policies. When such immediate action is necessary, the Superintendent shall inform concerned groups or individuals about the reasons for this necessity.

Reviewed: February 2004

Revised: November, 1999

Revised: July, 1998

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BGC - POLICY REVIEW AND EVALUATION/MANUAL ACCURACY CHECK

(Download policy)

Category R

In an effort to keep its written policies up-to-date so that they may be used consistently as a basis for Board action and administrative decision, the Board will review its policies on a continuing basis.

The Board will evaluate how the policies have been executed by the school staff and weigh the results. It will rely on the school staff, students, and the community for providing evidence of the effect of the policies which it has adopted.

The Superintendent is given the continuing responsibility of calling to the Board's attention all policies that are out of date or appear to need revision for other reasons.

The Board directs the Superintendent to recall all policy and regulations manuals annually for purposes of administrative updating and Board review.

Reviewed: February 2004

Revised: July, 1998

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BGD - BOARD REVIEW OF ADMINISTRATIVE REGULATIONS

(Download policy)

Category R

Also CHB

The Board reserves the right to review and rescind administrative regulations should they, in the Board's judgment, be inconsistent with the policies adopted by the Board.

Reviewed: February 2004

Revised: July, 1998

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BGE - POLICY DISSEMINATION

(Download policy)

Category R

The policy manual is a public document. The Superintendent is directed to establish and maintain an orderly plan for preserving and making accessible the policies adopted by the Board and the administrative rules and regulations needed to put them into effect.

Accessibility is to extend at least to all employees of the school system, to members of the Board, and to persons in the community insofar as conveniently possible. Manuals will be available for inspection at the Superintendent's office, and each Principal's office.

All policy manuals shall remain the property of the School Board and shall be considered as "on loan" to anyone, or any organization, in whose possession they might be at any time. They are subject to recall at any time deemed necessary by the administrative head of the School District.

The Superintendent is responsible for ensuring an annual update of all manuals.

Legal References:

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

Reviewed: August 2006

Reviewed: February 2004

Revised: November, 1999

Revised: July, 1998

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BGF - SUSPENSION OF POLICIES

(Download policy)

Category R

The policies of the Board are subject to suspension only upon a majority vote of the entire Board membership at a meeting for which the proposed suspension has been described in writing, or upon a unanimous vote of the entire Board membership when no such written notice has been given.

Those Board policies which pertain to the internal operations of the Board are subject to suspension only upon a two-thirds vote of all members of the Board at a meeting for which the proposed suspension has been described in writing, or upon a unanimous vote of the entire Board membership when no such written notice has been given.

Reviewed: February 2004

Revised: November, 1999

Revised: July, 1998

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BHC - BOARD-EMPLOYEE COMMUNICATIONS

(Download policy)

Category O

Also GBD

The Board desires to maintain open channels of communication between itself and the employees. The basic line of communication will, however, be through the Superintendent of Schools.

Staff Communications to the Board

All communications or reports to the Board or any Board committee from principals, supervisors, teachers, or other employee members shall be submitted through the Superintendent.

Board Communications to Staff

All official communications, policies, and directives of employee interest and concern will be communicated to employee members through the Superintendent, and the Superintendent will employ all such media as are appropriate to keep employee fully informed of the Board's actions and concerns.

Visits to Schools

Individual Board members interested in visiting schools or classrooms will inform the Superintendent of such visits and make arrangements for visitations through the principals of the various schools. Such visits shall be regarded as informal expressions of interest in school affairs and not as "inspections" or visits for supervisory or administrative purposes. Official visits by Board members will be carried on only under Board authorization and with the full knowledge of the Superintendent and principals.

Social Interaction

Staff and Board members share a keen interest in the schools and in education generally, and it is to be expected that when they meet at social affairs and other functions, they will informally discuss such matters as educational trends, issues, and innovations and general District problems. However, employees are reminded that individual Board members have no special authority except when they are convened at a legal meeting of the Board or vested with special authority by Board action. Therefore, discussions of personalities or personnel grievances by either party will be considered unethical conduct.

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