Concord School District
Board of Education
Communications and Policy Committee

Date: February 13, 2017
Committee members present: Jennifer Patterson, Chair; Tom Croteau, Alana Kimball, Maureen Redmond-Scura
Administration: Terri Forsten, Superintendent; Donna Palley, Assistant Superintendent

Jennifer Patterson called the meeting to order at 5:38 p.m. The purpose of the meeting was to continue to review and revise District policies. Ten policies were reviewed at the meeting.

Policy #131: Regular School Board Meetings
Superintendent Forsten proposed a revised version based on the New Hampshire School Boards Association (NHSBA) policy on this topic. Several additional revisions were proposed by members.

Paragraph 4: Additional meetings may be scheduled at the call of the Chair or the request of at least five members of the Board.

Paragraphs 3 and 5: note the specific policy where it indicates ‘Board Policy.’

Paragraph 6: Substitute the word ‘performance’ for ‘operation.’

Legal References: include the District Charter in this section.

The Committee voted 4-0 to recommend Policy #131 to the full Board for consideration, with changes as noted (moved by Maureen Redmond-Scura, seconded by Tom Croteau).

Policy #131.1: Agenda – Administration and Publication
Superintendent Forsten proposed a revised policy, with an additional paragraph related to emergency meetings. Other revisions were recommended:

Paragraph 1: Change ‘city library’ to ‘Library Director;’ ‘all schools’ to ‘School Principals;’ and ‘city counselors’ to ‘City Councilors.’ All titles in this section should be capitalized.

Paragraph 2: The Board may need to hold an emergency meeting in the case where immediate undelayed action is deemed to be imperative by the President or presiding officer of the Board, who shall notice the meeting in accordance with RSA 91-A and employ whatever means are available to inform the public that a meeting is to be held.

Legal References: Add RSA 91-A to this section.
The Committee voted 4-0 to recommend Policy #131.1 to the full Board for consideration, with changes as noted (moved by Ms. Redmond-Scura, seconded by Mr. Croteau).

Policy #132: Agenda/ Preparation/Inclusion of Items

Superintendent Forsten presented a revised version of the policy on this topic, with a new title, *Agenda Preparation and Dissemination.*

Paragraph 2: Switch the order of sentences 1 and 2.

Paragraphs 3 and 4: Switch the order of these two paragraphs.

Paragraph 7: When the final agenda has been established, it will be *publicized in accordance with Policy #131.1 and* will be made available to the public, upon request.

The Committee voted 4-0 to recommend Policy #132 to the full Board for consideration, with changes as noted (moved by Mr. Croteau, seconded by Ms. Redmond-Scura).

Policy #134: Executive Sessions

Superintendent Forsten presented a revised version of this policy, with a new title, *Non-Public Sessions.* Several other revisions were recommended by members:

First paragraph: The motion calling for a non-public session will state the general type of matter to be discussed and will state the statuary provision under which the Board is entering a non-public session.

Paragraph 3: Board members will refrain from publicly discussing matters that were discussed in a non-public session, unless and until the minutes of that meeting are unsealed.

This is a significant change from the current policy.

The Committee voted 4-0 to recommend Policy #134 to the full Board for consideration, with changes as noted (moved by Ms. Redmond-Scura, seconded by Alana Kimball).

Policy #135: Rules of Order

Superintendent Forsten proposed a shortened version of the Board’s current policy. Committee members suggested retaining three of the current policy’s paragraphs, with the revision noted for the first paragraph:

All meetings of the School Board shall be conducted in accordance with Robert’s *Rules of Order,* unless these are inconsistent with statutes of the State of New Hampshire and the School Board’s policies.

Whenever a vote is to be taken, any member of the Board may demand that the vote be taken by roll call.

All regular and special meetings of the Board shall be public, but no person shall be allowed to create disorder or to interrupt or to interfere with the business of the Board.
The Committee voted 4-0 to recommend Policy #135 to the full Board for consideration, with changes as noted (moved by Ms. Redmond-Scura, seconded by Mr. Croteau).

Policy #140: School Board Policies

Superintendent Forsten noted that the NHSBA has several lengthy policies dealing with this same issue. After discussion, committee members decided to retain the current District policy, with one revision. Relevant NHSBA policies will be referenced for those who want additional information.

Revision to Paragraph 3, second sentence: The Superintendent is directed to establish and maintain an orderly plan for preserving and making accessible the policies adopted by the Board, including, but not limited to, posting them on the District website.

The Committee voted 4-0 to recommend Policy #140 to the full Board for consideration, with changes as noted (moved by Ms. Redmond-Scura, seconded by Mr. Croteau).

Policy #140.1 Superintendent, Duties

The proposed revisions include adopting the NHSBA language, and renaming the policy School Superintendent Duties.

A further revision was recommended to paragraph 2, Section 3: Overseeing the observance of all Board policies by all those persons employed by the district;

In addition, it was noted that this is also Policy #211 and should be referenced this way. At a later date, a decision will be made about whether or not to include duplicate policies.

The Committee voted 4-0 to recommend Policy #140.1 to the full Board for consideration, with changes as noted (moved by Ms. Redmond-Scura, seconded by Ms. Kimball).

Policy #140.2: Administrative Prerogative in the Absence of Policy

The current policy is very similar to the NHSBA version. Committee members recommended the following revisions: mark the policy with the date of review, and reference NHSBA’s Policy BFE: Administration in Policy Absence. Consistent capitalization (the word “Board,” for instance) should be maintained throughout.

The Committee voted 4-0 to recommend Policy #140.2 to the full Board for consideration, with changes as noted (moved by Ms. Redmond-Scura, seconded by Mr. Croteau).

Policy #141: Policy Development/Revision

There are several different policies on this topic in the NHSBA manual. Members agreed to retain the District policy with several revisions:
2. Policy proposals will be considered by the Communications and Policy Committee, which will make a recommendation to the full Board.

3. Recommended policy proposals will be placed on the Board’s agenda for a first reading and voted on after a second reading at the following meeting.

NHSBA policies BG, BGA, BGB will be referenced at the end of this policy.

   The Committee voted 4-0 to recommend Policy #141 to the full Board for consideration, with changes as noted (moved by Mr. Croteau, seconded by Ms. Redmond-Scura).

Policy #142: Exceptions to Policy

Two policies were reviewed. The Board’s policy regarding exceptions to policy focuses on situations that involve a request by someone outside of the Board. The second policy, from the NHSBA, adds a section related to policies that pertain to the internal operation of the Board.

Members proposed to retain Policy #142 with revisions, and mark it as reviewed, with reference to NHSBA Policy BGF.

   The Committee voted 4-0 to recommend Policy #142 to the full Board for consideration, with revision as noted (moved by Ms. Redmond-Scura, seconded by Mr. Croteau).

Members further proposed to add a new policy, Policy #143, Suspension of Policies Regarding Internal Board Operations, worded as follows, from the second paragraph of the NHSBA Policy BGF:

   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.

   The Committee voted 4-0 to bring a new policy, Policy #143, to the full Board for consideration (moved by Mr. Croteau, seconded by Ms. Redmond-Scura).

   The Committee voted 4-0 to adjourn the meeting (moved by Ms. Redmond-Scura, seconded by Mr. Croteau).

The meeting was adjourned at 6:43 p.m.

Respectfully submitted,

Jennifer Patterson, Committee Chair
Donna Palley, Recorder