

BEA – SCHOOL BOARD MEETINGS

REGULAR MEETINGS - The Board will typically meet twice every month in a handicapped accessible location, beginning at 7:00 pm (with the possible exception of summer, holiday, school vacation months, and other times as determined by the Board.)

Notice of all Board meetings will be posted in two public places at least twenty-four (24) hours prior to the meeting. The Superintendent is authorized to post notice of the meeting on the District website www.sau14.org.

All regular meetings will be open to the public. The Board will set and control the agenda of each meeting. The Board reserves the right to amend the agenda during the meeting. Additionally, the Board may or may not allow public comments at the meeting. Should the Board offer time for public comments, such comments may be restricted to agenda items only, and the Board may decline members of the public the opportunity to speak on items not on the agenda. Further clarification of the public comments policy is located in Policies BEDH, KE, and KEB.

All changes of regular meetings from normal dates will be posted at least 24 hours prior to the date of the meeting.

A majority of the Board will constitute a quorum.

Before actions by the Board are requested or recommended, the Board Members will 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.

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.

The Chairperson and/or Vice-Chairperson will formally question any Board member who misses three consecutive meetings, or more than 30% of scheduled meetings, as to the reasons for absences. The Board may then take such action that is appropriate.

NON-PUBLIC SESSIONS - The 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 nonpublic session will indicate the matters to be discussed and the statutory exception stated.

The Board may entertain a motion to hold a nonpublic 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 is likely to adversely affect the reputation of a person other than a member of the Board.
4. Consideration of the acquisition, sale or lease of real or personal property.
5. Consideration or negotiation of pending legal claims or litigation.

6. Matters relating to the preparation and carrying out of emergency functions.

The Board shall record minutes of all nonpublic 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 nonpublic session only by a two-thirds vote taken in public session following the nonpublic session. 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 safety or other emergency functions of the Board.

Board members should refrain from publicly discussing confidential matters that were discussed in a nonpublic session.

The Superintendent or his/her designated representative may attend all non-public sessions, except those nonpublic sessions that pertain to the Superintendent's employment, at the pleasure of the Board.

SPECIAL MEETINGS - Special meetings may be called at any time by the Chairperson of the Board or by the action of a majority of the Board. Written notice stating the time and place of any special meeting and the purpose for which it is being called will be given to each member of the Board at least two (2) days in advance of the meeting. Only business which is stated in the notice shall be transacted at the meeting. Exceptions to this procedure would be in cases of emergency as determined by the Chairperson and/or the Superintendent. In such case of special meeting all members will be contacted by telephone. Minutes of a special meeting will clearly state the need and purpose for the special meeting.

EMERGENCY MEETINGS - 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. Only business which is stated in the notice shall be transacted at the meeting. In such case of emergency all members will be contacted by telephone. Minutes of an emergency meeting will clearly state the need and purpose for the emergency meeting.

Statutory/Regulatory/Policy/Handbook Cross References

ESB Policy BEDH (Public Participation at Board Meetings)

ESB Policy KE (Public Complaints)

ESB Policy KEB (Public Complaints about School Personnel, Employees, Students or Administration)

RSA 91-A (Access to Public Records and Meetings)

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

RSA 91-A:3 (Nonpublic 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)

NH Code of Administrative Rules, Section Ed. 303.01(f), Substantive Duties of School Boards Handbook (None)

APPROVED/REVISED: July 17, 2008, August 20, 2009, May 19, 2011

PREVIOUS POLICY: November 15, 1976 "Preparation for Board Meetings"