

Pembroke School District

APPROVED: April, 1979

BEDB

REVIEWED:

REVISED:

REAFFIRMED: October, 1996

AGENDA PREPARATION AND DISSEMINATION

The superintendent shall prepare all agendas for meetings of the Board. In doing so, the superintendent shall consult with the Board chair~~man~~ and appropriate members of the administrative staff. Every Board member has the right to place items on the agenda. Matters not included in the agenda may be presented during the meeting provided the Board agrees to discuss the matter. The Board may choose not to deal with every agenda item.

Items of business may be suggested by any Board member, staff member, student, or citizen of the district. The inclusion of items suggested by staff members, students, or citizens shall be at the discretion of the chair~~man~~ of the school board. In order for an item to be placed on the agenda it must be presented to the superintendent by ~~45~~:00 P.M. 6 days prior to the meeting. The agenda, however, shall ~~always~~ allow suitable time for the remarks of the public who wish to speak briefly before the Board.

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

The Board shall follow the order of business set up by the agenda unless the order is altered by a majority vote of the members present. Items of business not on the agenda may be discussed and acted upon if a majority of the Board agrees to consider them; only Board members or the Superintendent may recommend that an agenda item be added to the agenda for discussion and/or action. The Board, however, may not revise Board policies, or adopt new ones, unless such action has been scheduled, or unless emergency conditions exist.

The agenda, together with supporting materials, shall be distributed to Board members sufficiently prior to the Board meeting to permit them to give items of business careful consideration. The agenda ~~and appropriate agenda materials~~ shall also be made available to the ~~press; to representatives of community, staff, and student organizations; and to others~~ public upon request; ~~if at all possible.~~

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PUBLIC PARTICIPATION AND CITIZENS' COMMENTS AT BOARD MEETINGS

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 of the District 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, but the meetings are not meetings of the public, they are meetings of the governing board of the District. 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 of RSA 91-A:3.

~~The Board desires citizens of the district to attend its sessions so that they may become better acquainted with the operation and programs of the schools and that the Board may have opportunity to hear the wishes and ideas of the public. All official meetings of the Board shall be open to the press and public. However, the Board reserves the right to meet privately for reasons allowed under RSA 91-A as amended.~~

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

1. Unless extended by a majority vote of the Board, a maximum of 15 minutes will be set aside to provide the opportunity for citizens' comments will be scheduled at both the beginning and end of all the School Board's regular business meeting agendas. Otherwise, members of the public will not be recognized by the chair, ~~man~~ as the Board conducts its official business except when the Board schedules an interim public discussion period on a particular agenda item in advance, or the Board is seeking information from the public. Citizens who communicate in a manner that disrupts the official business of the Board may be ruled out of order by the Chair. Repeated disruption may result in the individual being ~~expelled from the meeting~~ asked to leave the meeting.

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2. When the Board is pressed by a lengthy agenda or emergency business, it may vote to suspend citizen comment for a meeting in order to attend to Board business.

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The time set aside for citizen's comments is not an unlimited or open public forum, and that time remains part of the Board's meeting. The purpose of the Board receiving public comment is for citizens to communicate information or concerns regarding items that are on its agenda for the meeting. Comments beyond the scope of the Board's agenda topics may be ruled by the Chair as out of order.

town of residence

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1.3. Any individual desiring to speak shall give his or her name and the group, if any, that is represented. Priority shall be given to residents of the District; particularly to those residents who are speaking to an item on the Board's agenda for the meeting. Other individuals who are not residents of the District shall be permitted to speak at the discretion of the Board.

2.4. The presentation should be ^{Succinct.} as brief as possible. Unless an extension of time is granted, a speaker shall be limited to three minutes.

3.5. ~~****Sample policy allows for comments on agenda items only, this has not been the practice of the Pembroke Board**** Speakers may offer such objective criticisms of school operations and programs as concern them. But in public session, the Board will not hear personal complaints of school personnel nor against any person connected with the school system. Other channels provide for Board consideration and disposition of legitimate complaints involving individuals. Consistent with RSA 91 A:3, Policy BEDB, personnel privacy rights, and the laws pertaining to student and family privacy rights, the Board will not receive public comment on any matter place any matter on the public agenda that is to be properly discussed in a non-public session. Complaints regarding individual employees, personnel or students will be directed to the Superintendent in accord with Policies KE and KEB. The Chair is authorized on behalf of the Board to decline to receive public comment on any matter which is reserved for nonpublic session, which might compromise the ability of the Board to afford a third party their right to a full and fair hearing, or which might compromise the right of an employee or student to require that the matter be discussed in a nonpublic session.~~

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4.6. It is not the intention or purpose of the Board to engage in dialogue or debate during citizens' comments. The opinions expressed by a citizen during public comment are the opinions of the individual speaker and not necessarily that of the District, its Board or its administration. The Board regards citizens' comments as a time to accept public comment only. While brief factual questions may be answered by the Board or its staff, at the Board Chair's discretion, detailed questions directed to individual Board members or the Board as a whole will be taken under advisement.

_____The Board vests in its chairman or other presiding authority to terminate the remarks of any individual when they do not adhere to the rules established above. The Board vests authority to terminate the comments of any citizen that are obscene, defamatory, or which threaten violence. Persons appearing before the Board are reminded, as a point of information, ~~that, that~~ members of the Board are without authority to act independently as individuals in official matters.

APPROVED: June, 2007

REVIEWED:

REVISED:

REAFFIRMED:

ENROLLMENT OF TEACHERS' CHILDREN

A Pembroke District faculty member who is not a resident of Pembroke may apply to enroll his/her child at a Pembroke School for a tuition payment of thirty-six hundred (\$3,600) dollars per year, exclusive of transportation or other ancillary expenses.

Faculty who wish to enroll a child for the following academic year under this policy must notify the superintendent, in writing, no later than April 15. Before accepting the child, the Board will consider factors such as class size, total school enrollment, a student's past school record, any required special services and potential effect on the receiving class. If granted, enrollment will be for a single school year at a time. Continued attendance of the child during the approved period of enrollment will be contingent upon appropriate academic progress and school citizenship. In no case will transportation, special education or other ancillary costs be incurred by the district.

The Board acknowledges the provisions of RSA 193:3(IV)(d) which state that the district in which the student resides shall retain all responsibility for the provision of special education and related services pursuant to RSA 186-C. Nothing in this policy shall be construed to relieve the resident school district from its procedural and substantive duties under state and federal law with regard to the provision of such services. Nothing in this policy shall be deemed to usurp the authority of an IEP Team or Section 504 Team to make appropriate educational decisions, including placement decisions.

The Board's decision on whether to enroll a non-resident student shall not be based, in whole or in part, on whether such pupil is a child with a disability as defined in RSA 186-C:2,I, or a child that requires an accommodation under the Rehabilitation Act of 1973, as amended (Section 504).

Nothing in this policy shall prevent the District from seeking the balance of the cost of educating the student in form of tuition payments from the resident school district in accord with NH RSA 193:3 (IV).

Language added from NHSBA sample updated 2007

PUBLIC COMPLAINTS

While the School Board recognizes its obligation to be available to the public at all times, it also believes that individual complaints can usually be resolved most effectively by parties directly concerned. The School Board therefore will not hear complaints from individual parents until such complaints have been raised, first with the child's teacher, and, if not resolved, successively with the principal and Superintendent.

Any complaint presented to the Board about school personnel shall be referred back through proper administrative channels. The Board will not hear complaints from individuals until such complaints have first been brought forth through the appropriate and applicable administrative procedures. Exceptions to this provision are for complaints that relate solely to Board actions or Board operations.

In the event a complaint is made directly to an individual Board member, the procedure outlined below shall be followed:

1. The Board member shall refer the person making the complaint to the Superintendent or for investigation. The Superintendent may delegate the investigation to the Principal.
2. If the member of the public will not personally present the complaint to the Superintendent or Principal, the Board member shall then ask that the complaint be written and signed. The Board member will then refer the complaint to the Superintendent for investigation.
3. If the person making a complaint feels that a satisfactory reply has not been received from the Superintendent they may request that the complaint be heard by the Board. The Board will hear and act upon the complaint only by majority vote. If the Board does hear and act upon the complaint, all Board decisions shall be final.

APPROVED: February, 1994

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REAFFIRMED:

Language has been added from the NHSBA sample updated in 2007

COMPLAINTS ABOUT SCHOOL PERSONNEL

Constructive criticism of the schools is welcome through whatever medium when it is motivated by a sincere desire to improve the quality of the education program and to equip the schools of this district to do their task more effectively.

The School Board places trust in its employees and desires to support their actions in such a manner that employees are freed from unnecessary, spiteful, or negative criticism and complaints.

Any complaint presented to the Board about school personnel, employees, students or administration, will be referred back to the Superintendent. The Board will not hear or review complaints until such complaints have first been brought forth through the appropriate and applicable administrative procedures and the Superintendent or his/her designee has had a reasonable opportunity to seek to resolve the complaint.

The Board may decline to hear any complaint, which will interfere with its ability to serve as an impartial trier of fact in any related student or personnel matter. This complaint procedure shall not supersede or modify any right held by employees of the District under federal law, state law, contract, or collective bargaining agreement.

To the extent it is deemed appropriate by the Superintendent, the individual who is the subject of the complaint may be advised of the nature of the complaint and may be given an opportunity for explanation, comment, and presentation of the facts. The Superintendent shall seek to resolve the matter and report to the Board.

Complaints about the Superintendent may be made directly to the Board through the Clerk, but only after reasonable efforts have been made by the complaining party to resolve their complaint directly with the Superintendent. The Board may, to the extent it is appropriate, advise the Superintendent of the nature of the complaint and may give the Superintendent an opportunity for explanation, comment, and presentation of facts.

In the event a complaint is made directly to an individual Board member, the procedure outlined below shall be followed:

1. The Board member shall refer the person making the complaint to the Superintendent or for investigation. The Superintendent may delegate the investigation to a Principal or other administrator.
2. If the member of the public will not personally present the complaint to the Superintendent or Principal, the Board member shall then ask that the complaint be written and signed. The Board member will then refer the complaint to the Superintendent for investigation.

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3. If the person making a complaint believes that a satisfactory reply has not been received from the Superintendent, he or she may request that the Board hear the complaint. Once a complaint reaches the School Board, the School Board shall receive, in advance, the written complaint, appropriate written documentation (the procedures already taken, the investigation done, and the decisions rendered), and the relief sought by the complainant. The Board will hear and act upon the complaint only by majority vote. The Board may decline to act on any complaint which, in its sole judgment, would interfere with the Superintendent's ability to properly administer the district. If the Board does hear and act upon the complaint, all Board decisions shall be final.

4. If the Board decides, in accord with Paragraph Three, to hear and act upon a complaint that pertains to personnel, employee, student or administrative matters, it shall determine whether the complaint shall be heard in public or non-public session in accord with RSA 91-A:3 and the laws pertaining to student and family privacy rights. The Board shall also determine whether it is appropriate to inform the individual who is the subject of the complaint of the meeting and to provide said individual with further opportunity for explanation, comment, and presentation of the facts to the Board.

5. If the Superintendent is the subject of the complaint, the Board shall determine whether the complaint should be heard in public or non-public session in accord with RSA 91-A:3. The Board may, to the extent it is appropriate, advise the Superintendent of the nature of the complaint and may give the Superintendent an opportunity for explanation, comment, and presentation of the facts.

~~Whenever a complaint is made directly to the School Board as a whole or to a School Board member as an individual, it shall be referred to the school administration for study and possible solutions. The individual employee involved shall be advised of the nature of the complaint and shall be given an opportunity for explanation, comment, and presentation of the facts.~~

~~Should the complainant feel that his/her concern was not adequately addressed, the complainant may bring the matter forth to the Principal, then the Superintendent and finally to the School Board in that order. Once a complaint reaches the School Board, the School Board shall receive, in advance, the written complaint, appropriate written documentation (the procedures already taken, the investigation done, and the decisions rendered), and the relief sought by the complainant.~~

This procedure is not intended to take the place of any existing complaint protocol and shall take place only for complaints which do not already have a defined process of review (i.e., a sexual harassment complaint).

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ELECTION DAY PROCEDURES AND SET-UP

LOCAL ELECTIONS

Voting will take place at the ~~Village~~ Three Rivers School on High Street Academy Road.
Polls will open at 10:00 A.M. and close at 7:00 P.M.

Police Duties:

- a) One officer shall be inside the voting area between 10:00 A.M.-poll closing. Officer shall stay until all the ballots are counted.
- b) Officer shall have ballot box insight at all times.
- c) Officer shall escort Town Clerk or his designee to the town hall with the ballots.
- d) Traffic Control: On duty officer shall be assigned to do traffic for school busses between the hours of 10:30 A.M.-11:05 A.M. and between 2:15 P.M.-3:15 P.M.

PRIMARY STATE & NATIONAL ELECTIONS

Voting will take place at the ~~Village School on High Street~~ Three Rivers School on Academy Road.
Polls will open at 7:00 A.M. and close at 7:00 P.M.

Police Duties:

- a) One officer shall be inside the voting area between 7:00 A.M.-poll closing. Officer shall stay until all the ballots are counted.
- b) Officer shall keep ballot box insight at all times.
- c) Officer shall escort Town Clerk or his designee to the town hall with the ballots.
- d) Traffic Control: On duty officer shall be assigned to do traffic for school busses between the hours of 7:30 A.M.-8:30 A.M. and between 2:15 P.M.-3:15 P.M.

APPROVED: September, 1995
REVIEWED:
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REAFFIRMED: