

# **Rules of the Board of School Committee**

Manchester School District

20146

## **MANCHESTER SCHOOL DISTRICT**

**Items in bold were amendments suggested by  
Committee Member Beaudry**

**Items highlighted were suggested by the  
Committee Member indicated**

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Last Revision and BOSC Approval: BOSC January ~~7~~**5,2014****6**

## **AUTHORITY OF THE BOARD**

Nothing in any of these rules shall be construed as taking away the right of appeal to the Board of School Committee in any matter. The authority of the Board of School Committee is recognized as superior to that of any subcommittee or official.

### **Chapter 1 ORGANIZATION OF THE BOARD**

- 1.01 The Board of School Committee shall meet for organization on the first Tuesday of January following the biennial election. The meeting shall be called to order by the Mayor. In the Mayor's absence, it shall be called to order by the Clerk.
- 1.02 The officers of the Board of School Committee shall be the Vice Chairman, the Clerk, and the Treasurer, all of whom shall be elected by open ballot at the organizational meeting of the Board of School Committee in January and shall hold their respective positions for a term of two years.
- 1.03 The Chairman shall appoint all standing committees of the Board of School Committee and shall designate the Chairpersons.
- 1.04 Standing Committees shall be as follows:
  - a. Committee on Finance - Committee of the Whole
  - b. Committee on Buildings and Sites - five members (5)
  - c. Committee on Curriculum and Instruction - five members (5)
  - d. Committee on Athletics and Extracurricular Fine Arts – five members (5), with at least one member (1) from each high school district
  - e. Committee on Student Conduct - five members (5)
  - f. Committee on Information Technology - five members (5)
  - g. Committee on Coordination! Administration- Vice Chairman, Mayor and five (5) members.
- 1.05 Every member of the Board of School Committee shall be appointed to serve on at least one standing committee.
- 1.06 No member of the Board of School Committee shall serve as Chairman of more than one standing committee, until each member has been named as Chairman of a standing committee, or has refused to accept the chairmanship of a standing committee when tendered.
- 1.07 The back-up information for all items of business from standing or special committees which are to be considered by the Board of School Committee or a committee, shall be submitted in writing with the agenda, with copies ~~distributed~~ **delivered Via E-Mail or hard copy depending on the member's choice** to all members of the Board of School

Committee no later than the Thursday prior to the regular scheduled meeting in advance.

This rule will not apply to reports of any committee meeting on the same date as the Board of School Committee meeting or if by majority vote the School Board members decide to take up the issue.

Ward 1: No, I am opposed to this change. We should abide by our decision to become paperless in the interest of conserving resources and taking advantage of technology. I also am opposed to putting the date of the distribution of the packet in our rules, because circumstances arise which make it difficult or impossible for the packet to be ready before Friday, which is perfectly reasonable under those particular circumstances. It does not make sense to make our rules so restrictive that extraordinary circumstances can't be taken into account.

Ward 2: Agree. The distribution of information should be in the format the elected member requests. As for timeliness of delivery, the sooner the packets are delivered the sooner the elected members can ask clarification questions prior to the actual board meetings.

Ward 4: Agree

Ward 5: Agree. Board Members should not be hamstrung regarding obtaining information. The Agenda should be released in a timely fashion, as to address any concerns, questions, etc that maybe handled prior to the Full Board meeting, thus cutting the length of such meetings. On a personal note, I suffer from Chronic Dry Eye which makes it painful and uncomfortable to view a computer screen for more than ten minutes at a time. If needed, I will supply such documentation from my Ophthalmologist.

Ward 6: 1. I do not support the change for a few reasons: a. Consistency: This change could potentially lead to various other requests from current and future BOSC members. b. Respect for the time and effort of the MANSD personnel responsible for meeting preparation c. Respect for all internal and/or external parties looking to correspond with BOSC member(s). i. Requiring any and every person, party, or group representative to utilize varied formats in order to correspond with BOSC members could discourage current and future said communication / correspondence. We must make it convenient for students, teachers, staff, administration, and external individuals and/or parties to communicate with the BOSC. d. In the event a BOSC member opts out of email correspondence given all board members will be provided one, they should be responsible to arrange alternative methods so long as it does not require too much effort from MSD staff.

Ward 8: I believe all members should have email as our district is making efforts to go paperless. I have concerns about the liability involved in sending district employees out to deliver agendas to private homes.

Ward 11: I disagree that the agendas need to be delivered. If a board member is unwilling to receive documents electronically, then they should be responsible for retrieving them from the district office. Also, I disagree with the Thursday deadline.

Girard: Agree. There are many reasons why someone may want a paper agenda and there are reasons why members may or may not be able to pick theirs up. As to the agenda deadline, the Thursday deadline provides board members with the opportunity to speak with staff on Thursday or Friday during business hours, with Monday as a fall back, in order to get questions asked and answered before the meeting. Agendas that go out late on Friday deprive members of that time. "Extraordinary circumstances" can always be accounted for. For example, the coming meeting's agenda could have been sent today with proposed rules changes sent under separate cover once they were ready. The inability to have them completed prior to the agenda's distribution need not have prevented the entire agenda from being disseminated.

**1.07A Any and all agenda materials not exempt from public dissemination by RSA 91-A shall be posted online in conjunction with the posting of any board or committee agenda with hard copies available for the public at the time of posting in the district office. No fewer than five hard copies of the agendas and any supporting documentation not subject to the exemption of RSA 91-A shall also be available to the public in whatever public place in which any board or committee is being held.**

**Personnel items made public by a vote of the board or any committee shall be published on the district's Web site immediately following the meeting in which they are made public.**

Ward 1: No, I am opposed to this change, as it is not necessary. The clerk posts the information as soon as it is practicable, and it would not be reasonable to expect the clerk to go home and post documents to the website at midnight. No reason to put this rule in.

Ward 2: Agree. Posting approved information after a meeting should require minimal time with technology. I'd like Maura's input.

Ward 5: Agree. Board Members should not be hamstrung regarding obtaining information. The Agenda should be released in a timely fashion, as to address any concerns, questions, etc that maybe handled prior to the Full Board meeting, thus cutting the length of such meetings. On a personal note, I suffer from Chronic Dry Eye which makes it painful and uncomfortable to view a computer screen for

more than ten minutes at a time. If needed, I will supply such documentation from my Ophthalmologist.

Ward 6: 1. I do not support the change for a few reasons: a. Consistency: This change could potentially lead to varied requests external parties. b. Scrutiny: The has the potential to introduce unnecessary scrutiny to MSD personnel, requiring time and effort to explain accidental omission(s) or additional documentation. c. Respect for the time and effort of the MANSD personnel responsible for meeting preparation d. This change may lead the public to assume we have been neglecting to provide necessary public documents.

Ward 8: I agree with following the RSA, but do not agree with supplying hard copies when they are available online. I also believe the clerk should be given 24 hrs.

Ward 10: I disagree with producing hard copies.

Ward 11: I disagree with providing hard copies, and believe that the clerk should be given 24 hours

Girard: As the person who suggested this change, I understand the concerns raised with the paper copies and have since learned that the personnel decisions are included with the minutes of the board meeting. Therefore, I would ask the proposed rule be amended simply to say "Any and all agenda materials not exempt from public dissemination by RSA 91-A shall be posted online in conjunction with the posting of any board or committee agenda.

- 1.08 The Committee on Finance is assigned the following duties and responsibilities:
- a. Hold at least one regular monthly meeting.
  - b. Monitor the School District budget, revenues, and expenditures for the current fiscal year and consider and act on transfers among line items as proposed by the School District Administration in accordance with procedures and policies approved by the Committee and adopted by the full Board of School Committee for budget and fiscal administration.
  - c. Consider and act on the budget process proposed by the Administration consistent with the requirements of law and City Charter and develop and approve the School District budget for submission to the full Board of School Committee for approval and forwarding to the Board of Mayor and Aldermen.
  - d. Revise the budget after adoption of the final appropriation by the Board of Mayor and Aldermen if the appropriation differs from the budget adopted by the Board of School Committee and submit the revised budget to the full Board of School Committee for adoption.

- e. Assure and review an annual audit of School District finances as required by law and report the results thereof to the full Board of School Committee.
- f. Consider such other matters as may be referred to it by the Administration or other committees of the Board of School Committee.
- g. Review and make recommendations relative to Board of School Committee policies related to the fiscal operation of the School District.

1.0BA Subcommittee of Finance

- a. ~~Consider and act on manifests of expenditures reviewed by at least two (2) members of the Board of School Committee after approval of such expenditures by the Administration and after release of the checks by the Treasurer.~~

**The treasurer shall have custody of all monies belonging to the district and shall payout the same only upon orders of the School Board or upon orders of the two or more members of the school Board empowered by the School Board as a whole to authorize payment.**

**Pursuant to this statute, and with the adoption of these rules, the board designates each and every member of the subcommittee on finance to review and approve the district's manifest in advance of payment by the Treasurer. Further, the manifest shall be placed on the finance committee agenda each month.**

Ward 1: Absolutely opposed to this. The process is already cumbersome and difficult to adhere to - the proposed change would be completely unworkable. The manifest is normally about a foot thick and cannot easily be replicated for board members other than the two who travel to the district office to approve the expenditures.

Ward 2: Sounds like a checks and balance system.

Ward 4: No. This is FAR too cumbersome and I believe that this will prevent the District from being able to do business in an efficient manner. The Board is supposed to set policy not micromanage the District.

Ward 5: Agree. Accountability all the way around.

Ward 6: 1. I do not support the change for a few reasons: a. Respect for the time and effort of the MANSD personnel responsible for meeting with BOSC members. b. Respect for the time and effort BOSC members already devote to their role(s) and other committee assignments. c. I do, however, support an initiative to ensure all members of the finance

committee are trained and prepared, with confidence, to review and approve MSD's manifest.

Ward 8: Disagree. I believe this falls under the duties of the superintendent as outlined by Ed 302. In addition, the length of the manifest is excessive if it is to be on printed agendas. Each copy of the manifest is several realms of paper.

Ward 11: Disagree. I believe this would be out of the realm of our duties as board members.

Girard: The initial paragraph of this revised rule is RSA197:23-a(I) and was offered to clear up what appeared to me to be a conflict between the policy and the law. In speaking with Karen DeFrancis, I have learned the practice of the district conforms to the law and while I would prefer to see the statutory language in the policy am okay with it not being changed. Regarding the manifest, it was never my intent to have copies of every invoice attached to the agenda, but to have the listing of checks to be paid attached to the agenda. Karen has advised that isn't a lot of paper, probably 5 to 10 pages.

- b. On a semi-annual basis, the Administration shall provide a list of checks that are processed weekly or bi-weekly. These preapproved checks shall continue to be included in the monthly warrant log. In the event that additional pre-approvals are required, the Administration shall present a request to the Committee.
- c. Consider and act on contracts and the acceptance of grants (substantive provisions of grants to be subject to the approval of the appropriate Board of School Committee committee, as well.)
- d. Report to the Finance Committee of the Whole.

1.09 The Committee on Buildings and Sites is assigned the following duties and responsibilities:

- a. Periodically examine the condition of school buildings and sites and report its findings to the Board of School Committee, recommending such repairs, changes, and capital improvements as it may deem necessary.
- b. Consider problems brought to its attention by the Administration relative to school buildings and grounds maintenance.
- c. Examine potential sites for school buildings or facilities and recommend such sites to the Board of School Committee as it may deem advisable.

- d. Determine which site or sites it shall examine further and request funds necessary to appraise land and conduct engineering studies, and the Committee shall proceed to implement such decisions. As soon as funds are allocated for this purpose by the Finance Committee and the Board of School Committee, the Committee shall obtain site appraisals and engineering studies and shall present reports of such studies, together with its recommendations, for consideration by the Board of School Committee.
  - e. Upon a decision by the Board of School Committee to proceed with the site acquisition, the Committee and/or its designee shall negotiate a purchase price and recommend a specific sum to the Buildings and Sites Committee to be requested from the Board of Mayor and Aldermen for acquisition of a site and for authorization to the City Solicitor to take necessary action to acquire the site for transfer to the Board of School Committee.
  - f. Three members of the Committee shall serve as the Board's representatives on the Joint School Buildings Committee required by RSA 199:3 to oversee expenditures of such funds to construct a new facility or to proceed with other capital improvements to buildings and sites.
  - g. Keep the Board of School Committee informed of progress of construction and of JSBC actions and shall represent the interests of the Board of School Committee in all matters relative to construction. In cases of major changes in plans originally approved by the Board of School Committee, the Committee shall report such change requests for confirmation by the Board of School Committee prior to JSBC approval that such changes may be made by the architects or contractors.
  - h. In all its deliberations, the Committee shall take care that matters of site studies, appraisals, and identification of land parcels are kept confidential in order to protect both the Board of School Committee and the City from land speculation transfers.
  - i. Adhere to the provisions of RSA 199:2, 199:3 and 199:6 requiring Board of School Committee decision in matters of site selections and school construction plans.
  - j. Review and make recommendations relative to Board of School Committee policies related to Building and Sites to the Board of School Committee.
- 1.10 The Committee on Curriculum and Instruction is assigned the following duties and responsibilities:
- a. Initiate and coordinate studies of the curriculum with the assistance of the administration and teaching staff. Recommend changes in compliance with Board

of School Committee Policies: Curriculum Development, Instruction 104, and Curriculum Adoption, Instruction 105.

- b. Approve the adoption of all curricula, textbooks, and ancillary materials for all District programs.
  - c. Analyze, assess and evaluate budget proposals related to classroom instructional needs, which may include equipment, computer software, furniture, and fixtures.
  - d. Review administrative recommendations of matters relating to instructional responsibilities and organizational structure, including class size.
  - e. Review all curricular related applications for federal, state, or private funds before submission to the Finance Committee.
  - f. Encourage presentations by administrators, teachers, and/or community agencies for the purpose of familiarizing committee members with school projects and curricular initiatives.
  - g. Ensure that the Administration provide regular, ongoing assessment and analysis of the effectiveness of all programs.
  - h. Ensure that the Administration provide regular, ongoing assessment of the effectiveness of all instructors and instructional strategies.
  - i. Review and make recommendations relative to Board of School Committee policies related to Curriculum and Instruction to the Board of School Committee.
- 1.11 The Committee on Athletics and Extra-Curricular Fine Arts is assigned the following duties and responsibilities:
- a. Direct all athletic, both intramural and inter-scholastic, and extracurricular activities at the middle schools and the high schools.
  - b. Initiate and coordinate studies of athletic and extra-curricular related issues with the assistance of the administration, coaching staff, advisors, and in conjunction with other relevant parties.
  - c. Review administrative recommendations and adopt policies relating to athletic and extra-curricular procedures, guidelines and organizational structure. Encourage presentations by administrators, coaches, students and professionals for the purpose of familiarizing committee members with issues and initiatives.
  - d. Recommend coaching nominations to the Board of School Committee.
  - e. Review and make recommendations relative to Board of School Committee policies related to Athletics and Extra-Curricular Fine Arts to the Board of School Committee.

- 1.12 The Committee on Student Conduct is assigned the following duties and responsibilities:
- a. Review the progress of programs and activities that relate to student conduct and recommend policies for the alternative education programs.
  - b. Review and recommend policies relating to the Student Code of Conduct.
  - c. Hear and make decisions on student expulsion cases and appeals of long-term suspensions. The Committee shall conduct disciplinary hearings in accord with the disciplinary procedures set forth in Ed. 317.04. All votes by the Committee which pertain to a student disciplinary case in which a parent has requested a non-public hearing shall remain confidential and shall not be subject to the requirement of these rules that votes take place in public session. Any appeal of a student disciplinary decision made by the Committee on Student Conduct shall be to the State Board of Education and not to the Board of School Committee. The Committee on Student Conduct shall provide statistical reports to the Board of School Committee on a quarterly basis regarding student disciplinary decisions. These reports shall be presented in a manner which preserves the Federal and State privacy rights of individual students.
- 1.13 The Committee on Information Technology is assigned the following duties and responsibilities:
- a. Initiate and coordinate studies related to technology with the assistance of the administration and IT staff.
  - b. Approve the adoption of the District's Technology Plan.
  - c. Analyze, assess and evaluate budget proposals related to District and classroom technology needs, which may include equipment, software, furniture, and fixtures.
  - d. Review administrative recommendations of matters relating to responsibilities and organizational structure of the Information Technology Department.
  - e. Review all technology applications for federal, state, or private funds before submission to the Finance Committee.
  - f. Encourage presentations by administrators, staff, and/or community agencies for the purpose of familiarizing committee members with school projects and technology initiatives.
  - g. Ensure that the Administration provide regular, ongoing assessment and analysis of the effectiveness of all programs.
  - h. Ensure that the Administration provide regular, ongoing assessment of the effectiveness of all staff and operational strategies of the Information Technology Department.

- i. Consider and act on contracts and the acceptance of grants (substantive provisions of grants to be subject to the approval of the appropriate Board of School Committee, as well.)
  - j. Review and make recommendations relative to Board of School Committee policies related to Information Technology to the Board of School Committee.
- 1.14 The Committee on Coordination/Administration is assigned the following duties and responsibilities:
- a. To provide coordination of general administrative matters and other issues affecting areas of concern affecting more than one committee of the Board of School Committee.
  - b. The Vice Chairman will serve as Chairman of the Committee on Coordination.
  - c. Serve as an advisory and consulting committee for the Administration in matters pertaining to no other standing committee.
  - d. Consider matters referred by the Board of School Committee or the Vice Chairman as they deem advisable.
  - e. Review new and/or policy revisions recommended by the Board or Administration.

## Chapter 2 RULES OF ORDER

- 2.01 The regular meeting of the Board of School Committee shall be held on the second **and fourth** Monday of every month, ~~except during the month of August.~~ **During the months of July and August, meetings will be at the discretion of the Board.** The Vice Chairman is authorized to designate an alternative date whenever the meeting date falls on a holiday or holiday eve.

**Ward 1: OK**

**Ward 2: Agree**

**Ward 4: No to the first stipulation, the current set up works well. Call a second meeting only when necessary. Yes, to the second part - we should definitely meet in August to make sure we are ready for the start of the school year.**

**Ward 5: Agree**

Ward 6: 2. I am a supporter of consistency to encourage participation from our constituents. a. That being said, I am suggesting we stay consistent with the BMA (with the exception of the day of the rotation (second and fourth, vs. first and third) and day of the week (Monday for BOSC). Special consideration could be made to add a second meeting in August. i. The current Aldermanic rules dictate the following: 1. Regular meetings of the BMA are held in the Aldermanic Chambers located on the 3rd floor of City Hall at 7:30 PM on the first and third Tuesdays of the month, except during the months of June, July, August and September when the regular meetings are held only on the first Tuesday of the month. Public Participation sessions are held at 7:00 PM prior to each Board meeting to allow citizens of Manchester the opportunity to address the Board on items of concern. a. <https://www.manchesternh.gov/Mayor-and-Aldermen>

Ward 8: Do we want to include a provision for meetings that fall during school break when many families are not around?

Ward 11: Agree

Girard: Agree, with the exception that the second meetings in July and August should be called by the chair if necessary.

2.02 Subject to the Right-to-Know Law, special meetings may be held whenever called by the Clerk upon request of the Chairman, Vice Chairman, or the written request of five members of the Board of School Committee. Except by **2/3rds** majority consent of all members elect, only matters contained in the notice shall be considered at a special meeting.

Ward 1: OK, but opposed to sentence "except by 2/3 majority" and would only vote for this section if this language was removed because special meetings should be restricted to the agenda items for which they were called.

Ward 2: Agree

Ward 4: Agree

Ward 5: Agree

Ward 6: I concur with Committee Member Ambrogi: "OK, but opposed to sentence "except by 2/3 majority" and would only vote for this section if this language was removed because special meetings should be restricted to the agenda items for which they were called".

Ward 8: OK

Ward 11: Agreed

Girard: Agree. The bar to bring in new business for a special meeting ought to be higher than the current simple majority to ensure the public's Right to Know what business is planned to come before the board isn't minimized.

- a. Members shall address the presiding officer, shall confine their remarks to the question under debate, shall avoid personalities, and shall address another member by name, the ward he/she represents or the place where he/she sits. No member shall be interrupted by another, but by rising to call to order, or to correct a mistake. At all times the Board shall act with respect and professionalism when in ~~non-public~~ session. The presiding officer shall preserve decorum and order.

2.02A Public comment sessions shall be conducted at each Regular monthly meeting. This allows residents of Manchester the opportunity to address the Board on items of concern affecting the community. Members of the public may be given a total of three minutes to speak. A member of the public must register name, address and topic with the clerk prior to the session beginning. A registered member of the public cannot relinquish allotted time to another speaker. The ~~Mayor~~ **presiding officer** reserves the right to select speakers of different issues to be permitted to speak, in order to provide a forum of various topics to be presented.

Ward 1: OK

Ward 2: Agree

Ward 4: Agree

Ward 6: 1. It is my opinion that 202a is ambiguous in the following areas: a. "Members shall address the presiding officer" ii. When, specifically? 1. When requesting the opportunity to speak? 2. Do we following a specific discipline, ie: Robert's Rules? iii. Address the presiding officer as what, specifically? 1. It appears "your honor" is used consistently. Was this requested? a. Is it also required for the MSD Administration to address the presiding officer as "your honor"? i. I feel the MSD Administration should either receive mutual respect and be addressed with a respectful term, OR ii. Not be required to use the term, "your honor". b. i. What does "avoid personalities" refer to? Could we be more specific in the terminology, or sentiment? 1. According to Steve Horton, a school board services consultant referred to in a Feb. 2014 OSBA publication entitled, Five rules to follow for great school board meetings, the Feb. 2014, "there is one constant truth about school board meetings all board members must take seriously: They are where a large portion of the public's opinion of the district is formed and, therefore, deserve our attention". a. Consistency and respect would help to improve the BOSC brand. ii. "and shall address another member by name, the ward he/she represents or the place where he/she sits" 1. Let's be specific about one practice for board member referral and use it consistently. iii. No member shall be interrupted by another," but by rising to call to order, or to

correct a mistake.” a. I’m not sure this statement is clear. iv. At all times the Board shall act with respect and professionalism when in non public session. 1. Is it possible this statement could also be adjusted to apply to public sessions? v. The presiding officer shall preserve decorum and order. 1. Given this is subject to interpretation, can the rules reflect the course of action a BOSC member can exercise in the event he/she feels that decorum and order is not preserved during a meeting?

Ward 8: OK

Ward 11: Agree

Girard: Agree

Speakers may offer comments on school operations and programs that concern them. In public session, however, the Board shall not hear personal complaints of school personnel or complaints against any person connected with the District. Other channels are provided for Board consideration and disposition of legitimate complaints involving individuals, which should be referred to the Superintendent.

The Board vests in its Chairperson or other presiding officer authority to terminate the remarks of any individuals who do not adhere to the rules established above as to content or time limitation.

Persons appearing before the Board are reminded, as a point of information, that members of the Board are without authority to act independently as individuals in official matters.

- 2.02B The Mayor shall take the chair at the hour appointed, and the Clerk shall call the roll. In the absence of the Mayor, the Vice Chair shall preside. **If the Mayor and the Vice Chair are absent then the longest seated board member willing to preside shall preside over the meeting.** The Mayor or in his/her absence the Vice Chairman **or if both are absent the longest seated board member willing to preside** shall preserve decorum and order. He/she may speak to points of order in preference to other members and shall decide all questions of order, subject to an appeal, to the Board.

Ward 1: Opposed to this change. Not sure of its purpose, and the issue has never arisen.

Ward 2: Agree

Ward 4: Agree

Ward 8: OK

Ward 11: Agree

Girard: Agree. If I recall correctly, the special meeting for the Smarter Balanced Assessments was convened and chaired by the clerk in the absence of both the mayor and the vice-chair until the mayor arrived.

2.02C The Chairman or Chairman pro temp of any committee of the Board of the School Committee shall preserve decorum and order. He/she may speak to points of order in preference to other members and shall decide all questions of order, subject to an appeal, to the Committee.

2.02D (Motions)

When a motion is made and seconded, it shall be considered by the Board and not otherwise. When a motion is under debate, no motion shall be received, but:

- a) To adjourn; non-debatable
- b) To lay on the table; non-debatable
- c) To close debate; move the question non-debatable
- d) To postpone to a certain time
- e) To commit
- f) To amend
- g) To postpone indefinitely

These motions shall have precedence in the order in which they are arranged.

2.02E (Reconsideration)

A motion for the reconsideration of a vote shall be open for debate, but such motion shall not be considered unless made by a member voting with the majority, or unless notice be given at the meeting at which the vote is passed, in which case, the motion shall be made at the next regular meeting after and only one motion for consideration of any vote shall be permitted.

The order of business at the regular meetings, unless otherwise voted by the Board of School Committee, shall be as follows:

1. Call to Order
2. Pledge of Allegiance
3. Moment of ~~Meditation~~ **Silence**
4. Roll Call
5. Approval of Minutes of Previous Meeting
6. Recognition
7. Public Forum
8. Consent Session:
  - Coordination! Administration Committee
  - Curriculum and Instruction Committee
  - Buildings and Sites Committee
  - Athletic and Extra-Curricular Fine Arts Committee

- Information Technology Committee
- 9. Superintendent's Communications
- 10. Committee Members' Communications
- 11. Finance Committee Meeting
- 12. Action Session
- 13. Personnel Report
- 14. Tabled Items**

**Ward 1: OK**

**Ward 2: Agree**

**Ward 4: Abstain. I will let my more experienced colleagues weigh in on this.**

**Ward 8: OK**

**Ward 11: Agree**

**Girard: Agree**

- 15. New Business
- 16. Non-public Session
- 17. Return to General Session
- 18. Adjournment

**2.03A The superintendent shall itemize any and all items to be presented under the "Superintendent's Communications" agenda item to ensure members of the public and board are aware, in advance, of any items that may require or result in board action.**

**Items presented by board members under "Committee Members' Communications" shall be limited to recognition and announcements of pending events.**

**Items of business requiring board discussion and or action shall be submitted as agenda items in advance by members of the board and shall be placed on the agenda for the next scheduled meeting of the board.**

**Any and all presentations by the administration to the board or any committee shall be contained in the agenda and made available to the public in its original format online so the public may download or access the information prior to or during board meetings.**

**Ward 1: OK**

Ward 2: Agree. Correct typo please ("under the" vs" the under")

Ward 4: Agree. "Or" is a typo and needs to be spelled "our".

Ward 5: Agree

Ward 6: 1. Items presented by board members under "Committee Members' Communications" shall be limited to recognition and announcements of pending events. a. Is this preventing BOSC members from discussing events that occurred after the previous BOSC meeting, but before the BOSC meeting the item is to be communicated?

Ward 8: In the 3rd paragraph, who decides if these items will be put on the next agenda and in what order or place on the agenda? Does this allow individual board members to dictate the agenda?

Ward 11: Agree in part. If the superintendent would like to bring something before the board that has come to her after the agenda has been set, she should be able to do so. It would make sense timewise, as we only meet twice a month.

Girard: Agree, except that board members should have to submit their agenda items no later than close of business on the Tuesday immediately preceding the meeting.

- 2.04 A majority of the whole Board of School Committee shall constitute a quorum. An affirmative vote of the majority of the whole Board of School Committee shall be necessary to appoint or remove any employee of the School District, to modify salaries, or to appropriate money.
- a. A **2/3rds** majority of the whole Board of School Committee shall be required to amend or suspend the Board of School Committee Rules.
- 2.05 No vote taken by the Board of School Committee shall be by secret
- 2.06 Roll call may be requested by any member. Voting shall begin with the maker of the Roll Call and continue by the seating arrangement with the Chairman casting the final vote.
- 2.07 The Board of School Committee may go into non-public session at any time to discuss matters allowed in such sessions under RSA 91-A (Right to Know Law), as described in the Appendix to Chapter 2. All votes shall be taken in public session.
- 2.08 Any motion for the amendment of these Board of School Committee Rules shall be tabled for at least one week, unless suspended by a **2/3rds** majority vote of the Board of School Committee.

2.09 All laws of the State of New Hampshire and all rules of the State Board of Education shall take precedence over these rules and regulations.

~~2.10 Any member of the Board of School Committee, excepting the Mayor, who fails to attend the regular monthly meeting or his assigned subcommittee duties for a period of two months, shall be considered for disciplinary action by the Committee of the Whole. Such action shall require a majority vote of the whole Board of School Committee.~~

Ward 1: I assume this is the removal of 2.1. I am opposed.

Ward 2: Agree

Ward 4: No

Ward 5: Agree

Ward 6: Oppose: It would help if I knew the reasoning behind many of these requests. Why is this change requested? Unless additional information is presented to me/us, I do not see why the entire Board would have to authorize such events. It has the potential of slowing that procedure down.

Ward 8: I agree that "disciplinary action" does not make sense in this case. Is there a good alternative that we can come up with? What happens if board members do not attend their committee meetings and there is not a quorum? I feel the public deserves representation at meetings. Can the chair appoint a new member to the committee if someone does not attend for 3 meetings in a row?

Ward 11: Disagree. I believe that there needs to be some accountability to the duties of being a board member, which include holding positions on sub-committees. Barring extenuating circumstances, which obviously could arise, this should remain in place.

Girard: Agree. Elected officials are accountable to the voters, not to their fellow elected officials. The board chair can, at his discretion, remove members from any committee assignment at any time and should be expected to do so in the best interests of any committee. This section begs the question as to what "disciplinary action" can be taken by the board and why there would need to be a specific policy providing for it. The board has no authority to compel attendance by any member.

~~2.140 The Chair and Vice-Chairman~~ **Board of School Committee** shall authorize Board members and chief administrators to attend such conferences, institutes, and conventions which will assist and facilitate the orientation and development of an informed membership.

Ward 1: I assume this the modified language. OK

Ward 2: Agree

Ward 4: Agree

Ward 5: Agree

Ward 8: Agree

Ward 11: Agree

Girard: Agree

Committee members shall be reimbursed for authorized expenses, according to the following guidelines:

- a. ~~The number of members in attendance at a meeting shall be determined by the Board of School Committee.~~

Ward 1: OK

Ward 2: Agree

Ward 4: Agree

Ward 5: Agree

Ward 6: If this is the removal of "a. The number of members in attendance at a meeting shall be

Ward 8: This should be left in.

Ward 11: Agree

Girard: Seems redundant if the board itself authorizes participation, so I agree.

- b. The mileage reimbursement for use of personal automobiles shall be commensurate with the rate set or established by the United States Government.
- c. The membership and registration fees, as well as expenses such as meals, lodging, tips, parking, taxi, and services, are allowable.
- d. Board of School Committee members shall file appropriate vouchers for all requests for reimbursement.

**Addendum to Rules of Order**  
**What Every Board of School Committee Member Needs to Know**  
**About the Right-to-Know Law and Non-Public Sessions**

What is a Non-Public Session?

RSA 9 I-A:3 sets forth six grounds upon which Board of School Committees may enter nonpublic session: (1) dismissal, promotion, compensation or disciplining of any public employee, unless that employee has a right to an open meeting and requests the meeting be open; (2) hiring of a public employee; (3) discussion of matters that are likely to adversely affect the reputation of a person other than a member of the Board of School Committee; (4) consideration of the acquisition, sale or lease of real or personal property; (5) consideration or negotiation of pending legal claims or litigation; and (6) consideration of matters relating to the preparation and carrying out of emergency functions.

A Board of School Committee's decision to enter non-public session must be included in the minutes of the open meeting. A Board of School Committee may enter non-public session only if a recorded roll call vote is taken during public session. A motion to enter non-public session must be made, the motion must be seconded, and the motion must state one of the six statutory bases cited above. It is vital that a specific reference to one of these grounds be made on the record before entering non-public session.

Once in non-public session, a Board of School Committee should only discuss and decide matters set forth in the motion to enter non-public session. Some Board of School Committees choose to discuss numerous matters in a single non-public session. Others choose to discuss one matter at a time. Whatever method your board chooses, the board should only discuss and decide issues that were originally stated in the motion to enter non-public session. Any issues the Board of School Committee discusses or acts upon that are not within the originally stated reason(s) for entering non-public session must be included in the minutes of the open meeting.

At all times the Board shall act with respect and professionalism when in nonpublic session. The presiding officer shall preserve decorum and order.

Failure to abide by these requirements may result in serious consequences to your school district. Penalties for failure to follow the requirements of New Hampshire's Right-to-Know Law are discussed below.

Minutes of Non-Public Session

Boards of School Committees are required to record minutes of all non-public sessions. The law requires minutes of non-public sessions be made publicly available within 72 hours of the meeting, unless the Board of School Committee votes to seal the minutes of the non-public session.

At a minimum, minutes of non-public sessions shall include: (1) names of all Board of School Committee members present; (2) time and place of the non-public session; (3) a brief outline of the matter(s) discussed; and (4) a brief description of all final decisions reached by the board. Though many Board of School Committees insist on creating verbatim transcripts of meetings, this is not required as a matter of law. Board of School Committees should remember that the goal of having sufficient minutes is to create a record of the Board of School Committee decisions and action - not just a record of debate.

Board of School Committees may only seal minutes of non-public sessions by a two-thirds vote. Minutes of non-public sessions may be sealed only if divulging such information would: (1) adversely affect the reputation of a person other than a board member; (2) render a proposed board action ineffective; or (3) thwart safety considerations pertaining to terrorism or other emergency functions of a Board of School Committee. As with the decision to enter non-public session, it is vital that the vote to seal minutes of non-public sessions adequately state one of these reasons.

Any vote to seal minutes of a non-public session should be taken immediately after the non-public session. The decision to seal minutes of non-public sessions must affirmatively state one of the statutory bases listed above. Even though Board of School Committee minutes of non-public sessions may be sealed, minutes of the decision to seal are public records - they must be publicly disclosed and made available for inspection. The purpose of the motion to seal non-public minutes is to create a record indicating the Board of School Committee carefully considered the implications of disclosing certain matters, and that the Board of School Committee determined such disclosure was not warranted for one of the reasons listed above.

The decision to seal minutes of non-public sessions does not necessarily mean the minutes are permanently sealed. Over time, the Board of School Committee must review sealed minutes to determine whether or not the reasons for sealing non-public minutes still exist. If a majority of the Board of School Committee determines sufficient reasons still exist, the minutes may remain sealed. However, if a majority of the Board of School Committee determines that the circumstances giving rise to the decision to seal are no longer applicable, the Board of School Committee may decide to release the sealed minutes of nonpublic sessions.

#### Penalties for Violations of the Right to Know Law

Failure to comply with Right-to-Know requirements may subject a Board of School Committee to penalties. Courts may simply order a Board of School Committee to make public certain records or documents. Courts may also issue orders enjoining Board of School Committees from violating the Right-to-Know Law with regard to future board actions. More serious action may be taken by a Board of School Committee, if the board's actions are contrary to Right-to-Know requirements. Additionally, courts may order school districts to pay attorney's fees and costs to the individual seeking disclosure of public records; attorney's fees and costs are generally awarded only if the Board of School Committee engaged in conduct that it knew or should have known was a violation of the Right-to-Know Law. Finally, the law imposes a criminal penalty on anyone who knowingly destroys any public record for the purpose of preventing such a record from being publicly disclosed.

### Guidelines for Compliance

The following guidelines and practical tips will help ensure your Board of School Committee adequately complies with the Right-to-Know Law.

- A Board of School Committee's decision to enter non-public session must fit squarely within one of the six statutory reasons. Absent one of these reasons, a Board of School Committee cannot legally enter non-public session.
- A proper motion must be made to enter non-public session, clearly stating one of six reasons. That motion must be seconded.
- Based on such a motion to enter non-public session, a recorded roll call vote must be made in open session.
- When in non-public session, Board of School Committee members should only discuss the matter(s) that were originally stated as the reason(s) for entering non-public session.
- If a Board of School Committee discusses matters beyond the reason(s) stated for entering non-public session, only the minutes pertaining to the reason for entering non-public session may be sealed. Matters discussed and decisions made that fall outside the reason(s) given for entering nonpublic session must be disclosed to the public.
- Minutes of non-public sessions must be made available to the public within 72 hours, unless your Board of School Committee has voted to seal such minutes.
- Minutes of non-public sessions may be sealed only by a two-thirds vote of the Board of School Committee. They may be sealed for only three reasons. The reason(s) for sealing such minutes must be stated immediately after the non-public session and must appear on the record of the open meeting.
- Board of School Committees should periodically review their sealed minutes of non-public sessions to determine if the reasons for sealing such minutes still exist. If the originally stated reason(s) for sealing the records is no longer pertinent, your Board of School Committee may vote to unseal such minutes.

*If you have other questions regarding New Hampshire's Right-to-Know Law, please contact the New Hampshire Board Legal Services Department at (603) 228- 2061.*

### Checklist for Compliance: Right-to-Know Law and Non-Public Sessions

- Motion to enter non-public session is made during the open meeting.
- Motion states one of these reasons for entering non-public session:
  - Dismissal, promotion, compensation or disciplining of any public employee, unless that employee has a right to an open meeting and requests the meeting be open;
  - Hiring of a public employee;
  - Discussion of matters that are likely to adversely affect the reputation of a person other than a member of the Board of School Committee;
  - Consideration of the acquisition, sale or lease of real or personal property;
  - Consideration or negotiation of pending legal claims or litigation; or
  - Consideration of matters relating to the preparation and carrying out of emergency functions.
- Motion to enter non-public session is seconded.

- Recorded roll call vote on the motion is taken during the open meeting.
- When in non-public session, the board only discusses and decides matters within the scope of the stated reason(s) for entering non-public session.
- Minutes of non-public sessions are made publicly available within 72 hours (unless the Board of School Committee votes to seal such records.)
- Minutes of non-public sessions can be sealed only by a two-thirds vote.
- Vote to seal minutes of non-public sessions taken immediately after the nonpublic session and is included in minutes of the open meeting.
- The decision to seal minutes of non-public sessions clearly states one of the following reasons:
  - Releasing information would adversely affect the reputation of a person other than a board member;
  - Releasing information would render a proposed board action ineffective; or
  - Releasing information would thwart safety considerations pertaining to terrorism or other emergency functions of the board
- Decision to seal minutes of non-public sessions is included in minutes of the open meeting.
- The Board of School Committee regularly reviews sealed minutes of non-public sessions to determine if sufficient reason(s) still exist for keeping such records sealed.
- The Board of School Committee may vote to release minutes of non-public sessions if no valid reason(s) exist for keeping the records sealed.

### **Chapter 3 GENERAL RULES**

- 3.01 The election of the Superintendent of Schools and the Assistant Superintendents shall be conducted as prescribed by the State Board of Education. A vote of the majority of the whole Board of School Committee shall be necessary to nominate candidates for these positions.
- a. The Superintendent of Schools and the Assistant Superintendents shall not be appointed to serve for more than two years. There shall be no limit to the number of reappointments.
- 3.02 All organizations of pupils using the name of Manchester schools shall be under the control of school authorities. No pupils shall meet in school buildings unless authorized adult supervisors are present.
- ~~3.03 The official channel for communication between the schools (teachers, students, parents, parent teacher associations, principals, supervisors, etc.) and the Board of School Committee, shall be the Superintendent of Schools.~~

**Ward 1: Absolutely opposed to this. This is important language and should NOT be stricken**

Ward 2: OK with this. Community members would like their issues addressed ASAP. Understandable. We are public officials who are elected to serve the public.

Ward 4: No! Chaos reigns if this is removed.

Ward 5: Agree

Ward 6: Unless a compelling reason is to be presented, I oppose this deletion of 3.03

Ward 8: Disagree. I believe this is outlined in Ed 302. My concern is that this would cause confusion for principals and teachers that could essentially receive direction from 15 individual board members acting on their own.

Ward 11: 3.03 This needs to stay in place as currently written.

Girard: understand the purpose of the language and am okay with maintaining it as is so long as it's not used to prevent members of the public or employees of the district from discussing their concerns and issues with the officials elected to serve and oversee them.

- 3.04 3 A financial statement for the preceding year of all funds, private or public, which are under jurisdiction of the Board of School Committee or any committee thereof, shall be submitted according to a schedule established by the Superintendent of Schools.

#### **Chapter 4 DUTIES OF OFFICERS**

- 4.01 The Chairman, or in his/her absence, the Vice Chairman, shall perform the usual duties of presiding officer, and shall vote upon any question that arises.
- 4.02 Duties of the Vice Chairman- The Vice Chairman shall have the following duties and responsibilities:
- a. Perform the duties of presiding officer in the Chairman's absence.
  - b. Appoint all special committees, unless otherwise directed by the Board of School Committee.
  - c. Provide periodic reports to the Board of School Committee of regular meetings with the Superintendent of Schools.
- 4.03 Duties of the Clerk - The Clerk shall have the following duties and responsibilities:
- a. Keep a complete record of all proceedings of the Board of School Committee and maintain all business and committee reports. Minutes of

all meetings shall be available for inspection within the period of time as required by law.

- b. Give written notice and agendas to each member of the Board of School Committee, to all local media, student representatives, and all interested parties of every meeting of any standing committee or special committee of the Board of School Committee.
- c. Perform the duty of Clerk at all committee meetings.
- d. Sign all teacher contracts on behalf of the Board of School Committee.
- e. Keep for the use of the Board of School Committee properly indexed copies of the Board of School Committee Rules and Policies of the Board of School Committee, with such amendments as may be made from time to time.
- f. Inform all new members of unfinished business and planned priorities of the previous Board of School Committee, and of actions in process, no later than the end of the first month of the term of a new Board of School Committee, and inform members of the lack of authority of one Board of School Committee to commit a succeeding Board of School Committee to a course of action, pursuant to a ruling of the Attorney General to the State Board of Education (1975).
- g. Include in the agenda of the organizational meeting of the Board of School Committee, the adoption of rules, policies, and regulations to be followed.
- h. Ensure Board of School Committee compliance with the terms of the Right To Know Law- RSA:91-A. (See Addendum to Chapter 2)

## **Chapter 5 APPOINTMENTS AND PROMOTIONS**

- 5.01 When an additional teacher is required, or a vacancy is to be filled, the Superintendent of Schools shall make a nomination for election by the Board, stating the qualifications and experience of the candidate.

Notice of the nominations of new teachers shall be submitted to all Board members at least three days before the meeting.

- 5.02 When an additional Director, Principal, Assistant Superintendent is required, or a vacancy is to be filled, the Superintendent shall present at least three names if available to the Board stating the qualifications and experience of the candidates.**

**The Board shall interview the candidates presented by the Superintendent after which the Superintendent shall make a nomination for election by the Board.**

Ward 1: I am definitely opposed to this addition.

Ward 2: Would like to see 3 names brought forth if available.

Ward 4: am not sure how this compares to how hiring are done now. My concern is how candidates will respond to being grilled by 14 additional people individually and/or being put before the whole board at once. This seems to me that it would be best done in subcommittee. Don't agree.

Ward 5: Agree as we are often questioned by constituents on how the selection(s) are determined.

Ward 6: This undermines the reason for hiring our HR professionals. This is micromanagement.

Ward 8: Disagree. Please refer to Ed 302. It states that the Superintendent is the Executive Officer. I believe this change would conflict with that.

Ward 11: 5.02 Disagree. We have hired the administration to do their job, which is described ED 302. Ed 302.02 Substantive Duties . The superintendent shall in addition to those duties outlined in Ed 302.01. (a) Nominate all certified staff and appoint other employees in accordance with state law, the rules of the state board and school board policies. To do otherwise is to micromanage

Girard: These are important positions in the district. The people who are hired to fill them will have a consequential impact on a school or the district as a whole. Since we are responsible to elect the superintendent's nomination, it seems reasonable that we would have the opportunity to interview the top two or three finalists. If they can be presented to the public for a community meet and greet so that parent and teacher feedback can be considered in the final decision on whom to nominate, why should not members of the board have an official opportunity to interview the people whose nomination they will be required to vote on? Under this rule, the superintendent sill has the responsibility to nominate their desired candidate, so it doesn't appear there is a conflict with that authority.

*Note:*

~~5.02~~ **3** No employee shall begin employment without the approval of the Board of School Committee.

~~5.02~~ **4** Under ED 302.02 (i) of the State Board's administrative rules, the Superintendent of Schools "shall provide for temporary staff to fill vacancies and provide for supplies needed immediately for the operation of schools." This authority allows the

Superintendent of Schools to fill vacancies that may arise between Board of School Committee meetings.

**REGULATIONS OF THE STATE BOARD OF EDUCATION  
POWER AND DUTIES OF BOARD OF SCHOOL COMMITTEES**

1. The Board of School Committee shall adopt such policies as are necessary and desirable to control and effectuate the recruitment, employment, evaluation, and dismissal of teachers and other employees and may delegate authority to the Superintendent of Schools to carry out the provisions of such policies excepting that no teacher shall be employed who has not been nominated by the Superintendent of Schools and elected by the Board of School Committee.
2. The Board of School Committee shall adopt such policies as are necessary and desirable to control and effectuate the purchase of equipment, supplies, or services and may delegate to the Superintendent of Schools the authority to make commitments in accordance with such policy.
3. The Board of School Committee shall, through appropriate planning and required action, make suitable provision for the physical accommodation of all students in approved schoolhouses or other suitable facilities; shall provide required transportation of students; and shall provide that all school buildings and other learning environments be maintained in a manner consistent with acceptable standards of health and safety.
4. The Board of School Committee shall seasonably prepare a budget of school expenditures and make suitable and timely assignments of the school money to the various needs of the schools. In state-aided districts, accounts shall be kept as the State Board of Education shall require and shall be open at all times to the inspection of the Superintendent, and any other officer of the State Board of Education and to the public in accordance with the Laws of the State of New Hampshire.
5. The Board of School Committee shall hold meetings for the transaction of business at least once a month and shall require the attendance of the Superintendent of Schools or his designee. The Board of School Committee shall cause a written record to be kept of each meeting.
6. The Board of School Committee shall, in consultation with the Superintendent of Schools, and in accordance with statutes and regulations of the State Board of Education, determine the educational goals of the School District, develop long-range plans, and identify measurable and attainable short-term objectives. The Board of School Committee shall require the implementation of educational programs designed to reflect the goals and objectives and further, the Board of

School Committee shall require the appropriate review of such programs and make public the results of such investigation.

## **REGULATIONS OF THE STATE BOARD OF EDUCATION POWER AND DUTIES OF SUPERINTENDENT OF SCHOOLS**

The Superintendent of Schools shall serve as the executive head of the public schools. He/she shall be responsible for planning and administering their affairs subject to statutory requirements, the regulations of the State Board of Education, and the policies of the local districts. The position shall develop and maintain a system of public schools, capably staffed to provide quality education and supportive services. The Superintendent of Schools shall provide, develop, and implement the procedures to achieve educational objectives within his/her administrative unit.

In performance of those duties, he/she shall be directly responsible to the State Board of Education through its Commissioner, and the Board of School Committee or Board of School Committees of the Supervisory Union.

The Superintendent of Schools may be supported by one or more assistants such as assistant superintendents, business administrators, and teacher consultants. He shall delegate such of his duties as is necessary and desirable for the efficient completion of the requirements of the position.

1. The Superintendent of Schools shall nominate all professional central office personnel.
2. The Superintendent of Schools shall direct and supervise the work of all employees of the district and shall have all powers necessary to make such direction effective. While the Superintendent of Schools has ultimate responsibility, he may delegate powers and duties to other personnel.
3. The Superintendent of Schools shall nominate all certificated staff and appoint other employees in accordance with the laws, regulations of the State Board of Education, and Board of School Committee policies.
4. The Superintendent of Schools shall be responsible for the selection and purchase of textbooks and all other scholastic apparatus and supplies in accordance with the regulations of the Board of School Committee and the State Board and see that the same are suitably distributed to the school, accurately accounted for, and economically used.
5. The Superintendent of Schools shall be responsible for developing and recommending to the Board of School Committee the annual budget for the support of the educational program and for the operation and maintenance of schools in accordance with Board of School Committee policy.

6. The Superintendent of Schools shall be responsible for an accounting system and financial reporting procedure in order that all funds will be accounted for in accordance with local Board of School Committee policy, and local and state law.
7. The Superintendent of Schools shall be responsible for the development of an educational plan for the School District or School Districts and for recommending a program of studies suitable to the needs of the pupils and the community in accordance with local Board of School Committee policies, state statutes, and State Board of Education regulations.
8. The Superintendent of Schools may, for cause, remove a teacher or other employee of the School District in accordance with state statutes.
9. The Superintendent of Schools shall recommend the dismissal of certified staff to the Board of School Committee, recognizing its authority to dismiss according to the statutes.
10. The Superintendent of Schools shall provide for temporary vacancies and shall have the authority to secure supplies immediately needed for the operation of the schools.
11. The Superintendent of Schools shall be responsible for maintaining records and making reports as required by the State Board of Education and the local Board of School Committee.
12. The Superintendent of Schools shall admit pupils to school attendance in accordance with the laws of the state and the regulations of the State Board of Education and policies of the local Board of School Committee. The Superintendent shall assign them to such classes and grades as he finds their needs warrant.
13. The Superintendent of Schools shall provide for the alleviation of hazardous conditions of an emergency nature that affect the health and welfare of pupils.
14. The Superintendent of Schools shall be responsible for the evaluation of personnel and programs in accordance with local Board of School Committee policies.
15. The Superintendent of Schools shall be responsible, after notice, for the implementation of the policies and regulations of the State Board of Education. He/she is expected to participate in the development and evaluation of said policies and regulations as requested by the Commissioner of Education.

**REGULATIONS OF THE STATE BOARD OF EDUCATION  
POWER AND DUTIES OF PRINCIPALS**

1. The school principal shall be responsible for the internal organizational structure of the school, the programs of the school, the governance of the student body, the utilization of technology and the utilization of the plant in accordance with local Board of School Committee policy and/or as directed by the Superintendent of Schools.
2. The school principal shall evaluate and make recommendations to the Superintendent concerning candidates for professional and non-professional positions within the school administrative unit in accordance with local Board of School Committee policy and/or as directed by the Superintendent of Schools.
3. The school principal shall assign, direct and evaluate all personnel employed within the school administrative unit in accordance with local Board of School Committee policy, administrative regulations, and as directed by the Superintendent of Schools.
4. The school principal shall perform any other duties assigned by the Superintendent of Schools in accordance with local Board of School Committee policy, state statutes and regulations of the State Board of Education.

#### **Additional Comments from Board Members:**

Ward 4: I would like to have an opportunity to do this same process with the changes to the rules that committee women Ambrogio and Van Houten put forth.

Ward 8: would like to see the Clerk and a representative of the board be included in agenda preparation. I would also agree with the proposal in regards to meeting length. I like the addition to Roll Calls that states it can be requested before a vote begins or immediately afterward in order to clarify the voice vote. Nominations and hiring was also very clear in the alternative rule changes proposed by Wards 1 and 12.

Ward 11: Other: I would like a rule add that the Vice Chair and Clerk attend the agenda preparation meetings.

Van Houten: My responses were sent in narrative form by email on 1/6/16. Only one of the proposed sets of rule changes gets any play here - rather like a ballot with only one listed candidate, a tough situation for a write-in candidate to emerge victoriously, I'd say. As "all revisions will be incorporated into a new document," I request that the entirety of my emailed response be included. I will resend my response if need be. Please inform me if that is what is necessary.

Girard: Proposed Beaudry changes not accounted for on this sheet: 2.04 a: Agree. Rules should not rise and fall on the whim of a majority who may find them inconvenient to any particular purpose. 2.08: Agree. A simple majority should not be able to suspend the rules. Proposed Ambrogio/Van Houten rules not addressed by the Beaudry changes: Purpose of Board: Believe that the purpose of the board is too subjective to define in the rules. While I don't necessarily

disagree with what is written, I believe it is very incomplete. Authority of Board: This is more succinctly defined in the city charter. I would support the inclusion of the charter language, but not this language. General comment: "his/her" is poor written form. There are better ways to present "gender neutral" language. Length of meetings: Inasmuch as I get up at 3:30 AM and run 18 hour days, nobody would like to see short meetings more than me! However, when we have work to do, we have to get it done and if that means we have to be there until Midnight, then so be it. With the agenda changes proposed by Beaudry, I'm hopeful business will be better conducted, which is something I am hopeful about. Agenda preparation: In any parliamentary body I've been a part of or covered, it has been the agenda has been the purview of the chair and it should remain so on the school board. If Beaudry 2.03A is adopted as written, there should be no concern for whether or not items from board members will be addressed. I see no reason for the clerk to be part of agenda preparation.