

## AMHERST, MONT VERNON, SOUHEGAN, and SAU39 POLICY

### BGAA - POLICY DEVELOPMENT, ADOPTION AND REVIEW

- A. Policy Committee Formation. The SAU Policy Committee should be comprised of no more than two members from each constituent board (ASB, MVSB, SCSB), appointed by the boards at their organizational meetings after new board members are seated (and replaced as needed by the respective appointing board in the case of a vacancy). Each board will appoint no more than two members of the policy committee. The Policy Committee will elect a Chair and Vice-Chair/Secretary at its first meeting after the Board organizational meetings. The Superintendent and Assistant Superintendents shall be *ex officio* non-voting members of the committee.
- B. Policy Committee Responsibilities and Meetings. The SAU 39 Board's Policy Committee with the advice and counsel of the Superintendent, is responsible for recommending policies and policy actions to all Boards for their consideration, including adopting new policies, revising existing policies and deleting obsolete policies in each District and the SAU (if applicable).
- C. Policy Committee Meetings and Agendas. The Superintendent or his/her designee, in consultation with the Policy Committee Chair shall prepare all agendas for the meetings of the Policy Committee.
- D. Review of Existing Manual. The Policy Committee shall establish a schedule for reviewing existing Board policies, and forming recommendations regarding the same for the Boards.
- E. Procedures for Policy Development and Review,
  - 1. Individual Board members, Board standing or special committees, the Superintendent or other interested persons may submit policy suggestions, concerns, and/or drafts to the Policy Committee, in care of the Superintendent.
  - 2. The Superintendent or designee is responsible for notifying the Board and the Policy Committee of all policy updates and revisions provided by the New Hampshire School Boards Association. The Policy Committee will review such updates and make recommendations deemed appropriate under this policy.
  - 3. The Policy Committee, with the assistance of the Superintendent, will review and research policy suggestions and prepare draft policies, as appropriate. The Policy Committee may delegate research and initial drafting to other Board standing committees, to District staff or others at the discretion of the Policy Committee and the Superintendent. If a policy is referred to a committee, staff, professional or other person for initial review/drafting, the policy shall be reviewed by the Policy Committee before submission to SAU-wide review and approval process.
  - 4. The Superintendent should seek counsel of the Board's attorney or the New Hampshire School Boards Association when there may be a question of legality or proper legal procedure in the substance of any proposed or current board policy.

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5. The Policy Committee may also seek input from other affected persons and/or groups as appropriate.
  6. The Policy Committee will provide recommendations for new policies (including full text of policies/revisions to be considered for action by any Board), as well as recommendations for repeal of existing policies, to the SAU Board prior to September 1 each year. Policy Committee reports should also include any information requested by any Board, and any other information deemed appropriate by the Policy Committee.
- F. Actions Required to Approve, Revise or Repeal Policies. Any final action regarding the approval of a new policy, or revision or repeal of an existing policy, requires a majority vote of a quorum of the governing Board of a district that is adopting it, or the SAU Board for policies that apply to the SAU, at a public meeting.
1. To assure that policies are identical to the extent possible across the SAU and its constituent Districts, Policy Committee recommendation shall be placed on the agenda of a regular SAU Board meeting for review and discussion among all the constituent School Board members (for policies actions applicable to individual Districts), or among SAU Board members (for policy actions applicable at the SAU level). The SAU Board, at this informational session, shall identify concerns or desired changes to the recommendations, and refer draft Policies that require amendment back to the Policy Committee for review and revision, in a good faith effort to find common language to the extent possible. Once consensus is reached at the SAU Board level (or customizations for specific district concerns are determined to be necessary), recommendations shall move on to the individual Districts (or the SAU Board for SAU Policies) for review and adoption.
  2. Policy Committee recommendations shall be placed on the agenda of each individual District at a regular Board meeting and will be made part of the agenda package for that meeting.
  3. Policies (new, or recommended for amendment or rescission) that are intended to apply to a single District in SAU 39 shall bypass SAU 39 Policy Committee and SAU Board initial review, and follow the same process for review, comments, amendment, and adoption as for other policies within District, starting with a "first reading".
  4. All new policies, and/or revisions to existing Board policies are subject to a "first reading" by the full Board to occur at a regular Board meeting. (There is no requirement that proposed policies/revisions be read aloud at the meeting, although either a majority of the Board or the Chair may determine that actual reading is appropriate).

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5. The Board will allow opportunity for public comment on policy proposals per Board policy as part of its Public Time, or in an additional time as determined by the Chair.
  6. Any changes agreed upon or requested by the board during the first reading shall be sent back to the Policy Committee to attempt to find standardization across all Districts if the policy is intended to be identical SAU-wide, and the process shall restart. If the Board intends to not adopt a uniform version, the changes shall move forward to the next reading.
  7. At the next Board meeting (or a later meeting, if so agreed by the Board), the policy shall be placed on the agenda for a second (or additional) reading, and action. Amendments may be made and acted upon at that meeting, or may be referred for further revision, etc.
  8. Prior to final approval by the Board, each policy will be titled, dated, and coded consistent with the classification system used by the New Hampshire School Boards Association.
  9. Board action regarding the adoption, revision or repeal of policies will be included in the minutes of the meeting at which the official action is taken.
  10. Approved policies become effective immediately unless the motion to approve the policy, or the policy itself, includes a specific implementation date.
- G. Suspension of Policy Process.
1. The Board may adopt, amend, or repeal written policies at any meeting by a majority vote of Board members in attendance, provided that public notice of the proposed action was given at a previous Board meeting and that each Board member was notified of the proposed action. For purposes of notification, a meeting agenda delivered to each Board member is deemed sufficient if it identifies the policy to be acted upon.
  2. On matters of unusual or unexpected urgency, the Board may waive the second meeting limitation and take immediate action to adopt a new policy or revise an existing policy.
- H. Policy Dissemination, Records and Manual Updates.
1. All Board policies, and any written administrative rules and regulations implementing such policies constitute governmental records and are subject to the provisions of RSA 91-A.
  2. Notice of new, revised, and deleted policies should be provided to affected groups (i.e., school staff, students, parents) and posted on the district website and by other such appropriate means determined by the Superintendent.

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3. The Superintendent shall retain as government records copies of all policies deleted from the Board policy manual.
4. An up-to-date policy manual shall be maintained on the District's website with a hard copy, in the Superintendent's Office.

Revised: September 15, 2022

Adopted: October 4, 2021 (Amherst)