SPECIAL MEETING
BOARD OF SCHOOL COMMITTEE
MANCHESTER SCHOOL DISTRICT SAU #37

January 4, 2022 **Immediately following the BMA**

1. Mayor Craig called the meeting to order at 11:11 a.m.

2. Mayor Craig called for the Pledge of Allegiance and asked Committee Member Turner to lead us.

3. A moment of silence was observed, keeping Barbara Shaw, Nancy Tessier and Nelson Barrero in our thoughts and prayers.

4. The Clerk called the roll.

Present:	Committee Members Turner, Parr, Soule, Want, Tassey, Potter (late), Dion, Hamer, Leapley, Gonzalez, Argeropoulos, O'Connell and Mayor Craig.
Absent:	Committee Member Perich.

5. Mayor Craig calls for nominations for the Vice Chair of the Board of School Committee, term expiring January 2024.

Committee Member Leapley nominated Committee Member Want. This nomination was seconded by Committee Member Soule.

Committee Member Hamer nominated Committee Member O'Connell. This nomination was seconded by Committee Member Dion.

Nominations were closed.

Votes were as follows:

Committee Member Turner -	O'Connell
Committee Member Parr -	O'Connell
Committee Member Soule -	Want
Committee Member Want -	Want
Committee Member Potter -	Want

Committee Member Tassey -	refrained
Committee Member Dion -	O'Connell
Committee Member Hamer -	O'Connell
Committee Member Leapley -	Want
Committee Member Gonzalez -	O'Connell
Committee Member Argeropoulos-	O'Connell
Committee Member O'Connell -	O'Connell
Mayor Craig -	O'Connell

*On motion of **Committee Member Want,** duly seconded by **Committee Member Potter,** it was moved to make the vote unanimous. All were in favor and the motion passed.*

6. Mayor Craig calls for nominations for the Clerk of the Board of School Committee, term expiring January 2024.

Committee Member Soule nominated Angela Carey. The nomination was seconded by **Committee Member O'Connell.**

There were no further nominations. Nominations were closed.

*On motion of **Committee Member Soule,** duly seconded by **Committee Member O'Connell,** it was moved to accept Angela Carey as the Clerk of the Board of School Committee, Term to expire 2024. All were in favor and the motion passed.*

7. Mayor Craig calls for nominations for the Treasurer of the Board of School Committee, term expiring January 2024.

Committee Member Soule nominated Freda Hawkinson. The nomination was seconded by **Committee Member Want.**

There were no further nominations. Nominations were closed.

*On motion of **Committee Member Soule,** duly seconded by **Committee Member O'Connell,** it was moved to accept Freda Hawkinson as the Treasurer of the Board of School Committee, Term to expire 2024. All were in favor and the motion passed.*

8. Mayor Craig advises that a motion is in order to adopt rules for the Board of School Committee.

The Board went through the rules with the amendments as submitted.

The approved amendments were as follows:

1. Page 1, the amendment to paragraph two, to read: The Board of School Committee Rules provide a means for the board to efficiently execute the business by adopting policies necessary and desirable to support the mission of the Manchester School District. The Board strives to conduct their affairs with professionalism and fairness in all matters and recognizes that having written rules provides for effective and transparent governance of the Manchester School District.
2. Amendment throughout the document, changing Chairman and Vice Chairman to Chair and Vice Chair.
3. Amendment throughout the document, changing "he/she" to "they".
4. Amendment to Section 1.05, c, read: Student Conduct – The Committee on Student Conduct shall hold at least one regular monthly meeting and consist of five (5) members and two (2) alternates. The Committee on Student Conduct shall have jurisdiction over any matter or policy related to student conduct and alternative education programs and may consider such matters as may be referred to it by the full Board of School Committee, other committees of the Board of School Committee, or the School District administration. The Committee shall 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 "Disciplinary Procedures". All notes 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 Conduct Committee shall be to the

State Board of Education and not to the Board of School Committee. The Conduct Committee shall provide statistical reports to the Board of School Committee on a quarterly basis regarding student disciplinary decisions and shall be presented in a manner which preserves the Federal and State privacy rights of individual students.

5. Section 1.08 was voted to be revised as follows and to send a policy on negotiations to the Policy Committee for review:
   1.08 All special committees of the Board shall be created at the direction of the Board of School Committee and consist of three (3) members, unless a different number is ordered by the Board of School Committee. With the exception of a special committee on negotiations, the Vice Chair shall appoint all special committees and shall designate their Chairs, unless otherwise ordered by the Board of School Committee. Special committees shall be created as needed and for specific reasons and shall be dissolved upon providing a final report to the Board of School Committee.
6. Section 1.09 remains as is.
7. Section 1.10 was moved to be placed under the duties of the Clerk.
8. Section 2.01 was not revised; the amendments were not accepted.
9. Section 2.08 was amended to read as follows: 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. Only one motion for reconsideration of any vote shall be permitted.
10. Section 2.10, item 8, was removed.
11. Section 2.11, the first sentence, Superintendent was capitalized.
12. Section 2.11, paragraph three, was revised to read as follows: Items of business requiring Board discussion and/or action shall be submitted as agenda items to the clerk no later than noon on the Tuesday before the meeting, with all backup information, where applicable, being provided by the Board Member, and shall be placed on the agenda in consultation with the mayor for the next scheduled meeting of the board, as practicable. Any items that need information compiled by the Administration or the Clerk should be sent to both the clerk and the administration five days prior to the clerk's Tuesday deadline for submission of items.

13. Amendments proposed by District Attorney Cox Pelletier, with the addition of the RSAs was approved.
14. Section 2.18 was added to the document, to read as follows: 2.18 In accordance with RSA 189:1:c, student members of the Board of School Committee shall have all the rights of a regular school board member regarding school board business except the right to vote. They shall, however, be excluded from discussions and procedures of the school board involving subjects which are confidential under RSA 91-A.
15. Section 3.04 was added, to read as follows: 3.04 All Board Members will read and adhere to the BOSC Ethics Policy 104.
16. Section 4.03, a, had the wording "required by law" added to the end of the sentence.
17. The additions to section 4.03, were approved to be included and the section was renumbered based on the approvals. The section was changed to read as follows:

    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. Post written notice of all meetings and agendas as required by law and the Board of School Committee Rules.

    c. Perform the duty of Clerk at all committee meetings.

    d. Sign all teacher contracts on behalf of the Board of School Committee.

    a. Submit in writing the agenda and the supporting documentation and background information for all items of business to be considered by the Board of School Committee, or any committee thereof, to all members of the Board of School Committee no later than the Thursday prior to the regular scheduled meeting. If such is not the case, the Board may, by majority vote, decide to take up the issue.

    b. Post online any and all agenda materials not-exempt from public dissemination by RSA 91-A in conjunction with the posting of any board or committee agendas.

    c. Publish on the districts website any additional items that were made public by a vote of the Board or committee thereof , within 24 hours following the meeting in which they are made public.

    d. 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.

i. 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).

j. Ensure Board of School Committee compliance with the terms of the Right-To-Know Law- RSA:91-A. (See Appendix D)

k. Attend agenda preparation meetings with the Chair, Vice Chair and Superintendent, if available.

l. Ensure all special/ad hoc committee information is posted on School District website.

m. During all full Board and Committee meetings, ensure Board of School Committee adheres to the Rules of the Board of School Committee.

18. Chapter 5, was amended with new language at the end of section 5.03, to read "unless authorized by Section 5.04, below".
19. Appendix A was amended as follows:
    a. The addition of "Pursuant to Ed. 303 "Duties of School Boards" added to the top.
    b. Section 4, seasonably to be changed to annually.
20. Appendix B was amended to include the language "Pursuant to Ed. 302 "Duties of the School Superintendents" at the top.
21. Appendix C was amended to include the language "Pursuant to Ed. 304 "Duties of School Principals" at the top.
22. Appendix D was amended as follows, per request of Attorney Cox Pelletier:
    a. The first paragraph was amended to read: RSA 91 -A:3 sets forth eight grounds upon which Board of School Committees may enter nonpublic session: (1) dismissal, promotion, compensation, disciplining of or investigation into any charges against any public employee, unless that employee has a right to a 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 until the claim or litigation has been fully adjudicated or otherwise settled; (6) consideration of matters relating to the preparation and carrying out of emergency functions including training to carry out such functions; (7) consideration by a school board of entering into a student or pupil tuition contract; (8) consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of the public body, even where legal counsel is not present; and (9) consideration of whether to disclose minutes of a nonpublic session due to change in circumstance.

b. The second paragraph was amended, so that the second to last sentence would read as follows: A motion to enter non-public session must be made, the motion must be seconded, and the motion must state one or more of the nine statutory bases cited above.
c. An additional paragraph, on page 20, under Minutes of Non-Public Session, was added, to read: The Clerk shall keep a record of all minutes created during nonpublic session that are not publicly disclosed. This list shall identify the Board of School Committee as the public body and shall include the date and time of the nonpublic session, the statutory exemption authorizing the nonpublic discussion, the date of the decision to withhold minutes from public disclosure, and date of any subsequent decision to release the nonpublic minutes.
d. In the same section, Minutes of Non-public sessions, a new section was added to the end of the last paragraph, to read: Any minutes made in nonpublic discussion that are withheld from public disclosure pursuant to RSA 91-A, II (d) for the consideration of the acquisition, sale, or lease of property shall be made available to the public as soon as practicable after the transaction has been closed.
e. On page 22, prior to the section Checklist for Compliance, Right-to-Know and Non-Public Session, the wording was added to the final paragraph to read: *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 or the District's legal counsel.*

f. In this entire section, Right to Know, was changed to Right-To-Know.

g. A final paragraph was added to this section to read: Requests for Documents or Information Received by Board Members, Individual members of the Board may, from time to time, receive requests from members of the community regarding public disclosure of information or documents. These requests are often made pursuant to RSA 91-A:4. This section of the Right-To-Know law grants any citizen the right to inspect governmental records. The District only has 5 business days to respond to any such request. If any Board member receives such a request, they shall immediately forward the request to the administration for prompt processing and response, which may include consultation with legal counsel.

Motions made throughout the approval process were as follows:

On motion of ***Committee Member Leapley,*** *duly seconded by* ***Committee Member Gonzalez,*** *it was moved to approve the rules through section 1.07 as was discussed and amended. All were in favor and the motion passed.*

On motion of ***Committee Member Leapley,*** *duly seconded by* ***Committee Member Gonzalez,*** *it was moved to approve section 1.08, as discussed, section 1.09 to remain as is and section 1.10 was moved to be under the Board Clerk duties. All were in favor and the motion passed.*

On motion of ***Committee Member O'Connell,*** *duly seconded by* ***Committee Member Turner,*** *it was moved to approve section 2.01, with the removal of the last sentence, as was discussed. Committee Member Want was opposed. All others were in favor and the motion passed.*

On motion of ***Committee Member O'Connell,*** *duly seconded by* ***Committee Member Turner,*** *it was moved to approve the rules from section 2.02 to 2.10 as was submitted, discussed and amended. All were in favor and the motion passed.*

There was a motion to remove the proposed wording in section 2.11 by Committee Member O'Connell; however, there was not a second.

On motion of ***Committee Member Leapley,*** *duly seconded by* ***Committee Member Gonzalez,*** *it was moved to approve the remainder of the rules, as was discussed and amended. All were in favor and the motion passed.*

9. Standing committee assignments - by Mayor Craig.

Mayor Craig then passed out the standing committee assignments to the Board, with the first name to be the chair of the committee.

Committees

Finance and Facilities:	O'Connell, Soule, Turner, Hamer, Potter
Policy:	Want, Leapley, Perich, Parr and Ward 5 Committee Member
Student Conduct:	Leapley, Want, Perich, Gonzalez, Argeropoulos
	Alternates: Potter and Hamer
Teaching and Learning:	Soule, Turner, Dion, Argeropoulos, Tassey

Angela M Carey

ADJOURNMENT

10. This being a special meeting of the board, no further business can be presented unless by 2/3 majority and a motion is in order to adjourn.

This being a special meeting of the Board, on motion of ***Committee Member Soule****, duly seconded by* ***Committee Member Dion****, it was voted to adjourn at 11:48 a.m. Meeting was adjourned.*

Respectfully Submitted,

Clerk of Committee