

POLICY DEVELOPMENT, ADOPTION AND REVIEW

Category: R

Related Policies: BAAA, BDE, BDF & BGD

The development and adoption of policies that govern the School District is one of the School Board's most important functions. The board's policies establish the goals, direction, and structure of the district under the authority of applicable statutes and regulations. In addition to policies required by state and federal laws and regulations, the Boards adopt policies to provide direction to the Superintendent and other administrators in the management of the district, to guide the education program, and to provide clear expectations for school staff, students, and parents.

The board's policies are intended to provide the framework for district operations and the educational system. In general, the operational details as to how policies will be implemented are contained in administrative procedures developed by the administration. However, the Board's may adopt administrative procedures concerning its own operations, or when an issue is of sufficient legal importance to warrant a Board-level procedure.

I. SAU 7 Joint Board Policy Committee

- A. SAU 7 Joint Board Policy Committee Responsibilities and Meetings. The SAU 7 Joint Board's Policy Committee, with the advice and counsel of the Superintendent, is responsible for recommending policies and policy actions to the full Board for its consideration, including adopting new policies, revising existing policies and deleting obsolete policies. The SAU 7 Joint Board Policy Committee will be comprised of one member from each School Board within SAU 7. The members shall be named by the Chair of each Local Board. The SAU 7 Joint Board Policy Committee Shall elect a Chair annually upon the conclusion of new board member orientation.
- B. Joint Board Policy Committee Meetings and Agendas. The Superintendent or his/her designee, in consultation with the Joint Board Policy Committee Chair shall prepare all agendas for the meetings of the Joint Board Policy Committee. The Joint Board Policy Committee minutes shall be taken by a secretary named by the board chair.
- C. Review of Existing Manual. The Joint Board Policy Committee shall establish a schedule for reviewing existing Board policies and forming recommendations regarding the same for the Board. The Joint Board Policy Committee shall meet a minimum of four (4) times per year. Meetings will be scheduled with consultation by both the Superintendent and Chair of the committee.

D. Procedures for Policy Development and Review by the Joint Board,

1. Individual Board members, Board standing or special committees, the Superintendent or other interested people may submit policy suggestions, concerns, and/or drafts to the Joint Board Policy Committee, in care of the Superintendent.
2. The Superintendent or designee is responsible for notifying the Local Boards and the Joint Board Policy Committee of all policy updates and revisions provided by the New Hampshire School Boards Association. The Joint Board Policy Committee will review such updates and make recommendations deemed appropriate under this policy.
3. The Joint Board Policy Committee, with the assistance of the Superintendent, will review and research policy suggestions and prepare draft policies, as appropriate. The Joint Policy Committee may delegate research and initial drafting to other Board standing committees, to District staff or others at the discretion of the Joint Board Policy Committee and the Superintendent. (E.g., a policy concerning computer use may first be delegated to the Technology Committee.) If a policy is referred to a committee, staff, professional or other person for initial review/drafting, the policy shall be reviewed by the Joint Board Policy Committee before submission to the full Joint Board.
4. The Superintendent should seek counsel from the School 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 Joint board policy.
5. The Joint Policy Committee may also seek input from other affected persons and/or groups as appropriate.
6. The Joint Board Policy Committee will adopt recommendations for action by the Joint Board. The Joint Board will vote to support the recommendations of the Joint Policy Committee or not to support the recommendations. Voting members may abstain from offering a recommendation.
7. The Joint Policy Committee will provide a report to the joint board annually or if changes are required the proposed policy will be submitted to each board for approval. The reports will include the Joint Policy Committee's recommendations for new policies (including full text of policies/revisions to be considered for action by the Board), as well as recommendations for repeal of existing policies. The Joint Board Policy Committee reports should also include any information requested by the joint board, and any other information deemed appropriate by the Joint Board Policy Committee.

II. Joint Board and Local Board 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 Joint board and local boards at a public meeting.

- a. The Joint Policy Committee reports shall be placed on the agenda of a regular Joint Board meeting and will be made part of the agenda package for that meeting.

- b. All new policies, and/or revisions to existing board policies are subject to a "first reading". The first reading will consider actions taken by the Joint Board Policy Committee.
- c. The Joint Board will allow opportunity for public comment on policy proposals per Joint Board policy as follows: the public may address policies at a School Board meeting during the hearing of the public.
- d. Joint Board recommendations of policies will be included in the minutes of the meeting at which the official action is taken.
- e. Joint Board recommendations will be sent to local boards for final approval.

III. Local Board Policy Authority, Local Policy Committees, Suspension of Policy Process.

- a. Local Boards may adopt policies to strengthen the goals, quality of education, educational practices and governance of the school at the local level. Local policies may be brought forward by the Superintendent, local board members or members of the administrative team after consultation with the Superintendent.
- b. A first reading of the policy shall occur upon the policy being placed upon the agenda for introduction. Upon being introduced the policy may be assigned to the local policy committee for further review and recommendation or listed upon the next agenda for action by the local board.
- c. The Local Boards 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 least 7 days prior 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.
- d. On matters of unusual or unexpected urgency, the local Board may waive the second meeting limitation and take immediate action to adopt a new policy or revise an existing policy.

IV. Policy Dissemination, Records and Manual Updates.

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

V. Flow Chart of Joint and Local Policy Adoption

a. Joint Board

- i. Policies recommended by New Hampshire School Board Association, Board Members and Superintendent
- ii. Policies are assigned to the Joint Board policy Committee for review and recommendation.
- iii. Joint Board Policy Committee meets and reviews policies and assigns recommendations to policies.
- iv. Policy recommendations by Joint Board Policy Committee are reviewed by Joint Board. The Joint Board approves or adopts alternate recommendations.
- v. Policies are moved to local Boards for final action, local boards may approve or take alternate action.

b. Local Boards

- i. Policies are recommended by Board Members and Superintendent
- ii. Local Board Policy Committee or Board reviews policy on local board policy committee assigns recommendation if applicable.
- iii. The first reading is held on recommended policy.
- iv. Second reading on policy is held, board approves/disapproves on taking further action.

District Policy History	
Board/Committee Name	Recommendation/Approval Date
Pittsburg School Board	April 14, 2025
Clarksville School Board	April 10, 2025
Columbia School Board	April 1, 2025
Colebrook School Board	April 1, 2025
Stewartstown School Board	March 31, 2025
SAU Policy Committee	January 16, 2025
Columbia School Board	February 3, 2021
Clarksville School Board	February 10, 2021
Stewartstown School Board	February 1, 2021
Pittsburg School Board	February 8, 2021
Colebrook School Board	February 2, 2021
SAU Policy Committee	January 14, 2021