

# Franklin School Board-Policy Committee Meeting

## MINUTES

OCTOBER 6, 2022

6:03PM

FRANKLIN SAU OFFICE

MEETING CALLED BY	Tim Dow for Cecile Cormier
TYPE OF MEETING	Policy Meeting
FACILITATOR	Cecile Cormier
NOTE TAKER	Colleen Conway, Board Clerk
TIMEKEEPER	Colleen Conway, Board Clerk
ATTENDEES	Cecile Cormier, Maureen Aube, Tim Dow, Christie Martin, Dan LeGallo and Colleen Conway (Board Clerk) – Jule Finley was absent
<b>ITEM #1</b> APPROVAL OF PRIOR MINUTES	June 13, 2022 – Motion made <u>Tim Dow/Maureen Aube</u> to TABLE for next meeting – unanimously passed

NO PUBLIC PRESENT IN ROOM NOR VIA ZOOM: [Zoom Link](#)

### ITEM #2

Policy IKF – HIGH SCHOOL GRADUATION REQUIREMENTS

DISCUSSION	We have changed the requirements and credits for Freshman and Sophomores and a diploma with distinction.	
CONCLUSIONS	Add verbiage and credits chart according to Boards last vote.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1 <sup>ST</sup> READ – 2 <sup>ND</sup> READ	Dan LeGallo	10/17 & 11/21/22

### ITEM #3

Policy IKFC – ALTERNATE DIPLOMA FOR STUDNETS WITH SIGNIFICAN COG DISABILITIES

DISCUSSION	Recommended policy - Related Policies: Policies: IHBA, IHBI, IKF: NHSBA revised sample policy IKFC to reflect 2022's SB 394 and HB 1513, which both amend the definition in RSA 186-C:2 of "child with a disability" to include such students until they reach age 22.	
CONCLUSIONS	Adopt IKF NHSBA	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1 <sup>ST</sup> READ – 2 <sup>ND</sup> READ	Dan LeGallo	10/17 & 11/21/22

### ITEM #4

Policy BBB– SCHOOL BOARD ELECTIONS

DISCUSSION	Optional policy - Related Policies: BBBC, BBBF: NHSBA revised sample policy to reflect HB 1381's (2022 N.H. Laws Ch. 195) amendment to RSA 189:1-c, which previously permitted boards to have a student board member and now requires boards have a student board member from each District high school.	
CONCLUSIONS	Adopt NHSBA BBB with edits as noted.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1 <sup>ST</sup> READ – 2 <sup>ND</sup> READ	Dan LeGallo	10/17 & 11/21/22

### ITEM #5

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Policy BBBF – STUDENT BOARD MEMBERS

<b>DISCUSSION</b>	Recommended policy: NHSBA revised sample policy in response to HB 1381 (2022 N.H. Laws Ch. 195), which amended RSA 189:1-c and RSA 194:23-f to require districts with high schools to have at least one student board member from each district high school within the district. Previously, boards were permitted, but not required to have such members, and districts with more than one high school could establish a rotation between or among the schools. NHSBA also added Sections B and C to BBBF to include the statutory requirements relative to selection, duties, and terms of student board members.	
<b>CONCLUSIONS</b>	Adopt NHSBA (check with Administration on date of elections)	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>ACTION ITEMS</b>
1 <sup>ST</sup> READ – 2 <sup>ND</sup> READ	Dan LeGallo	10/17 & 11/21/22

**ITEM #6**

Policy BEDH – PUBLIC COMMENT

<b>DISCUSSION</b>	Recommended policy - Related Policies: BEDB, KE & KEB: NHSBA revised sample policy BEDH to reflect the enactment of RSA 189:74 (see, SB 410). The new statute now requires school boards to provide no less than a 30-minute public comment opportunity at each of its meetings. Previously, while most school boards included public comment periods in their meetings, it was not required. NHSBA points out in both the adoption notes and the revision notes that the law leaves boards with choices about how the public comment period is administered. For example, boards may: (1) request – but not require – pre-registration, (2) set per speaker time limitations, (3) restrict comment that disclose student/staff PII, and/or (4) exclude/allow remote comments.	
<b>CONCLUSIONS</b>	Adopt NHSBA with edits to number 7 not limiting words and no optional 5 or optional 6.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>ACTION ITEMS</b>
1 <sup>ST</sup> READ – 2 <sup>ND</sup> READ	Colleen Conway	10/17 & 11/21/22

**ITEM #7**

Policy EBB – SCHOOL SAFETY

<b>DISCUSSION</b>	Priority/Required by Law - Related Policies: EB, EBCA, EBCC, ECA, EEAE, EG, JKAA, JLCJA, JLIA, KFA & KI: •NHSBA revised sample policy to: Change what was previously called the site-specific Emergency Response Plan to now be titled the site-specific Emergency Operations Plan in response to HB 1125 (2022 N.H. Laws Ch. 187) and NHSBA sample policy EBCA; and Add that the general safety plan will include (1) the Sports Injury Emergency Action Plan and should include procedures for responding to serious or potentially life-threatening injuries sustained from sports or other school sponsored activities (NHSBA sample policy JLCJA) and (2) the District Communications Plan.	
<b>CONCLUSIONS</b>	Adopt NHSBA	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>ACTION ITEMS</b>
1 <sup>ST</sup> READ – 2 <sup>ND</sup> READ	Dan LeGallo	10/17 & 11/21/22

**ITEM #8**

Policy EBBB – AIR & WATER QUALITY

<b>DISCUSSION</b>	Priority/Required by Law: NHSBA revised sample policy EBBB to add section II on Water Quality and Access reflective of HB 1421 (2022 N.H. Laws Ch. 325), which seeks to limit exposure to lead in drinking water and requires schools to install compliant water bottle filling stations or to test and remediate all water outlets in the facility.	
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<b>CONCLUSIONS</b>	Adopt NHSBA	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>ACTION ITEMS</b>
1 <sup>ST</sup> READ – 2 <sup>ND</sup> READ	Dan LeGallo	10/17 & 11/21/22

**ITEM #9**

Policy EBCA – CRISIS PREVENTION & EMERGENCY RESPONSE

<b>DISCUSSION</b>	Recommended policy - Related Policies: ADD, EB, EBCD, EG, JICK & JLCJA See Also: EG-R: NHSBA revised sample policy EBCA to: reflect the 2022 passage of HB 1125, which amended RSA 189:64 to (a) change the name of the site specific plans from “Emergency Response Plans” to “Emergency Operations Plans” as used by the Federal Dept. of Homeland Security), (b) the state submission date for the EOP from 9/1 to 10/15 of each year, and (c) the recipient of the submission from N.H. DOE to the N.H. Department of Safety; and remove some redundancies and to clarify the distinction and relationship among the site-specific EOPs, the District-wide plan, and other related plans/policies.	
<b>CONCLUSIONS</b>	Adopt NHSBA	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>ACTION ITEMS</b>
1 <sup>ST</sup> READ – 2 <sup>ND</sup> READ	Dan LeGallo	10/17 & 11/21/22

**ITEM #10**

Policy EBCA-R – EMERGENCY PLAN CHECKLIST - WITHDRAWN

<b>DISCUSSION</b>	[Withdrawn] Related Policies: EBCA - NHSBA withdrew procedural document EBCA-R. EBCA-R was created before RSA 189:64 and major revisions to policy EBCA, making it repetitive and obsolete.	
<b>CONCLUSIONS</b>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>ACTION ITEMS</b>
WITHDRAWN	Colleen Conway	11/21/22

**ITEM #11**

Policy EBCD – SCHOOL CLOSINGS

<b>DISCUSSION</b>	Recommended policy Related Policies: IC, IMBA: NHSBA revised sample policy EBCE to: a) Combine sample policies EBCA (School Closings) and EBCD (Emergency Closings – which is now withdrawn). NHSBA combined the policies in an effort to have fewer but more comprehensive policies where two samples have substantial overlap. b) Add the section on distance education to meet the criteria of Ed. Rule 306.22. c) Add a section on emergency early release.	
<b>CONCLUSIONS</b>	Our current policy changing the last sentence from “ with Board policy” to “Superintendents directive” as this is what we currently do.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>ACTION ITEMS</b>
1 <sup>ST</sup> READ – 2 <sup>ND</sup> READ	Dan LeGallo	10/17 & 11/21/22

**ITEM #12**

Policy EBCE – EMERGENCY CLOSINGS - WITHDRAWN

<b>DISCUSSION</b>	[Withdrawn] Related Policies: IC, IMBA: NHSBA withdrew sample policy EBCE as it was combined with sample policy EBCD in an effort to have fewer, but more comprehensive, policies where two samples have substantial overlap.	
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<b>CONCLUSIONS</b>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>ACTION ITEMS</b>
WITHDRAWN	Colleen Conway	10/17/22

**ITEM #13**

Policy ECD – UNMANNED AIRCRAFT SYSTEMS - DRONES

<b>DISCUSSION</b>	Optional policy - Related Policies: EC, EEAA: NHSBA created sample policy ECD at the request of member districts. The sample includes provisions for several types of drone usage implicating different FAA regulations and standards (e.g., educational, extra-curricular, third party recreational, third party hired, etc.). Boards could modify the statute to include some categories of usage, and exclude others, but in all events the drones and drone operation must meet FAA requirements.	
<b>CONCLUSIONS</b>	Adopt NHSBA	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>ACTION ITEMS</b>
1 <sup>ST</sup> READ – 2 <sup>ND</sup> READ	Dan LeGallo	10/17 & 11/21/22

**ITEM #14**

Policy EG – DISTRICT COMMUNICATION PLAN

<b>DISCUSSION</b>	Recommended policy - Related Policies: BHC/GBD, EBCA, EBCD, EBCE, IJO/KA, KCB, KD, KDA, KDC, KE See Also: EG-R: NHSBA created sample policy EG to provide guidance on the creation of a communications plan to help guide school administrators in providing information to stakeholders. The policy indicates areas that Boards may require the Superintendent or other personnel include in a communication plan. NHSBA also created a technical advisory document, EG-R, to supplement this policy.	
<b>CONCLUSIONS</b>	Adopt NHSBA	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>ACTION ITEMS</b>
1 <sup>ST</sup> READ – 2 <sup>ND</sup> READ	Dan LeGallo	6/21 & 8/23/22

**ITEM #15**

Policy EG-R – COMMUNICATION PLAN OUTLINE

<b>DISCUSSION</b>	NHSBA created a technical advisory document, EG-R, to supplement this policy EG.	
<b>CONCLUSIONS</b>	We already have a plan and do not need the outline	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>ACTION ITEMS</b>
n/a		

**ITEM #16**

Policy EHAB – DATA AND SECURITY

<b>DISCUSSION</b>	Priority/Required by Law - Related Policies: EHAA, EHB, GBEBD, GBEF, IHBH, JICJ, JICL, JICM, KD & KDC: NHSBA revised sample policy EHAB sections B(1)(d) and F to reflect the 2022 passage of HB 1277, enacting new statute – RSA 31:103-b (which is applicable to school districts as political subdivisions of the state) and amends RSA 359-C:19-21, regarding cybersecurity incidents and data breaches respectfully. Revisions also included updating legal references and adding additional reference to and resource from the New Hampshire Department of Education.	
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<b>CONCLUSIONS</b> Adopt NHSBA		
<b>ACTION ITEMS</b>		
1 <sup>ST</sup> READ – 2 <sup>ND</sup> READ	PERSON RESPONSIBLE Colleen Conway	ACTION ITEMS 10/17 & 11/21/22

**ITEM #17**

Policy EHB – DATA-RECORDS RETENTION

<b>DISCUSSION</b>	Priority/Required by Law - Related Policies: EH, EHAB, JRA, JBJ, GBCD-A See Also: EHB-R: NHSBA revised sample policy EHB to include more specific provisions relating to the destruction of records and clarify relation to the District Record Retention Schedule.	
<b>CONCLUSIONS</b> Adopt NHSBA		
<b>ACTION ITEMS</b>		
1 <sup>ST</sup> READ – 2 <sup>ND</sup> READ	PERSON RESPONSIBLE Dan LeGallo	ACTION ITEMS 10/17 & 11/21/22

**ITEM #18**

Policy ICA – SCHOOL CALENDAR - WITHDRAWN

<b>DISCUSSION</b>	[Withdrawn] - Related Policies: IC: NHSBA withdrew sample policy ICA as it was combined with policy IC to reduce repetitive policies and have fewer, but more cohesive and comprehensive, policies.	
<b>CONCLUSIONS</b> Withdraw after IC is 2 <sup>nd</sup> read		
<b>ACTION ITEMS</b>		
WITHDRAWN (after 2 <sup>nd</sup> read of Policy IC School Year & Calendar)	PERSON RESPONSIBLE Colleen Conway	ACTION ITEMS 11/21/22

**ITEM #19**

Policy IC – SCHOOL YEAR & CALENDAR

<b>DISCUSSION</b>	Recommended policy - Related Policies: IMBA: NHSBA revised sample policy to: a) Combine sample policies IC and ICA (which has now been withdrawn) in an effort to make fewer and more comprehensive policies. In adopting IC, districts should withdraw policy ICA. b) Include the addition of separate elementary and middle school requirements for instructional time. c) Add information on distance learning reflective of the 2022 update to Ed. Rule 306.22 effectively limiting the use of "blizzard bags"/remote instruction during inclement weather.	
<b>CONCLUSIONS</b> Adopt NHSBA		
<b>ACTION ITEMS</b>		
1 <sup>ST</sup> READ – 2 <sup>ND</sup> READ	PERSON RESPONSIBLE Dan LeGallo	ACTION ITEMS 10/17 & 11/21/22

**ITEM #20**

<b>NEXT MEETING</b>	<b>LOCATION</b>	<b>TIME</b>
TBD at next SB meeting - November , 2022	Franklin SAU Office	6:00 pm

<b>OBSERVERS</b>	None
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<b>RESOURCE PERSONS</b>	Colleen Conway, Board Clerk
<b>SPECIAL NOTES</b>	Had a discussion regarding when the Graduation date is set. Beginning of year vs after snow days.

MOTION TO ADJOURN WAS MADE AT 7:17 PM BY MAUREEN AUBE / TIM DOW AND WAS PASSED UNANIMOUSLY.