

Policies for Review - 2nd Reading

September 11, 2023

BBBC - Board Member Resignation

BBBE - Vacancies and Unexpired Term Fulfillment

BBA - Board Powers and Responsibilities

BDA - Board Organizational Meeting

BDB - Board Officers

BBAB - Roles and Duties of the Board Chairperson

IKF - High School Graduation Requirements

*Current GSD policy. Suggest replacing with NHSBA sample policy BBBC.
5-12-2023 Policy Committee
6-13-2023 First Reading
7-24-2023 Sent to GEA
9-11-2023 Second Reading*

BOARD MEMBER RESIGNATION

The board believes that any citizen who files for and seeks election to the board should do so with full knowledge of and appreciation for the investments in time, effort, and dedication expected of all board members and that the citizen's intent to serve reflects his or her intention to serve a full term of office.

However, if for reasons of health, change in domicile, or any other compelling reason a member does decide to terminate service, notification should be addressed to the board chairperson and the school district clerk in as timely a fashion as possible.

Board vacancies will be filled in accordance with NH State Statute RSA 671:33 and 197:26 through a process in which vacancies are publicly advertised, interviews with interested citizens are held, and a decision made by the board. Board appointed members shall serve until the next election.

Legal References:

RSA 197:26, School Meetings & Officers: Vacancies

RSA 671:33, School District Elections: Vacancies

(Adopted: 9/12/94)

(Revised: 7/17/00, 4/4/05, 6/6/05)

RSA 197:26

RSA 671:33

NHSBA Sample Policy. Suggest replacing current GSD policy with this sample

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BOARD MEMBER OR DISTRICT OFFICER RESIGNATION - BBBC

Any citizen who files for and seeks election to the Board or other District office should do so with full knowledge of and appreciation for the investment in time, effort, and dedication expected for District officers and that the citizen's intent is to serve a full term of office.

However, if, for reasons of health, change in domicile, or any other compelling reason a Board member or other officer does decide to terminate service, the Board requests earliest possible notification of intent to resign so that the Board may plan appropriately for filling the vacancy per Board policy BBBE (relative to filling vacancies).

- A. **Tender of Resignation.** Ideally, a board member intending to resign will provide a written letter of resignation to the School District Clerk, c/o the Superintendent¹, with a copy to the School Board Chair (or Vice Chair if the Chair is the one submitting the resignation). Alternatively, a board member may submit a letter of resignation at a meeting of the Board. In the event that a board member tenders a resignation orally, outside of a public meeting, the Board member will be requested to confirm the resignation in writing, and submit the same as stated above.
 - B. **Board Acknowledgement.** Whether submitted in writing or not, the Board shall address the tendered resignation either at the meeting at which the tender is received or at the next public meeting of the Board. There is no need for the Board to formally “approve” the resignation, as a Board may not compel a member to serve a full term by way of a negative vote on a motion to “accept”. However, the Board, through the Chair or presiding officer, should acknowledge the tendered resignation at the meeting and assure that the same is reflected in the minutes.
 - C. **Effective Date.** The letter/statement of resignation should indicate when the resignation will be effective. If the tendered resignation does not state a date, then the letter shall be deemed to express an intent that the resignation take immediate effect. Also, pursuant to RSA 652:12, some vacancies (e.g., moving out the district, conviction of a felony while in office, etc.) arise by operation of law upon a specific occurrence, and therefore are effective upon the occasion of that occurrence.
 - D. **Withdrawal of a Resignation.** A tendered resignation, whether made in writing or orally, may not be withdrawn after the Board’s acknowledgement without the consent of a majority of remaining Board members upon vote taken in a public meeting prior to a successor being appointed.
 - E. **Copies to District Clerk.** The Superintendent shall as soon as practicable assure that the District Clerk is provided with a copy of any letter of resignation and/or of the minutes of the meeting at which the resignation is acknowledged by the Board.
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6-13-2023 First Reading
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BOARD MEMBER OR DISTRICT OFFICER RESIGNATION - BBBC

F. Filling of Vacancy Upon Resignation. Board member vacancies shall be filled in accordance with Board policy BBBE and applicable law.

Legal References:

RSA 652:12, Vacancy (applicable by way of RSA 652:1, Elections).

RSA 671:33, School District Elections: Vacancies

New Hampshire School Boards Association sample policy BBBE. We do not have this policy. It is referenced in sample policy BBBC.

5/12/2023 Policy Committee

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VACANCIES AND UNEXPIRED TERM FULFILLMENT - BBBE

A. **Definition and Occurrence of a Vacancy.** A vacancy on the School Board or other District office is defined in RSA 652:12, and occurs when subsequent to election but prior to the expiration of that person's term, the office holder/office holder elect, either:

- i. Resigns (see Board policy BBBC for resignation process);
- ii. Dies;
- iii. Ceases to have domicile in the district or town from which he/she was elected;
- iv. Is determined by a court to be mentally incompetent;
- v. Is/has been convicted which disqualifies him/her holding office (e.g., bribery, willful violation of election laws) or sentenced while in office after conviction for a felony;
- vi. Has the election voided by a court or the ballot law commission; or
- vii. Fails to take the oath of office within 30 days of the election, or fails to give/renew a bond required by law.

Although a formal resignation best serves the district when possible, many of the reasons cause a vacancy to occur by operation of law (e.g., death or relocation). In circumstances that are unclear (e.g., relocation out of district), the Superintendent and/or Board Chair should consult with counsel.

A temporary absence does not constitute a vacancy.

B. **Authority to Fill Vacancy.**

1. **Vacancy other than Moderator.** The Board shall fill a vacancy occurring (1) on the board, (2) in any position generally appointed by the Board, or (3) in any other elected district office with the exception of moderator and budget committee member. If the remaining members refuse or are unable to agree upon a replacement, or in the event there are no remaining school board members, then the Select Board may make the appointment. See RSA 671:33 and RSA 197:26.
2. **Moderator Vacancy.** Vacancies in the office of moderator shall be filled by vote at a school meeting or election, provided that, until a replacement is chosen, the School District Clerk shall serve as moderator or shall appoint a moderator pro tempore. See RSA 671:33, III and RSA 197:20.

C. **Duration of Appointment.** For positions normally elected by the voters, a person appointed to fill a vacancy will serve only until the next election, at which point the voters will vote for a replacement to serve for the remainder of the original holder's term. For non-elected

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5/12/2023 Policy Committee

6-13-2023 First Reading

7-24-2023 Sent to GEA

9-11-2023 Second Reading

VACANCIES AND UNEXPIRED TERM FULFILLMENT - BBBE

positions (i.e., those ordinarily appointed by the board), the person appointed to fill the vacancy will serve until the expiration of the original holder's term. See RSA 671:33.

- D. Vacancy Arising During Filing Period.** Other than a seat that is already open (for election or re-election) as of the beginning of the filing period, a vacancy which occurs between the beginning of the filing period and the district election shall be filled by appointment. See RSA 671:33, V.
- E. Process to Fill Vacancies by the Board.** The Board will generally employ the following process when there is a vacancy on the Board, or in other office for which the Board has authority to fill the vacancy. Except as required by RSA 91-A:2 and 3, the Board reserves the right to waive, supplement or otherwise amend any part of the process.

Discussion by the Board of the process to be used to fill a vacancy, and the appointment process itself, including candidate interviews, shall occur in public session during a duly noticed meeting. The only possible exception could be a limited discussion regarding a potential candidate wherein that part of the discussion is likely to adversely affect the reputation of a person other than a board member. See RSA 91-A:3, II(c).

Once the Board has confirmed or acknowledged the vacancy, the Board will advertise/post notice of the vacancy on the District web-site and in such other manner as the Board deems appropriate. Among other things, the notice shall invite interested persons to submit a letter of interest to the Board Chair, with a copy to the Superintendent. All such letters shall be included in the public meeting materials for the meeting at which the appointment is to be considered.

Interviews of candidates for vacant positions will take place in a meeting open to the public.

After motion and second, vote shall occur by voice or hand in public session (secret ballots are not allowed under RSA 91-A:2, II).

Legal References:

New Hampshire Constitution, Pt 1, Art. 11, Elections and Elective Franchises

RSA 197:20, Clerk

RSA 197:26, Vacancies

RSA 607-A:2, Rights Lost

RSA 652:12, Vacancy (definition)

RSA 671:33, School District Elections: Vacancies

Current GSD policy for review. Suggest replacing with NHSBA Sample policy.

5-12-2023 Policy Committee

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9-11-2023 Second Reading

BOARD POWERS AND RESPONSIBILITIES

The school board, whose members are elected as representatives of the people in the school district, shall as the general agent of the state in carrying out the will of the people of the district in matters of public education.

The board has those powers which are expressly granted to it by the New Hampshire legislature, federal laws, and rules of the State Board of Education.

(Adopted: 9/12/94)

(Revised: 5/15/00, 4/4/05, 6/6/05)

NH Code of Administrative Rules—Section Ed 303.01

RSA 186:8

RSA 189:1 a

RSA 195:5

New Hampshire School Boards Association sample policy. Suggest replacing current GSD policy.

5-12-2023 Policy Committee

6-13-2023 First Reading

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9-11-2023 Second Reading

SCHOOL BOARD POWERS AND DUTIES - BBA

This School Board shall exercise all the powers and duties prescribed to them by applicable state and federal laws, and rules of the New Hampshire State Board of Education.

Legal References:

RSA 189:1-a, Duty to Provide Education

RSA 195:5, Cooperative School Districts: School Board Powers and Duties

N.H. Code of Administrative Rules-Section Ed. 303.01, Duties of School Board

New Hampshire School Boards Association Sample Policy. Suggest replacing current GSD policy with this sample.

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BOARD ORGANIZATIONAL MEETING - BDA

The Board shall organize annually at its first meeting following the District elections. Every member shall be notified of the meeting for organization, in accordance with RSA 91-A:2. This meeting shall be called to order by the Superintendent, who shall preside during and until the election of a Chairperson.

The election of the Chairperson should be based on qualifications for the position. Other methods such as rotation should be discouraged.

Legal References:

RSA 91-A:2, Public Records and Meetings: Meetings Open to the Public)

Current GSD policy for review. Suggest replacing with NHSBA sample policy.
5-12-2023 Policy Committee
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BOARD OFFICERS

The officers of the board shall be chairperson, (who shall serve no more than two consecutive years) a vice-chairperson, and a secretary. The chairperson and vice-chairperson shall be elected at the annual organizational meeting to serve until the next annual organizational meeting. Any vacancy in either of such offices may be filled at any meeting of the board provided that all members of the board have been notified prior to the meeting that the vacancy will be filled at such meeting.

CHAIRPERSON:

The chairperson shall preside at all meetings, and shall have the right to vote on all matters before the board. The superintendent shall consult with the chairperson on the preparation of the agenda for each meeting. The chairperson shall have authority to sign contracts and other instruments approved by the board in its name and behalf, and shall have such other powers and duties as the board may from time to time determine.

VICE-CHAIRPERSON:

The vice-chairperson shall have the powers and duties of the chairperson in his/her absence or during his/her disability, and such other powers and duties as the board may from time to time determine.

SECRETARY:

The secretary shall have such powers and duties as the board may from time to time determine.

(Adopted: 9/12/94)
(Revised: 1/16/98, 4/4/05, 6/6/05)

(Ref. 9040)

New Hampshire School Boards Association Sample Policy. Suggest replacing current GSD policy with this NHSBA sample policy.

5-12-2023 Policy Committee

6-13-2023 First Reading

7-24-2023 Sent to GEA

9-11-2023 Second Reading

BOARD OFFICERS - BDB

Board officers will include a chairperson, vice-chairperson and secretary. Officers will be elected at the board's re-organizational meeting following the school district annual meeting. Board officers will serve a one-year term, concluding at the re-organizational meeting the following year, at which time a new election of officers will occur. Officers will remain in their respective offices until new successors are elected.

If the chairperson resigns from the school board or resigns from the office of chair, the vice-chairperson will become chair of the board. If the chairperson loses his/her election or does not run for re-election, the vice-chair shall serve as chair during the organizational meeting. If the vice-chairperson or secretary resigns from the school board or from the respective office, the board will hold new elections for those offices.

The Superintendent is an ex-officio, non-voting member of the Board.

Chairperson:

The chairperson shall preside at all meetings. The chairperson will have the right to vote on all matters before the Board. The chairperson will consult with the Superintendent on the preparation of the agenda for each meeting, shall have authority to sign contracts and other instruments as approved by the Board in its name and on its behalf, and shall have such other powers and duties as the Board may from time to time determine.

Additionally roles and duties of the chairperson are found in Board Policy BBAB.

Vice-chairperson:

The Vice-Chairperson will have the powers and duties of the Chairperson in his/her absence or for the duration of the disability, and such other powers and duties as the Board may from time to time determine.

Secretary:

The secretary shall have such powers and duties as the Board may from time to time determine.

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5-12-2023 Policy Committee
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BOARD ORGANIZATIONAL MEETING

The school board shall organize annually at its first meeting following the vote of the school district warrant. Every member shall be notified of the meeting for organization. This meeting shall be called to order by the superintendent who shall preside during and until the election of a new chairperson. The chairperson shall be selected based on qualifications rather than rotation.

Legal Reference:

RSA 91-A:2, Public Records and Meetings: Meetings Open to the Public

(Adopted: 9/12/94)

(Revised: 5/15/00, 4/4/05, 6/6/05)

RSA 91-A:2

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5-12-2023 Policy Committee

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9-11-2023 Second Reading

ROLES AND DUTIES OF THE BOARD CHAIRPERSON - BBAB

Duties of the Chairperson

The Chairperson shall preside at all meetings of the Board and shall perform other duties as directed by law, New Hampshire Department of Education rules, and by this Board. In carrying out these responsibilities, the Chairperson shall:

1. Sign the instruments, acts, and orders necessary to carry out state requirements and the will of the Board;
2. Consult with the Superintendent in the planning of the Board meeting agendas;
3. Confer with the Superintendent on crucial matters that may occur between Board meetings;
4. Call emergency meetings of the Board as necessary;
5. Be the public spokesperson for the Board at all times except as this responsibility is specifically delegated to others; and
6. Preside at and be responsible for the orderly conduct of all Board meetings;
7. May appoint members to serve on specific committees, subject to full Board approval as needed.

As presiding officer at all meetings of the Board, the Chairperson shall:

1. Call the meeting to order at the appointed time;
2. Announce the business to come before the Board in its proper order;
3. Enforce the Board's policies relating to the order of business and the conduct of meetings;
4. Put motions to a vote and announce the vote result.

The Chairperson shall have the right, as other Board members have, to offer motions, discuss questions, and vote.

Duties of the Vice-Chairperson

In the absence of the Chair, the Vice-Chair shall perform all the duties of the Chair.

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 5-12-2023 Policy Committee
 6-13-2023 First Reading
 7-24-2023 Sent to GEA
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HIGH SCHOOL GRADUATION REQUIREMENTS

Students typically earn a high school diploma through a combination of high school credit and proficiency or mastery of required District and graduation competencies. Methods for earning credit are discussed in Board policy IK, while competencies are discussed in Board policy ILBAA. This policy outlines the specific courses, competencies and other specific requirements before a student will earn a diploma or other graduation credential. The Board reserves the right to impose additional academic requirements necessary to graduate and or receive a diploma.

A. Credit Requirements.

1. Awarding of Credit. Credit will be awarded in accordance with Board policy IK, Earning of Credit. Additionally, a unit of credit or fraction thereof shall be awarded upon satisfactory completion of a course or learning experience in compliance with the district-specified curriculum and assessment standards. In some cases, course credit may also be awarded based on demonstrated mastery of the required competencies for the course. Assessment of mastery will be the responsibility of the Principal, and will be in accordance with Board policy ILBAA, High School Competency Assessments. Credit will be awarded only once for a specific required course with the same content during the secondary school experience.
2. Required Subjects and Credits. A minimum of twenty-four (24) credits are required to graduate and earn a Gilford High School diploma. The District also requires students to demonstrate proficiency in competencies from the required subjects and credits for high school graduation (including the requirements of Ed 306.27, Table 306-2 and Table 306-3) are:

Credits	Content Area
4	English
3	Social Studies - Including US and NH history; US and NH government/civics; World history, global studies, or geography
3	Math - Encompassing algebra, mathematical modeling, statistics and probability, complex applications of measurement, applied geometry, graphical presentation and interpretation, statistics and data analysis
3	Science - Including physical science and biological science
1.5	Physical Education
1	Information and Communications Technologies
.5	Health/Wellness
.5	Economics, including personal finance
1	Arts Education
6	Electives
.5	Community Service

*Current GSD Policy for review.
5-12-2023 Policy Committee
6-13-2023 First Reading
7-24-2023 Sent to GEA
9-11-2023 Second Reading*

3. Alternative Credit Options. The Superintendent or Principal may approve the granting of credit earned through alternative methods outside of regular classroom-based instruction. Such alternative methods of instruction may include extended learning opportunities, distance education, alternative learning plans, or others approved by the Superintendent or designee. Awarding of credits to be applied toward high school graduation requirements will be determined by the high school Principal on a case-by-case basis. Such credit will be granted pursuant to the provisions of Board policy IMBC, Alternative Credit Options and other applicable Board policies.

B. Community Service Component

Students may choose to participate in a pre-established community service project, or work with the School Counseling Department to design their own projects. Students will then be expected to follow all of the rules and procedures of the Community Service Program.

Requirements:

- 24 contact hours by year of graduation
- Students must submit a Community Service Approval Form to be considered for approval
- All activities must be approved by School Counseling Department
- Transportation is the responsibility of the student

The Principal may waive community service requirements based on extenuating circumstances.

C. Passage of Civics Exam

The District is required to administer the 128 question civics (history and government) naturalization examination developed by the 2020 United States Citizen and Immigration Services (“U.S. Citizenship Test”). This assessment will be administered to students as part of the high school course in history and government of the United States and New Hampshire. This exam may be modified for a student with a disability in accordance with the student’s individualized education program. Students must earn a grade of 70 percent or better to be eligible to receive a high school diploma. Students who attain a passing grade on this assessment will be eligible to receive a certificate upon request.

Under RSA 189:11, II, the Superintendent will submit the composite results of the U.S. Citizenship Test to the N.H. Department of Education.

D. Federal Student Aid Application

Effective for students graduating in and after 2024, as a requirement for receiving a high school diploma, each student who is at least 18 years of age or legally emancipated, or the parent/guardian of such a student who is under 18 years of age, shall either:

1. File a Free Application for Federal Student Aid (FAFSA) with the U.S. Department of Education; or

Current GSD Policy for review.
5-12-2023 Policy Committee
6-13-2023 First Reading
7-24-2023 Sent to GEA
9-11-2023 Second Reading

2. File a waiver on a form created by the N.H. Board of Education with the District indicating that the parent/guardian or, if applicable, the student, understands what FAFSA is and has chosen not to file an application.

The District shall provide any student and, if applicable, the parent/guardian, support or assistance necessary to comply with the requirement above.

The District shall award a high school diploma to any student who is unable to meet the requirement above if the student has met all other graduation requirements and the building Principal attests that the District has made a good faith effort to assist the student or parent/guardian in filing an application or waiver.

The Board supports early graduation as a means to earn a high school diploma (see Board policy IKFA). Parental involvement for students under the age of 18 is required. The high school principal shall approve such requests if it is determined that all state and local graduation requirements will be met and that early graduation is related to career and/or educational plans of the student making the request. Upon approval by the high school principal, the minimum 4-unit requirement per year for enrolled students shall be waived and the student shall be awarded a high school diploma.

E. Alternative Learning Plans Opportunities

As an alternative to satisfying the provisions of this policy and related State requirements, students may also graduate from high school and obtain either a high school diploma or its equivalent by participating in an alternative learning ~~plan~~ **opportunity** or program. The provisions of Board policy IHBI, Alternative Learning Plans, shall apply in such an event.

A minimum of twenty (20) credits are required to graduate and earn a New Hampshire high school diploma. (moved from top of page 2)

Legal References:

RSA 189:11

RSA 193:26-a, Graduation Requirements: Free Application for Federal Student Aid

N.H. Dept. of Education Administrative Rule – Ed 306.27

(Adopted: 9/10/84)

(Revised: 3/20/89, 2/19/01, 12/1/08, 1/5/15, 11/2/15, 8/5/2019, 3/6/2023)