



## WINDSOR SCHOOL BOARD MEETING

Windsor Town Hall

Windsor, NH

August 22, 2024, 6:00 PM

### MINUTES

#### **Present:**

**Karen Turbyne, Chair**

**Susan Robbins, Member**

**Debra Williams, Member**

**Jennifer Crawford, Superintendent**

**Rebecca Minichiello, Interim Business Manager**

#### **A. Call Meeting to Order – Turbyne called the meeting to order at 6:00 PM**

Announcement by the chair as to the presence of a quorum, that the meeting has been duly called, and the notice of the meeting having been posted for time and in the manner required by law.

#### **B. Pledge of Allegiance and Moment of Silence**

#### **C. Swear in new Board Member** Debra Williams is appointed and sworn in as a member of the Windsor School Board with a term ending March 11, 2025. Rebecca Minichiello, Justice of the Peace, affirmed.

#### **D. Correspondence -** HD and WES boards received communication from the Teamsters Union and First Student regarding contract disputes. Rebecca Minichiello had a meeting with First Student, and we have a no-strike clause in our contract with First Student, and the dispute will not adversely affect our transportation.

#### **E. Public Comment – Limited to five minutes per person – opened at 6:12 PM.**

*NOTE: This is an opportunity for members of the public to share an idea or concern with the board. Comments are limited to 5 minutes per person. It is not the practice of the board to immediately respond to comments made.*

#### **F. Consent Agenda (action needed)**

1. Approve June 14, 2024 Meeting Minutes
2. Approve July 22, 2024 Meeting Minutes
3. Second Reading:

##### **a. Section A Foundations and Basic Commitments**

- AA School District Legal Status
- AC Nondiscrimination, Equal Opportunity Employment

- ACAC Title IX Sexual Harassment Policy
- ACE Procedural Safeguards
- ACN Nursing Mothers Accommodations
- ADB/GBEC Drug-Free Workplace/Schools
- ADC/GBED/JICG Tobacco Products Ban
- AE Accountability

**b. Section B Board Governance and Operations**

- BAAA School Board Policies and Administrative Procedures
- BBA School Board Powers and Duties
- BBAA School Board Member Authority
- BBAB Roles and Duties of Board Chairperson
- BBB School Board Elections
- BBBA Board Member Qualifications
- BBBC Board Member/District Officer Resignation
- BBBB Board Member Removal from Office
- BBBE Vacancies and Unexpired Term Fulfillment
- BCA School Board Member Ethics
- BCB Board Member Conflict of Interest
- BDB Board Officers
- BDD Board-Superintendent Relationship
- BDG School Attorney
- BEA Regular Board Meetings
- BEB Emergency Board Meetings
- BEC Non-Public Sessions
- BEDA Public Notification of School Board Meetings
- BEDB Agenda Preparation and Dissemination
- BEDC Quorum
- BEDDA Board Meeting-Rules of Order and Procedure
- BEDG Meeting Minutes
- BFE Administration in Policy Absence
- BG Board Policy Process
- BGA Policy Development System
- BGB Policy Adoption
- BGC Policy Review and Evaluation/Manual Accuracy Check
- BGD Board Review of Administrative Regulations
- BGE Policy Dissemination
- BGF Suspension of Policies
- BHE School Board Use of Email and Other Electronic Communications

**c. Section C General School Administration**

- CB School Superintendent
- CBI Superintendent Evaluation and Goal Setting
- CH Policy Implementation

**d. Section D Fiscal Management**

- DA Fiscal Management Plan
- DAF Administration of Federal Grant Funds
- DAFB Equivalence in Instructional Staff and Materials
- DB Annual Budget
- DBI Budget Implementation
- DBJ Transfer of Appropriation

- DEA Revenues from Local Tax Sources
- DFA Investment
- DGA Authorized Signatures
- DIA Fund Balances
- DJ Purchasing
- DJB Purchasing Procedures
- DJE Bidding Requirements
- DK Payments, Checks and Manifests

**e. Section E Support Services**

- EB Workplace Safety Program
  - EBB School Safety
  - EBBB Accident Reports
  - EBBC Emergency Care and First Aid
  - EBBD Indoor Air Quality & Water Quality
  - EBCA Crisis Prevention and Emergency Response Plans
  - EBCB Fire and All Hazard Drills
  - EBCF Pandemic/Epidemic Emergencies
  - EBCG Communicable & Infectious Diseases
  - EC Buildings and Grounds Management
  - ECAF Audio and Video Surveillance on School Buses
  - EEA Student Transportation Services
  - EEAA Video and Audio Surveillance on School Property
  - EEAE School Bus Safety Program
  - EEAB Establishment of School Bus Routes
  - EEAEA Mandatory Drug and Alcohol Testing School Bus Drivers and Contracted Carriers
  - EFA Availability and Distribution of Healthy Foods
  - EFAA Meal Charging
4. Motion made by Robbins to pull AC, ACAC, ACE and ACN from the consent agenda; seconded by Turbyne; motion passed 3-0-0.
  5. Motion to approve the remaining items on the consent agenda made by Robbins; seconded by Turbyne; motion passed 3-0-0.

**G. Board Discussion**

**1. NHSBA Orientation for New School Board Members Presentation from May 6-9, 2024**

- a. After discussion, the Board agrees to join NHSBA. We will provide a link to the webinars available to them.
- b. School Board responsibilities: policies, budget, and hire/evaluate superintendent. The superintendent process is part of the SAU board, which Windsor belongs to.
- c. School Board has no questions about the orientation included in the packet.
- d. Have this discussion continued to the October meeting to allow the Board time to review the orientation materials further.

**H. Superintendent's Report**

**1. 24-25 Budget Timeline**

- a. This timeline is for FY 2026 and is based on statutory requirements.
- b. School Board is okay with the timeline.

## **2. NHSBA Membership**

- a. Crawford discussed the NHSBA membership and the cost to Windsor. Windsor used to be a member. The last membership paid was in 2016 and it was not budgeted after that.
- b. Discussed the purpose and benefits of membership to NHSBA. If Windsor does not belong to NHSBA, it would require the retaining of a lawyer to draft the required policies.
- c. Total cost is \$1,182.79; a student in Windsor moved to Hillsboro, which means extra money in the tuition line that could be transferred to the dues and fees line. Crawford recommends making a decision to join the NHSBA. The Board agrees to join the NHSBA; moved to action items.

## **I. Policy Development (Action Needed)**

### **1. Tabled Policies from July 22<sup>nd</sup> meeting:**

- a. BGAA Policy Development, Action and Review (annotated)
  - BGAA was annotated to delete references to a policy committee due to the size of the Windsor School Board.
  - Motion to approve the first reading of BGAA as presented made by Robbins, seconded by Turbyne; motion passed 3-0-0
- b. BIA New Board Member Orientation
  - Motion to approve first reading of BIA as presented with revisions (insert a link #1, delete #2, access a copy insert link for #3; insert link for #4; NHSBA orientation packet is okay; link to budget for #6; delete #7; second paragraph at top insert verbiage “returning board member and superintendent will orient the new member to his or her responsibilities ..... procedures at the new members’ first meeting after being sworn in to office”) made by Turbyne, seconded by Robbins; motion passed 3-0-0.
- c. DI Fiscal Accounting and Reporting
- d. DIE Audits
  - Motion to continue tabled DI and DIE to next meeting made by Turbyne, Williams seconded; motion passed 3-0-0

### **2. Section F Facilities Planning and Development (full listing available in meeting packet)**

- a. Crawford reviewed the recommendation for policies listed in FA since Windsor has no buildings and the policies wouldn’t be required.
- b. First Readings:
  - Motion to adopt FA as presented made by Robbins; seconded by Williams; motion passed 3-0-0
  - Motion to adopt FAA as presented made by Turbyne; seconded by Robbins; motion passed 3-0-0
  - Motion to adopt FBB as presented made by Turbyne; seconded by Williams; motion passed 3-0-0
  - Motion to adopt FE as presented made by Turbyne; seconded by Robbins; motion passed 3-0-0
  - Motion to adopt FEA as presented made by Turbyne; seconded by Robbins; motion passed 3-0-0
  - Motion to adopt FEB as presented made by Robbins; seconded by Turbyne; motion passed 3-0-0
  - Motion to adopt FEE as presented made by Robbins; seconded by Williams; motion passed 3-0-0

- Motion to adopt FEH as presented made by Robbins; seconded by Williams; motion passed 3-0-0
- Motion to adopt FF as presented made by Turbyne; seconded by Robbins; motion passed 3-0-0

**3. Approve BEDH Public Comment and Participation at Board Meetings**

- a. Motion to approve first reading as presented made by Robbins; seconded by Turbyne; motion passed 3-0-0

**4. Title IX Policies**

- a. Crawford reviewed the policies in general and why they're required
- b. First Reading – Motion by Turbyne to adopt the following policies as presented; seconded by Robbins; motion passed 3-0-0
  - AC Nondiscrimination/Equal Opportunity and Affirmative Action
  - ACAA Harassment of Students
  - ACAB Harassment of Employees
  - ACAC Title IX Prohibition of Sex Discrimination
  - ACE Procedural Safeguards
  - ACN Accommodation of Lactation Needs
  - GBAM Accommodation of Pregnancy: Personnel
  - IHBCA Accommodation of Pregnancy: Students
- c. First Reading of JLDDB Suicide Prevention and Response Plan
  - Motion to adopt as presented made by Robbins; seconded by Williams; motion passed 3-0-0

**J. Action Items**

**1. Approve 24-25 Budget Timeline for FY 2026**

- a. Motion by Turbyne to approve timelines as presented; seconded by Robbins; motion passed 3-0-0.

**2. Approve NHSBA Membership**

- a. Motion by Turbyne to approve becoming members of NHSBA; seconded by Williams; motion passed 3-0-0

**K. Non-Public Session – RSA 91-A:3 II (if needed) – none needed**

**L. Call Back to Order – n/a**

**M. Action After Non-Public Session – n/a**

**N. Adjournment**

1. Motion to adjourn at 7:42 made by Turbine; seconded by Williams; Robbins abstained; motion passed 2-0-1