



WINDSOR SCHOOL BOARD MEETING

Windsor Town Hall

Windsor, NH

July 22, 2024, 12:30 PM

MINUTES

Present: Karen Turbyne, Chair
Susan Robbins, Member
Jennifer Crawford, Superintendent
Lynn Wheeler, Secretary

A. Call Meeting to Order – Turbyne called meeting to order 12:37 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. Correspondence – NHSBA set delegate assembly on October 19th in Concord, 9:00AM-3:00PM meeting; Board has the right to attend. Also, a call for resolutions. Board can decide if they want to send a delegate at next meeting.

D. Public Comment – Limited to five minutes per person – opened at 12:41 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.

E. Action Items

1. Approve W. Robbins Board Member Resignation

- a. Motion by Robbins to approve resignation of W. Robbins; seconded by Turbyne; motion passed 2-0-0

2. Appoint New Board Member

- a. Motion by Turbyne to appoint Deborah Williams to the board until the March 2025 meeting; seconded by Robbins; motion passed 2-0-0. She will be sworn in at the August 22nd meeting.

F. Policy Development (Action Needed)

Full listing available in meeting packet

Discussion about required policies and policies that would not apply as Windsor doesn't have their own school building.

NOTE: Because Windsor has only two active board members, the policy committee and Windsor School Board are considered one and the same for the purposes of enacting policies.

1. Section A Foundations and Basic Commitments

- a. AA School District Legal Status; Turbyne moves to adopt as presented, seconded by Robbins; motion passed 2-0-0
- b. AC Non-Discrimination, Equal Opportunity Employment, and Anti-Discrimination Plan; Turbyne moves to adopt as presented, seconded by Robbins; motion passed 2-0-0
- c. ACAC Title IX Sexual Harassment Policy; Robbins moves to adopt as presented; seconded by Turbyne; motion passed 2-0-0
- d. ACE Procedural Safeguards; Robbins moves to adopt as presented; seconded by Turbyne; motion passed 2-0-0
- e. ACN Nursing Mothers; motion by Turbyne to adopt as presented; seconded by Robbins; motion passed 2-0-0
- f. ADB/GBEC Drug Free Workplace; Turbyne moved to adopt as presented; seconded by Robbins; motion passed 2-0-0
- g. ADC/GBED/JICG Tobacco Products Ban; Turbyne moved to adopt as presented; seconded by Robbins; motion passed 2-0-0
- h. AE Accountability; Turbyne moved to adopt as presented; seconded by Robbins; motion passed 2-0-0

2. Section B Board Governance and Operations

- a. BAAA School Board Policies and Administrative Procedures; Robbins moved to adopt as presented; seconded by Turbyne; motion passed 2-0-0
 - b. BB School Board Legal Status; do not adopt; no vote needed
 - c. BBA School Board Powers and Duties; Turbyne moved to adopt as presented; seconded by Robbins; motion passed 2-0-0
 - d. BBAA School Board Member Authority; Turbyne moved to adopt as presented; seconded by Robbins; motion passed 2-0-0
 - e. BBAB Roles and Duties of the Board Chairperson; Turbyne moved to adopt as presented; Robbins seconded; motion passed 2-0-0
 - f. BBB School Board Elections; Turbyne moved to adopt as presented; Robbins seconded; motion passed 2-0-0
 - g. BBBA Board Member Qualifications; Turbyne moved to adopt as presented; Robbins seconded; motion passed 2-0-0
 - h. BBBC Board Member or District Officer Resignation; Turbyne moved to adopt as presented; Robbins seconded; motion passed 2-0-0
 - i. BBBD Board Member Removal from Office; Robbins moved to adopt as presented; Turbyne seconded; motion passed 2-0-0
 - j. BBBE Vacancies and Unexpired Term Fulfillment; Robbins moved to adopt as presented; Turbyne seconded; motion passed 2-0-0
 - k. BCA School Board Member Ethics; Turbyne moved to adopt as presented; Robbins seconded; motion passed 2-0-0
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- l. **BCB Board Member Conflict of Interest; Turbyne moved to adopt as presented; Robbins seconded; motion passed 2-0-0**
 - m. **BDB Board Officers; Turbyne moved to adopt as presented; Robbins seconded; motion passed 2-0-0**
 - n. **BDC Appointed Board Officials; do not adopt; no vote needed**
 - o. **BDD Board – Superintendent Relationship; Turbyne moved to adopt as presented; Robbins seconded; motion passed 2-0-0**
 - p. **BDE Committees and Delegates; do not adopt; no vote needed**
 - q. **BDF Advisory Committees to the Board; do not adopt; no vote needed**
 - r. **BDG School Attorney; Robbins moved to adopt as presented; Turbyne seconded; motion passed 2-0-0**
 - s. **BEA Regular Board Meetings; Turbyne moved to adopt as presented; Robbins seconded; motion passed 2-0-0**
 - t. **BEAB School Board Member Use of Electronic Communication Devices During School Board Meetings; do not adopt; no vote needed**
 - u. **BEB Emergency Board Meetings; Robbins moved to adopt as presented; Turbyne seconded; motion passed 2-0-0**
 - v. **BEC Non-Public Sessions; Turbyne moved to adopt as presented; Robbins seconded; motion passed 2-0-0**
 - w. **BEDA Public Notification of School Board Meetings; Robbins moved to adopt as presented; Turbyne seconded; motion passed 2-0-0**
 - x. **BEDB Agenda Preparation and Dissemination; Turbyne moved to adopt as presented; Robbins seconded; motion passed 2-0-0**
 - y. **BEDC Quorum; Robbins moved to adopt as presented; Turbyne seconded; motion passed 2-0-0**
 - z. **BEDDA Board Meeting – Rules of Order and Procedure; Robbins moved to adopt as presented; Turbyne seconded; motion passed 2-0-0**
 - aa. **BEDG Meeting Minutes; Robbins moved to adopt as presented; Turbyne seconded; motion passed 2-0-0**
 - bb. **BEDH Public Comment and Participation at Board Meetings; Robbins moved to adopt as presented; Turbyne seconded; motion passed 2-0-0**
 - cc. **BFE Administration in Policy Absence; Robbins moved to adopt as presented; Turbyne seconded; motion passed 2-0-0**
 - dd. **BG Board Policy Process; Robbins moved to adopt as presented; Turbyne seconded; motion passed 2-0-0**
 - ee. **BGA Policy Development System; Robbins moved to adopt as presented; Turbyne seconded; motion passed 2-0-0**
 - ff. **BGAA Policy Development, Action and Review; Robbins moved to table; seconded by Turbyne; motion passed 2-0-0**
 - gg. **BGB Policy Adoption; Robbins moved to adopt as presented; Turbyne seconded; motion passed 2-0-0**
 - hh. **BGC Policy Review and Evaluation/Manual Accuracy Check; Robbins moved to adopt as presented; Turbyne seconded; motion passed 2-0-0**
 - ii. **BGD Board Review of Administrative Regulations; Turbyne moved to adopt as presented; Robbins seconded; motion passed 2-0-0**
 - jj. **BGE Policy Dissemination; Robbins moved to adopt as presented; Turbyne seconded; motion passed 2-0-0**
 - kk. **BGF Suspension of Policies; Turbyne moved to adopt as presented; Robbins seconded; motion passed 2-0-0**
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- ll. **BHC Board-Employee Communications; do not adopt; no vote needed**
- mm. **BHE School Board Use of Email and Other Electronic Communications; Robbins moved to adopt as presented; Turbyne seconded; motion passed 2-0-0**
- nn. **BIA New Board Member Orientation; tabled to next meeting**
- oo. **BIB Board Member Development Opportunities; do not adopt; no vote needed**
- 3. Section C General School Administration**
 - a. **CA Administration Goals; do not adopt; no vote needed**
 - b. **CB School Superintendent; Turbyne moved to adopt as presented; Robbins seconded; motion passed 2-0-0**
 - c. **CBI Superintendent Evaluation and Goal Setting; Robbins moved to adopt as presented; Turbyne seconded; motion passed 2-0-0**
 - d. **CH Policy Implementation; Robbins moved to adopt as presented; Turbyne seconded; motion passed 2-0-0**
 - e. **CM School District Annual Report; do not adopt; no vote needed**
- 4. Section D Fiscal Management**
 - a. **DA Fiscal Management Plan; Robbins moved to adopt as presented; Turbyne seconded; motion passed 2-0-0**
 - b. **DAF Administration of Federal Grant Funds; Robbins moved to adopt as presented; Turbyne seconded; motion passed 2-0-0**
 - c. **DAFB Equivalence in Instructional Staff and Materials; Turbyne moved to adopt as presented; Robbins seconded; motion passed 2-0-0**
 - d. **DB Annual Budget; Robbins moved to adopt as presented; Turbyne seconded; motion passed 2-0-0**
 - e. **DBC Budget Preparation; do not adopt; no vote needed**
 - f. **DBI Budget Implementation; Turbyne moved to adopt as presented; Robbins seconded; motion passed 2-0-0**
 - g. **DBJ Transfer of Appropriation; Turbyne moved to adopt as presented; Robbins seconded; motion passed 2-0-0**
 - h. **DC Taxing and Borrowing Authority/Limitations; do not adopt; no vote needed**
 - i. **DEA Revenues from Local Tax Sources; Turbyne moved to adopt as presented; Robbins seconded; motion passed 2-0-0**
 - j. **DFA Investment; Turbyne moved to adopt as presented; Robbins seconded; motion passed 2-0-0**
 - k. **DGA Authorized Signatures; Robbins moved to adopt as presented; Turbyne seconded; motion passed 2-0-0**
 - l. **DI Fiscal Accounting and Reporting; tabled**
 - m. **DIA Fund Balances; Robbins moved to adopt as presented; Turbyne seconded; motion passed 2-0-0**
 - n. **DID Inventory and Management of Assets; do not adopt; no vote needed**
 - o. **DIE Audits; tabled**
 - p. **DJ Purchasing; Turbyne moved to adopt as presented; Robbins seconded; motion passed 2-0-0**
 - q. **DJB Purchasing Procedures; Turbyne moved to adopt as presented; Robbins seconded; motion passed 2-0-0**
 - r. **DJE Bidding Requirements; Turbyne moved to adopt as presented; Robbins seconded; motion passed 2-0-0**

- s. **DK Payments Checks and Manifests; Robbins moved to adopt as presented; Turbyne seconded; motion passed 2-0-0**
 - t. **DKA Payroll Procedures; do not adopt; no vote needed**
 - u. **DN Equipment and Supplies Sales; do not adopt; no vote needed**
- 5. Section E Support Services**
- a. **EB Workplace Safety Program & Joint Loss Management Committee; Turbyne moved to adopt as presented; Robbins seconded; motion passed 2-0-0**
 - b. **EBB School Safety; Turbyne moved to adopt as presented; Robbins seconded; motion passed 2-0-0**
 - c. **EBBB Accident Reports; Turbyne moved to adopt as presented; Robbins seconded; motion passed 2-0-0**
 - d. **EBBC Emergency Care and First Aid; Turbyne moved to adopt as presented; Robbins seconded; motion passed 2-0-0**
 - e. **EBBD Indoor Air Quality & Water Quality; Robbins moved to adopt as presented; Turbyne seconded; motion passed 2-0-0**
 - f. **EBCA Crisis Prevention and Emergency Response Plans; Turbyne moved to adopt as presented; Robbins seconded; motion passed 2-0-0**
 - g. **EBCB Fire and All Hazard Drills; Turbyne moved to adopt as presented; Robbins seconded; motion passed 2-0-0**
 - h. **EBCC False Alarms, Bomb, Active Shooter and Other Such Threats; do not adopt; no vote needed**
 - i. **EBCF Pandemic/Epidemic Emergencies; do not adopt; no vote needed**
 - j. **EBCG Communicable & Infectious Diseases; Turbyne moved to adopt as presented; Robbins seconded; motion passed 2-0-0**
 - k. **EC Buildings and Grounds Management; do not adopt; no vote needed**
 - l. **ECA Buildings and Grounds Security; do not adopt; no vote needed**
 - m. **ECAB Access to Buildings; do not adopt; no vote needed**
 - n. **ECAC Vandalism; do not adopt; no vote needed**
 - o. **ECAF Audio and Video Surveillance on School Buses; Turbyne moved to adopt as presented; Robbins seconded; motion passed 2-0-0**
 - p. **EDC Authorized Use of School-Owned Materials and Equipment; do not adopt; no vote needed**
 - q. **EDCA Employee Use of Electronic Communication Devices; do not adopt; no vote needed**
 - r. **EEA Student Transportation Services; Turbyne moved to adopt as presented; Robbins seconded; motion passed 2-0-0**
 - s. **EEAA Video and Audio Surveillance on School Property; Turbyne moved to adopt as presented; Robbins seconded; motion passed 2-0-0**
 - t. **EEAB Establishment of School Bus Routes; Turbyne moved to adopt as presented; Robbins seconded; motion passed 2-0-0**
 - u. **EEAE School Bus Safety Program; Robbins moved to adopt as presented; Turbyne seconded; motion passed 2-0-0**
 - v. **EEAEA Mandatory Drug and Alcohol Testing School Bus Drivers; Robbins moved to adopt as presented; Turbyne seconded; motion passed 2-0-0**
 - w. **EEAF Special Use of School Buses; do not adopt; no vote needed**
 - x. **EEAG Use of Private Vehicles to Transport Students; do not adopt; no vote needed**
 - y. **EF Food Service Management; do not adopt; no vote needed**

- z. **EFA Availability and Distribution of Healthy Foods; Turbyne moved to adopt as presented; Robbins seconded; motion passed 2-0-0**
- aa. **EFAA Meal Charging; Turbyne moved to adopt as presented; Robbins seconded; motion passed 2-0-0**

G. Non-Public Session – RSA 91-A:3 II (if needed) – None

H. Call Back to Order

I. Action After Non-Public Session

J. Windsor School Board Policies

**K. Adjournment – Motion to adjourn by Turbyne; seconded by Robbins; motion passed 2-0-0.
Meeting Adjourned 3:16 PM**

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Per RSA 91-A:3 II. (a)-(e), (i), (k), (l) and (m) only the following matters may be considered or acted upon by a school board in non-public session:

- a) the dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him/her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted;
- b) the hiring of any person as a public employee;
- c) matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting;
- d) consideration of the acquisition, sale or lease of property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community; and
- e) consideration or negotiations of pending claims or litigation which has been threatened in writing or filed against the body or agency or any subdivision thereof, or against any member thereof, because of his/her membership in such body or agency until the claim or litigation has been fully adjudicated or otherwise settled.
- i) Consideration of matters relating to the preparation for and the carrying out of emergency functions, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life.
- k) Consideration by a school board of entering into a student or pupil tuition contract authorized by RSA 194 or RSA 195-A, which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general public or the school district that is considering a contract, including any meeting between the school boards, or committees thereof, involved in the negotiations.
- l) 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.
- m) Consideration of whether to disclose minutes of a nonpublic session due to a change in circumstances under paragraph III. However, any vote on whether to disclose minutes shall take place in public session.