

BBA - Board Member Authority

All powers of the School Board lie in its action as a corporate body. Individual board members may not exercise authority over School affairs.

An individual board member, including the chairperson, has power only when the Board by vote has delegated authority to him or her.

No legal action can be taken except at a duly noticed meeting of the Board and by a quorum acting as a unit.

The decisions of the Board shall be binding until rescinded by the Board at a duly called regular or special meeting.

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Board Approved: 2/3/2022

BBBD - Board Member Removal from Office

School Board members may be removed by a 2/3 vote of all board members.

Board members should only be removed as a result of reasons including but not limited to the following:

- 1. a breach of law**
- 2. a significant, willful board policy violation**
- 3. failure to participate significantly in board work**

This mechanism is not intended to be used to stifle healthy dissent on the School Board, but rather to remove members from the School Board that are potentially materially damaging, or not participating in forward progress. This is a mechanism of last resort.

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BCA - School Board Member Ethics

Each board member shall comply with the following ethical provisions:

- 1. Attend all regularly scheduled Board meetings, as far as possible, and become informed concerning issues to be considered at those meetings.**
- 2. Make decisions only after full discussion at public Board meetings; render all decisions based on the available facts and independent judgment, and refuse to surrender that judgment to individuals or special interest groups.**
- 3. Seek systematic communications with students, staff, and members of the community.**
- 4. Work respectfully with other Board members to achieve the educational goals of the Charter School by encouraging the free expression of opinions by all Board members.**
- 5. Communicate to other Board members and the Executive Director expressions of public reaction to Board policies and school programs.**
- 6. Be informed about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by state and national school board associations.**
- 7. Support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff.**
- 8. Respect the confidentiality of information that is privileged under applicable law or is received in confidence or executive session.**
- 9. Recognize that no individual member has authority to speak or act for the entire Board, except as specifically designated to do so by Board action.**
- 10. Recognize that final Board actions will be supported by all members of the Board: take no private action that will compromise the Board or administration, and refrain from private actions which undermine or compromise official Board action.**
- 11. Display and demonstrate courtesy and decorum toward fellow Board members at all public meetings and in all public statements.**

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BCB - Board Member Conflict of Interest

School board members owe a duty of loyalty to the general public in protecting the school's interests. Therefore, the Board declares that a conflict of interest is a personal, pecuniary interest that is immediate, definite, and demonstrable and which is or may be in conflict with the public interest.

A board member who has a personal or private interest in a matter proposed or pending before the Board will disclose such interest to the Board, will not deliberate on the matter, will not vote on the matter, and will not attempt to influence other members of the Board regarding the matter.

Additionally, Board members should refrain from engaging in conduct or actions, that give the appearance of a conflict of interest, embarrass the Board, or personally embarrass another Board member.

It is not the intent of this policy to prevent the School from contracting with corporations or businesses with which a Board member is an employee.

The policy is designed to prevent placing a Board member in a position where his interest in the public school and his interest in his place of employment (or other indirect interest) might conflict, and to avoid appearances of conflict of interest even though such conflict may not exist.

Nepotism:

The Board may employ a teacher or other employee if that teacher or other employee is the father, mother, brother, sister, wife, husband, son, daughter, son-in-law, daughter-in-law, sister-in-law, or brother-in-law of the Executive Director, Board Chairman, or any other member of the Board.

Such a relationship will not automatically disqualify a job applicant from employment with the school. However, the Board member shall declare his/her relationship with the job applicant and will refrain from debating, discussing, or voting on a nomination or other issue. The job applicant is expected to declare his/her relationship with the Board member as well.

This shall not apply to any person within such relationship or relationships who has been regularly employed by the Board prior to the inception of the relationship, the adoption of this policy, or a Board member's election.

At least once annually, each Board member, officer, Executive Director, and Principal shall sign and submit to the Board a written statement affirming such person's compliance with the school's ethics policy, its policy regarding nepotism, its policy regarding protection of confidential information (including without limitation student confidential information), and disclosing any actual or potential conflict(s) of interest that could interfere with such person's duty of loyalty to the general public in protecting the school's interest.

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BEA - Regular Board Meetings

In order to allow for full participation by all Board members and the public, regular meetings of the Board of Trustees will be held on the first Thursday of the month or as determined by the Board at the Annual meeting. The schedule of regular meetings will be posted on the school website.

Meetings may be canceled or moved to another day by the Chair for good cause, after consultation with the other Board members and the school's Executive Director. Under exceptional circumstances, an individual Board member may request at a regular meeting that a

subsequent meeting be rescheduled. Consideration by the full Board will be given to such requests.

All meetings will be duly noticed per NH RSA 91-A.

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BEAA - BEAA - School Board Meeting Preparation

Before actions by the Board are requested or recommended, school leadership will strive to provide adequate data and backup information to Board Members at least seven calendar days in advance to assist them in reaching sound and objective decisions consistent with established goals.

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BEC - Non-Public Session

The Board reserves the right to sit in non-public session when a majority of the members present and voting so vote. The vote to enter non-public session will be a recorded rollcall vote made in public session. As required by law, the motion calling for a non-public session will indicate the matters to be discussed and the statutory exception stated.

The Board may entertain a motion to hold a non-public session only for those purposes that the law recognizes. These purposes are:

- 1. The dismissal, promotion, compensation or disciplining of any public employee.**
- 2. The hiring of a public employee.**
- 3. Discussion of matters that are likely to adversely affect the reputation of a person other than a member of the Board.**
- 4. Consideration of the acquisition, sale or lease of real or personal property.**
- 5. Consideration or negotiation of pending legal claims or litigation.**

6. Matters relating to the preparation and carrying out of emergency functions.

The Board shall record minutes of all non-public sessions. Those minutes will be made publicly available within 72 hours of the non-public session, unless the Board votes to seal those minutes. The Board may vote to seal minutes of a non-public session only by a two-thirds vote. The Board will only vote to seal minutes of non-public sessions if divulging such information would:

- 1. Adversely affect the reputation of a person other than a member of the Board.**
- 2. Render a proposed board action ineffective; or**
- 3. Thwart safety considerations pertaining to terrorism or other emergency functions of the Board.**

The Executive Director or his/her designated representative may attend all non-public sessions, except those non-public sessions that pertain to the Executive Director's employment, at the pleasure of the Board.

Legal References:

RSA 91-A:3 I, II, III, Public Records and Meetings: Non-Public Sessions

RSA 91-A:4, Public Records and Meetings: Minutes and Records Available for Public Inspection

RSA 42:1(a), Oaths of Town Officers: Manner of Dismissal; Breach of Confidentiality

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BEDB - Public Notification of School Board Meetings

All School Board Meetings are open to the public. The Board will announce at least 48 hours in advance (excluding Sundays and legal Holidays) as stipulated in BEDB including the date, time, and place of all regular and special meetings and the major topics to be discussed.

The Board may need to hold an emergency meeting in the case where immediate un-delayed action is deemed to be imperative by the Chair

or presiding Officer of the body or agency, who shall employ whatever means are available to inform the public that a meeting is to be held. The minutes of the meetings shall clearly spell out the need for the emergency meeting.

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BEDB – Agenda

The Board of Trustees supports having a planned agenda which keeps the public advised of Board business and allows the Board to address its priorities and items of importance as they arise.

The order of business set forth in the meeting agenda may be changed by general consent or majority vote of the members present. Requests for reordering or revising the agenda should be directed to the Chair and be considered at the beginning of the meeting.

In the interest of time, certain housekeeping agenda items may be organized as one agenda item: Consent Agenda. Generally, these items have been reviewed by Board members through documentation received prior to the meeting and require no discussion. At the beginning of the meeting, the Board Chair will make suggestions of Board consent agenda items to be addressed with one motion. Board members have the option of accepting or rejecting the agenda items for the consent agenda.

Only items receiving a unanimous vote may be on the Consent Agenda.

Persons submitting suggested agenda items to the Executive Director and the Chairman of the Board should strive to provide same at least seven (7) calendar days prior to a meeting.

The Executive Director and the Chairman will decide what items are included on the agenda. Each board meeting agenda will include Next Agenda, where board members can offer topics for consideration. Board members will receive the agenda with supporting materials prior to each meeting.

In accordance with RSA 91-A:2, meeting notice shall be posted in at least two (2) places, advising of each Board meeting at least 48 hours in advance. The Lionheart Classical Academy Public Charter School will post notice of its meetings on the school's website and in a publicly accessible location in the charter school.

Reference: RSA 91-A:2, II., Meetings

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BEDH - Public Participation at Board Meetings

The primary purpose of School Board meetings is to conduct the business of the Board as it relates to school policies, programs and operations. The Board encourages parents and New Hampshire residents to attend Board meetings so that they may become acquainted with the operation and programs of the schools.

All official meetings of the Board shall be open to the press and public. However, the Board reserves the right to meet and to adjourn or recess a meeting at any time. The Board also reserves the right to enter non-public session at any time, in accordance with the provisions RSA 91-A:3.

In order to assure that persons who wish to appear before the Board may be heard and, at the same time, it may conduct its meetings properly and efficiently, the Board adopts as policy the following procedures and rules pertaining to public participation at Board meetings:

- 1. Speakers will be allotted three minutes per person and there will be no limits to the number of speakers.**
- 2. Members of the public may offer comments on agenda items only. The Board will not entertain comments on items that do not appear on the agenda. Requests to address the Board on matters not on the agenda must be presented to the Executive Director and must set forth the specifics of the subject to be addressed. When appropriate, the Board may place such requests on the agenda.**

3. Consistent with RSA 91-A:3, Policy BEDB, and the laws pertaining to student and family privacy rights, the Board will not place any matter on the public agenda that is to be properly discussed in a non-public session. Complaints regarding individual employees, personnel or students will be directed to the Executive Director in accord with Policies KE and KEB.

4. All speakers are to conduct themselves in a civil manner. Obscene, libelous, defamatory or violent statements will be considered out of order and will not be tolerated. The Board Chair may terminate the speaker's privilege of address if the speaker does not follow this rule of order.

Persons appearing before the Board are reminded that members of the Board are without authority to act independently as individuals in official matters. Thus, questions may be directed to individual Board members, but answers must be deferred pending consideration by the full Board.

Legal Reference: RSA 91-A:2, Meetings Open to Public

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BG - Board Policy Process & Adoption

Lionheart Classical Academy policies serve as guidelines and goals for the successful and efficient functioning of our school.

The Board, representing the community of Lionheart Classical Academy, is the legislative body which determines all questions of general policy to be employed in the conduct of the school.

The Board considers policy development its chief function, along with providing the wherewithal such as personnel, buildings, materials, and equipment for the successful administration, application, and execution of its policies.

The Board accepts the definition of a policy set forth by the New Hampshire School Boards Association:

Policies are principles adopted by the Board to chart a course of action. They tell what is wanted; they may include why and how

much. Policies should be broad enough to indicate a line of action to be followed by the administration in meeting a number of problems; narrow enough to give clear guidance. Policies are guides for action by the administration, who then sets the rules, regulations and procedures to provide specific directions to school personnel. The policies of the Board are framed, and are meant to be interpreted, in terms of New Hampshire laws, rules and regulations of the State Board of Education and all other regulatory agencies within our local, county, state, and federal levels of government.

Changes in needs, conditions, purposes, and objectives may require revisions, deletions, and additions to the policies of present and future Boards. The Board will welcome suggestions for ongoing policy development.

Except for policy actions to be taken on emergency measures, the adoption of Board policies should follow this sequence which will take place at least at two regular or special meetings of the Board:

- 1. Announcement and publication of proposed new or revised policies as an item of information.**
- 2. Opportunity offered to concerned groups or individuals to react to policy proposals.**
- 3. Discussion any final action by the Board on policy proposals.**
- 4. Prior to enactment, all policy proposals shall be titled and coded as appropriate to subject and in conformance with the codification system used in the Board policy manual.**
- 5. When possible, each policy statement shall be limited to one subject.**
- 6. Policies and amendments adopted by the Board shall be attached to and made a part of the minutes of the meeting at which they are adopted and shall also be included in the policy manual of the charter school marked with the date of adoption and/or amendment.**
- 7. Policies and amendments to policies shall be effective immediately upon adoption unless a specific effective date is provided in the adopted resolution.**

Emergency Procedure:

On matters of unusual urgency, the Board may waive the two-week limitation and take immediate action to adopt new or revise existing

policies. When such immediate action is necessary, the Board shall inform concerned groups or individuals about the reasons for this necessity.

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BHC - Board-Employee Communications

The basic premise of the school is as a high-functioning community of stakeholders, including employees. Toward that end, the Board expects to maintain open channels of communication between itself and the employees. The basic line of communication will be through the Executive Director. However, given staff ownership of and involvement in the institution is strongly encouraged and the board is expected to be more involved since this is building a unique institution, it is expected there will be significantly more board/staff interaction than in a local district, both directly related to board committees, but also in other contexts.

Staff Communications to the Board:

Communications are expected to go through the Executive Director or Designee when the issues are not related to teacher participation in board committees. The intent of this policy is to ensure the Executive Director or his/her designee is fully aware of context to perform his/her Leadership/management role. However, staff members are encouraged to participate in and contribute to Board and Committee meetings.

Board Communications to Staff:

The default path for communications is to go through the Executive Director or his/her designee, but in many cases, it is expected the Executive Director or his/her designee will be a participant at full board meetings, and communication may go out directly from the Board to both Board and staff members within 72 hours following Board meetings for efficient communications.

Visits to Schools:

Individual Board members interested in visiting schools or classrooms will inform the Executive Director or his/her designee of

such visits and make arrangements for visitations through the Executive Director or his/her designee. Such visits shall be regarded as informal expressions of interest in school affairs and not as “inspections” or visits for supervisory or administrative purposes. Official visits by Board members will be carried on only under Board authorization and with the full knowledge of the Executive Director.

Social Interaction:

Staff and Board members share a keen interest in the schools and in education generally, and it is to be expected that when they meet at social affairs and other functions, they will informally discuss such matters as educational trends, issues, and innovations. However, employees are reminded that individual Board members have no special authority except when they are convened at a legal meeting of the Board or vested with special authority by Board action. Therefore, discussions of personalities or personnel grievances by either party will be considered unethical conduct.

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BIE - Board Member Indemnification

The members of the Board and the Executive Director, administrators, employees and agents act as agents of Lionheart Classical Academy Chartered Public School. None of these individuals shall be placed in a position of personal liability for the performance of the responsibilities vested in them by parents/guardians or the state or federal government.

In order to protect the individual members of the Board, the Executive Director, administrators, employees and other agents, and the educational interest of the community, the Board shall purchase, from chartered public school funds, in the absence of governmental immunity or in coordination with governmental immunity, adequate insurance to indemnify Board members and agents of Lionheart Classical Academy for their official actions in the service to Lionheart Classical Academy.

It is the intent of this policy to provide the members of the Board with the full protection of NH RSA 31:104 which protects board members from civil damages for any vote, resolution, or decision made by that member acting in their official capacity in good faith and within the scope of their authority.

This policy reflects the vote of the Board of Trustees to indemnify and save harmless its members, Executive Director, administrators, officers, employees and agents from personal financial loss and expense including reasonable legal fees and costs, if any, arising out of any claim, demand, suit, or judgment by reason of negligence or other act resulting in accidental injury to a person or accidental damage to or destruction of property, provided the above-reference individuals at the time of the accident resulting in the injury, damage or destruction were acting in the scope of their employment or office. It is also the intent of the Board to indemnify and save harmless its members, officers, Executive Director, employees and agents from liability for civil rights suits in accord with NH RSA 31:106, NHSBA Code BIE.

Statutory References:

RSA 31:104, Liability of Municipal Executives

RSA 31:105, Indemnification for Damages

RSA 31:106, Indemnification of Civil Rights Suits

RSA31:107, Purchase of Insurance

RSA 507: B, Liability for Negligence

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