

DECEMBER 2025
AGENDA
SAU 67 BOARD MEETING
Wednesday, December 8, 2025 – Bow High School - 5:00 pm

I. SAU Budget Hearing

I. OPENING:

- A. Call to Order
- B. Pledge of Allegiance

II. MINUTES (HANDOUTS PROVIDED)

- A. November 3, 2025 SAU Board Meeting Minutes

III. SPECIAL PRESENTATIONS / EDUCATIONAL FOCUS: None

IV. PUBLIC COMMENT

V. ADMINISTRATORS' REPORTS – (HANDOUTS PROVIDED)

- 1. Superintendent's Report
- 2. Business Administrator's Report

VI. ACTION AGENDA - (HANDOUTS PROVIDED)

- A. Manifests and Financials
- B. Policy Adoption
 - i. AA, ABB, AC, ADB, BBAA, BDD, BEDH, BFE, BGB, BIE
- C. 2026-2027 Budget Adoption
- D. 2026-2027 School Year Calendar Adoption

VII. PUBLIC COMMENT

VII. NON PUBLIC MEETING, RSA 91-A-3, II (a)

VIII. ADJOURNMENT

SAU 67 BOARD VISITOR ORIENTATION TO MEETINGS

Welcome to the SAU Board meeting. If you wish to be heard by the Board, please note **Public Comment** at the beginning, middle, and end of the agenda. The Comments section of the agenda may not exceed thirty (30) minutes **in total**, regardless of the number of speakers, unless extended by vote of the Board. Consistent with RSA 187:74 the board chair may impose reasonable time limits for each speaker, provided the time limits are equal for all speakers. Occasionally, the Board may 'suspend its rules' to allow visitor participation at the time an issue of specific interest is being addressed.

Speakers may offer comments on such school operations and programs as concern them. In public session, however, the Board will not hear personal complaints of school personnel nor complaints against any person connected with the school system. Other channels are provided for Board consideration and disposition of legitimate complaints involving individuals, which should be referred to the Superintendent for appropriate action.

The Board vests in its Chairperson or other presiding officer authority to terminate the remarks of any individuals when they do not adhere to the rules established above as to content or time limitation. Persons appearing before the Board are reminded, as a point of information, 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.

Visitors should not expect a Board response to their comments or questions under the above since the Board may not have discussed or taken a position on the matter. The Superintendent, without speaking for the Board, may offer clarification as appropriate. When the Board has taken a position, the Chair may state the Board's position.

Information Regarding Non Public Session

Per the provisions of NH State Law RSA 91-A:3 II, the Board may enter Non Public Session for the following reasons:

- The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (a) has a right to a meeting and (b) requests that the meeting be open in which case the request will be granted.
- The hiring of any person as a public employee.
- Matters, which if discussed in public, would likely adversely affect the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting.
- Consideration of the acquisition, sale or lease of real property or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.
- Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the body or agency of any sub-division thereof, or against any member thereof because of his membership in such body or agency, until the claim or litigation has been fully adjudicated or otherwise settled.

Reference: SAU 67 Board Policy BEDH

MINUTES
SAU 67 BOARD MEETING November 3, 2025
Dunbarton Elementary School – 5:00 PM

SAU 67 Board Members Present :

Bow: Chair Jenna Reardon, Board Secretary Melynie Klunk, Bryce Larrabee, Martin Osterloh, and Angela Hubbard.
Dunbarton: Vice Chair Nicole Sloane, Clem Madden, Lori Wamser, Holly Barcroft and Ryanne Roy.

Board Members Absent: None

Administrators Present:

Superintendent Marcy Kelley, Business Administrator Duane Ford, Director of Student Services Jessica Brown and Director of Curriculum Owen Harrington.

Public Present - None.

I. Opening

- A. Call to Order – Chair Reardon called the meeting to order at 5:00 PM with a quorum of members present.
- B. Pledge of Allegiance – All stood and recited the Pledge of Allegiance.

II. Minutes (Handouts Provided)

- A. April 3, 2025 SAU Board Meeting
Chair Reardon asked for a motion to approve the minutes of April 3, 2025. Bryce Larrabee moved and Melynie Klunk Seconded. The Chair asked for any comments or corrections. Sensing none, she called for a vote.
Motion carried 10-0-0.
- B. October 27, 2025 Policy Meeting
Chair Reardon called for a motion to approve the minutes of October 27, 2025. Bryce Larrabee moved and Melynie Klunk seconded. The Chair called for any comments. Sensing none, she called for a vote.
Motion carried 10-0-0.

III. Special Presentations/Educational Focus – None.

IV. Public Comment – None.

V. Administrators' Reports – (Handouts Provided)

- A. Superintendent's Report – No additions.
- B. Business Administrator's Report – No additions.

VI. Action Agenda – (Handouts Provided)

- A. Policy – First Read
 - i. AA, ABB, AC, ADB, BBAA, BDD, BEDH, BFE, BGB, and BIE.
Chair Reardon called for a motion to approve the policies of AA, ABB, AC, ADB, BBAA, BDD, BEDH, BFE, BGB, and BIE for a *first read*. Motion to approve was made by Clem Madden and seconded by Melynie Klunk. The Chair called for questions or comments. The Chair called for a vote on the amended motion, for *first read*.
Motion carried 10-0-0.
- B. Professional Development Plan

Director Harrington gave an overview of the updated *Professional Learning Master Plan – SAU 67*. Melynie Klunk provided additional input. There was some discussion about the Master Plan Committee and members. To clarify, School Board Member includes a member from both Dunbarton and Bow. Mr. Madden asked for a change to “...term of office...” There being no further comments, the Chair called for a motion. Clem Madden moved to approve the updated Professional Learning Master Plan – SAU 67 and Melynie Klunk seconded. The Chair called for a vote. **Motion carried 10-0-0.**

C. Manifests and Vouchers

There were several manifests and vouchers to approve of. The Chair called for a motion. Bryce Larrabee moved to approve: the School Board Register for period ending March 31, 2025 in the amount of \$ 76,019.77; register for the period ending April 30, 2025 in the amount of 71,565.36; register for the period ending May 31, 2025 in the amount of \$89,542.79; register for the period ending June 30, 2025 in the amount of \$100,704.89; register for the period ending July 31, 2025 in the amount of \$198,286.12; register for the period ending August 31, 2025 in the amount of \$81,929.74; and register for the period ending September 30, 2025 in the amount of \$99,110.61. Clem Madden seconded the motion. The Chair called for questions or comments. Sensing none, she called for a vote. **Motion carried 10-0-0.**

D. SAU Proposed Budget

Business Administrator Ford presented the SAU 67 – Fiscal Year 2026-27 proposed budget to the Board. He highlighted some areas of interest. The proposed SAU budget shows an increase of approximately \$91,000 from the last fiscal year and it made up of more than 90% salaries and benefits. This budget reflects no change in staffing for SAU 67. A 4% increase in salaries is proposed for all SAU 67 staff and two of the support staff have qualified for a longevity bonus. There has been a significant change in the rate charged for health insurance to 16.1% from Health Trust. The budget reflects current employee elections which includes a change from waiving insurance to taking insurance. There is no increase in the employer’s contribution to the New Hampshire Retirement System (NHRS). Dental insurance has increased by 4.4%. The overall change in benefits is projected to be 14.22% or \$58,257.

Administrator Ford advised the Board that their financial accounting software is now owned by a non-New Hampshire-based company, and he is now concerned with the long-term prospects for software support and updates. The new company is considering the current accounting software as “legacy” software and is supporting it for now. The SAU is not currently proposing a change. He wanted to make the Board aware of the situation noting that a change in software is expensive and takes time to implement. There will be a Public Hearing on the proposed budget in December and an SAU 67 meeting directly after.

E. 2026-2027 School Year Calendar

The proposed 2026-27 school calendar generally mirrors the proposed 2026 – 2027 Concord School District Academic Calendar. Two versions of the SAU 67 school calendar have been included in the meeting packet. The differences are in the dates for parent teacher conferences. One calendar sets aside November 9th and 10th and the other calendar lists parent teacher conferences on November 23rd and 24th. There was some discussion on the proposed dates proximity to Thanksgiving.

The Board discussed lengthening the school day by some number of minutes (i.e. 10 minutes) so the last day of school would occur at an earlier date. The length of the school day hasn’t changed in a long time. Any change would have to be renegotiated with teachers and staff.

F. Superintendent Contract & Evaluation (Policies provided) – Comments to Marcy Kelley.

VII. **Public Comment** – None.

VIII. Non-Public Meeting: RSA 91-A3II(c)

Clem Madden moved the Board enter Non-public Session as per RSA 91-A3II(c) at 5:50 PM. Bryce Larrabee seconded. A roll call vote was taken. Reardon - aye; Sloane – aye; Klunk– aye; Larrabee – aye; Osterloh– aye; Hubbard – aye; Madden – aye; Wamser – aye: Roy – aye and Barcroft – aye. The Board voted individually and unanimously to enter a non-public meeting.

At 8:00 pm Angela Hubbard moved and Melynie Klunk seconded a motion to come out of the non-public meeting. A roll call vote was taken. Reardon - aye; Sloane – aye; Klunk– aye; Larrabee – aye; Osterloh– aye; Hubbard – aye; Madden – aye; Wamser – aye: Roy – aye and Barcroft – aye.

IX. Adjournment

There being no further business before the Board, the Chair entertained a motion to adjourn. Clem Madden moved to adjourn and Bryce Larrabee seconded a motion to adjourn the meeting at 8:05 pm.

Respectfully submitted,

Wendy Gilman, Recording Secretary

School Administrative Unit 67
Bow and Dunbarton, New Hampshire School Districts
55 Falcon Way
Bow, NH 03304-4219

Ms. Marcy Kelley
Superintendent of Schools

Mr. Duane C. Ford
Business Administrator

Ms. Jessica Brown
Director of Student Services

Mr. Owen Harrington
Director of Curriculum

Superintendent's Report for the December 8, 2025 SAU 67 School Board Meeting

2026-27 School Calendar Draft Proposal

Included in your packet is the proposed 2026-27 school calendar. Following student conferences, each principal surveyed staff and families to get feedback on the timing. This year we held them during the week of Thanksgiving. The last time this happened was many, many years ago. We were unsure of what participation would be and what the sentiment of staff would be. The information provided to principals indicated the preference is to stay with student conferences the week of Thanksgiving. November is a difficult month because it becomes choppy with elections, Veteran's day, student conferences and a holiday. This felt less choppy.

It is at this meeting that the SAU Board adopts a school calendar.

Superintendent Evaluation

Notification was provided last month regarding the superintendent evaluation. At this meeting, I'm hopeful to schedule a time to meet with the Executive Committee to review the evaluation in January.

Respectfully submitted,

Marcy Kelley
Superintendent of Schools



**School Administrative Unit 67
Bow and Dunbarton School Districts**

Ms. Marcy Kelley
Superintendent of Schools

Mr. Duane C. Ford
Business Administrator

Ms. Jessica Brown
Director of Student Services

Mr. Owen Harrington
Director of Curriculum

**BUSINESS ADMINISTRATOR REPORT
DECEMBER BOARD MEETING
December 8, 2025**

Proposed Budget

We will bring the current version of the proposed SAU 67 2026-27 budget to the meeting for the budget hearing. Approval of the SAU 67 budget for the 2026-27 fiscal year will take place after the budget hearing during the regular SAU 67 Board meeting.

SCHOOL ADMINISTRATIVE UNIT 67
SCHOOL BOARD REGISTER
For Period Ending
October 31, 2025

Date	Description		Manifest #		Amount
09/25/25	Payroll	#15	667	\$	23,071.63
10/09/25	Payroll	#13	668	\$	23,071.63
10/23/25	Payroll	#18	669	\$	23,010.57
10/09/25	Accounts Payable	#16	001551-00	\$	662.18
10/09/25	Accounts Payable	#16	001553-00	\$	368.00
10/23/25	Accounts Payable	#17	001559-00	\$	4,786.94
10/31/25	Accounts Payable	TAX	001562-00	\$	34,263.34
Total				\$	109,234.29

Angela Hubbard, Bow School Board

Melynie Klunk, Bow School Board

Bryce Larrabee, Bow School Board

Martin Osterloh, Bow School Board

Jenna Reardon, Bow School Board

Holly Barcroft, Dunbarton School Board

Clement Madden, Dunbarton School Board

Ryanne Roy, Dunbarton School Board

Nicole Sloane, Dunbarton School Board

Lori Wamser, Dunbarton School Board

Marcy Kelley
Superintendent of Schools

A C T U A L & A N T I C I P A T E D R E V E N U E S
Report Sequence =
Account = First thru Last; Mask = 1-####-##-###-##-#-#####
Level of Detail = Transaction Detail; Level = 9

Fund: General Fund Period: July 2025 to June 2026

		Prior Year	Current Year	Current Year	Current Year	Balance	Percent
Account Number	Account Name	Ptd Revenues	Ptd Revenues	Budgeted	Ytd Revenues	Uncollected	Left
1-1120-00-000-00-0-00000	ASSESSMENT - BOW	921598.00	551446.50	1102893.00	551446.50	551446.50	50.00
1-1121-00-000-00-0-00000	ASSESSMENT - DUNBARTON	206394.00	123758.50	247517.00	123758.50	123758.50	50.00
1-1200-00-000-00-0-00000	INDIRECT COST	15331.71	1428.55	10797.00	1428.55	9368.45	86.77
1-1990-00-000-00-0-00000	MISC REVENUE	24947.96	59.03	23376.00	59.03	23316.97	99.75
TOTAL General Fund		1168271.67	676692.58	1384583.00	676692.58	707890.42	51.13

A C T U A L & B U D G E T E D E X P E N S E S & E N C U M B R A N C E

Report Sequence = Fund or Acct Group

Account = First thru Last; Mask = 1-####-##-###-##-#-#####

Level of Detail = Fed Funds Project; Level = 9

Fund: General Fund

Period: July 2025 to June 2026

Account Number	Account Name	Current Year Budgeted	Period Expenditures	Current Year Expenditures	Encumbrances	Balance Remaining	Percent Left
SALARIES AND BENEFITS							
1-2320-00-110-00-0-00000	EMPLOYEE WAGES	878446.00	374671.31	374671.31	0.00	503774.69	57.35
1-2320-00-211-00-0-00000	HEALTH INSURANCE	157425.00	61707.87	61707.87	0.00	95717.13	60.80
1-2320-00-212-00-0-00000	DENTAL INSURANCE	13752.00	6876.66	6876.66	0.00	6875.34	50.00
1-2320-00-213-00-0-00000	LIFE INSURANCE	2713.00	1307.40	1307.40	0.00	1405.60	51.81
1-2320-00-214-00-0-00000	LONG TERM DISABILITY INSUR	1728.00	574.74	574.74	0.00	1153.26	66.74
1-2320-00-220-00-0-00000	FICA/MEDICARE	67201.00	28700.62	28700.62	0.00	38500.38	57.29
1-2320-00-231-00-0-00000	NHRS/RETIREMENT MATCH	165080.00	34114.20	34114.20	0.00	130965.80	79.33
1-2320-00-260-00-0-00000	WORKERS COMP INSURANCE	1761.00	1660.00	1660.00	0.00	101.00	5.74
TOTAL SALARIES AND BENEFITS		1288106.00	509612.80	509612.80	0.00	778493.20	60.44
STAFF SUPPORT							
1-2321-00-241-00-0-00000	COURSE REIMBURSEMENT	2250.00	1030.00	1030.00	0.00	1220.00	54.22
1-2321-00-242-00-0-00000	STAFF DEVELOPMENT	2500.00	76.64	76.64	0.00	2423.36	96.93
1-2321-00-580-00-0-00000	ADMINISTRATION/STAFF TRAVE	4100.00	0.00	0.00	0.00	4100.00	100.00
1-2321-00-581-00-0-00000	SPECIAL EDUCATION TRAVEL	3000.00	0.00	0.00	0.00	3000.00	100.00
1-2321-00-582-00-0-00000	CONFERENCE EXPENSES	14145.00	4639.00	4639.00	0.00	9506.00	67.20
1-2321-00-811-00-0-00000	PROFESSIONAL ASSOC DUES	6129.00	5902.13	5902.13	0.00	226.87	3.70
TOTAL STAFF SUPPORT		32124.00	11647.77	11647.77	0.00	20476.23	63.74
ADMINISTRATIVE SERVICES							
1-2322-00-310-00-0-00000	MEETING EXPENSES	1000.00	0.00	0.00	0.00	1000.00	100.00
1-2322-00-320-00-0-00000	CONTRACTED CURRICULUM SUPP	0.00	0.00	0.00	0.00	0.00	0.00
1-2322-00-330-00-0-00000	AUDIT	7650.00	5740.00	5740.00	0.00	1910.00	24.97
1-2322-00-341-00-0-00000	SOFTWARE SUPPORT FINANCIAL	19554.00	15850.50	15850.50	0.00	3703.50	18.94
1-2322-00-540-00-0-00000	ADVERTISEMENTS	775.00	125.00	125.00	0.00	650.00	83.87
1-2322-00-734-00-0-00000	NEW/REPLACEMENT EQUIPMENT	2400.00	472.89	472.89	0.00	1927.11	80.30
TOTAL ADMINISTRATIVE SERVICES		31379.00	22188.39	22188.39	0.00	9190.61	29.29
ADMINISTRATIVE OPERATIONS							
1-2323-00-442-00-0-00000	COPIER LEASE	3188.00	883.08	883.08	0.00	2304.92	72.30
1-2323-00-534-00-0-00000	POSTAGE/POSTAGE SUPPLIES	3230.00	2000.60	2000.60	0.00	1229.40	38.06
1-2323-00-610-00-0-00000	GENERAL SUPPLIES	5750.00	2089.02	2089.02	0.00	3660.98	63.67
1-2323-00-611-00-0-00000	COPIER SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00
1-2323-00-612-00-0-00000	CONSUMABLE SUPPLIES	1500.00	0.00	0.00	0.00	1500.00	100.00

A C T U A L & B U D G E T E D E X P E N S E S & E N C U M B R A N C E

Report Sequence = Fund or Acct Group

Account = First thru Last; Mask = 1-####-##-###-##-#-#####

Level of Detail = Fed Funds Project; Level = 9

Fund: General Fund

Period: July 2025 to June 2026

Account Number	Account Name	Current Year Budgeted	Period Expenditures	Current Year Expenditures	Encumbrances	Balance Remaining	Percent Left
TOTAL	ADMINISTRATIVE OPERATIONS	13668.00	4972.70	4972.70	0.00	8695.30	63.62
OTHER EXPENSES							
1-2324-00-321-00-0-00000	IN-SERVICE TRAINING	4200.00	1059.05	1059.05	0.00	3140.95	74.78
1-2324-00-331-00-0-00000	CONSULTANTS	3695.00	1695.00	1695.00	0.00	2000.00	54.13
1-2324-00-340-00-0-00000	CRIMINAL RECORDS CHECK	7250.00	1500.00	1500.00	0.00	5750.00	79.31
TOTAL	OTHER EXPENSES	15145.00	4254.05	4254.05	0.00	10890.95	71.91
UTILITIES							
1-2622-00-320-00-0-00000	PROPERTY/LIABILITY INSURAN	2361.00	2361.00	2361.00	0.00	0.00	0.00
1-2622-00-531-00-0-00000	TELEPHONE	1800.00	681.14	681.14	0.00	1118.86	62.16
TOTAL	UTILITIES	4161.00	3042.14	3042.14	0.00	1118.86	26.89
CONTINGENCY							
1-2990-00-002-00-0-00000	CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	General Fund	1384583.00	555717.85	555717.85	0.00	828865.15	59.86

Policy AA: School District Legal Status

Status: DRAFT

Original Adopted Date: 05/12/2014 | **Last Reviewed Date:** 12/08/2025

A. SAU School Districts: The School Districts of Dunbarton and Bow shall constitute SAU 67.

B. SAU Board: The combined School Boards of Dunbarton and Bow.

C. Voting Rights: Each SAU Board Member in attendance at any SAU Board Meeting shall be entitled to vote at the meeting in accordance with RSA 194-C:7. In accordance with RSA 194-C:7, six (6) members will constitute a quorum. A weighted vote may be called in accordance with RSA 194-C:8.

D. Powers and Duties: The SAU Board is empowered to:

1. Elect, when necessary, a Superintendent
2. Act upon the Superintendent's nomination for SAU professional staff.
3. Fix the salaries of SAU personnel.
4. Adopt a budget for the SAU.
5. Adopt regulations affecting the SAU.

Vacancy on the Board – Any vacancy on the SAU Board shall be filled in accordance with the statute and Policies governing the Board of the School District with the vacancy.

E. Election of Professional Staff: When a vacancy occurs within the SAU professional staff, the Superintendent and the Chair shall establish a Screening Committee. The Chair of the SAU Board (or designee) shall serve as Chair of that Committee.

F. Employment of Office Personnel: All other SAU personnel shall be recommended for employment by the Superintendent of Schools.

G. Meetings:

1. **Annual** – The SAU Board shall hold its Annual Meeting between April 1 and June 1 in each year at a time and place fixed by the Chair. The Board shall organize by electing the following Officers: (1) Chair, (2) Vice Chair, and (3) Secretary. The SAU Board shall elect Financial Committee members according to Policy DGA. The SAU Board shall appoint a Treasurer & Assistant Treasurer and establish the annual stipends for these positions. The SAU Board shall annually elect a Chair to serve in that capacity for a one-year term. The position of the Chair shall be held by a properly-elected member of the Dunbarton or Bow Boards. A School District of SAU 67 may fill the role of Chair for a duration not greater than one year and may fill the role of Chair again only after the remaining other District has had the opportunity to decline the role for a one-year term. Any change to this Policy requires a simple majority vote of a quorum of the SAU 67 Board. The Board shall elect the professional staff members for the next fiscal year and fix the salaries of all SAU personnel.
2. **Fall Meeting:** The SAU Board shall hold a meeting between October 15 and December 15 each year for the purpose of preparing a recommended budget for the next fiscal year for the expenses of the SAU and to conduct such other business as may come before the Board.
3. **Budget Hearing** – Public: There shall be held within the SAU at a time and a place specified by the SAU Board Chair, a Public Hearing upon the recommended budget. The SAU Board shall adopt a budget following the Public Hearing for the next fiscal year.
4. **Special Meetings:** The SAU Board may hold Special Meetings at the call of the Chair or at the request of either School Board.
5. **Notification of Meetings and Procedures:**
 - A. Except in emergencies, written notice of each meeting is expected from the Superintendent's Office well in advance of the appointed time and legally posted in accordance with RSA 91-A:2.
 - B. The Public Budget Hearing shall be held in an appropriate facility centrally located in either District.

- C. An agenda shall be prepared by the Superintendent and Chair for each Board member prior to the meeting.
- D. The SAU Board may enter nonpublic session by a majority vote of the members in accordance with RSA 91-A:3.
- E. A caucus of reasonable duration may be called by either School Board. The SAU Board will recess while individual Boards are holding a caucus.

H. Annual Audit: The SAU Board shall authorize an audit of the SAU accounts annually. Such audits shall be completed prior to October 15 following the close of the fiscal year.

I. Administrative Authority: The Superintendent is the Chief Executive Officer of the School Districts and in his / her absence, the Business Administrator will act as Deputy Chief Administrative Officer with the same power and responsibility as vested in the Superintendent.

Policy ABB: Executive Committee

Status: DRAFT

Original Adopted Date: Pending | **Last Reviewed Date:** 12/08/2025

The SAU 67 Executive Committee shall consist of the SAU Board Chair and the Chairs of each School Board. This creates a Committee of three (3). In the event that a School Board Chair is also the SAU Chair, that Chair shall designate another member of of his / her Board to be on the Executive Committee.

This Committee shall meet as needed. The purpose of the Executive Committee shall be to discuss plans, procedures, problems, and other issues relating to the operation of SAU 67 or matters that are of SAU-wide concern. Members shall report back to the member School Boards on such matters and forward recommendations. This Committee shall serve as a liaison for maintaining communication among member Boards between meetings of the full SAU Board.

This Committee shall have no authority to either bind the SAU Board or to act in the place of the full Board on any matters not specifically granted to it by the SAU Board.

Policy AC: Nondiscrimination, Equal Opportunity Employment, and Anti-Discrimination Plan

Status: DRAFT

Original Adopted Date: 05/12/2014 | **Last Reviewed Date:** 12/08/2025

Category: Priority/Required by Law

A. INTRODUCTION AND GENERAL POLICY AGAINST DISCRIMINATION AND HARASSMENT

The District recognizes the right of all students and staff members to learn and work in an environment free from discrimination or harassment, and likewise, that persons participating or attempting to participate in District programs, employment or activities have the right to do so free from discrimination or harassment.

Accordingly, the District prohibits any type of unlawful harassment or discrimination based on age, race, color, religion, creed, sex, national or ethnic origin, gender identity, sexual orientation, marital status, familial status, physical or mental disability, pregnancy, genetic information, or veteran status by employees, students, members of the school community, or by vendors or visitors on school property or at school-sponsored events. No person shall be excluded from or denied the benefits of educational programs or activities on the basis of any of the above classes or economic status.

As described above, the blanket prohibition afforded under this policy, as well as other Board policies, reflects, but goes further than, some of the same protections afforded under multiple State and Federal statutes or regulations, such as, but not limited to, NH RSA 354-A, and NH RSA 193:38-39, Titles IV, VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1972, the Americans with Disabilities Act of 1990, the Age Discrimination in Employment Act of 1967, and the Pregnant Worker Fairness Act. Additionally, bullying or general harassment of students unrelated to any of the characteristics ("protected classes") identified above, is further prohibited under Board policy JICK and RSA 193-F. Statutory and regulatory statements and notices of nondiscrimination are included in Section I of this policy.

The District has determined that the most effective way to limit harassing or discriminating statements or conduct that is illegal or unlawful under those statutes is to treat it as misconduct under Board policies even when such conduct or statements might not rise to the level of discrimination or harassment prohibited under federal or state law.

B. DEFINITIONS

The definitions found here apply to each Board policy unless and to the extent that such definition is contrary to the specific language or context of that policy or other legal authority.

"Days" means calendar days, but excludes non-weekend days on which the SAU office is closed (e.g., holidays, office-wide vacations), or any weekday during the school year on which school is closed (e.g., snow days).

"Discrimination" is conferring benefits upon, refusing or denying benefits to, or providing differential treatment to a person or class of persons in violation of law based on race, color, religion, sex, national origin, ancestry, disability, age, genetic information, or any other characteristic protected by law, or based on a belief that such a characteristic exists.

A "Grievance" or "Complaint" is a verbal or written report or complaint of discrimination, harassment, or retaliation that objectively can be understood as a request for the District to investigate and make a determination about alleged discrimination. The required form and the specific process for making a report may vary depending on the nature of the conduct or issue. See Section D, below, for further information.

"Harassment" generally refers to the use of words or engaging in behaviors that annoy, threaten, intimidate, or demean a person without a legitimate purpose. Harassment will often constitute bullying prohibited under Bow & Dunbarton School Board's policy JICK. Additionally, harassment may constitute illegal discrimination if the harassing statements or behaviors include explicit or implicit reference to age, sex, gender identity, sexual orientation, race, color, marital status, familial status, disability, religion or national origin.

"Retaliation" means intimidation, threats, coercion, or discrimination against any person by the District, a student, or an employee or other person authorized by the District to provide aid, benefit, or service under the District's education program or activity, for the purpose of interfering with any right or privilege secured by state or federal law, or District policies, procedures, regulations or rules, or because the person has reported information, made a complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, hearing, or appeal under such policies, procedures, etc.

C. POLICY APPLICATION

This policy is applicable to all persons employed or served by the District. It applies to all sites and activities the District supervises, controls, or where it has jurisdiction under the law, including where it (a) occurs on, or is delivered to, school property or a school-sponsored activity or event on or off school property; or (b) occurs off of school property or outside a school-sponsored activity or event, if the conduct interferes with a student's educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event, as set forth in Bow & Dunbarton Board's policy JICK, Pupil Safety and Violence Prevention. Examples of sites and activities include all District buildings and grounds, school buses and other vehicles, field trips, and athletic competitions.

D. REPORT, COMPLAINT, AND GRIEVANCE PROCEDURES

1. Reports or complaints of sex discrimination, including sex-based harassment, or sexual violence should be made under Bow School Board or Dunbarton School Board policy ACAC;
2. Reports or complaints by students of discrimination on the basis of educational disability under the IDEA should be made under Board policy Bow School Board or Dunbarton School Board policy ACE;
3. Reports or complaints of bullying or other harassment of pupils should be made under Bow School Board and Dunbarton School Board policy JICK;
4. Reports or complaints of discrimination, harassment, or retaliation not specified above, including, without limitation, claims relating to race, ethnicity, disability (e.g., ADA or 504), religion, access to the Boy Scouts of America or other Title 36 youth group listed in Title 36, Subtitle II, Part B of the United States Code (as a patriotic society) that is intended to serve young people under the age of 21, and not involving or relating to the District's food services (see number 5 below) should be made under the grievance procedure in Bow School Board or Dunbarton School Board policy ACA; and
5. Reports or complaints of discrimination based upon protected classes relative to any of the District's food and nutrition services (FNS) programs (school lunches, etc.) should be made under Bow School Board or Dunbarton School Board policy ACF, unless the alleged discriminatory conduct relates to a class identified in Sections D.1 or D.2:

Any person who believes that he or she has been discriminated against, harassed, or bullied in violation of this policy by any student, employee, or other person under the supervision and control of the school system, or any third person who knows or suspects conduct that may constitute discrimination, harassment, or bullying, should contact the District Human Rights Officer, or otherwise as provided in the policies referenced above under this same heading.

Any employee who has witnessed, or who has reliable information that another person may have been subjected to discrimination, harassment, or bullying in violation of this policy has a duty to report such conduct to his/her immediate supervisor, the District Human Rights Officer, or as provided in one of the policies or administrative procedures referenced above under this same heading. Additionally, employees who observe an incident of harassment or bullying are expected to intervene to stop the conduct in situations in which they have supervisory control over the perpetrator and it is safe to do so. If an employee knows of an incident involving discrimination, harassment, or bullying and the employee fails to report the conduct or take proper action or knowingly provides false information in regard to the incident, the employee will be subject to disciplinary action up to, and including, dismissal.

Investigations and resolution of any complaints shall be according to the policies listed above and related administrative procedures or regulations. Complaints or reports regarding matters not covered in those policies should be made to the District Human Rights Officer.

E. ALTERNATIVE COMPLAINT PROCEDURES AND LEGAL REMEDIES

At any time, whether or not an individual files a complaint or report under this policy, Bow School Board or Dunbarton School Board policy ACA, an individual may file a complaint with an external agency, such as the Office for Civil Rights ("OCR") of the United States Department of Education, the New Hampshire Commission for Human Rights, or another relevant authority. The contact information for such agencies is located in Bow School Board or Dunbarton School Board policy AC-R(2). Complaints to the OCR, however, must be made within 180 days of the last act of alleged discrimination, harassment or retaliation giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence.

Notwithstanding any other remedy, any person may contact the police or pursue criminal prosecution under state or federal criminal law.

F. RETALIATION PROHIBITED

No reprisals or retaliation of any kind will be taken by the Board or by any District employee against the complainant or other individual on account of his or her filing a complaint or report or making statements in the course of an investigation or grievance procedure. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of an investigation, a disciplinary proceeding, or grievance proceeding does not constitute retaliation, provided, however, that a finding explicitly or implicitly negating a statement, alone, is not sufficient alone to conclude that the person made a materially false statement in bad faith.

G. HUMAN RIGHTS OFFICER, TITLE IX AND 504/ADA COORDINATORS

The Superintendent shall assure that Districts and or building personnel are assigned to the positions listed below. Each year, and more often when personnel change, the Superintendent shall prepare and disseminate Bow School Board or Dunbarton School Board policy AC-R(2) an updated list of the person or persons acting in those positions, along with their District contact information, including telephone number, email, and postal and physical addresses:

Human Rights Officer, Title IX Coordinator, and 504/ADA Coordinator: Name: Jessica Brown
Address: 55 Falcon Way, Bow, NH 03304
Telephone: (603) 224-4728
Email Address: jbrown@sau67nh.gov

OUTSIDE AGENCIES:

Office for Civil Rights, U.S. Department of Education; 5 Post Office Square, 8th Floor, Boston, MA 02109-3921; Telephone - 617-289-0111; Email - OCR.Boston@ed.gov

Office of the Assistant Secretary for Civil Rights, U.S. Department of Agriculture; 1400 Independence Avenue, SW, Washington, D.C., 20250-9410; Telephone - 866-632-9992; Email - program.intake@usda.gov

Boston Area Office, U.S. Equal Employment Opportunity Commission; JFK Federal Building, 15 New Sudbury Street, Room 475, Boston, MA 02203-0506; Telephone - 1-800-669-4000; ASL Videophone - 1-844-234-5122; Email - info@eeoc.gov

New Hampshire Commission for Human Rights; 57 Regional Drive, Suite 8, Concord, NH 03301; Telephone - 603-271-2767; Email - humanrights@hrc.nh.gov

New Hampshire Department of Justice, Civil Rights Unit; 33 Capitol Street, Concord, NH 03301; Telephone - 603-271-3650; Email - doj.civilrights@doj.nh.gov

N.H. Department of Education, Commissioner of Education; 25 Hall Street, Concord, NH 03301; Telephone - 603-271- 3494; Email - info@doe.nh.gov

H. DISTRICT ANTI-DISCRIMINATION PLAN

No later than October 15, 2020, the Superintendent shall develop and provide to the Board for approval, a coordinated written District Anti-Discrimination Plan (the "Plan") to include guidelines, protocols, and procedures intended to prevent, assess the presence of, intervene in, and respond to incidents of discrimination.

Among other things, the Plan should include provisions and recommendations with respect to resources, policies, complaint procedures, student education programs, Plan dissemination, and training appropriate to carrying out the Plan objectives stated in the preceding paragraph.

In developing the Plan, the Superintendent is encouraged to seek input from appropriate groups of the school and local community and coordinate with the District's Human Rights Officer and Title IX and 504 Coordinators.

No less than once every two years (off years from review of the District's Suicide Prevention Plan per Bow and Dunbarton Policy JLDDB), the Superintendent shall update the District Anti-Discrimination Plan, and present the same to the Board for review. Such Plan updates should be submitted to the Board in time for appropriate budget consideration.

I. STATUTORY AND REGULATORY NONDISCRIMINATION STATEMENTS AND NOTICES

1. Comprehensive Prohibition Against Discrimination in Educational Programs and Activities.

Under State or Federal law and Board policy, no person shall be excluded from, denied the benefits of, or subjected to discrimination in the District's public schools because of their age, sex, gender identity, sexual

orientation, race, color, marital status, familial status, disability, religion or national origin. As used in this section, "race" means immutable traits associated with race, including hair texture and protective hairstyles, and "protective hairstyles" means hairstyles or hair type, including braids, locs, tight coils or curls, cornrows, Bantu knots, Afros, twists, and headwraps. Discrimination, including harassment, against any person in the District's education programs, on the basis of any of the above classes, or a person's creed, is prohibited.

Finally, there shall be no denial to any person of the benefits of educational programs or activities, on the basis of any of the above classes, or economic status.

Harassment of students other than on the basis of any of the classes or categories listed above is prohibited under Bow School Board and Dunbarton School Board policy JICK Pupil Safety and Violence Prevention.

2. Equal Opportunity of Employment and Prohibition Against Discrimination in Employment.

The School District is an Equal Opportunity Employer. The District ensures equal employment opportunities without regard to age, color, creed, disability, gender identity, marital status, national origin, pregnancy, race, religion, sex, or sexual orientation. The District will employ individuals who meet the physical and mental requirements, and who have the education, training, and experience established as necessary for the performance of the job as specified in the pertinent job description(s).

Discrimination against and harassment of school employees because of age, sex, race, creed, religion, color, marital status, familial status, physical or mental disability, genetic information, national origin, ancestry, sexual orientation, or gender identity are prohibited. Additionally, the District will not discriminate against any employee who is a victim of domestic violence, harassment, sexual assault, or stalking.

3. USDA Nondiscrimination Statement (copied from Bow School Board or Dunbarton School Board Policy ACF).

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: [USDA Form AD-3027](#) (linked tested 2024/5/9), from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

- a. **Mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- b. **Fax:**
(833) 256-1665 or (202) 690-7442; or
- c. **Email:**
Program.Intake@usda.gov

J. COLLABORATION WITH OUTSIDE AGENCIES

Information may be disclosed if necessary to further the investigation, appeal or resolution of a grievance, or if necessary to carry out interim or disciplinary measures. The District will disclose information to the District's attorney, law enforcement, and others when necessary to enforce this policy or when required by law. In implementing this policy, the District will comply with state and federal laws regarding the confidentiality of student and employee records. Information regarding any resulting employee or student disciplinary action will be

maintained and released in the same manner as any other disciplinary record. The District will keep any documentation created in investigating the complaint including, but not limited to, documentation considered when making any conclusions, in accordance with Board policy, state and federal laws, and as advised by the District's attorney.

K. ADDITIONAL REPORTING REQUIREMENTS

Reports under this Policy are in addition to and do not replace other reporting requirements mandated by law or other policies - see, e.g., Educator Code of Conduct (see Bow School Board and Dunbarton School Board policy GBEAB), abuse or neglect of children (see RSA 169-C:29 and Bow School Board and Dunbarton School Board policy JLF), acts of "theft, destruction, or violence" (see RSA 193-D:4, I (a) and Ed 317.06), incidents of "bullying" (see RSA 193-F and Bow School Board and Dunbarton School Board policy JICK), and hazing (see RSA 671:7).

L. ADMINISTRATIVE PROCEDURES, REGULATIONS AND TRAINING PROGRAMS

The Superintendent shall develop such other procedures and regulations, and shall ensure that training programs are provided as are necessary and appropriate to implement this policy as well as the other policies referenced above.

M. NOTICE OF COMPLIANCE

The Superintendent will provide notice of the nondiscrimination statements and notices, the Anti-Discrimination Plan, to all applicants for employment, employees, students, parents, and other interested persons as required by statute, policy or regulation, or as the Superintendent may otherwise deem appropriate.

Policy ADB: Drug-Free Workplace & Drug-Free Schools (dually coded as ADB/GBEC)

Status: DRAFT

Original Adopted Date: 05/12/2014 | **Last Reviewed Date:** 12/08/2025

Category: *Priority/Required by Law*

A. Drug-Free Workplace

1. All District workplaces are drug- and alcohol-free. All employees and contracted personnel are prohibited from:
 - a. Unlawfully manufacturing, dispensing, distributing, possessing, using, or being under the influence of any controlled substance or drug while on or in the workplace, including employees possessing a "medical marijuana" card.
 - b. Distributing, consuming, using, possessing, or being under the influence of alcohol while on or in the workplace.
2. For purposes of this policy, a "controlled substance or drug" means and includes any controlled substance or drug defined in the Controlled Substances Act, 21 U.S.C. § 812(c), or New Hampshire Controlled Drug Act RSA 318-B.
3. For purposes of this policy, "workplace" shall mean the site for the performance of work, and will include at a minimum any District building or grounds owned or operated by the District, any school-owned vehicle, and any other school-approved vehicle used to transport students to and from school or school activities. It shall also include off-school property during any school-sponsored or school-approved activity, event or function such as a field trip or athletic event where students are under the jurisdiction, care or control of the District.
4. As a condition of employment, each employee and all contracted personnel will:
 - a. Abide by the terms of this policy respecting a drug- and alcohol-free workplace, including any administrative rules, regulations or procedures implementing this policy; and
 - b. Notify his or her supervisor **in writing** of his or her conviction under any criminal drug statute, for a violation occurring on District premises or while performing work for the District, no later than five (5) days after such conviction.
5. In order to make employees aware of the dangers of drug and alcohol abuse, the District will endeavor to:
 - a. Provide each employee with a copy of the District's drug- and alcohol-free workplace policy;
 - b. Post a notice of the District's drug- and alcohol-free workplace policy in a place where other information for employees is posted;
 - c. Establish a drug-free awareness program to educate employees about the dangers of drug abuse and drug use in the workplace, the specifics of this policy, including, the consequences for violating the policy, and any information about available drug and alcohol counseling, rehabilitation, reentry, or other employee-assistance programs.

B. District Action Upon Violation of Policy

An employee who violates this policy may be subject to disciplinary action, up to and including termination of employment. Alternatively, the Board may require an employee to successfully complete an appropriate drug- or alcohol-abuse, employee-assistance rehabilitation program.

The Board will take disciplinary action with respect to an employee convicted of a drug offense in the workplace within thirty (30) days of receiving notice of a conviction. Should District employees or contracted

personnel be engaged in the performance of work under a federal contract or grant, or under a state contract or grant, the Superintendent will notify the appropriate state or federal agency from which the District receives contract or grant moneys of an employee/contracted personnel's conviction, within ten (10) days after receiving notice of the conviction.

The processes for disciplinary action shall be those provided generally to other misconduct for the employee/contractor personnel, as may be found in applicable collective bargaining agreements, individual contracts, School Board policies, contractor agreements, and/or governing law. Disciplinary action should be applied consistently and fairly with respect to employees of the District and/or contractor personnel as the case may be.

C. Drug-Free School Zone

Pursuant to New Hampshire's "Drug-Free School Zone" law (RSA Chapter 193-B), it is unlawful for any person to manufacture, sell, prescribe, administer, dispense, or possess with intent to sell, dispense or compound any controlled drug or its analog, within a "drug-free school zone". The Superintendent is directed to assure that the District is and remains in compliance with the requirements of RSA 193-B, I, and N.H. Ed. Part 316 with respect to establishment, mapping and signage of the drug-free zone around each school of the District.

D. Implementation and Review

- a. The Superintendent is directed to promulgate administrative procedures and rules necessary and appropriate to implement the provisions of this policy.
 - b. In order to maintain a drug-free workplace, the Superintendent will perform a biennial review of the implementation of this policy. The review shall be designed to:
 - i. Determine and assure compliance with the notification requirements of section A.5.a, b and c;
 - ii. Determine the effectiveness of programs established under paragraph A.5.c above;
 - iii. Ensure that disciplinary sanctions are consistently and fairly enforced; and (iv) and identify any changes required, if any.
-

Policy BBAA: School Board Member Authority

Status: DRAFT

Original Adopted Date: 05/12/2014 | **Last Reviewed Date:** 12/08/2025

Category: Recommended

The authority of individual Board members is limited to deliberating and voting upon matters during duly noticed and convened meetings of a quorum of the full Board, or when - and only to the extent that - an individual member is given specific authority by action of the Board to act or speak on behalf of the Board or District.

Accordingly, no Board member has power or authority to act or speak on behalf of the Board or District, unless and only to the specific extent that the Board has granted such authority. Even when such authority is given, the authority is limited to (a) the specific action and instructions of the Board, and (b) to matters that are within the Board's own authority (e.g., the Board may not give authority to an individual member to supervise or direct the work of District employees).

An individual Board member, including the Chairperson, has power only when the Board by vote, has delegated authority to them. No legal action can be taken except at a duly warned meeting of the Board and by 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.

Board members wishing to speak—whether orally, on social media, in print, or otherwise—on matters within the Board's supervision, control, jurisdiction, or advisory power should make clear that they are speaking as individuals and not on behalf of the Board or the School District. When doing so, members should use statements such as "speaking as a community member" or "in my personal capacity" to avoid confusion about their role or authority.

Board members may share publicly available factual information regarding the District, provided that such communication does not include personal interpretation, opinion, or commentary that could reasonably be perceived as representing the position of the full Board or the District. Sharing verified, public information to increase community understanding is permissible; however, offering editorial comment, speculation, or opinion on Board deliberations or District operations is discouraged unless clearly identified as a personal view.

Policy BDD: Board-Superintendent Relationship

Status: DRAFT

Original Adopted Date: 05/12/2014 | **Last Reviewed Date:** 12/08/2025

The Board believes that the legislation of policies is a primary function of the SAU Board and that the execution of the Policies should be a primary function of the Superintendent.

Delegation by the Board of its executive powers to the Superintendent provides freedom for the Superintendent to manage the schools within the Board's Policies and frees the Board to devote its time to policymaking and appraisal functions.

The Superintendent is responsible for the administration of Board Policies, the execution of Board decisions, the operation of school programs, for keeping the Board informed about school operations and issues, and for satisfactory fulfillment of the duties required by statute and rules of the State Board of Education.

Policy BEDH: Public Comment and Participation at Board Meetings

Status: DRAFT

Original Adopted Date: 05/12/2014 | **Last Revised Date:** 11/07/2022 | **Last Reviewed Date:** 12/08/2025

The School Board encourages citizens of the District to attend its sessions so that they may become better acquainted with the operation and programs of the schools and so that the Board may have opportunity to hear the wishes and ideas of the public. 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 to discuss such matters as are properly considered in non-public session in accordance with 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. Public comment sections will be set aside for citizens to address the Board and will not exceed 30 minutes in total unless extended by the board.
2. Any individual desiring to speak shall give his or her name, address, and the group, if any, that is represented.
3. Any individual wishing to be placed on the agenda should submit a request in writing to the Superintendent of Schools.
4. Consistent with RSA 187:74 the board chair may impose reasonable time limits for each speaker, provided the time limits are equal for all speakers.
5. Speakers may offer comments on such school operations and programs as concern them. In public session, however, the Board will not hear personal complaints of school personnel nor complaints against any person connected with the school system. Other channels are provided for Board consideration and disposition of legitimate complaints involving individuals, which should be referred to the Superintendent for appropriate action.

The Board vests in its Chairperson or other presiding officer authority to terminate the remarks of any individuals when they do not adhere to the rules established above as to content or time limitation.

Persons appearing before the Board are reminded, as a point of information, 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.

Policy BFE: Administration in Policy Absence (dually coded as CHD)

Status: DRAFT

Original Adopted Date: 05/12/2014 | **Last Reviewed Date:** 12/08/2025

In the absence of established SAU 67 Policy or direction as it pertains to the activities and responsibilities of SAU 67 Administrative Office, the Superintendent of Schools shall assume responsibility for whatever decision or action is taken. In such instances, Principals or other administrative or instructional personnel shall gain the approval of the Superintendent before taking any action.

In situations which arise in the SAU where the SAU Board has provided no guidelines for the administrative action, the Superintendent shall have power to act, but his / her decisions shall be subject to review and ratification by action of the Board. It shall be the duty of the Superintendent to inform the Board promptly of such action and of such need for Policy.

Policy BGB: Policy Adoption

Status: DRAFT

Original Adopted Date: 05/12/2014 | **Last Reviewed Date:** 12/08/2025

Except for policy actions to be taken on emergency measures, the adoption of Bow School Board policies should follow this sequence which will take place at least at two regular or special meetings of the Bow School 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 and final action by the Board on policy proposals.

The final vote to adopt or not to adopt should be followed by at least two weeks from the meeting at which policy proposals are first placed on the agenda.

1. 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 Bow School Board policy manual.
2. Insofar as possible, each policy statement shall be limited to one subject.
3. Policies and amendments adopted by the Bow School 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 Bow School District marked with the date of adoption and/or amendment.
4. 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 Bow School 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 Superintendent shall inform concerned groups or individuals about the reasons for this necessity.

Policy BIE: Board Member Indemnification

Status: DRAFT

Original Adopted Date: 05/12/2014 | **Last Reviewed Date:** 12/08/2025

Category: Recommended

The members of the Board and its employees and agents act as agents of the District. None of these individuals should be placed in a position of personal liability for the performance of the responsibilities vested in them by the voters of the District and the state and federal governments.

In order to protect the individual members of the Board, its employees and other agents, and the educational interests of the community, the Board will purchase, from public school funds, in the absence of governmental immunity or in coordination with governmental immunity, adequate insurance to indemnify Board members and agents of the District for their official actions in the service of the School District.

Nothing herein, however, shall be construed as obligating the Board to defend, indemnify, or hold harmless any person who violates the oath of office, or otherwise engages in criminal activity, official misconduct, fraud, intentional or willful and wanton misconduct, or acts beyond the authority properly vested in the individual.

School Administrative Unit 67 Bow & Dunbarton School Districts

2026-27 School Calendar

August 2026						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2026						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2026						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2026						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2026						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2027						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2027						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2027						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2027						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2027						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2027						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2027						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

	School Closed
	Early Release Day
	Parent Teacher Conferences

	Teacher Professional Development Day(no school for students)
	First and Last Day of School

Aug 25-26	Opening Days for Staff
Aug 27	First Day of School for students
Sep 4-7	Labor Day Wknd - NO SCHOOL
Oct 9-12	Columbus Day Wknd - NO SCHOOL
Nov 3	Staff PD Day - NO SCHOOL
Nov 11	Veteran's Day - NO SCHOOL
Nov 23	EARLY RELEASE - Parent Teacher Conferences
Nov 24	Parent Teacher Conferences - NO SCHOOL

Nov 25-27	Thanksgiving Break
Dec. 24-Jan. 4	Winter Break - NO SCHOOL
Jan 18	Civil Rights Day - NO SCHOOL
Feb 22-26	February Break - NO SCHOOL
Mar 9	Staff Professional Development Day - NO SCHOOL
Apr 26-30	April Break - NO SCHOOL
May 31	Memorial Day - NO SCHOOL
Jun 16	Last Day of School - Early Release