

HEAC Best Practices

Prepared by Michelle Levell, GSHE

Draft sent to Mike
and Tim on 3/15/2023

Proposals:

1. HEAC meets September through June on the third Friday of every other month, with alternating months as the "placeholder."
2. HEAC meetings will occur at a location provided by the Department of Education.
3. The Chairman prepares a draft annual report for approval by a majority vote of the council prior to presenting it to the state Board of Education. A minority report may be prepared.
4. The Chairman may delegate responsibilities to the Vice Chairman and other council members as needed.
5. Meetings will be posted in accordance with RSA 91-A requirements. Every effort will be made to also publish an agenda and related meeting materials prior to meetings.
6. HEAC allows council members and the public to attend remotely while following RSA 91-A.
7. The meetings will be recorded and included as part of the meeting's permanent record.
8. The public will have an opportunity to address the council at the beginning of meetings and at the discretion of the Chairman. The individual will identify themselves by name and affiliation, if appropriate.
9. HEAC posts minutes, meeting materials, annual reports, and recordings of meetings on the DOE website and retains them a minimum of ___ years.
10. All members must sign an annual statement indicating they understand that they do not have individual authority to speak on behalf of the council and that they accept and will, to the best of their ability, follow the council's best practices.
11. These practices may be amended by the council at any time with a majority vote.

HEAC Best Practices

Version sent to HEAC
for April meeting on 4/12/2023

NH Constitution, Part I, Article 8: "Government...should be open, accessible, accountable, and responsive."

HEAC meets September through May on the third Friday of every other month, with alternating months as the "placeholder."

HEAC meetings will occur at a location provided by the Department of Education.

The Chairman prepares a draft annual report for approval by a majority vote of the council prior to presenting it to the state Board of Education. A minority report may be prepared.

The Chairman may delegate responsibilities to the Vice Chairman and other council members as needed.

Meetings will be posted on the DOE website and at the DOE meeting location at least 24 hours in advance. Every effort will be made to also publish an agenda and related meeting material prior to meetings.

HEAC allows council members and the public to attend remotely.

The public will have an opportunity to address the council at the end of meetings and at the discretion of the Chairman. The individual will identify themselves by name and affiliation, if appropriate.

HEAC posts minutes, meeting materials, annual reports, and recordings of meetings on the DOE website and retains them a minimum of ___ years.

HEAC Best Practices

Edits based on council's discussion at 4/21/2023 meeting

NH Constitution, Part I, Article 8: "Government...should be open, accessible, accountable, and responsive."

HEAC meets September through ~~May~~ ^{June} on the third Friday of every other month, with alternating months as the "placeholder."

Check updates

HEAC meetings will occur at a location provided by the Department of Education.

Ed 315.12

~~193 A:1011~~

The Chairman ~~prepares~~ ^{or their designee} ensures the preparation of a draft annual report for approval by a majority vote of the council prior to presenting it to the state Board of Education. A minority report may be prepared.

The Chairman may delegate responsibilities to the Vice Chairman and other council members as needed.

Meetings will be posted on the DOE website and at the DOE meeting location at least 24 hours in advance. Every effort will be made to also publish an agenda and related meeting material prior to meetings.

HEAC allows council members and the public to attend remotely. ^{in keeping with} ~~beginning~~ ^{Q1-A}

OK

The public will have an opportunity to address the council at the ~~end~~ ^{beginning} of meetings and at the discretion of the Chairman. The individual will identify themselves by name and affiliation, if appropriate.



HEAC posts minutes, meeting materials, annual reports, and recordings of meetings on the DOE website and retains them a minimum of ___ years.

DOE recordings

relies on the DOE

1) Liz's input

2) DOE tech ability

May annual report draft

HEAC Best Practices

Draft for review

Version sent to council for
May meeting on 5/12/2023 page 1

NH Constitution, Part I, Article 8: "Government...should be open, accessible, accountable, and responsive."

1. HEAC meets September through **May June** on the third Friday of every other month, with alternating months as the "placeholder."

2. HEAC meetings will occur at a location provided by the Department of Education.

Ed 315.12 Funding and Support of Council Activities. The members of the home education advisory council shall serve without compensation. Subject to available funds, the department shall financially support the activities of the council, including but not limited to such expenses as mileage, secretarial assistance, and meeting facilities.

3. The Chairman **prepares ensures the preparation** of a draft annual report for approval by a majority vote of the council prior to presenting it to the State Board of Education. A minority report may be prepared.

4. The Chairman may delegate responsibilities to the Vice Chairman and other council members as needed.

5. Meetings will be posted on the DOE website and at the DOE meeting location at least 24 hours in advance. Every effort will be made to also publish an agenda and related meeting material prior to meetings.

Alternative: The HEAC Meeting Notices lists dates, times, and locations of upcoming HEAC meetings and subcommittee meetings. All meetings are held in compliance with RSA 91-A, New Hampshire's Right-to-Know law.

6. HEAC allows council members and the public to attend remotely **in keeping with** RSA 91-A.

HEAC Best Practices

Draft for review

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May meeting on 5/12/2023 page 2

7. The public ~~will~~ **may** have an opportunity to address the council ~~at the end of~~ **during** meetings ~~and~~ at the discretion of the Chairman. The individual will identify themselves by name and affiliation, if appropriate.

Note: The Right-to-Know Law, [RSA 91-A](#), does not give the public the right to speak at a public meeting. A public body may permit, but is not required, to allow the public to comment at regular meetings that are not public hearings.

Alternative:

Public Comment:

- Public comment will take place at the discretion of the Chairman.
- One person speaks at a time (no interrupting).
- No one speaks until recognized by the Chair.
- The speaker must identify him or herself by name when beginning to speak and shall indicate whether they are a resident, state their address, and affiliation if appropriate, and address their remarks to the Home Education Advisory Council.
- Public comment is a time for members of the public to speak; it is not a "question and answer session" with HEAC.
- Each speaker will be limited to a limited time period.

8. HEAC posts minutes, meeting materials, annual reports, and recordings of meetings on the DOE website and retains them a minimum of ___ years.

Note: HEAC relies on the DOE for "secretarial assistance". Ref. [Ed 315.12](#).

Alternative: HEAC meeting notices, minutes, and annual reports shall be published on the NH DOE website.

HEAC Best Practices

Prepared by Michelle Levell, GSHE

Original draft sent to Mike and Tim, updated to reflect April 2023 HEAC meeting discussion, in preparation for the May 2023 meeting

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3. The Chairman ~~ensures~~ ~~prepares~~ ~~the preparation of~~ a draft annual report for approval by a majority vote of the council prior to presenting it to the state Board of Education. A minority report may be prepared.
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10. ~~All members must sign an annual statement indicating they understand that they do not have individual authority to speak on behalf of the council and that they accept and will, to the best of their ability, follow the council’s best practices.~~
11. ~~These practices may be amended by the council at any time with a majority vote.~~

NH State Public Boards Public Access

	posts agendas in advance	meeting materials available w/o RTK	publishes video/audio recordings
state legislature	yes	yes	yes
executive council	yes	yes	yes
state board of education	yes	yes	yes
HEAC	no	no	no

NH Department of Education social media accounts

Facebook <https://www.facebook.com/NHDeptEdu>

Twitter <https://twitter.com/NHEdCommr>

Instagram <https://www.instagram.com/nhdeptofed/>

YouTube <https://www.youtube.com/@newhampshiredepartmentofed3994/featured>