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April 15, 2021

**CONFIDENTIAL ATTORNEY  
CLIENT COMMUNICATION**

**VIA E-MAIL ONLY**

Jennifer Heywood, Administrative Assistant  
Raymond School District, SAU #33  
43 Harriman Hill Road  
Raymond, New Hampshire 03077-1509

Re: Raymond School District – School Board E-mails

Dear Jennifer:

In your April 14, 2021 e-mail, you posed several questions about how to handle e-mails to the School Board during School Board meetings. Those questions are: (1) If emails to the School Board are received during a School Board meeting, must they be read on the spot?; (2) Must an email be read aloud if it does not explicitly say to in the email?; and (3) Must emails be included/attached to the minutes?

The School Board agendas include the following statement:

We encourage residents who wish to provide public input or have questions about the agenda items to submit them via email to [schoolboard@sau33.com](mailto:schoolboard@sau33.com), or call in and comment/ask questions over the phone during the public input portion of the meeting. (Please note that emails sent to [schoolboard@sau33.com](mailto:schoolboard@sau33.com) are considered public.) Residents may also choose to attend the meeting in person. Those in attendance will be required to wear masks and abide by social distancing guidelines.

Jennifer Heywood, Administrative Assistant

April 15, 2021

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The statement invites the public to provide input during the public input portion of the meeting by either e-mailing the School Board, calling in, or participating in person.

Your first question is whether e-mails to the School Board received during a School Board meeting must be read on the spot. Any e-mails received by the School Board during the public input portion of the agenda should be read during public input. The e-mails do not need to be read immediately but can be read after those in attendance or calling in have provided their public input. E-mails received after public input do not need to be read at the meeting unless they are submitted as part of a public hearing.

Your second question is whether the e-mails must be read out loud if they do not explicitly state so in the e-mails. If the e-mails are received during the public input portion of the meeting, they should be read aloud even if the e-mail does not explicitly state it.

Finally, you wanted to know whether the e-mails should be included/attached to the minutes. The e-mails received during the meeting should be a part of the minutes. If the e-mails are read, they will be part of the minutes by including what was read in the text of the minutes or referencing the e-mail (e.g., the Chair read the e-mail from Mr. Smith) and attaching it to the minutes.

In order to make it easier to administer the e-mails received during the meeting, some Towns or Districts have created a separate e-mail for meetings. The agenda includes the e-mail address and notifies the public that the e-mail address is only used for the Board's business during meetings and is only monitored during the meetings. Having the separate e-mail address for meetings makes it easier to identify the e-mails received during the meeting and to include them with the minutes.

If you have any other questions, please let me know.

Sincerely,



Diane M. Gorrow

E-mail: [gorrow@soulefir.com](mailto:gorrow@soulefir.com)

DMG:sds

Cc: Dr. Tina McCoy, Superintendent (via e-mail only)