

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

106 Hancock Road
Peterborough, New Hampshire

CONTOOCOOK VALLEY SCHOOL BOARD

School Board Meeting

Tuesday, December 5, 2017

SAU Office

7:00 p.m.

AGENDA

1. **Call to Order and Pledge of Allegiance**
2. **Accept School Board Meeting Minutes (Board Vote Required)**
 - a. **November 21, 2017** (pg. 1-4)
3. **Points of Pride**
4. **Public Comment**
5. **Consent Agenda**
 - a. **December 1, 2017 Enrollment**
6. **Superintendent's Report and Presentation of Business**
 - a. **Monthly Events Calendar** (pg. 5-6)
 - Set Date of Budget Public Hearing
 - b. **Accept Gift/Donations (Board Vote Required)** (pg. 7)
 - 1) ConVal High School requests authorization to accept a gift/donation of \$1,000.00 from the Keith M. Sullivan Foundation for the purpose of installation of hoop/backboard extensions for to allow hoops to be lowered to provide a developmentally appropriate basket height for youth basketball programs.
7. **Reports**
 - a. **Student Representative** – Lily Denehy
 - b. **Teacher Representative** – Patrick Cogan/Linda Compton
 - c. **Budget & Property Committee** – Dick Dunning
 - d. **Communication Committee** – Stephan Morrissey
 - e. **Selectmen's Advisory Committee** – John Jordan
8. **Old Business**
 - a. **Budget Discussion**
 - a. Default Budget and Update on Requested Items
 - b. **2nd Read Policy/Adoption (Board Vote Required)**
 - BCB: Board Member Conflict of Interest (pg. 8-9)
 - JLCD: Administration of Medication in Schools (pg. 10-13)
9. **New Business**
 - a. **Waive Policy BAAA: Board School Policies and Administrative Procedures (Board Vote Required)** (pg. 14-15)
 - b. **High School Science Lab Recommendation (Board Vote Required)**
 - c. **Expenditure Report** – Mindy Ryan (pg. 16-18)
10. **Public Comment**
11. **Approval of Manifests (Board Vote Required)**
12. **Non-Public Session: RSA 91-A:3,II (If Required)**
 - a. **Negotiations**
 - b. **Personnel**

Upcoming Meetings:

Mon., December 11th - Education Committee Mtg. @ SAU @ 5:30 p.m.
Thurs., December 14th – Strategic Plan Committee Mtg. @ SAU @ 6:00 p.m.
Thurs., December 14th – ATC Committee Mtg. @ SAU @ 7:00 p.m.
Mon., December 18th – Budget & Property Committee Mtg. @ SAU @ 5:30 p.m.
Tues., December 19th – School Board Mtg. @ SAU @ 6:00 p.m. (note start time)

MISSION STATEMENT

The ConVal Regional School District, in partnership with its member communities, will inspire all learners to achieve academically, contribute to the global community, and thrive as independent and productive citizens.

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106 Hancock Road

Peterborough, New Hampshire

CONTOOCCOOK VALLEY SCHOOL BOARD

School Board Meeting

Tuesday, November 21, 2017

7:00 p.m.

SAU Office

Minutes

BOARD

Rich Cahoon, Richard Dunning,
Bernd Foecking, Janine Lesser,
Stephan Morrissey, Kristen Reilly,
Pierce Rigrod, Myron Steere,
Jerome Wilson

John Jordan, SAC
Lily Denehy, Student Rep.

ADMINISTRATION

Kimberly Saunders, Supt.
Dr. Ann Forrest, Asst. Supt.
Tim Markley, H.R.
Cari Christian-Coates, Student Services
Mindy Ryan, B.A.
Kat Foecking, FES

1. Call to Order and Pledge of Allegiance

Myron Steere called the meeting to order at 7:00 p.m. The Pledge of Allegiance was recited.

2. Accept School Board Meeting Minutes (Board Vote Required)

a. November 7, 2017

Stephan Morrissey moved to accept the minutes of November 7, 2017. Bernd Foecking second.

Pierce Rigrod and Bernd Foecking abstained. All else in favor. Motion carried.

3. Points of Pride

Kimberly Saunders shared various points of pride as reported to her from administrators.

4. Public Comment

None.

5. Consent Agenda

a. Personnel

1) Resignation December 2017

Tim Markley referenced the resignation of Steven Bless.

Stephan Morrissey moved to accept the resignation of Mr. Bless. Dick Dunning second.

Mr. Markley reported that the job is currently posted. Unanimous.

2) Notice of Stipend Positions 2017-2018

Tim Markley referenced the list of stipend positions for notification only.

6. Superintendent's Report and Presentation of Business

a. The Role of the Superintendent – Presentation

Kimberly Saunders reported out on the roles and responsibilities of the Superintendent. Three areas outline the responsibilities, RSA 194-C:4 Superintendent Services; ED 302.02 Substantive Duties of the Superintendent, and School District Policy CB. The role is to manage the district. Duties also include being an advocate for children. Leadership roles include consistency with the district mission and vision. Facilitation of processes and procedures is a function as well. Balancing competing responsibilities is ongoing. Overseeing curriculum and instruction is another function. Other overarching areas include School Board Relationships, Business Management, School Building

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Development Programs, Personnel Administration, Salary Negotiations and Master Contract Administration, and Public Relations. (See attached presentation)

b. Expense Reports moving forward

Kimberly Saunders reported that in the past, expense reports came forward at either the first or second school board meeting each month. Moving forward, these reports will be shared at the first meeting each month through the 20th of the previous month.

c. Budget Information Requests- Status Update

Kimberly Saunders shared a table that reported out on board budget information requests (see attached).

In addition, the Trust Fund balance information was shared (see attached).

NHDI invoice information was shared as well. Dick Dunning asked for an amount of what was fundraised by each student.

Myron Steere said that he thought that the Special Education Trust Fund balance was set at \$500,000 maximum.

Kimberly Saunders will double check. Unanticipated special education expenses could come out of the difference.

Rich Cahoon asked if there is a recommendation coming out of each dollar amount presented i.e. full-time substitute at the high school.

Kimberly Saunders reported that it was the understanding that these should be added to the proposed budget and they have been. The proposed budget reflects the addition of these items.

Rich Cahoon said that he originated this request and it was not his intent to impose a full-time sub into the budget if it was not reasonable. Kimberly said that she favored the idea of a full-time substitute at the high school. It may make the short list and ultimately get cut.

Rich Cahoon asked about the plan to phase in helmets. Kimberly reported that they are phased in at both middle and high school for all sports requiring them.

d. Superintendent Smart Goals

Kimberly reported out on her goals LIST THEM HERE 1-3

1. Support the enhancement and development of the ATC, by initiating additional programming and opportunities by June of 2018.
2. Support the Board in further developing the options related to configuration.
3. Publish a clear communications plan for School District (not Board) communications.

Please send feedback on these goals to Kimberly.

e. Monthly Events Calendar

No changes to the monthly events calendar.

7. Reports

a. Student Representative – Lily Denehy

Lily Denehy reported that students have the entire week off. Students took a trip to Mass Mocha; the recent play went well; and senior students ran the holiday craft fair. Upcoming events include an ugly sweater day, winter sports will be starting up, and the holiday musical performance will take place.

b. Teacher Representative – Patrick Cogan/Linda Compton

None.

c. Strategic Plan Committee – Pierce Rigrod

Pierce Rigrod reported that progress on the Strategic Plan was discussed. Discussion took place about configuration and a timeline to flesh out a model to bring forward for conversation publically.

Student achievement and the measurement of it was discussed. Consolidating the information to have a tool that is universally used across the district to measure progress is a goal.

The motion from the committee was proposed and revised to develop a warrant article on consolidation to bring forward in March 2019. The feeling is that the board needs to show that progress is being made to develop models. Consolidation should be called for a vote was the thought.

d. Education Committee – Crista Salamy

Bernd Foecking reported out on topics discussed; fees discussion, curriculum renewal cycle (changes in math curriculum); science curriculum at the high school.

8. Old Business

a. Budget Discussion

Version three and the budget by object were shared (see attached).

The athletic trust fund was recently funded; what limitations are placed on how those funds can be used? Clarity around building and equipment should be laid out.

b. Fees discussion/recommendations

Bernd Foecking spoke about trips and athletics. It was felt that this is not the year to make drastic changes to fees. It is a complex topic.

Bernd Foecking moved that the board will not continue the practice of waiving athletic fees at CVHS starting 2018/2019. The district will create a line item for a "Fee Waiver Fund". The district will create a formal policy for waiving fees based on economic hardship for all fees with the exception of overnight trip fees. The proceeds from Athletic Fees will go into the "Fee Waiver Fund" and will be disbursed from there. AP Test fees will be waived for all students along with the Running Start Fees.

Stephan Morrissey second.

Stephan Morrissey said that we will no longer waive fees therefore we will begin collecting fees again. The fees will go to a particular line item in the budget.

Clarification that we cannot take revenues to fund was shared.

Rich Cahoon asked if this is a fund that is durable and extends beyond a year or only for a single year. It could offset athletics.

Dick Dunning said that if we vote in favor, the high school will be made aware immediately that fees will be charged in the fall. Confirmed.

Kimberly Saunders clarified that athletic fees would be collected for 2018-2019. A policy will be created. Does this include only athletic fees or all fees? **Bernd said that it is all fees excluding overnight trips.** The money collected will offset athletic costs.

In favor: Unanimous.

Motion carried.

Bernd Foecking moved to pass the curriculum renewal cycle from fall 2017 to spring 2023 as presented by Dr. Forrest. Stephan Morrissey second. Unanimous.

c. Configuration Model

Discussion on the motion that came for consideration of the board about reconfiguration took place.

A motion to put on for discussion a warrant article on consolidation in March 2019 was discussed.

Dick Dunning moved to bring forward to the board for discussion, a warrant article for consolidation in March 2019.

The discussion of the board is do we want a consolidation model on the warrant for March 2019.

Janine Lesser said that she thought more information on the reconfiguration model was asked with the consolidation as well. Does this motion only consider a consolidation model or both a consolidation and reconfiguration?

Dick Dunning said that only one model has to go to the voters; the other does not need to go to the voters.

Rich Cahoon said that he hears that a commitment to put something on the warrant in March 2019 is asked. Confirmed. Rich further asked if it is "a consolidation plan" or "the consolidation plan presented". Dick said that some consolidation model should be brought forward. If the board does not bring it forward, he almost guarantees that someone else will bring it forward by petition.

Pierce Rigrod asked if the board is being asked to commit to a consolidation model even if the preference is a reconfiguration.

Jerome Wilson said that the reconfiguration is a change in delivery of education rather than a change in the structure.

Kimberly Saunders said that consolidation changes the physical layout of the district. Reconfiguration leverages how the district is configured to deliver the educational program.

Pierce Rigrod said that the vision should start to be discussed in committee.

Janine Lesser spoke about the necessity to communicate.

Pierce asked for clarification if the motion is to ask the board to consider it.

Myron Steere asked the Superintendent to develop a list of the resources necessary to bring this forward.

Dick Dunning moved and Stephan Morrissey second that administration develop a list of the resources needed to develop a model for consolidation forward.

Rich shared his concern how far administration goes to fully flesh out option 2 to then have this board or the Strategic Plan Committee say that it won't look like what is brought. The parameters of the plan should be laid out before charging administration to determine the resources.

Stephan Morrissey withdrew his second on the motion. We are not ready to discuss this yet.

Kimberly Saunders clarified that a list of resources to prepare a warrant by March 2019 is being asked. We would need to prepare to resource for either model.

Could Kimberly give a list of the questions she needs answers to by the end of December? Confirmed. Busing, what would happen to buildings, property value impact, what is the impact of closing elementary school in X town if X town leaves the district?

Continue to review questions and evaluate resources.

Consensus to go through process: Confirmed.

d. 2nd Read Policy/Adoption (Board Vote Required)

- JLCC: Head Lice

Rich Cahoon reported having received no feedback.

Rich Cahoon moved to adopt this policy as presented. Stephan Morrissey second. Unanimous.

9. New Business

a. 1st Read Policy

- BCB: Board Member Conflict of Interest
- JLCD: Administration of Medication in Schools

Rich Cahoon referenced the above two policies as a first read. Please provide feedback to the Policy Committee.

10. Public Comment

None.

Stephan Morrissey asked if the board could operate from chrome books as an effort to reduce paper.

Budget & Property will investigate.

Bernd Foecking said that board members could request no paper and use their personal computers.

11. Approval of Manifests (Board Vote Required)

Mindy Ryan certified that manifests listed, totaling \$529,391.82 and Payroll totaling \$806,788.98 have been reviewed by her and found to be proper charges against the Contoocook Valley School District for goods and/or services received and have been properly processed prior to their submittal to the School Board.

Stephan Morrissey moved to approve the manifests as read. Dick Dunning second. Unanimous.

12. Non-Public Session: RSA 91-A:3,II (If Required)

- a. Negotiations**
- b. Personnel**

Stephan Morrissey motioned to enter into Non-Public session in accordance with RSA 91-A:3,II at 8:21 p.m. Unanimous on a roll call vote.

Stephan Morrissey motioned to exit non-public session at 8:27 p.m. Dick Dunning second. Unanimous.

Stephan Morrissey motioned to seal the minutes of non-public session for a period of one year. Dick Dunning second. Unanimous.


Kimberly Saunders reported that she was going to bring the recommendation for the model for Student Services on December 5th; she would prefer the second meeting in Dec.

Rich Cahoon motioned to adjourn at 8:27 p.m. Stephan Morrissey second. Unanimous.

Respectfully submitted,

Brenda Marschok

December 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5 Policy Committee @ 6:00 p.m. @ SAU School Board Mtg. @ 7:00 p.m. @ SAU	6	7	8	9
10	11 Education Committee @ 5:30 p.m. @ SAU	12	13	14 Strategic Plan @ 6:00 pm @ SAU ATC Committee @ 7:00 p.m. @ SAU	15	16
17	18 Budget & Property Committee @ 5:30 p.m. @ SAU	19 School Board Mtg. @ 6:00 p.m. @ SAU	20	21	22 District Closed	23
24	25 Christmas Day 	26 District Closed	27	28	29	30
31						

January 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 	2 Policy Committee @ 6:00 pm @ SAU School Board Mtg. @ 7:00 pm @ SAU	3	4	5	6
7	8 Education Committee @ 5:30 pm @ SAU	9	10	11 Strategic Plan Committee Mtg. @ 6:00 pm @ SAU ATC Committee Mtg. @ 7:00 pm @ SAU	12	13
14	15	16 Policy Committee @ 6:00 pm @ SAU Public Hearing on Budget @ 7:00 @ SAU School Board Mtg. immediately following hearing	17	18	19	20
21	22	23 Budget & Property @ 5:30 pm @ SAU Communication Committee @ 6:30 pm @ SAU	24	25 Selectmen's Adv. Committee @ 7:00 pm @ SAU	26	27
28	29	30	31			

NEW HAMPSHIRE PUBLIC SCHOOLS
SCHOOL ADMINISTRATIVE UNIT #1

CONTOOCOOK VALLEY SCHOOL DISTRICT
OFFICE OF THE SUPERINTENDENT OF SCHOOLS
106 Hancock Road, Peterborough, NH, 03458-1197

Telephone: 603-924-3336

Fax: 603-924-6707

Dr. Brendan Minnihan
Superintendent of Schools
bminnihan@conval.edu

Kimberly Saunders
Assistant Superintendent of Schools
ksaunders@conval.edu

TO: Contoocook Valley School Board

FROM: MARK SWASEY

DATE: 11/29/17

RE: REQUEST TO ACCEPT A GIFT OR DONATION

The CONVAL HIGH School requests authorization to accept from:

Name/Address: KEITH M. SULLIVAN FOUNDATION, P.O. Box 78
GREENFIELD, NH 03047

the following gift/donation of: Check valued at \$ 1,000

for the purpose of: INSTALLATION OF HOOP/BACKBOARD EXTENSIONS

FOR THE 4 SIDE HOOPS IN THE GYM, ALLOWING THESE HOOPS
TO BE LOWERED TO 8' FEET, PROVIDING A DEVELOPMENTALLY
APPROPRIATE BASKET HEIGHT FOR YOUTH BASKETBALL PROGRAMS.


Teaching/Supervising Principal's Signature

SAU OFFICE USE ONLY: Date Received _____

Date Approved by School Board _____

Date Not Approved by School Board/Reason: _____

BCB – Board Member Conflict Of Interest

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

A Board member shall not participate in, or influence in any way, the discussion, bid specifications, or vote on any contract, service, collective bargaining issue, or personnel matter, where the Board member has, or appears to have, a direct personal and/or pecuniary interest. A Board member shall not purchase from sell to, or furnish for hire to the District any labor, equipment, goods, commodities, personal property, real estate, services, or supplies with a value in excess of \$200.

As used in this policy, the term "Board member" includes a member of the Board members' immediate family (i.e., spouse, child, siblings, and parents) and anyone residing in the Board members' household.

A Board member shall not have any direct personal and/or pecuniary interest in a contract with the school district, nor shall he or she furnish directly any labor, equipment, or supplies to the District.

In the event a Board member is employed by a corporation or business or has a secondary interest in a corporation or business which furnishes goods or services to the School district, the Board member shall declare his interest and refrain from debating, discussing, or voting upon the question of contracting with the company.

It is not the intent of this policy to prevent the District from contracting with corporations of businesses because a Board member is an employee of the firm. The policy is designed to prevent placing a Board member in a position where his interest in the public schools 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. Through the use of open competitive bidding or recusal of any Board member who has a conflict of interest, the Board will seek to obtain the best value for the district while avoiding impropriety or the appearance of impropriety.

Nepotism

The Board will not hire any teacher or other employee if such 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 Superintendent or any member of the Board.

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.

Vendor Relations

Except as set forth above, the District shall not purchase supplies, materials, or services from a member of the Board or from a member of his or her household or from a firm in which a Board member holds a major interest.

BCB – Board Member Conflict Of Interest

Legal References:

*Marsh v. Hanover, 113 NH 667 (1973) and
Atherton v. Concord, 109 NH 164 (1968)
RSA 95:1, Public Officials Barred From Certain Private Dealings*

Category: R

See also: BBFE

First Read: November 21, 2017

Second Read: December 5, 2017

Adopted:

JLCD – Administration of Medication in Schools

The ConVal School Board, with the advice of the ConVal professional registered nurses (herein referred to as the school nurse) shall establish specific policies and procedures to give protection and controls to the matter of medications in schools (Ed 311.02)(JLCD-R).

The intent of this policy is to provide general standards for the administration of necessary medication to students during school hours and school-sponsored activities.

The following policy will be adhered to when a student requires medication administration during school hours and scheduled school-sponsored activities, events or programs. In addition, the school nurse and principal are responsible for ensuring the provisions of Ed. 311.02, Medication During the School Day, are followed.

Obligations of the District

All medication to be administered shall be kept in a securely-locked cabinet. Controlled medications must be double-locked. If at any time the cabinet is broken into resulting in missing medication, school administration and the police will be notified immediately. The parent/guardian/adult student will be notified of the incident and must replenish the supply of medication.

If the school nurse is not available, the building principal or the principal's designee is permitted to **assist** students in taking required medications by: (1) making such medications available to the student as needed; and (2) observing the student as he/she takes or does not take his/her medication; and (3) recording whether the student did or did not take his/her medication.

The school nurse will maintain all necessary records relative to the emergency administration of medication and will file all such reports as may be required.

The School Board hereby authorizes the school nurse to maintain a supply of emergency medications, i.e.; bronchodilators and epinephrine.

It is the policy of this District that its school nurses and all Health Office Delegates (HODs) shall be properly trained in the administration of medication in a manner consistent with this policy. HODs shall be trained on an annual basis and the school nurse shall document that training to the Director of Student Services. The HOD shall hold and maintain current American Heart Association or American Red Cross CPR/AED/FA Adult and Child certification. This training shall include a practicum.

School personnel shall not provide his/her personal medication to students.

Obligations of the School Nurse

Only the school nurse or the HOD may **administer** medication. If the student requires a comprehensive nursing assessment and/or evaluation, this must be done by the school nurse and cannot be delegated. A school nurse alone has the authority to delegate medication administration and may delegate only if appropriate under the Nurse Practice Act and follows the Standards of Delegation for School Nurses in New Hampshire.

JLCD – Administration of Medication in Schools

The School Nurse may stock epinephrine in the Health Office per RSA 318:42 for the emergency treatment of anaphylaxis of a student, as determined by the school nurse.

Storage of Medication

It is the policy of the District that all medications, both school, and parent-provided, shall be securely and properly stored, in a manner consistent with all applicable laws, as well as safe and prudent school nursing practices.

At the discretion of the school nurse, other medications, such as insulin, may be carried and self-administered by the student.

A single dose of medication may be transferred by the school nurse from the original container to a newly labeled container for the purposes of field trips or school sponsored activities.

Verbal orders from a licensed health care provider may be accepted by the school nurse only and shall be followed with a written order. Faxed or e-mailed orders are acceptable.

The school nurse is responsible for keeping accurate records regarding the administration of medication to students. The school nurse shall maintain medication records of inventory, storage and administration in accord with ED 311.02 (Medication During the School Day).

Obligations of the Parent/Guardian/Adult Student

Prescribed/OTC (over the counter) medication should not be taken during the school day, if at all possible, to achieve the medical regime during hours at home.

A parent/guardian/adult student, or their designated responsible adult, shall deliver all medication to be administered by school personnel to the school nurse or other responsible person designated by the school nurse as follows: (1) the prescription/OTC medication shall be delivered and kept in a pharmacy or manufacturer labeled container (2) the school nurse or principal's designee receiving the prescription medication shall document the quantity of the prescription medication delivered and have the adult delivering the medication co-sign the documented amount (3) the medication may be delivered by the parent/guardian/adult student or a designated adult, provided that the nurse is notified in advance by the parent/guardian/adult student of the delivery and the quantity of prescription medication being delivered to school is specified (4) the parent/guardian/adult student must ensure that the life-saving medication (Diastat, asthma metered dose inhalers, Epi-Pen, Glucagon) or any other emergency medication be available to the student at all times. If the student's life-saving medication is not provided by the parent/guardian/adult student, the student shall not be permitted to attend any school-sponsored activities (5) it is the responsibility of the parent/guardian/adult student to notify the health office of any changes in student health, allergy status or medication changes.

Students requiring prescription medication administration must have a ConVal District medication permission form completed by parent/guardian/adult student and a licensed health care provider and placed on file in the health office. The forms shall comply with standards set forth in NH Code of Administrative

JLCD – Administration of Medication in Schools

Rules Section Ed 311.02. The school nurse, with written authorization of parent/guardian/adult student shall administer non-prescription/OTC medication. At the discretion of the school nurse, a written licensed prescriber's order may be required. If the school nurse is not available and written parent/guardian/adult student permission is on file, the principal or principal's designee is permitted to **assist** students in taking OTCs after consultation with the parent/guardian.

Furthermore, any student with a health condition requiring treatment with herbals, homeopathics, essential oils, or other complementary forms of therapeutic interventions shall have a school medication permission form completed by the parent/guardian/adult student as well as a licensed healthcare provider.

Alternative medications should, whenever practicable, be taken at home. Parents/guardians should inform the school nurse of any such alternative medications. The school nurse shall not administer alternative medications, such as herbal medication, homeopathic medication, essential oils, or other similar forms of alternative medication unless the parent/guardian/adult student has completed and placed on file in the school health office a school medication permission form naming the specific alternative medicine and providing evidence that it has been prescribed by a licensed prescriber. The School Nurse shall not administer an alternative medicine that is prohibited by State or Federal law, or which is unlawful to possess in school.

Students may possess and self-administer a metered dose inhaler or a dry powder inhaler to alleviate or prevent asthmatic symptoms, an auto-injector for severe allergic reactions, and other injectable medications necessary to treat life-threatening conditions. The parent/guardian/adult student and physician must authorize such self-possession and self-administration by completing a school self-administration form in accordance with RSA 200:42 and RSA 200:46. Inhalers and epinephrine auto injectors must be properly labeled with the student's name and type of medication. The student will be held responsible to keep self-carried medication in a safe place that is not accessible to other students. When a student finds it necessary to use his/her auto-injector, s/he shall immediately report it to the nearest supervising adult.

Students shall not share any prescription or over-the-counter medication with another student. Notice of this prohibition shall be published in student handbooks. Students acting in violation of this prohibition will be referred to school administration and may be subject to discipline consistent with applicable Board policies (JICH -- Drug and Alcohol Use By Students, JIH – Student Searches and Their Property).

Student medications may be retrieved from the health office by the parent/guardian/adult student or a designated adult at any time during regular school hours. Medication will be discarded if not picked up within 10 days after the medication is discontinued. All medication must be picked up by the last day of school or it will be discarded.

Civil Immunity

Nothing set forth in this policy or JLCD-R shall be deemed to abrogate or diminish the civil immunity available under New Hampshire law or either the District or its employees.

JLCD – Administration of Medication in Schools

Definitions

The “**school day**” means any time during the day, afternoon, or evening when a child is attending school or other school-sponsored activity (Ed 311.02).

Health Office Designee (HOD) (school nurse-delegatee) - unlicensed assistive personnel - receives annual training by a school nurse.

Assist - Consists of providing the medication to the student and observing and documenting that the student took the medication.

Administration - Giving medication to the student via the appropriately ordered route by preparing, giving and evaluating the effectiveness of prescription and non-prescription drugs. If the student is unable to administer the medication to his/her self, with **assistance**, only the school nurse or HOD may administer the medication.

Legal References:

RSA 200:42, Possession and Use of Epinephrine Auto-Injectors Permitted

RSA 200:43, Use of Epinephrine Auto-Injector

RSA 200:44, Availability of Epinephrine Auto-Injector

RSA 200:44-a, Anaphylaxis Training Required

RSA 200:45, Student Use of Epinephrine Auto-Injectors - Immunity

RSA 200:46, Possession and Self-Administration of Asthma Inhalers Permitted

RSA 200:47, Use of Asthma Medications by Students – Immunity

RSA 200:53, Bronchodilators, spacers, and nebulizers in schools

RSA 200:54, Supply of Bronchodilators, Spacers or Nebulizers

RSA 200:55, Administration of Bronchodilator, Space or Nebulizer

RSA 318:42, Dealing in or possessing prescription drugs (VII-b)

N.H. Code of Administrative Rules – Section Ed. 306.12(b)(2), Special Physical Health Needs of Students

N.H. Code of Administrative Rules – Section Ed. 311.02(d); Medication During School Day

NH Board of Nursing-Nurse Practice Act - www.nh.gov/nursing/nurse-practice-act/

Standards of Delegation for School Nurses in New Hampshire

See also: JICH, JIH, JLCD-R, JLCE

First Read: November 21, 2017

Second Read: December 5, 2017

Adopted:

BAAA – School Board Policies and Administrative Procedures

Generally

The policies of the Board are intended to establish the general and overall rules within which day-to-day operations of the School District are to be governed. Procedures for carrying out and implementing the broad policies of the Board on a day-to-day basis are to be fashioned and adopted by the administration, under the direction of the Superintendent. As applicable, members of the District community are expected to comply with both Board policy and administrative procedures, subject to the limitations and exceptions set forth herein. However, the failure of the Board or the Administration to comply with policy shall not invalidate any lawful action taken.

Contents of Board Policy and Administrative Procedure

The policies of the Board shall be composed of (1) the policies contained in this Policy Manual; (2) the contents of administrative job descriptions adopted by the Board; (3) all formal Student Handbooks; and (4) all formal Employee Handbooks.

Administrative procedure is not part of Board policy and may be altered by the administration without Board action. Administrative procedure, however, may not conflict with Board policy.

Limitations of Policy

Neither the policies of the Board nor the procedures of the administration are intended, nor shall they be construed, to supersede or preempt any applicable laws, whether constitutional, statutory, regulatory, or common in origin. Consequently, all Board policies and administrative procedures shall be given both an interpretation and application which is lawful. The Board shall have the final interpretation of its policies and the administration shall have the final interpretation of its procedures.

As the Board policies and administrative procedures are limited by legal constraints, so too are the rights of those to whom the Board policies and administrative procedures apply. Neither the policies of the Board nor the procedures of the administration are intended to expand the rights of individuals beyond those established by law or to give to any individual a cause of action not independently established in law. Enforcement of Board policy shall rest exclusively with the Board, and enforcement of administrative procedures shall rest exclusively with the administration.

Board policy and administrative procedure shall not preempt, create, supplant, expand or restrict the rights or liabilities of students, employee, taxpayers, or others within the School District beyond those that are established in law and are not intended to restrict or limit students, employees, or other members of the School District community from pursuing any claims or defenses available under law.

Exceptions

Exceptions to any policy or the application of any policy may be made if requested or recommended in accordance with the following procedures:

- a. Any person may request an exception to any Board policy or the application of same by submitting a letter to the Superintendent. The request shall identify: (1) the name, address, and telephone number of the person making the request; (2) the policy for which the exception is being requested; (3) the action that the requesting individual desires, and (4) the rationale supporting the need for an exception.
- b. The Superintendent or his/her designee, shall conduct a sufficient investigation of any request for an exception so as to be able to formulate a recommendation for the Board. Among the factors to be evaluated are the relevant facts related to the request, the rationale of both the policy and the request for the exception; and the disposition of prior requests for exceptions to the same or similar policies.
- c. Following the Superintendent's investigation, the Superintendent may place the request for exception on the agenda and shall report to the Board the circumstances surrounding the request and his/her recommended disposition. The person requesting the exception shall be notified in advance of this agenda item, and shall be given a reasonable opportunity to address the Board before the Board determines whether to grant the request for an exception.

- d. The Board shall have final and exclusive authority to determine whether to grant any request for an exception and shall be the sole judge of whether the rationale for the exception is sufficient, taking into consideration the recommendation of the Superintendent. Moreover, the granting of exceptions in the same or similar cases shall not constitute binding precedent or practice inasmuch as the prior grant of an exception may establish that the granting of an exception is ill-advised.
- e. Exceptions to administrative procedure shall be made in accordance with the procedures established by the Superintendent.

Category R

1st Read: February 21, 2012

2nd Read: April 17, 2012

Adopted: April 17, 2012

< BA - Evaluation Of Board Operational Procedures

BBAA - School Board Member Authority (<http://schoolboard.convalsd.net/district-policies/b-school-board-governance-and-operations/bbaa-school-board-member-authority/>)

2017-2018 Expense Report

20-Nov-17

Account Number Description		2017-2018 Budget	2017-2018 Transfers	2017-2018 Adjusted Budget	2017-2018 Expense	2017-2018 Encumbered	Balance	Account Notes
Line #								
1	21.000.0000.00.110 REGULAR SALARIES	\$13,836,429.00	-\$349,481.70	\$13,486,947.30	\$3,209,921.50	\$9,748,021.89	\$529,003.91	3.92%
2	21.000.0000.00.111 PARA SALARIES	\$2,160,588.00	\$224,330.35	\$2,384,918.35	\$662,095.03	\$1,769,170.35	-\$46,347.03	-1.94%
3	21.000.0000.00.112 ADMIN ASSIST SALARIES	\$1,092,670.00	\$14,201.35	\$1,106,871.35	\$373,465.12	\$737,337.71	-\$3,931.48	-0.36%
4	21.000.0000.00.113 CUSTODIAL/MAINTEN SALARIES	\$608,340.00	\$0.00	\$608,340.00	\$212,625.07	\$356,424.96	\$39,289.97	6.46%
5	21.000.0000.00.114 ADMINISTRATOR SALARIES	\$2,322,933.00	\$96,232.50	\$2,419,165.50	\$858,362.93	\$1,535,968.03	\$24,834.54	1.03%
6	21.000.0000.00.115 DEPARTMENT HEADS	\$31,500.00	\$11,500.00	\$43,000.00	\$10,237.86	\$32,762.14	\$0.00	0.00%
7	21.000.0000.00.119 SUPPORT SERVICES	\$735,557.00	\$ 0.00	\$735,557.00	\$234,847.97	\$442,946.55	\$57,762.48	7.85%
8	21.000.0000.00.120 TEMPORARY SALARIES	\$1,086,786.00	\$ 0.00	\$1,086,786.00	\$382,044.92	\$222,514.45	\$482,226.63	44.37%
9	21.000.0000.00.130 OVERTIME	\$48,000.00	\$ 0.00	\$48,000.00	\$12,953.83	\$972.62	\$34,073.55	70.99%
10	21.000.0000.00.211 HEALTH INSURANCE	\$5,451,225.00	-\$ 4,170.78	\$5,447,054.22	\$2,181,154.95	\$2,937,115.89	\$328,783.38	6.04%
11	21.000.0000.00.212 DENTAL INSURANCE	\$230,500.00	\$ 0.00	\$230,500.00	\$109,141.48	\$114,920.35	\$6,438.17	2.79%
12	21.000.0000.00.213 LIFE INSURANCE	\$43,560.00	\$ 0.00	\$43,560.00	\$15,246.00	\$0.00	\$28,314.00	65.00%
13	21.000.0000.00.214 LONG TERM DISABILITY	\$49,500.00	\$ 0.00	\$49,500.00	\$15,786.43	\$0.00	\$33,713.57	68.11%
14	21.000.0000.00.220 FICA	\$1,677,095.00	\$ 0.00	\$1,677,095.00	\$442,018.55	\$1,079,713.97	\$155,362.48	9.26%
15	21.000.0000.00.225 ADMIN ANNUITY	\$ 14,721.00	\$ 0.00	\$14,721.00	\$7,005.00	\$0.00	\$7,716.00	52.41%
16	21.000.0000.00.231 NON - TEACH RETIRE	\$520,016.00	\$ 69,965.34	\$589,981.34	\$193,989.63	\$396,639.50	-\$647.79	-0.11%
17	21.000.0000.00.232 TEACHER RETIRE	\$2,795,082.00	-\$ 69,965.34	\$2,725,116.66	\$684,214.15	\$1,868,284.36	\$172,618.15	6.33%
18	21.000.0000.00.260 UNEMPLOYMENT	\$ 47,000.00	\$ 0.00	\$47,000.00	\$0.00	\$0.00	\$47,000.00	100.00%
19	21.000.0000.00.270 BENEFIT STRATEGIES	\$ 0.00	\$ 0.00	\$0.00	\$0.00	\$0.00	\$0.00	
20	21.000.0000.00.320 PRESENTERS	\$17,600.00	\$ 0.00	\$17,600.00	\$1,227.00	\$0.00	\$16,373.00	93.03%
21	21.000.0000.00.321 STAFF TUITION	\$78,890.00	\$ 0.00	\$78,890.00	\$55,770.14	\$0.00	\$23,119.86	29.31%
22	21.000.0000.00.322 STAFF SERVICES	\$102,900.00	\$ 0.00	\$102,900.00	\$20,680.16	\$0.00	\$82,219.84	79.90%
23	21.000.0000.00.323 PUPIL SERVICES	\$116,230.00	\$ 0.00	\$116,230.00	\$124,232.47	\$309,621.81	-\$317,624.28	-273.27% Psychologist and additional services
24	21.000.0000.00.330 PURCHASED/PROF	\$1,367,887.00	\$ 3,372.50	\$1,371,259.50	\$555,377.29	\$716,803.30	\$99,078.91	7.23%
25	21.000.0000.00.340 STATISTICAL SERVICES	\$30,000.00	\$ 0.00	\$30,000.00	\$0.00	\$0.00	\$30,000.00	100.00%

2017-2018 Expense Report

20-Nov-17

Account Number Description		2017-2018 Budget	2017-2018 Transfers	2017-2018 Adjusted Budget	2017-2018 Expense	2017-2018 Encumbered	Balance	Account Notes	
Line #									
26	21,000,0000.00.380 SCHOOL BOARD SERVICES	\$161,000.00	\$ 0.00	\$161,000.00	\$107,926.99	\$84,340.68	-\$31,267.67	-19.42%	Prior Year Purchase Orders
27	21,000,0000.00.411 WATER/SEWER	\$56,400.00	\$ 0.00	\$56,400.00	\$28,940.90	\$7,020.26	\$20,438.84	36.24%	
28	21,000,0000.00.421 DISPOSAL	\$40,800.00	\$ 0.00	\$40,800.00	\$15,244.70	\$19,919.50	\$5,635.80	13.81%	
29	21,000,0000.00.422 SNOW PLOWING	\$198,000.00	\$ 0.00	\$198,000.00	\$0.00	\$198,000.00	\$0.00	0.00%	
30	21,000,0000.00.430 REPAIR/MAINT	\$290,690.00	\$ 0.00	\$290,690.00	\$100,732.89	\$176,155.32	\$13,801.79	4.75%	
31	21,000,0000.00.431 STRUCTURAL REPAIRS	\$182,400.00	\$ 0.00	\$182,400.00	\$64,917.29	\$37,800.00	\$79,682.71	43.69%	
32	21,000,0000.00.432 ELECTRICAL REPAIRS	\$32,700.00	\$ 0.00	\$32,700.00	\$9,492.88	\$16,996.37	\$6,210.75	18.99%	
33	21,000,0000.00.433 MECHANICAL REPAIRS	\$38,600.00	\$ 0.00	\$38,600.00	-\$20,843.06	\$44,006.62	\$15,436.44	39.99%	
34	21,000,0000.00.434 HVAC REPAIRS	\$30,000.00	\$ 0.00	\$30,000.00	\$67,587.02	\$22,311.33	-\$59,898.35	-199.66%	Prior Year Purchase Orders
35	21,000,0000.00.440 BUILDING RENTAL	\$3,500.00	\$ 0.00	\$3,500.00	\$0.00	\$0.00	\$3,500.00	100.00%	
36	21,000,0000.00.442 EQUIPMENT RENTAL	\$1,000.00	\$ 0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%	
37	21,000,0000.00.450 RENTAL	\$2,000.00	\$ 0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.00%	
38	21,000,0000.00.510 FIELD TRIP ATHLETIC	\$250,517.00	\$ 0.00	\$250,517.00	\$49,450.79	\$175,239.32	\$25,826.89	10.31%	
39	21,000,0000.00.519 PUPIL TRANSPORTATION	\$2,374,125.00	\$ 0.00	\$2,374,125.00	\$650,001.81	\$1,434,222.54	\$289,900.65	12.21%	
40	21,000,0000.00.520 INSURANCE	\$252,730.00	\$ 0.00	\$252,730.00	\$243,146.00	\$0.00	\$9,584.00	3.79%	
41	21,000,0000.00.530 TELEPHONE /WEB ACCESS	\$129,500.00	-\$ 9,250.00	\$120,250.00	\$42,292.76	\$78,565.90	-\$608.66	-0.51%	
42	21,000,0000.00.531 CELLULAR PHONES	\$30,000.00	\$ 0.00	\$30,000.00	\$9,981.05	\$18,898.95	\$1,120.00	3.73%	
43	21,000,0000.00.534 POSTAGE	\$17,950.00	-\$ 6.65	\$17,943.35	\$10,135.98	\$4,142.55	\$3,664.82	20.42%	
44	21,000,0000.00.540 ADVERTISING	\$22,000.00	\$ 9,256.65	\$31,256.65	\$14,176.80	\$22,079.85	-\$5,000.00	-16.00%	
45	21,000,0000.00.550 PRINTING	\$21,300.00	\$ 0.00	\$21,300.00	\$2,258.90	\$750.00	\$18,291.10	85.87%	
46	21,000,0000.00.561 TUITION	\$1,374,030.00	\$ 0.00	\$1,374,030.00	\$263,196.39	\$799,439.48	\$311,394.13	22.66%	
47	21,000,0000.00.580 MILEAGE	\$93,320.00	\$ 0.00	\$93,320.00	\$17,781.78	\$16,991.38	\$58,546.84	62.74%	
48	21,000,0000.00.590 MISC PURCH SERV	\$15,000.00	\$ 0.00	\$15,000.00	\$3,658.37	\$8,366.32	\$2,975.31	19.84%	
49	21,000,0000.00.622 ELECTRICITY	\$446,100.00	\$ 0.00	\$446,100.00	\$139,819.55	\$277,476.58	\$28,803.87	6.46%	
50	21,000,0000.00.623 BOTTLED GAS	\$10,420.00	\$1,900.00	\$12,320.00	\$2,849.76	\$9,445.24	\$25.00	0.20%	

2017-2018 Expense Report

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Account Number Description		2017-2018 Budget	2017-2018 Transfers	2017-2018 Adjusted Budget	2017-2018 Expense	2017-2018 Encumbered	Balance	Account Notes
Line #								
51	21.000.00000.00.624 FUEL OIL	\$346,670.00	\$ 1,900.00	\$344,770.00	\$667.14	\$0.00	\$344,102.86	99.81%
52	21.000.00000.00.656 PROPANE / GASOLINE	\$202,780.00	\$ 0.00	\$202,780.00	\$43,452.47	\$19,307.37	\$140,020.16	69.05%
53	21.000.00000.00.610 SUPPLIES	\$848,024.00	-\$ 602.98	\$847,421.02	\$297,772.69	\$350,094.12	\$199,554.21	23.55%
54	21.000.00000.00.615 TESTING SUPPLIES	\$ 16,760.00	\$ 0.00	\$16,760.00	\$7,994.74	\$0.00	\$8,765.26	52.30%
55	21.000.00000.00.640 BOOKS	\$ 97,268.00	-\$ 197.02	\$97,070.98	\$23,727.77	\$37,546.00	\$35,797.21	36.88%
56	21.000.00000.00.641 PERIODICALS	\$24,139.00	\$ 0.00	\$24,139.00	\$11,259.46	\$2,322.65	\$10,556.89	43.73%
57	21.000.00000.00.649 OTHER INFO SOURCES	\$ 4,120.00	\$ 500.00	\$4,620.00	\$1,262.51	\$1,102.00	\$2,255.49	48.82%
58	21.000.00000.00.650 SOFTWARE SUPPORT	\$238,315.00	-\$ 1,995.00	\$236,320.00	\$145,129.45	\$51,333.96	\$39,856.59	16.87%
59	21.000.00000.00.733 NEW FURNITURE	\$20,970.00	\$ 0.00	\$20,970.00	\$7,953.87	\$52,948.67	-\$39,932.54	-190.43% Prior Year Purchase Orders
60	21.000.00000.00.734 OTHER EQUIPMENT	\$ 200.00	\$ 0.00	\$200.00	\$0.00	\$0.00	\$200.00	100.00%
61	21.000.00000.00.737 REPL FURNITURE	\$35,100.00	\$ 0.00	\$35,100.00	\$4,573.18	\$5,681.00	\$24,845.82	70.79%
62	21.000.00000.00.738 REPL EQUIPMENT	\$71,743.00	\$ 5,789.78	\$77,532.78	\$34,285.24	\$31,166.39	\$12,081.15	15.58%
63	21.000.00000.00.739 NEW EQUIPMENT	\$ 48,699.00	-\$ 1,619.00	\$47,080.00	\$353,102.90	\$20,420.49	-\$326,443.39	-693.38% Prior Year Purchase Orders
64	21.000.00000.00.810 DUES & FEES	\$151,068.00	\$ 1,995.00	\$153,063.00	\$66,893.11	\$13,298.49	\$72,871.40	47.61%
65	21.000.00000.00.830 DEBT SERVICE INTEREST	\$ 87,435.00	\$ 0.00	\$87,435.00	\$43,717.50	\$0.00	\$43,717.50	50.00%
66	21.000.00000.00.890 MISCELLANEOUS	\$ 63,200.00	\$ 145.00	\$63,345.00	\$15,045.73	\$9,633.30	\$38,665.97	61.04%
67	21.000.00000.00.910 DEBT SERVICE PRINCIPAL	\$360,000.00	\$ 0.00	\$360,000.00	\$0.00	\$0.00	\$360,000.00	100.00%
68	21.000.00000.00.930 TRANS TO FOOD SERVICE			\$0.00			\$0.00	
69	TOTAL	\$43,155,582.00	\$0.00	\$43,155,582.00	\$13,241,984.79	\$26,316,240.51	\$3,597,356.70	
70	PY ENCUMBRANCES	\$1,295,471.55						
71	21.000.00000.00.930 TRANS TO TRUST FUNDS							
72	UNRESERVED FUND BALANCE			\$0.00			\$0.00	
73	TOTAL	\$44,451,053.55		\$43,155,582.00			\$ 3,597,356.70	\$ 0.00