

POLICY COMMITTEE

August 21, 2018
SAU Finch Room
6:00 PM

Agenda

Committee Members:

Rich Cahoon – Chair, Janine Lesser, Kristen Reilly, Crista Salamy, Jerry Wilson, Stephan Morrissey, Kimberly Saunders, Ann Forrest

Attendees:

1. **Call to Order & Approval of August 7, 2018 Minutes**
2. **Policies to the Board – The following policies will be presented to the Board for a second read:**
 - a) AFB: Evaluation of the Superintendent and Goal Setting
 - b) IHAMA: Teaching about Alcohol, Drugs, and Tobacco – This policy was reviewed by Legal and no changes were recommended.
3. **Policies for Review:**
 - a) Personnel Files: HR would like to see this information added to an existing policy or documented in a new policy.
 - b) EFDA: Overdue Accounts

Coming Back From August 7 meeting:

- a) AC: Non-Discrimination – addition of gender identity reference. NHSBA policy JBAB (no JBA) is included with this policy, as requested at the August 7 meeting.
- b) CB, & CB-R: bringing back for further discussion. Also included are the NHSBA versions. According to HR, this policy is the job description for the Superintendent.
- c) JFABD: Admission of Homeless Students
- d) JICI: Dangerous Weapons on School Property (legal version) – This policy contains new edits from Legal, based upon a recent review/
- e) JIHB: Searches of Student Automobiles on School Property – New version generated by CVHS Administration. Included is the CVHS version, Legal's version, and the NHSBA version of JIHB-R.
- f) JLCL: Life Threatening Allergies – is this ready to send for a first read?

g) JLD: Guidance Counselors: awaiting feedback from Legal (not in packet).

Pending from August 7 Meeting: Not in this packet

- a) STA Kindergarten Drop-off Procedure: under review by Legal and Bus Company
- b) EEAG – Use of Private Vehicles on School Business: Changed “teacher’s to “employees” in paragraph two. The Superintendent wants to discuss Legal’s edits with Dean Eggart.
- c) ILD & ILD-R: Non-Educational/Non-Academic Questionnaires, Surveys, and Research – pulled pending further research.
- d) JFAB: Admission and Tuition of Non-Resident Students – pulled pending further discussion with Student Services
- e) JKAA: Use of Restraint, Seclusion, and Physical Contact – status report

4. B Policy Review -- this agenda includes only those B policies that have recently been updated by the NHSBA.

- a) BEDB: Agenda Preparation and Dissemination (Recommended)
- b) BEDG: Minutes (Recommended)
- c) BEDG-R: Access to Minutes and Public Records
- d) BCA: Board Member Ethics (Recommended) – Our ethics policy is BBFE (included)
- e) BCA-R: Acknowledge of School Board Ethics Policy

5. Strategic Plan Related Policies: Not in this packet

Below is our original list of Strategic Plan-related policies from August 2016 with determination of committee ownership: Status Report?

- a) Communications: BHC, GBD; Communications Committee
- b) Assessment: IGA, IHBH, IK, ILBA, IMBC; presented to Education Committee
- c) Community Partnerships: KCB; Communications

6. Next Meeting: September 4, 2018

CONTOOCOOK VALLEY SCHOOL DISTRICT
Office of the Superintendent of Schools
106 Hancock Road, Peterborough, NH 03458-1197

POLICY COMMITTEE

August 7, 2018
SAU Finch Room
6:00 PM

Minutes

Committee Members:

Rich Cahoon – Chair, Janine Lesser, Kristen Reilly, Crista Salamy, Jerry Wilson, Stephan Morrissey, Kimberly Saunders, Ann Forrest

Attendees: Rich Cahoon, Stephan Morrissey, Jerry Wilson, Myron Steere, Kimberly Saunders, Ann Forrest, Kristen Reilly (6:07)

1. Call to Order & Approval of July 17, 2018 Minutes: The meeting was called to order at 6:02 PM. The motion to accept the July 17th minutes, as written made by Stephan Morrissey and seconded by Jerry Wilson. Unanimous.

Rich Cahoon requested that all B policies be added to the next Policy agenda.

2. Policies to the Board – The following policies will be presented to the Board for a first read:

- a) AFB: Evaluation of the Superintendent and Goal Setting
- b) IHAMA: Teaching about Alcohol, Drugs, and Tobacco – This policy was reviewed by Legal and no changes were recommended.
- c) IIB: Class Size –
Rich Cahoon indicated he would like to bring this back after the first read. This policy will also be returned to the Ed Committee and should come back to us by the end of October, if possible. Rich would like to see more concise description/process as to how classes are determined.

3. Policies for Review:

- d) STA Kindergarten Drop-off Procedure – Ms. Saunders discussed the STA Kindergarten drop-off policy, which has existed for quite some time. Presently, buses will not drop off Kindergarten students unless there is an adult present. We are responsible for them from door to door. Rich Cahoon indicated that this is not always the case with his own child. It was enforced more at the beginning of the year.

What does the District consider as reasonable? What do we want them to do? Do we want parents to sign off on our plan? What about older children being able to take the child? Rich Cahoon asked if they are actually going to sit and wait until they see an adult. This has not been his experience.

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Office of the Superintendent of Schools

106 Hancock Road, Peterborough, NH 03458-1197

Do we agree that it is not reasonable to allow only a parent be the one to take the child? What about grade 1 & 2 students. Is it fair to say there has to be an adult present? We do not walk home with students who live within walking distance, regardless of their age.

Rich Cahoon feels their policy makes us liable. Presently, STA is not fully following their own policy.

What about custodial issues? Should we include the entire school?

Is it acceptable for multiple students going to the same home with no parent present to be responsible for the kindergarten aged student?

The Superintendent will give these comments to the Bus company and request new procedures. The Board could also enact a policy that the bus company would have to follow.

- e) AC: Non-Discrimination – addition of gender identity reference. Ann Forrest discussed what the term “Gender” includes and feels that this term alone should cover the description. The past transgender policy we looked at was not workable. Rich Cahoon indicated this is a policy we presently do not follow.

Kristen Reilly would like to know that we are following all state and federal laws to protect gender identity. Can we reference only state laws? Ann Forrest did not think so, as we risk losing federal funding.

Rich Cahoon wants to ensure we can follow the policy if we add these two words.

Sports, NHAIL, recently passed a policy on which one can play on a team with which they identify.

Kristen Reilly asked what our lockers and bathrooms at the high school look like.

The Superintendent indicated we are not in violation. Does our firefighter class discriminate based on gender? Physical disabilities? They can take the class but they might not pass the class.

What is a reasonable accommodation? You cannot have a drug conviction and become an EMT.

Who would tell the student this? Can addition be considered a disability?

Do we want to bring forth a transgender policy (NHSBA)? Should Ms. Saunders speak with Legal regarding this policy? Rich Cahoon is curious about not having to include the term “Identity”.

Stephan Morrissey feels we do not need a transgender policy. Jerry Wilson does not think we

need a specific policy. Kristen Reilly indicated that if we have a newer policy, she would like to see the language to see if there might be another term to use rather than gender identity.

Our old policy was very punitive towards staff. As written, it would have prohibited us from participating in NHAIL sports.

ACTION: Will bring the NHSBA policy JBA to the next meeting.

- f) CB, & CB-R: bringing back for further discussion. Also included are the NHSBA versions. We need to add the job description as an “R”. Will also need to reference the “R”. The job description, as Rich sees it, states “other duties as required”.

ACTION: Rich Cahoon would like to put this for a 1st read with the job description.

- g) EEAG – Use of Private Vehicles on School Business: This policy was recently reviewed by Legal. Edits in red.

Ann Forrest found several issues worthy of discussing. The Superintendent would like to speak to Counsel regarding his recommendations. Why did he add the other school purposes? The

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Office of the Superintendent of Schools

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convictions mentioned are very specific. What does "reckless operation" mean? Is this a plea down from something more severe? Ms. Saunders believes it is. Rich Cahoon wants to know if the language is strong enough to enforce consequences when in violation of this policy.

The Superintendent feels our legal counsel has probably written this for another district, but she will check with him.

ACTION: Kimberly will discuss our comments with Dean.

- h) ILD & ILD-R: Non-Educational/Non-Academic Questionnaires, Surveys, and Research – this is the new and correct version from NHSBA. ILDA has been withdrawn by NHSBA.

ACTION: The Superintendent asked for more time with this policy.

- i) JFAB: Admission and Tuition of Non-Resident Students – these changes are minimal.

ACTION: Add comma for clarification. Kimberly Saunders would like to check with the Student Services Director.

Meeting called at 6:52 PM.

- j) JFABD: Admission of Homeless Students

- k) JICI: Dangerous Weapons on School Property (legal version) – This policy contains new edits from Legal, based upon a recent review.

- l) JIHB: Searches of Student Automobiles on School Property – New version generated by CVHS Administration. Included is the CVHS version, Legal's version, and the NHSBA version of JIHB-R.

- m) JKAA: Use of Restraint, Seclusion, and Physical Contact – status report

- n) JLCL: Life Threatening Allergies – is this ready to send for a first read?

- o) JLD: Guidance Counselors: awaiting feedback from Legal (not in packet).

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- a) Communications: BHC, GBD; Communications Committee
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- c) Community Partnerships: KCB; Communications

Meeting adjourned at 6:52; motion by Stephan, seconded by Jerry.

6. Next Meeting: August 21, 2018

Respectfully submitted,

Carol Hills

AFB -- Evaluation Of The Superintendent And Goal Setting

The School Board shall annually evaluate the Superintendent based on written criteria as established by the Board. The evaluation shall encompass the Superintendent's position as contained in Board Policy CB – School Superintendent.

The assessment of the Superintendent will consist of three primary areas of performance:

1. Progress on Board goals as established in the annual planning process with agreed measures of performance. The School Board will identify their goals for the Superintendent by August 1 of each year.
2. Progress on professional goals established by the superintendent and agreed by the Board which consists of three to five goals with associated measures of performance. The Superintendent will provide the Board with his/her identified goals by September 1 of each year.
3. Rating of job performance characteristics established by the Board and reviewed by the Superintendent (see current list in CBI-R).

Additionally, the Superintendent will provide a written perspective on his/her performance to be included with the review. The Vice-Chair of the School Board will review the Board's evaluation with the Superintendent once it has been approved by the Board.

The Board will provide the Superintendent with periodic opportunities to discuss Superintendent/ Board relationships. The Superintendent may provide written comments to the Board for evaluation of his/her performance.

It is important to note that circumstances may require some changes to the established criteria for evaluation based on agreement of the Board and Superintendent.

Legal References:

*N.H. Code of Administrative Rules, Section Ed 303.01(k), Substantive Duties of School Boards,
Superintendent Evaluation
See CBI-R*

1st Read: August 7, 2018

2nd Read: August 21, 2018

Adopted:

IHAMA - Teaching About Alcohol, Drugs, and Tobacco

District personnel shall provide students, parents, and legal guardians with information and resources relative to existing drug and alcohol counseling and treatment for students. Information will be published in student/parent handbooks, posted on district websites, distributed along with other course material during drug and alcohol education, and shall be available through the principal's office, school nurses' office, athletic program offices, guidance offices and other locations deemed appropriate by the principal in each school.

The Superintendent shall be responsible to establish and periodically review the District's guidelines for staff members providing education on the effects of alcohol, other drugs, tobacco, and dealing with abuse. The District shall provide age and developmentally appropriate drug and alcohol education to pupils based upon the needs of the pupils and the community, as a component of the kindergarten through grade 12 health education program. An evidence-based prevention program, approved by the Superintendent, may be used for this purpose.

Legal References:

RSA 189:10, Studies
RSA 189:11-d, Drug and Alcohol Education
Ed 306.40, (b)(2) a - Health Education Program.

Category: P - Required by Law

1st Read: August 7, 2018

2nd Read: ~~October 15, 2013~~ August 21, 2018

Adopted: October 15, 2013

PERSONNEL FILES

The Contoocook Valley School District keeps certain records relating to staff's employment in a personnel file. The documents contained within these files are the property of the District and must be maintained for government and District recordkeeping purposes. Some employment records are kept in separate files, such as records relating to medical conditions and leave, records relating to investigations, and records relating to I-9 requirements. Except as otherwise required by the Right to Know Law, all files connected with an employee are considered strictly confidential, and access will be limited only to those who have a job-related need to know the information and who have been authorized to see the file in question.

If an employee wishes to view the contents of his or her personnel file, the employee should make prior arrangements to report during off-duty time or, with permission from his or her immediate supervisor, during work time to the Human Resources office and file a written request with the records clerk, or other designated individual. The clerk will verify the employee's identity and show him or her to an area where they can view the contents of their file. If the employee would like to receive a copy of a District record relating to their employment, they should let the clerk know which document(s) need to be copied. Copies are ten cents per page*, payable in advance.

The employee may not take or alter any document found within their personnel file. If the employee disagrees with one of the documents, the employee may ask the Human Resources Director for permission to add a document containing their comments regarding the document with which they disagree.

The personnel files will be maintained in District archives in accordance with all applicable legal requirements.

***Copy Charges**

1. The District may assess a charge of 10 cents per page for each standard 8 ½ x11 or 8 ½ x14 black and white copy produced.
2. If a record is maintained in color and can be produced in color, and the requestor then requests a color copy, the District may assess a charge of 25 cents per page for each 8 ½ x11 or 8 ½ x14 color copy produced.
3. Delivery of copies of records to a requestor is anticipated to be by hand delivery. If the copies of records are requested to be delivered through the United States Postal Service, for example, the cost incurred in delivering the copies may be assessed in addition to any other permitted charge.

EFDA – Overdue Accounts

Prior to the start of each school year, parents/guardians shall be advised of meal prices and payment options, as well as information on participation in the Free and Reduced Lunch Program. In order to participate in the ConVal school Food Service program, parents may utilize the online payment system prior to purchasing school meals.

a signed statement must be returned to the ConVal Food Service Director indicating the person(s) responsible for payment.

Student Accounts:

Accounts due may not exceed \$50.00 for either staff or students. Any account in excess of \$50.00 unpaid for more than 30 days will be considered overdue and responsible persons who have not contacted the ConVal Food Service Director with genuine difficulties or acceptable explanation will be notified regarding their receive a Notice of Overdue Account. If no payment is received or contact made with the District within 14 days of this letter notification, the ConVal Food Service Director or Assistant Director will contact the responsible party and seek agreement and resolution. If such agreement or resolution is not possible, or should an agreement previously reached not be honored, the account shall be referred to the Superintendent or designee who may pursue such remedy as she/he deems appropriate including, but not limited to legal action referral to an outside collection agency. In no case will action be taken against a student because of an overdue account.

Staff Accounts:

Accounts due may not exceed \$10.00 for staff. An account in excess of \$10.00 unpaid for more than 30 days will be brought to the attention of the Superintendent or designee.

~~1st Read: September 7, 2010~~

~~2nd Read: February 3, 2011~~

~~Adopted: February 3, 2011~~

AC -- Non-Discrimination

The School Board, in accordance with the requirements of the federal and state laws, and the regulations which implement those laws, hereby declares formally that it is the policy of the Board, in its actions and those of its employees and students, that there shall be no discrimination on the basis of age, sex, race, creed, color, marital status, physical or mental disability, national origin, sexual orientation, **gender identity**, or any other categories protected by law for employment in, participation in, admission/access to, or operation and administration of any educational program or activity in the School District.

Inquiries, complaints, and other communications relative to this policy and to the applicable laws and regulations concerned with non-discrimination shall be received by the Superintendent or his/her designee.

This policy of non-discrimination is applicable to all persons employed or served by the District. Any complaints or alleged infractions of the policy, law or applicable regulations will be processed through the non-discrimination grievance procedure. This policy implements PL 94-142, Section 504 of the Rehabilitation Act of 1973, Title II of the American with Disabilities Act, Title VI or VII of the Civil Rights act of 1964, Title IX of the Education Amendments of 1972, and the laws of New Hampshire pertaining to non-discrimination.

Legal Reference:

RSA 354-A:6, Opportunity for Employment without Discrimination a Civil Right
RSA 354-A:7, Unlawful Discriminatory Practices
The Age Discrimination in Employment Act of 1967
Title I of The Americans with Disabilities Act of 1990
Title VII of The Civil Rights Act of 1964 (15 or more employees)
Appendix: AC-R

~~**1st Reading: February 19, 2008**~~

~~**2nd Reading: April 15, 2008**~~

~~**Adopted: April 15, 2008**~~

~~**Amended: September 2, 2008**~~

~~**Amended: February 5, 2013**~~

JBAB - TRANSGENDER AND GENDER NON-CONFORMING STUDENTS

(Download policy)

Category: Optional

I. PURPOSE

District policy requires that all programs, activities, and employment practices be free from discrimination based on sex, sexual orientation, or gender identity. This policy is designed in keeping with these mandates to create a safe learning environment for all students and to ensure that every student has equal access to all school programs and activities.

This policy sets out guidelines for schools and district staff to address the needs of transgender and gender nonconforming students and clarifies how state law should be implemented in situations where questions may arise about how to protect the legal rights or safety of such students. This policy does not anticipate every situation that might occur with respect to transgender or gender nonconforming students, and the needs of each transgender or gender nonconforming student must be assessed on a case-by-case basis. In all cases, the goal is to ensure the safety, comfort, and healthy development of the transgender or gender nonconforming student while maximizing the student's social integration and minimizing stigmatization of the student.

II. DEFINITIONS

The definitions provided here are not intended to label students but rather are intended to assist in understanding this policy and the legal obligations of District staff. Students might or might not use these terms to describe themselves.

"Gender identity" is a person's deeply held sense or psychological knowledge of their own gender, regardless of the gender they were assigned at birth. Everyone has a gender identity.

"Transgender" describes people whose gender identity is different from their gender assigned at birth.

"Gender expression" refers to the way a person expresses gender, such as clothing, hairstyles, activities, or mannerisms.

"Gender nonconforming" describes people whose gender expression differs from stereotypical expectations, such as "feminine" boys, "masculine" girls, and those who are perceived as androgynous.

III. GUIDANCE

A. Privacy

The Board recognizes a student's right to keep private one's transgender status or gender nonconforming presentation at school. Information about a student's transgender status, legal name, or gender assigned at birth also may constitute confidential information. School personnel should not disclose information that may reveal a student's transgender status or gender nonconforming presentation to others, including parents and other school personnel,

unless legally required to do so or unless the student has authorized such disclosure. Transgender and gender nonconforming students have the right to discuss and express their gender identity and expression openly and to decide when, with whom, and how much to share private information.

When contacting the parent or guardian of a transgender or gender nonconforming student, school personnel should use the student's legal name and the pronoun corresponding to the student's gender assigned at birth unless the student, parent, or guardian has specified otherwise.

B. Official Records

The District is required to maintain a mandatory permanent pupil record ("official record") that includes a student's legal name and legal gender. However, the District is not required to use a student's legal name and gender on other school records or documents. The District will change a student's official record to reflect a change in legal name or legal gender upon receipt of documentation that such change has been made pursuant to a court order. In situations where school staff or administrators are required by law to use or to report a transgender student's legal name or gender, such as for purposes of standardized testing, school staff and administrators shall adopt practices to avoid the inadvertent disclosure of such confidential information.

C. Names/Pronouns

A student has the right to be addressed by a name and pronoun that corresponds to the student's gender identity. A court-ordered name or gender change is not required, and the student need not change his or her official records. The intentional or persistent refusal to respect a student's gender identity (for example, intentionally referring to the student by a name or pronoun that does not correspond to the student's gender identity) is a violation of this policy.

D. Gender-Segregated Activities

To the extent possible, schools should reduce or eliminate the practice of segregating students by gender. In situations where students are segregated by gender, such as for health education classes, students should be included in the group that corresponds to their gender identity.

E. Restroom Accessibility

Students shall have access to the restroom that corresponds to their gender identity consistently asserted at school. Any student who has a need or desire for increased privacy, regardless of the underlying reason, should be provided access to a single stall restroom, but no student shall be required to use such a restroom.

F. Locker Room Accessibility

The use of locker rooms by transgender students shall be assessed on a case-by-case basis with the goals of maximizing the student's social integration and equal opportunity to participate in physical education classes and sports, ensuring the student's safety and comfort, and minimizing stigmatization of the student. In most cases, transgender students should

have access to the locker room that corresponds to their gender identity consistently asserted at school. Any student who has a need or desire for increased privacy, regardless of the underlying reason, should be provided with a reasonable alternative changing area such as the use of a private area (e.g., a nearby restroom stall with a door, an area separated by a curtain, a P.E. instructor's office in the locker room, or a nearby health office restroom), or with a separate changing schedule (e.g., using the locker room that corresponds to their gender identity before or after other students). Any alternative arrangement should be provided in a way that protects the student's ability to keep his or her transgender status confidential. In no case shall a transgender student be required to use a locker room that conflicts with the student's gender identity.

G. Physical Education Classes & Intramural Sports

Transgender and gender nonconforming students shall be permitted to participate in physical education classes and intramural sports in a manner consistent with their gender identity.

H. Interscholastic Competitive Sports Teams

Transgender and gender nonconforming students shall be permitted to participate in interscholastic athletics in a manner consistent with their gender identity.

I. Dress Codes

Transgender and gender nonconforming students have the right to dress in a manner consistent with their gender identity or gender expression. In general, schools may not adopt dress codes that restrict students' clothing or appearance on the basis of gender.

J. Discrimination/Harassment

It is the responsibility of each school and the District to ensure that transgender and gender nonconforming students have a safe school environment. This includes ensuring that any incident of discrimination, harassment, or violence is given immediate attention, including investigating the incident, taking appropriate corrective action, and providing students and staff with appropriate resources. Complaints alleging discrimination or harassment based on a person's actual or perceived transgender status or gender nonconformity are to be handled in the same manner as other discrimination or harassment complaints.

New Sample Policy: April 2015

NHSBA Note, April 2015: This new sample policy has been developed in response to NHSBA member inquiry and request.

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CB – School Superintendent

General:

The Superintendent may delegate to subordinates any of his/her powers and duties that the School Board has entrusted to him/her, but in every instance that a power of duty is delegated, he/she shall continue to be responsible to the Board for the execution of the power or duty delegated.

The duties of the Superintendent are defined in his/her contract of employment, individual School Board policies, SAU policies, state statutes, and New Hampshire Department of Education Rules.

The School Board expects that the Superintendent, as the chief executive officer, has overall responsibility for:

1. The execution of Board policies.
2. The management of the work of all school departments, the duties of which, apart from those required by law, the Superintendent shall assign.
3. The observance of all Board policies by all those persons employed by the District.
4. The enforcement of all provisions of the law relating to the operation of the schools or other educational, social, and recreational agencies or activities under the charge of the Board.
5. Supervision and evaluation of building principals and SAU administrators.

Educational Leadership:

1. Provide a consistent and clearly stated philosophical basis for the development of the overall educational program.
2. In consultation with others, establish a set of priorities for the utilization of human, material, and financial resources in the development of the total program.
3. Demonstrate an awareness of the quality of the educational program.
4. Plan to provide the resources necessary for the achievement of the District's mission and vision.
5. Defend and support subordinates against nonconstructive criticism.
6. Develop a system geared to inform and involve the School Board in the development of the educational program.
7. Bring major efforts for educational change before the public in a format that allows for constructive dialogue.

Educational Administration:

1. Develop and support the overall organizational structure of the school system.
2. Clearly define administrative and supervisory roles.
3. Review the basis for decisions and directions of others responsible to him/her (assistant superintendents, principals).
4. Maintain an environment that encourages communication with all stakeholders.
5. Develop and support effective advisory bodies within the organizational structure.
6. Maintain visibility in relation to both staff and public.

School Board:

1. Act as advisory and executive officer of the School Board.
2. Attend all regular Board meetings and designated subcommittees as requested.
3. Administer the schools in accordance with School Board policies and regulations.
4. Prepare the annual report to the School Board concerning the operation of the schools.
5. Keep the Boards informed of important legislation relating to schools.
6. Have a working knowledge of the law as it relates to School District operation.

7. Assist the School Board to develop and maintain policy manual and ensure that it is effectively used by all school personnel.

Personnel Administration:

1. Responsibility for the administration of all School Board personnel policies.
2. Recommend to the Board appointment of contractual employees deemed best qualified.

School Building Development Programs:

1. Utilize the assistance of principals, teachers, students, State Department of Education, and nonprofessional personnel in the total building program.
2. Provide the School Board with facts to assist its members in the multiple decisions a building program entails.
3. Convey to the architect (with assistance from an educational consultant) a clear, concise statement of the educational specifications to be fulfilled in the building.
4. Assist the School Board in presenting the program to the public.
5. Develop a financial plan for costs of construction, preparing bond issues, etc.

Business Management:

1. General responsibility for the management of the business affairs of the school district.
2. Responsibility for the preparation for the School Board the annual financial and statistical reports required by the law.
3. Be alert to the acquisition of state and federal revenues not ordinarily anticipated for the School District.
4. Organize and supervise a continuing building operation and maintenance program.
5. Prepare annually a detailed operating budget.
6. Assure that Generally Accepted Accounting Principles (GAAP) are in place.

Salary Negotiations and Master Contract Administration:

1. Provide the School Board with related information to assist its members in effectively negotiating periodic agreement with the ConVal Education Association and the ConVal Administration Association.
2. Act as a resource person in all matters relating to negotiations.
3. Monitor contract negotiation sessions.

Public Relations:

1. Develop and maintain a working relationship with the press with regard to news releases and general coverage of school programs.
2. Help to express and interpret the needs and successes of the educational program through public appearances and addresses.

Regulatory Reference:

*N.H. Code of Administrative Rules, Section Ed. 302.02, Substantive Duties of Superintendents
Appendix CB-R*

Category: R

1st Read: September 17, 2013

2nd Read: October 1, 2013

Adopted: October 1, 2013

CB - SCHOOL SUPERINTENDENT

(Download policy)

Category R

The duties of the Superintendent are defined in his/her contract of employment, individual board policies, SAU policies, state statutes, and New Hampshire Department of Education Rules.

The Board expects that the Superintendent, as the chief executive officer, is responsible for:

1. The execution of board policies
2. The management of the work of all school departments, the duties of which, apart from those required by law, the Superintendent shall assign
3. The observance of all board policies by all those persons employed by the district
4. The enforcement of all provisions of the law relating to the operation of the schools or other educational, social and recreational agencies, or activities under the charge of the board.

Regulatory Reference:

N.H. Code of Administrative Rules, Section Ed. 302.02, Substantive Duties of Superintendents

Appendix CB-R

Revised: February 2006

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DUTIES OF THE SUPERINTENDENT

PART Ed 302 DUTIES OF SCHOOL SUPERINTENDENTS

Ed 302.01 Executive Officer .

- (a) The superintendent shall:
 - (1) Serve as the executive officer of the local school district or districts within the school administrative unit (SAU);
 - (2) Be responsible for the overall administrative and leadership services of the SAU; and
 - (3) Perform the duties specified in the section.
- (b) The superintendent shall be responsible for planning and managing the administrative and leadership services of the local school district or districts within the school administrative unit subject to statutory requirements, these rules, and the policies of the local districts
- (c) The administrative and leadership services shall be defined and directed by the governing body employing the superintendent. Such local district services shall include but are not limited to the following areas:
 - (1) Personnel;
 - (2) Finance;
 - (3) Communication/community relations;
 - (4) Student service;
 - (5) Maintenance/capital improvement;
 - (6) Curriculum;
 - (7) Instruction;
 - (8) Assessment;
 - (9) Short and long range planning;
 - (10) Governance for student achievement;
 - (11) Policy research;
 - (12) Implementation, and review; and
 - (13) Overall leadership on educational issues.
- (d) The superintendent shall develop and maintain a system of public schools, staffed by certified educators, qualified professionals, and persons providing support services, subject to statutory requirements, these rules, and the policies of the local districts (s).

- (e) The superintendent shall provide, develop and implement procedures to achieve educational objectives within the local school district or districts with the school administrative unit.
- (f) The superintendent shall be directly responsible to the local school district or districts within the school administrative unit board.
- (g) The superintendent may nominate for school administrative unit board appointment one or more assistants, including assistant superintendents, and business administrators. The superintendent may assign duties for the efficient management of the school administrative unit.

Ed 302.02 Substantive Duties . The superintendent shall in addition to those duties outlined in Ed 302.01:

- (a) Nominate all certified staff and appoint other employees in accordance with state law, the rules of the state board and school board policies;
- (b) Direct and supervise the work of all employees of the district or districts within the school administrative unit and shall have all powers necessary to make such direction effective, as outlined in RSA 194-C:4. While the superintendent has ultimate responsibility, he/she may delegate powers and duties to other personnel.
- (c) Be responsible for the selection and purchase of textbooks and all other supplemental materials and supplies in accordance with the policies of the school board and the state board and see that the same are distributed to the school, accurately accounted for and economically used;
- (d) Be responsible for developing and recommending to the school board or boards within the school administrative unit the annual budget for the support of the educational program and for the operation and maintenance of schools within the district or districts and the school administrative unit in accordance with school board policy;
- (e) Be responsible for developing and maintaining an accounting system and financial reporting procedures for all funds in accordance with local school board policy, and local and state laws;
- (f) Be responsible for the development of an educational plan including curriculum, instruction, and assessment programs for the district or districts and for recommending a program of studies suitable to the needs of the pupils and the community in accordance with local school board policies, state statutes and state board rules;
- (g) Remove a teacher or other employee of the district in accordance with RSA 189:31;
- (h) Recommend the dismissal of certified staff to the board, which has the authority to dismiss in accordance with RSA 189:13;
- (i) Provide for temporary staff to fill vacancies and provide supplies immediately needed for the operation of the schools;
- (j) Be responsible for maintaining records and filing reports as required by the state board of education and the local school boards;

- (k) Admit pupils to the resident school district in accordance with the laws of the state and the rules of the state board and policies of the local board;
- (l) Direct pupils to assigned classes and grades, consistent with local school board policies;
- (m) Maintain a safe environment for pupils free of hazardous conditions;
- (n) Be responsible for the evaluation of personnel and programs in accordance with local school board policies;
- (o) Be responsible for implementation of state board rules, which apply in the area of the superintendents jurisdiction;
- (p) Be responsible for developing and recommending to the school board or boards within the school administrative unit an annual maintenance program and long-term capital improvement plan;
- (q) Be responsible for the implementation and recommendation to the school boards or boards within the school administrative unit a community relations and communications program; and
- (r) Be responsible for the implementation and review of school district policies.

See Policy CB

Evaluation of the Superintendent Procedures

The Vice-Chair of the School Board is responsible for ensuring the Evaluation of the Superintendent is completed according to the criteria established in the Policy CBI and within the established timeframes.

The development of the evaluation criteria as shown in Policy CBI – Superintendent's goals, Board goals measurements and job performance characteristics will normally be completed prior to the first Board meeting in June each year. The Board will be asked to approve the performance criteria at the June meeting.

(Note that the June date was established so that known factors of Budget and Board Goals for the upcoming year will be in place.)

The rating of the Superintendent is to be completed prior to the first meeting February at which time the Board and Superintendent will meet to go over the evaluation. Therefore the Vice-Chair and Superintendent must schedule time to complete the review document.

Each member of the Board will be provided rating material to complete and return to the Vice-Chair for consolidation and entry into the review document. The Vice-Chair will provide a schedule, material, and any training required to accomplish the Board's portion of the review process.

The Vice-Chair will consolidate the results and provide the overall review to Board members for discussion with the Superintendent for the February meeting. Based on the discussion and agreement with the Board the Vice-Chair will prepare a final consolidated review for the Board to approve. The final signed (Chair and Vice-Chair) review document is presented to the Superintendent.

(Note that it is intended that the Board for the term of the review would be best to determine any salary adjustments.)

Listing of performance characteristics currently used in the evaluation:

1. Leadership and Culture
2. Communications and Community Relations
3. Financial Management
4. Planning and Organizational Management
5. Curriculum and Instructional Management
6. Human Resources Management
7. Policy

The characteristics noted above may be updated at various times by a vote of the School Board.

JFABD – Admission Of Homeless Students

To the extent practical and as required by law, the District will work with the homeless students and their families to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently attending school. Homeless students will be provided District services for which they are eligible.

Homeless students are defined as (per NCLB definitions) lacking a fixed, regular and adequate nighttime residence, including:

1. Sharing the housing of other persons due to loss of housing or economic hardship;
2. Living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations;
3. Living in emergency or transitional shelters;
4. Are abandoned in hospitals;
5. ~~Awaiting foster care placement;~~
6. Living in public or private places not designed for or ordinarily used as a regular sleeping accommodations for human beings;
7. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings;
8. Are migratory children living in conditions described in previous examples.

Liaison:

The Superintendent shall designate an appropriate staff person to be the district's liaison for homeless students and their families.

Enrollment:

To the extent feasible, homeless students will continue to be enrolled in their school of origin while they remain homeless or until the end of the academic year in which they obtain permanent housing. Instead of remaining in the school of origin, parents or guardians of homeless students may request enrollment in the school in which attendance area the student is actually living, or other schools.

If there is an enrollment dispute, the student shall be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. The parent or guardian shall be informed of the district's decision and their appeal rights in writing. Unaccompanied youth will also be enrolled pending resolution of the dispute.

Once the enrollment decision is made, the school shall immediately enroll the student, pursuant to district policies. If the student does not have immediate access to the immunization records, the student shall be admitted under a personal exception. Students and families should be encouraged to obtain current immunization records or immunizations as soon as possible, and the district liaison is directed to assist. Records from the student's previous school shall be requested from the previous school pursuant to district policies. Emergency contact information is required at the time of enrollment consistent with district policies.

JFABD – Admission Of Homeless Students

Homeless students are entitled to transportation to their school of origin or the school where they are to be enrolled. If the school of origin is in a different district, or a homeless student is living in another district but will attend his or her school of origin in this district, the districts will make reasonable efforts to coordinate the transportation services necessary for the student.

The district's liaison for homeless students and their families shall coordinate with local social services agencies that provide services to homeless children and youths and their families; other school districts on issues of transportation and records transfers; and state and local housing agencies responsible for comprehensive housing affordability strategies. The district's liaison will also review and recommend to the district policies that may act as barriers to the enrollment of homeless students.

Legal References:

NH Code of Administrative Rules, Section Ed 306.04(a)(19), Homeless Students

RSA 193:12, Legal Residence Required

No Child Left Behind Act, 2002

McKinney-Vento Homeless Assistance Act, 42 U.S.C. 11431, et seq.

Category: P

~~1st Read: January 20, 2015~~

~~2nd Read: May 5, 2015~~

~~Adoption: May 5, 2015~~

JICI – Dangerous Weapons On School Property

This Policy applies to ~~visitors, school employees, and students, and all other persons.~~ The Board finds as a matter of local policy that it is in the best interest of the District and its students to regulate the possession of weapons, including firearms, on school property. ~~In addition to other policies governing access to school property, the invitation to enter school property is conditioned upon compliance with this policy. The Board finds that the presence of weapons on campus by other than law enforcement, when school is in session, creates a substantial risk of student distraction, disrupts the ability of the District to assure students that they are in a safe learning environment, and creates a substantial risk of inaccurate threat reporting which can result in the misuse of municipal resources. Failure to comply with this policy pertaining to access to school property shall be deemed a trespass.~~

Weapons are not permitted in school buildings, on school property, in school busses or vehicles used to transport students, at school-sponsored activities, or in a Safe School Zone as defined in RSA 193-D at any time without the advanced written authorization of the Superintendent of Schools or designee. No person(s) employee or student shall possess, bring, or conceal, or aid, abet, or otherwise assist another person(s) in possessing, bringing, or concealing, any weapon on school property, in school buildings, in school busses or vehicles used to transport students, at school-sponsored activities, or in a Safe School Zone as defined in RSA 193-D.

The term "weapon" includes, but is not limited to, firearms (rifles, pistols, revolvers, guns of any form, pellet guns, air rifles, BB guns, etcetera) including any device from which a shot or projectile of any nature can be fired, explosives, incendiaries, martial arts weapons (as defined by RSA 159:24), crossbows, slingshots, electronic defense or aerosol self-defense weapons (as defined by RSA 159:20), knives, pocket knives, swords, machetes, dirks, daggers, stilettos, switchblades, or any other device, instrument, material or substance which is used or threatened to be used in a manner likely to produce, or which is reasonably known to be capable of producing, death or bodily injury. Replicas (look-a-likes) of weapons may be treated as weapons within this Policy if they are used to frighten, harass, intimidate, or otherwise harm any person.

Additionally, this list is not intended to be exhaustive or all-inclusive. The principal may determine that any instrument, object or substance is a "weapon" within the intent of this Policy, if the principal believes that such instrument, object or substance was used or was intended to be used to inflict bodily harm on any person.

~~Student v-~~Violations of the policy will result in both ~~school~~ disciplinary action and notification of to the police. Disciplinary action may include suspension, and subsequent expulsion, or in the case of an employee, termination.

Additionally, any student who is determined to have brought a firearm (as defined by Title 18 U.S.C. 921) to school will be expelled for not less than one year (365 days). The determination of whether to modify the expulsion shall be left to the discretion of the Superintendent upon review of the specific case in accordance with other applicable law.

Pursuant to the provisions of 20 U.S.C. § 7151, Gun-Free Schools Act, the Board requires the Superintendent to contact local law enforcement authorities and/or the Division of Children and Youth Services and notify them of any student who brings a firearm or weapon on school property.

JICI – Dangerous Weapons On School Property

~~Law enforcement personnel acting in their official capacity are exempt from this policy, as is the possession of a firearm in a school zone by an individual other than a student or employee, if it meets the exceptions set forth 18 U.S.C. 922(q)(2)(B). In accord with 18 U.S.C. 922(q)(2)(B), individuals (other than pupils) may possess a firearm on school property if the firearm is not loaded and is in a locked container or in a locked firearms rack on a motor vehicle.~~

~~Members of the public who violate this policy may be reported to local law enforcement authorities as trespassers and in accord with the Safe School Zones Act, RSA 193-D. See also Policy KFA.~~

The Superintendent or other building administrator may exercise his/her best judgment in determining the scope of this policy as it relates to inadvertent or unintentional violations of this policy by adults **staff or students**, provided such inadvertent or unintentional violation of this policy does not affect the safety of students, school staff or the public.

When school is not in session, and school property is being used for a municipal event, such as voting, the municipal entity responsible for conducting the event shall determine whether otherwise lawful weapons will be permitted at that event.

The Superintendent shall ensure that all students will receive written notice of this policy at least once each year and will determine the method of notifying students (student handbook, mailing, etc.). The Superintendent will determine the method of notifying employees and the general public of this policy.

Legal References:

18 U.S.C. § 921, Et seq., Firearms
20 U.S.C. § 7151, Gun-Free Schools Act
RSA 193-D, Safe School Zones
RSA 193:13, Suspension and Expulsion of Students
NH Code of Administrative Rules, Section Ed. 317, Standards and Procedures for Suspension and Expulsion of Pupils Including Procedures Assuring Due Process

Category: P - Required

See KFA

1st Read: February 15, 2011

2nd Read: May 3, 2011

Adoption: May 3, 2011

JIHB – Searches Of Vehicles On School Property – CVHS Version

Vehicle owners recognize that parking their vehicles on school property is a privilege and not a right. Students are required to obtain a yearly parking sticker in order to take advantage of this privilege. If the student driver has not obtained the yearly parking sticker, the District reserves that right to tow the vehicle.

In addition, this privilege establishes consent to search a vehicle in the event the building principal or designee of the school district has determined that reasonable suspicion exists that drugs, drug paraphernalia, or weapons are present in a vehicle. All searches will be done with more than one staff member present according to policy JIH. If involvement of the police is advisable and/or necessary, police will not have access to students without a parent present. The principal or designee shall fill out a vehicle search form, which will be maintained by the District.

Legal Reference:

NH Constitution, Pt 1, Art. 19
Appendix JIHB-R (NHSBA version)

JHIB – Searches Of Student Automobiles On School Property

Students recognize that ~~P~~arking of student ~~their~~ automobiles on school property is a privilege and not a right. This policy shall serve as notice to both parents and students that, ~~as~~ As part of this privilege, the district regulates what may be stored in vehicles and may search students' automobiles while parked on school property if the district has reasonable suspicion that a violation of school rules, the law or policy has occurred. Students who park in school parking lots and parents/guardians who allow their minor child to park on school property are deemed to have given consent to having their automobiles searched in the event of such reasonable suspicion. ~~by parking in school parking lots.~~

The school parking lots are deemed part of the Safe School Zone. Students are prohibited from the storage of prohibited drugs, drug paraphernalia or weapons in vehicles that are parked in the Safe School Zone. All employees, volunteers and students are responsible for enhancing safety and the effective implementation of district policies on school property and thus are required to timely report to the building principal ~~In the event the an employee when they have re- of the school district has reason to believe that prohibited drugs, drug paraphernalia, or weapons are present in a student's vehicle automobile.~~

~~, that employee will inform T~~he building principal, ~~shall, he~~ when any information rises to the level of reasonable suspicion, inform the student, (and when not an adult student, their parent/guardian), of his/her intent to search the vehicle and may ~~will then~~ conduct a search of the vehicle automobile. The principal shall contact law enforcement when it appears that the student conduct not only violates District policy(ies) but is criminal in nature.

A student shall not be permitted to park on campus if they or their parent/guardian indicate that they do not intend to permit a search of the vehicle in the event of reasonable suspicion that there has been a violation of school rules, the law, or District policy.

When the principal conducts a search of a vehicle, ~~he/s~~The principal shall fill out a vehicle search form, which will be maintained by the District.

When, in the face of reasonable suspicion, a student or parent on behalf of the student bars access to a vehicle on campus, the principal may, when appropriate, infer misconduct and proceed forward with the relevant discipline. Any student/parent who bars a search shall have their student's parking privilege revoked. When a student/parent bars access, and there ~~is~~ reasonable suspicion of a potential violation of the law, the principal shall contact law enforcement.

The District may post notices regarding this policy indicating that student parking is by permission only and subject to search.

Legal Reference:

NH Constitution, Pt.1, Art.19
Appendix JIHB-R (NHSBA version)

Category: Recommended

See also: JIH, JIHB-R

SEARCHES OF STUDENT AUTOMOBILES ON SCHOOL PROPERTY**STUDENT OPERATED VEHICLE SEARCH REPORT**

NAME OF SCHOOL: _____

NAME OF STUDENT: _____

ADDRESS: _____

DATE OF SEARCH: _____

OWNER OF VEHICLE: _____

REASON(S) FOR SEARCH: _____

RESULTS/ITEMS RECOVERED: _____

VEHICLE DESCRIPTION AND TAG #: _____

ADMINISTRATOR: _____

WITNESS: _____

ADDITIONAL NOTES: _____

See Policy JIHB

JLCL – Life Threatening Allergies

The Contoocook Valley School District recognizes that students are being diagnosed with life threatening allergies and is committed to the safety and health of all students.

The policy goals are to:

1. Provide a safe and healthy learning environment for all students;
2. Reduce the likelihood of severe or potentially life-threatening allergic reactions;
3. Ensure an appropriate and rapid response in the event of a severe or potentially life-threatening allergic reaction;
4. Protect the rights of students with severe or potentially life-threatening allergies to participate in all school activities.

The Contoocook Valley School District Life Threatening Allergy Procedures guidelines will be implemented.

The parent/guardians will provide the school nurse, prior to the start of the school year or as soon as possible after diagnosis, with written documentation from the licensed health care provider on the ConVal form "Medical Action Plan for Allergic Reactions" (MAPAR) or health care provider allergic reaction plan, which will serve as the basis for the development of by the IHCP for Allergic Reactions. This form is available on the ConVal web site.

The parent/guardian must ensure the prescribed medication is available to student at all times or the student will not be permitted to attend off campus activities.

Annual education and training on the management of students with life threatening allergies will be given to all staff interacting with the student on a regular basis.

This policy shall be reviewed by the District school nurses on an annual basis.

References:

http://www.cdc.gov/healthyyouth/foodallergies/pdf/13_243135_A_Food_Allergy_Web_508.pdf
<http://www.nasn.org/ToolsResources/FoodAllergyandAnaphylaxis>

1st Read:

2nd Read:

Adopted

JLD – School Guidance Programs And Services

The School District is committed to ensuring a high quality school guidance program for all students that is comprehensive, developmentally appropriate, fosters academic achievement and personal growth.

The guidance program will:

- Distribute information and support to students and families about academic programming, community supports, and other relevant information.
- Conform to national standards.
- Provide prevention, intervention, and crisis response services.
- Promote personal, interpersonal, health, academic, and career development for all students through classroom programs and other services.
- Conform to provisions of NH Administrative Rules, Part Ed. 306, Minimum Standards for Public School Approval.

At all grade levels, school counselors should collaborate with parents, students, staff, and community to remove barriers to learning and provide opportunities and supports to empower students to reach their full potential and achieve their academic and personal aspirations. The guidance counselor is responsible for developing an age appropriate program or plan that promotes student success in academic performance, social awareness, and career planning.

Legal References:

NH Code of Administrative Rules, Section Ed. 306.13, Guidance Plan

NH Code of Administrative Rules, Section Ed. 306.15(b), Provision of Staff

NH Code of Administrative Rules, Section Ed. 306.39, Guidance Program

Category: R

1st Read: July 19, 2011

2nd Read: August 16, 2011

Adopted: August 16, 2011

*Category: R**See also BEDA, BEDH***AGENDA PREPARATION AND DISSEMINATION**

The Superintendent shall prepare all agendas for meetings of the School Board. In doing so, the Superintendent shall consult with the Board Chair and appropriate members of the executive staff.

Items to be placed on the agenda should be in the hands of the Superintendent or Board Chair on or before the seventh day preceding the meeting. Every Board member has the right to place items on the agenda. Items not included on the agenda may be brought before the meeting with the consent of the Board. However, the Board may choose not to deal with every agenda item.

Items of business may be suggested by any Board member, staff member, student, or citizen of the District. The inclusion of items suggested by staff members, students, or citizens shall be at the discretion of the Superintendent and Board Chair. The agenda, however, shall always allow adequate time for the remarks of the public who wish to speak before the Board.

The Board shall follow the order of business set up by the agenda unless the order is altered by a majority vote of the members present. Items of business not on the agenda may be discussed and acted upon if a majority of the Board agrees to consider them. The Board, however, may not revise Board policies, or adopt new ones, unless such action has been scheduled, or unless there is an emergency.

The agenda, together with supporting materials, shall be distributed to Board members at least four days prior to the Board meeting, to permit them time to give items of business careful consideration. Board members are expected to read the information provided them and to contact the Superintendent or Board Chair to request additional information that may be deemed necessary to assist them in their decision-making responsibilities. The agenda shall also be made available to the press and others upon request.

The agenda will be posted in the building where the meeting is held, in the foyer of all schools and in the foyer of the SAU Office, and on the District's website.

1st Read: June 19, 2012

2nd Read: August 14, 2012

Adopted: August 14, 2012

New Hampshire School Boards Association

Sample Policy

BEDB – AGENDA PREPARATION AND DISSEMINATION

Category: Recommended

See Also BEDA, BEDH

The Superintendent shall prepare all agendas for meetings of the Board. In doing so, the Superintendent shall consult with the Board.

Items to be placed on the agenda should be received by the Superintendent at least seven days prior to the meeting. Every Board member has the right to place items on the agenda. Matters not included in the agenda may be presented during the meeting provided the Board agrees to discuss the matter. The Board may choose not to deal with every agenda item.

Consistent with RSA 91-A:3 and the laws pertaining to student and family privacy rights, the Board will not place any matter on the public meeting agenda that is to be properly discussed in a non-public session. This shall not preclude the Board from giving notice of its intent to hold or enter into a non-public session and the statutory reason for doing such.

Any Board member, staff member, student, or citizen of the District may suggest items of business. The inclusion of items suggested by staff members, students, or citizens shall be at the discretion of the Board Chairperson.

The Board shall follow the order of business set up by the agenda unless the order is altered by a majority vote of the members present. Items of business not on the agenda may be discussed and acted upon if a majority of the Board agrees to consider them. The Board, however, may not revise Board policies, or adopt new ones, unless such action has been scheduled, or unless there is an emergency.

The agenda and supporting materials should be distributed to Board members at least seven days prior to the Board meeting. Board Members shall be expected to read the information provided them and to contact the Superintendent to request additional information that may be deemed necessary to assist them in their decision-making responsibilities.

When the final agenda has been established, it will be made available to the public, upon request. Members of the public who wish to speak at Board meetings regarding an agenda item are encouraged to contact the Superintendent prior to the Board meeting. Additionally, the Board reserves the right to limit public discussion at Board meetings to agenda items only. Supporting materials sent with the agenda are subject to disclosure by the Right-to-Know law. Therefore, both the agenda and the supporting materials may be reviewed by the public prior to the meeting. Any

supporting materials that contain confidential information, which is exempt from disclosure and where the Board has a legal duty to maintain the confidentiality of the information, shall be clearly marked as confidential. Board members shall not disclose any materials marked as confidential or otherwise exempt from disclosure under the Right-to-Know law.

Notices of meeting shall be consistently posted on the District's web site in a reasonably accessible location.

Legal Reference:

RSA 91-A:5, IX.

Revised: September 2017

Revised: May 2007

Revised: July 1998, November 1999, February 2004

NHSBA note, September 2017: This policy is revised to include the requirement imposed by House Bill 170, Laws of 2017, Chapter 234 that Districts either consistently post meeting notices on the District web site in a reasonably accessible location or maintain a notice on the web site advising where the meeting notices are posted. It also clarifies that agenda materials sent out in advance of a meeting are subject to disclosure under the Right-to-Know law. Generally, because these materials are readily available, they must be immediately disclosed and may be inspected by the public before the meeting at which the Board will consider the related agenda items. However, specific materials for specific agenda items may be exempt from disclosure under the Right-to-Know law. This revision also specifies that any such confidential/exempt from disclosure materials must be clearly marked as such and that School Board members must avoid disclosing those materials. This policy revision is in response to concerns raised when a Board had agenda item materials disclosed and publicly discussed before the Board's meeting and the Board's first consideration of the item.

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Category: R

MINUTES

A record of the actions of School Board meetings will be maintained at the SAU Office. The minutes of the Board will be kept in an official file and will include resolutions and motions. Papers not a part of a formal motion may be omitted if they are referred to and identified by some method.

Copies of the draft minutes of a meeting will be sent to the members of the Board before the meeting at which they are to be approved. Corrections to the minutes may be made at the meeting at which they are to be approved.

All minutes will be kept in accordance with RSA 91-A:2 and RSA 91-A:3 and will be in the custody of the Superintendent. Minutes of all public meetings will be made available on the District website for public inspection no later than five (5) business days after the meeting and will be designated as DRAFT until they have been approved. Minutes for all non-public sessions will be made available for public inspection within seventy-two (72) hours after the non-public session unless sealed.

Legal References:

RSA 91-A:2 II, Public Records and Meetings: Meetings Open to Public

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

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

1st Read: February 5, 2012

2nd Read: May 7, 2013

Adopted: May 7, 2013

New Hampshire School Boards Association

Sample Policy

BEDG - MINUTES

Category: Recommended

The Board will keep a record of the actions taken at Board meetings in the form of minutes. Minutes shall include the names of members participating, persons appearing before the School Board, a brief description of each subject matter discussed, and a record of all final decisions. When a recorded roll call vote on a motion is required by law or called for by the Chair, the minutes will record how each board member voted on the motion.

Copies of the draft minutes of a meeting will be sent to the members of the Board before the meeting at which they are to be approved. Corrections to the minutes may be made at the meeting at which they are to be approved.

All minutes will be kept in accordance with RSA 91-A:2 and RSA 91-A:3 and will be in the custody of the Superintendent. Draft Minutes of all public meetings, clearly marked as drafts, will be made available for public inspection no later than five (5) business days after each public session. Minutes for non-public sessions shall be kept as a separate document. Draft minutes for all non-public sessions, unless sealed by a recorded roll call vote taken in public session with 2/3 of the board members present supporting the motion, will be made available for public inspection within seventy-two (72) hours after the non-public session.

Approved minutes, except those non-public session minutes which are sealed, shall be consistently posted on the District's web site in a reasonably accessible location or the web site shall contain a notice describing where the minutes may be reviewed and copies requested. Draft minutes will be available for inspection at the District's administrative office.

Sealed minutes shall be reviewed periodically and unsealed by majority vote of the Board if the circumstances justifying sealing the minutes no longer apply. The Superintendent shall identify and bring to the Board's attention minutes which have been sealed because disclosure would render the proposed action ineffective where the action has been completed and the minutes no longer need to be sealed. The Superintendent will also identify any other sealed minutes where the justification for sealing no longer applies due to the passage of time. Generally, non-public session minutes sealed because divulgence of the information would likely affect adversely the reputation of a person other than a member of the School Board, will remain sealed.

Legal References:

RSA 91-A:2 II, Public Records and Meetings: Meetings Open to Public

RSA 91-A:2,II-a,

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

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

NHSBA note, September 2017: This update is in response to the requirement imposed by House Bill 170, Laws of 2017, Chapter 234, that Districts either consistently post approved meeting minutes on the District web site in a reasonably accessible location or maintain a notice on the web site advising where the meeting minutes may be inspected and copies requested. The policy is also updated to clarify the statutory requirements for the content of minutes, addresses disclosing draft minutes to satisfy the deadlines for disclosure, and the duty to unseal the sealed minutes of non-public sessions in some circumstances.

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**New Hampshire School Boards Association
Sample Appendix
BEDG-R**

ACCESS TO MINUTES AND PUBLIC RECORDS

1. These procedures will apply to all requests to inspect or obtain copies of governmental records, including minutes of School Board meetings, received by the administrative offices of the school district.
2. Individuals making Right-to-Know requests are encouraged to discuss their requests with the school administration to insure the request is stated in a manner that will focus on the records desired and avoid being unnecessarily overbroad. Carefully tailored requests often can be fulfilled more promptly and help avoid resources being expended to retrieve and prepare material which exceeds what is actually being sought. The Board encourages members of the public to make their requests in writing and to include a specific description of the desired record(s). Requests for records will not be denied if such request is not in writing. If the person making the request refuses to put the request in writing, the staff member receiving the request shall put the request in writing and shall provide the person with a copy.
3. All requests for public records must be made through the SAU/Superintendent's office.

If a board member receives a Right-to-Know request, the board member will forward the request to the Superintendent as soon as possible.

If a Principal or other school administrator receives a Right-to-Know request, he or she will forward the request to the Superintendent as soon as possible.

4. Public documents requested under the Right-to-Know law will be made available immediately if such records are properly disclosed and immediately available for inspection or copying. If such records are not immediately available, if a determination needs to be made if such records exist, or if a determination needs to be made whether such records are exempt from public disclosure, the Superintendent will, within five (5) business days of the request, respond to the requestor, in writing, acknowledging receipt of the request and providing a statement of the time reasonably necessary to determine whether the request shall be granted or denied. The Superintendent or designee may contact the person making the request if the request is unclear or will be time consuming or onerous to fulfill to determine if the person will clarify the request or agree to narrow the request. Any clarification or narrowing of the request shall be documented in writing and a copy provided to the person making the request.

5. The School District will charge a fee of [*insert fee amount*] per page for copying/photocopies of records when the person requests a paper copy. No fee will be charged for the inspection of records.
6. Records will be reviewed in their entirety by either the Superintendent or his/her designee before they are released in order to ensure that no confidential or exempted information is disclosed. District legal counsel may be consulted as necessary.
7. Records exempted from disclosure by RSA 91-A:5 or other law will not be disclosed. If a member of the public requests records that are determined to be exempt from disclosure under RSA 91-A:5 or other law, the Superintendent will respond to the requestor, in writing, indicating that such records are exempt from disclosure.
8. Electronic records may be provided via e-mail or on a portable storage device (thumb drive), if the requestor so requests and if such records can practically be delivered electronically. To protect the integrity of the District's computer system, a thumb drive for this purpose must either be provided by the requestor in unopened manufacturer's packaging or purchased at cost from the District.
9. The Superintendent is authorized to contact the school district's attorney for any matter related to requests for public records.

Revised: September 2017

Revised: September 2016

NHSBA note, September 2017: This Sample Appendix is updated in response to member input during training requesting additional guidance on best practices.

NHSBA note, September 2016: This Sample Appendix is amended in response to various legislative changes to RSA 91-A:4 and in response to recent case law interpreting provisions of RSA 91-A relative to access to electronic records. Additionally, these amendments are made to assist school boards and administrators in providing clear guidelines relative to requests for public records.

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BOARD MEMBER ETHICS

Category: Recommended

See also Appendix BCA-R

In order to fulfill its duty under state law to provide education to pupils within the District, the Board adopts the following expectations for each of its members.

AS A MEMBER OF THE SCHOOL BOARD, AND IN ACCORDANCE WITH MY OATH OF OFFICE, I WILL STRIVE TO IMPROVE PUBLIC EDUCATION BY STRIVING TO ADHERE TO THE FOLLOWING EXPECTATIONS:

1. Attend all regularly scheduled Board meetings, insofar as possible, and become informed concerning issues to be considered at those meetings.
2. Understand that the Board, as governing body, does not manage the District, but rather sets the broad goals and standards for the District by way of policies adopted by a quorum of the Board at proper meetings under the Right-to-Know law.
3. Be informed about current educational issues by individual study and through information, such as those sponsored by my state and national school board associations.
4. Make decisions and take votes based upon the available facts, the full deliberation of the Board, and my independent judgment, and refuse to surrender or subordinate that judgement to any individual or special interest group.
5. Work respectfully with other Board members by encouraging the free expression of differing opinions and ideas.
6. Seek opportunities for the Board to establish systematic communication channels with students, staff, and members of the community.
7. Recognize that as a general principle the District and its students benefit when Board decisions, which have been made following consideration of all sides and vote of a quorum, receive the subsequent support of the whole Board, whenever practicable.
8. Respect the confidentiality of information that is privileged under applicable law or is received in confidence or non-public session.
9. Recognize that individual Board members are without authority to act relative to School District business, and that I may not individually commit the Board to any action except as specifically designated to do so by Board action.
10. Understand the chain of command and refer problems or complaints to the proper administrative office per applicable School Board policies.
11. Work with the other Board members to establish effective Board policies, and foster a relationship with the District administration toward the effective implementation of those policies and management of the District operations, personnel and facilities.

BOARD MEMBER ETHICS

12. Communicate to the Superintendent and to the Board (only as consistent with the Right-to-Know law) expressions of public reaction to Board programs, policies and other Board actions.
13. Present personal criticisms concerning District operations, staff, etc. to the Superintendent, not to District staff, the public, or unnecessarily at a Board meeting.
14. Establish policies and protocols for systematic communications with students, staff, and members of the community. Support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff.

See also: Appendix BCA-R

History:

First reading: _____

Second reading/adopted: _____

Legal References:

189:1-a "Duty to Provide Education"; and RSA 189:1 "Days of School"

NHSBA history: Revised: May 2018; May 2006; November 1999
Reviewed: February 2004

NHSBA revision note: May 2018 - This sample policy has been: (a) revised to include language to better reflect that, while school board decisions tend to be more effective and successful when supported by all members (after a majority vote), individual members do not at any time lose their individual right to express dissent; (b) amended to include provisions better identifying the distinction between governance and management; and (c) generally reorganized for better flow.

w/p-update/spring2018/ BCA Board Ethics 2018-5 (f)

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BBFE – School Board Member Ethics

AS A MEMBER OF MY LOCAL BOARD OF EDUCATION, I WILL STRIVE TO IMPROVE PUBLIC EDUCATION, AND TO THAT END I WILL STRIVE TO:

Attend all regular scheduled Board meetings insofar as possible, and become informed concerning the issues to be considered at those meetings;

Recognize that I should endeavor to make policy decisions only after full discussion at publicly held Board meetings;

Render all decisions based on the available facts and my independent judgment, and refuse to surrender that judgment to individuals or special interest groups;

Encourage the free expression of opinion by all Board members, and seek systematic communications between the Board and students, staff, and all elements of the community;

Work with other Board members to establish effective Board policies and to delegate authority for the administration of the schools to the Superintendent of Schools.

Communicate to other Board members and the Superintendent expressions of public reaction to the Board policies and school programs;

Inform myself about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by my state and national school boards associations;

Support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff;

Avoid being placed in a position of conflict of interest, and refrain from using my Board position for personal or partisan gain;

Take no private action that will compromise the Board or administration, and respect the confidentiality of information that is privileged under applicable law or is received in confidence or executive session;

Remember always that my first and greatest concern must be the educational welfare of the students attending the public schools.

Adopted: April 2, 1991

Readopted: July 19, 2011

BCA-R

SCHOOL BOARD MEMBER ETHICS

ACKNOWLEDGMENT OF SCHOOL BOARD ETHICS POLICY

I, *school board member name* , have read *school district name* School Board Policy BCA – School Board Ethics.

I shall, to the best of my ability, adhere to all ethical statements and considerations contained within that policy.

Signature of School Board member

Date

Signature of School Board Chair

Date

Witness: _____

Superintendent