

**OFFICE OF THE SUPERINTENDENT OF SCHOOLS
106 Hancock Road
Peterborough, New Hampshire**

CONTOOCOOK VALLEY SCHOOL BOARD

Policy Committee

**Tuesday, February 16, 2021
5:00 p.m.**

Physical Location: SAU Office, Board Room
106 Hancock Rd.
Peterborough, NH 03458

Virtual Location:

<https://us02web.zoom.us/j/89555603857?pwd=WWVSMkZpV202Z3U5Um1qZWdGd1BKZz09>

Meeting ID: **895 5560 3857**

Passcode: **tYCU3L**

Phone: +1 312 626 6799 US

Meeting ID: **895 5560 3857**

Password: **460851**

Agenda

School Board Committee Members:

- Katherine Heck
- Janine Lesser
- Kevin Pobst
- Tim Theberge
- Stephen Ullman

1. **Call to order**
2. **Approve the minutes of January 19, 2021 (pg. 1-3)**
3. **Updates of policies under legal review (Title IX, EHAC) or administrative review (EBCG-Communicable & Infectious Disease, JLCG-Exclusion of Students, EBCF-Pandemic/Epidemic Emergencies, JLCE-First Aid & Emergency Care; and DM-Cash in School Buildings, DN-Equipment & Supplies**
4. **Second read 2/16/21: DJD Local Purchasing**
5. **First read: JFA-Residency**
6. **BEDH-Public Participation, KE-Public Complaints (pg. 4-7)**
7. **DIA--new 2021 Warrant Article Fund Balance fiscal policy (pg. 8-10)**
8. **Addition of policy on committee assignment (Kevin) (pg. 11-14)**
9. **Adjourn**

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CONTOOCOOK VALLEY SCHOOL BOARD**

Policy Committee

**Tuesday, January 19, 2021
5:00 p.m.**

**Physical Location: SAU 1 Board Room
106 Hancock Rd.
Peterborough, NH**

Virtual Location:

<https://us02web.zoom.us/j/81978101588?pwd=OHl6N1FqQWtUL0dKaEUyT1BvMStBdz09>

Meeting ID: **819 7810 1588**

Passcode: **2snb4Y**

Phone: +1 312 626 6799 US

Meeting ID: **819 7810 1588**

Password: **678761**

Minutes

School Board Committee Members:

- Katherine Heck
- Janine Lesser
- Kevin Pobst
- Tim Theberge
- Stephen Ullman

Present: Janine Lesser, Katherine Heck, Kevin Pobst, Tim Theberge, Stephen Ullman, Dr. Kimberly Saunders, Dr. Ann Forrest, Lori Schmidt

1. Call to Order

Janine Lesser called the meeting to order at 5:07 p.m.

2. Approve the minutes of December 15, 2020

Stephen Ullman moved to approve the minutes of December 15, 2020. Katherine Heck second. Unanimous.

3. Updates of policies under legal review: Title IX series, EHAC

No Update.

4. First read: DJD-Local Purchasing, with correct language

Policy DJD will go for first read tonight at the School Board meeting.

5. Second read: DI-Fiscal Accounting and Reporting

Policy DI will go for a second read/adoption at tonight's School Board meeting.

6. Committee pass: EBCG-Communicable & Infectious Disease, JLCG -Exclusion of Students, EBCF-Pandemic/Epidemic Emergencies

Kevin Pobst said that our first policy, JHCC, says that we will work with agencies and prevention control. NHSBA recommended three policies to serve as a set. They refer to each other.

Policy EBCG is designed to minimize transmission and makes reference to JLCG. The heart of the policy is procedures when communicable disease is suspected. Disability law supersedes this policy.

It references EBCF as well.

JLCG was put forward for a first read but pulled back. "Exclusion of Students" is the recommended new name.

Discussion took place about RSA 200:39 stating "shall" and not "may".

Tim Theberge believed that the "may" needs to read "shall".

Kevin Pobst said that he was happy to change the "may" to "shall", therefore he said that his recommendation has changed. Change the language in sentence one and rename the policy.

Kimberly Saunders said that when we work on policy, we can always adopt something that is stricter than law but we cannot do less than the law.

Policy EBCF specifies that the district will follow the recommendations of the pandemic plan from the State. We shall develop curriculum regarding communicable diseases among other requirements. It picks up additional pieces outside of policy EBCG.

Is the paragraph that says that "Staff members who are forced to miss excessive days of work shall first use any leave entitled to them through the FMLA and/or accrued sick leave" in conflict with the MOA?

Kevin Pobst recommended to do a first read on the three of these after they go to the nurses and administration for their review. It should also be reviewed by legal.

7. Rescind JHCC-Communicable Disease Control Policy

Janine Lesser said that this policy can be rescinded.

8. Committee consider adding to the above JHCB/JLCB-Immunization of Students

The recommendation is to keep the ConVal policy JHCB. JLCB spells out what is in the statute. Kevin said that it makes it too easy for those opposed to vaccinations.

The recommendation is to leave it alone and make no changes.

A reference to RSA 141-C:20-c could be added to policy JHCB.

The RSA will be added. A review date will be added but it does not need to go for a first read.

9. Committee review IHAM-Health Education and Exemption from Instruction

Stephen Ullman said that he favors the NHSBA update. What is different about NHSBA is that it is more specific and extensive in listing the requirements. Timing and methods on specific topics are much more specific. Contact information for the principal must be provided. An alternative assignment to make up for classes missed is stated. They are good aspects of NHSBA policy.

Kimberly Saunders said that this is better as procedure than as policy in terms of curriculum. Dr. Forrest agreed that having it as a procedure in the handbooks would be recommended. Making sure the handbook matches the policy should be confirmed.

If we have administrative procedure based on the RSA but that same language is not reflected in our policy, is that correct?

Janine Lesser said that if we make reference to the RSA it might fulfill the requirement.

What is our standard practice? If it says we have to have a policy, we have a policy. We have tried to make sure things are in procedures and processes because they change more rapidly than policy.

This policy needs updates to reflect applicable requirements. Committee confirmed.

Kimberly Saunders and Ann Forrest agreed to review to rewrite.

10. Committee review DKA-Payroll Procedures, DM-Cash in School Buildings, DN-Equipment & Supply Sales, DJC-Petty Cash Accounts

Policy DJC, Petty Cash, use of petty cash accounts has been eliminated. We could rescind but it might be a good idea to leave it there for a while as a reference. The rescind date can be listed.

Policy DM, Cash in School Buildings, it is dangerous to have cash in school buildings. Is there an amount that is allowable to have on hand and not deposit in the bank?

Lori Schmidt will review language. It is about developing a procedure. Schools in small towns don't have banks in their towns. Not every school can handle it the same.

Discussion took place about vending machines. They are overseen by Food Service.

Policy DKA, Payroll Procedures, includes specific language about the Department of Labor and RSA was referenced. Lori Schmidt will review.

Policy DN, Equipment and Supply Sales, relates to a School Properties Disposal Procedure
Does the Federal Funds Policy cover assets that fall under this? That policy has not yet been reviewed.

11. Committee review JFA-Residency

ConVal does not have the overarching policy. It makes reference to the RSA; it is a one sentence policy. We have referred to policies. There is no reason for ConVal not to have JFA. There is no harm in having it. We are not exposed by not having it because of the other policies we have.

Kimberly Saunders said that we don't have it because if it only states we are going to follow State Statute then why have it because we are required to follow State Statute.

Tim Theberge said that he was inclined to have a policy because we have the other policy on enrolling students.

Katherine Heck said that it would be consistent not to have a policy. No JFA.

12. Committee review EBBB-Reporting Accidents Involving Physical Harm of Students, EBBC-Emergency Care & First Aid (Student Accidents & Reports)

Tim Theberge said that we have two identical policies; first aid EBBC and JL. Tim drafted JL.

Our existing policy did not mention glucagon.

This policy will be sent to the nurses for review.

13. Adjourn

Stephen Ullman motioned to adjourn at 6:02 p.m. Tim Theberge second. Unanimous.

Respectfully submitted,

Brenda Marschok

BEDH – Public Participation at Board Meetings

The primary purpose of School Board meetings is to conduct the business of the Board as it relates to school policies, programs and operations. The Board encourages residents to attend Board meetings so that they may become acquainted with the operation and programs of the schools. All official meetings of the Board shall be open to the press and public. However, the Board reserves the right to meet and to adjourn or recess a meeting at any time. The Board also reserves the right to enter non-public session at any time, in accordance with the provisions RSA 91-A:3.

In order to assure that persons who wish to appear before the Board may be heard and, at the same time, it may conduct its meetings properly and efficiently, the Board adopts as policy the following procedures and rules pertaining to public participation at Board meetings:

1. The first 15 minutes will be set aside for citizens to address the Board. Each speaker during this period will be given 2 minutes to speak. This period may be extended by a majority vote of the Board. Requests to address the Board on matters not on the agenda must be presented to the Superintendent (or Chair) and must set forth the specifics of the subject to be addressed. When appropriate, the Board may place such requests on the agenda. Unless placed on the agenda, members of the public may offer comments on agenda items only.
2. A second public comment period will be set aside for agenda items during which members of the public may offer comments on agenda items only. The Board will not entertain comments on items that do not appear on the agenda. Requests to address the Board on matters not on the agenda must be presented to the Superintendent and must set forth the specifics of the subject to be addressed. When appropriate, the Board may place such requests on the agenda.
3. 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 agenda that is to be properly discussed in a non-public session. Complaints regarding individual employees, personnel or students will be directed to the Superintendent in accord with Policies KE and KEB.
4. All speakers are to conduct themselves in a civil manner. Speakers may not use threats of physical violence, may not speak or conduct themselves in a way that incites violence or is disruptive, may not be vulgar or obscene, and need to speak to business related to the School Board agenda. The School Board will not permit repetitive, harassing, or frivolous speech or comments that are off topic, antagonistic, obscene, or libelous as such statements will be considered out of order and will not be tolerated. The Board Chair may terminate the speaker's privilege of address if the speaker does not follow this rule of order.

Persons appearing before the Board are reminded that members of the Board are without authority to act independently as individuals in official matters. Thus, questions may be directed to individual Board members, but answers must be deferred pending consideration by the full Board.

Legal Reference:

RSA 91-A:2, Meetings Open to Public
RSA 91-A:3, Non-Public Sessions

Category: R

See also KE, KEB

1st Read: December 1, 2015
2nd Read: December 15, 2015
Adopted: December 15, 2015

ConVal School Board

The primary purpose of School Board meetings is to conduct the business of the Board as it relates to school policies, programs and operations. The Board encourages residents – including our students - to attend Board meetings so that they may become acquainted with the operation and programs of the schools. All official meetings of the Board shall be open to the press and public. However, the Board reserves the right to meet and to adjourn or recess a meeting at any time. The Board also reserves the right to enter non-public session at any time, in accordance with the provisions RSA 91-A:3.



In order to assure that persons who wish to appear before the Board may be heard and, at the same time, it may conduct its meetings properly and efficiently, the Board adopts as policy the following procedures and rules pertaining to public participation at Board meetings:

1. Each regular meeting of the Board should have two periods of public comment.
2. The first period of public comment should be prior to the Superintendent's Report.
3. The second period of public comment should be following New Business.
4. ~~The first 15 minutes will be set aside for citizens to address the Board. Each speaker during this period will be given 2 minutes to speak. This period may be extended by a majority vote of the Board. If the 2 minute period is extended for one speaker, it must be extended for all. -~~
5. The same person may address the Board only once during the same meeting.
6. Requests to address the Board on matters not on the agenda must be presented to the Superintendent (or Chair) and must set forth the specifics of the subject to be addressed. When appropriate, the Board may place such requests on the agenda. Unless placed on the agenda, members of the public may offer comments on agenda items only. The decision to allow such comments is at the discretion of the Board.
7. ~~A second public comment period will be set aside for agenda items during which members of the public may offer comments on agenda items only. The Board will not entertain comments on items that do not appear on the agenda. Requests to address the Board on matters not on the agenda must be presented to the Superintendent and must set forth the specifics of the subject to be addressed. When appropriate, the Board may place such requests on the agenda.¶~~
8. ~~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 agenda that is to be properly discussed in a non-public session. Complaints regarding individual employees, personnel or students will be directed to the Superintendent in accord with Policies KE and KEB.~~
9. All speakers are to conduct themselves in a civil manner. Speakers may not use threats of physical violence, may not speak or conduct themselves in a way that incites violence or is disruptive, may not be vulgar or obscene, and need to speak to business related to the School Board agenda. The School Board will not permit repetitive, harassing, or frivolous speech or comments that are off topic, antagonistic, obscene, or libelous as such statements will be considered out of order and will not be tolerated. The Board Chair may terminate the speaker's privilege of address if the speaker does not follow this rule of order.

BEDH – Public Participation at Board Meetings

ConVal School Board

During these public comment periods, members of the public are allowed to address the Board. However, it is not a question and answer period. In general, the Board will not answer questions asked or respond to comments made by members of the public. In addition, although staff of the District are also members of the public, there are specific Board policies in place - notably GBD - that establishes that the appropriate channel of communication between District staff and the Board is through the Superintendent.

Members of the public - including our students - are strongly encouraged to ask questions or provide comments to the Board and the Administration. However, the best way to ensure your questions get addresses is by submitting those questions to the members of the Board or to the Administration, via email, phone call, or regular mail. Lastly, all of the agendas and minutes of the Board meetings and all of the committees are posted on our website. Committee meetings are also open to the public, but there are no public comment periods at those meetings.

Persons appearing before the Board are reminded that members of the Board are without authority to act independently as individuals in official matters. Thus, questions may be directed to individual Board members, but answers must be deferred pending consideration by the full Board.

Legal Reference:

RSA 91-A:2, Meetings Open to Public

RSA 91-A:3, Non-Public Sessions

Category: R

See also KE, KEB

1st Read: December 1, 2015

2nd Read: December 15, 2015

Adopted: December 15, 2015

Proposed Revision: January 2021

KE – Public Complaints

The primary purpose of School Board meetings is to conduct the business of the Board as it relates to school policies, programs, and operations. The Board encourages residents to attend Board meetings so that they may become acquainted with the operation and programs of the schools. All official meetings of the Board shall be open to the press and public. However, the Board reserves the right to meet and to adjourn or recess a meeting at any time. The Board also reserves the right to enter non-public session at any time, in accordance with the provisions RSA 91-A:3.

In order to assure that persons who wish to appear before the Board may be heard and, at the same time, it may conduct its meetings properly and efficiently, the Board adopts as policy the following procedures and rules pertaining to public participation at Board meetings:

1. The first 15 minutes will be set aside for citizens to address the Board. This period may be extended by a majority vote of the Board. Requests to address the Board on matters not on the agenda must be presented to the Chair and must set forth the specifics of the subject to be addressed. When appropriate, the Board may place such requests on the agenda if the request is submitted three business days before the School Board meeting.
2. A second public comment period will be set aside for agenda items during which members of the public may offer comments on agenda items only. The Board will not entertain comments on items that do not appear on the agenda.
3. Consistent with RSA 91-A:3, Policy KE, and the laws pertaining to student and family privacy rights, the Board will not place any matter on the public agenda that is to be properly discussed in a non-public session. Complaints regarding individual employees, personnel, or students will be directed to the Superintendent in accord with Policies BEDH and KEB.
4. All speakers are to conduct themselves in a civil manner. Obscene, libelous, defamatory, or violent statements will be considered out of order and will not be tolerated. The Board Chair may terminate the speaker's privilege of address if the speaker does not follow this rule of order. Persons appearing before the Board are reminded that members of the Board are without authority to act independently as individuals in official matters. Thus, questions may be directed to individual Board members, but answers must be deferred pending consideration by the full Board.

Legal Reference:

RSA 91-A:2, Meetings Open to Public

RSA 91-A:3, Non-Public Sessions

Category: R

See also BEDH, KEB

1st Read: May 1, 2012

2nd Read: June 19, 2012

Adopted: June 19, 2012

Tim's Version

DIA – Fund Balance

In accordance with the governmental accounting standard, GASB Statement No. 54, the Contoocook Valley School Board recognizes the following five categories of fund balance for financial reporting purposes:

1. Non-spendable Fund Balance – non-cash assets such as inventories or prepaid items.
2. Restricted Fund Balance – funds legally restricted for specific purposes, such as grant, food service, and expendable trust funds.
3. Committed Fund Balance – amounts that can only be used for specific purposes pursuant to a formal vote of the Contoocook Valley School Board or by a vote of the legislative body by official ballot.
4. Assigned Fund Balance – amounts intended by the Contoocook Valley School Board for specific purposes. Items that would fall under this type of fund balance would be encumbrances.
5. Unassigned Fund Balance; residual fund balance after subtracting all of the above amounts.

Category: R

1st Read: November 18, 2014

2nd Read: December 16, 2014

Adopted: December 16, 2014

< DI – Fiscal Accounting and Reporting

DIB - Trust Funds (<https://schoolboard.convalsd.net/district-policies/d-fiscal-management/dib-trust-funds/>)

DIA--FUND BALANCES

Purpose

The purpose of this policy is to establish guidelines for the general fund unreserved fund balance. To improve and maintain the Contoocook Valley School District (District) financial stability in order to protect the District from unforeseen or unbudgeted situations such as sudden changes in revenues or spending requirements; emergencies and disasters, major infrastructure failures and unexpected litigation.

Background

Fund balance is a measure of the financial resources available in a governmental fund. Unreserved fund balance is that portion of fund balance that reflects expendable available financial resources. It is essential that the Contoocook Valley School District maintain adequate levels of unreserved fund balance to mitigate current and future risks and to ensure stable tax rates. Fund balance levels are a crucial consideration in long term financial planning as well.

The Government Finance Officers Association recommends that government entities, regardless of size, maintain unreserved fund balance in their general fund. Under RSA 198:4-b-The State of New Hampshire allows school district to retain up to to 5% of the current fiscal year's net assessment.

Definitions

1. In accordance with the governmental accounting standard, GASB Statement No. 54, the school board recognizes the following categories of fund balance for financial reporting purposes:

- a. Non-spendable Fund Balance – non-cash assets such as inventories or prepaid items
- b. Restricted Fund Balance- funds legally restricted for specific purposes, such as grant, food service and expendable trust funds.
- c. Committed Fund Balance – amounts that can only be used for specific purposes pursuant to a formal vote of the School Board.
- d. Assigned Fund Balance – amounts intended by the Board for specific purposes. The Board can choose to delegate this authority to the Superintendent or designee, depending on the situation. Items that would fall under this type of fund balance could be encumbrances.
- e. Unassigned Fund Balance – residual spendable fund balance after subtracting all of the amounts.

2. Committed Fund Balance. The school board, as the government's highest level of decision-making authority, may commit fund balance by a formal vote prior to the government's fiscal year-end for that fiscal year. Future modification or rescission of committed funds must likewise be accomplished by a formal vote of the school boards prior to fiscal year-end.

3. Assigned Fund Balance. The school board expressly delegates to the Superintendent the authority under this policy to assign funds for particular purposes.

4. Spending Prioritizations:

- a. When an expenditure is incurred that would qualify for payment with either restricted or unrestricted funds, it will be paid from restricted funds.
- b. When an expenditure is incurred that qualifies for payment from either of the three unrestricted fund balance categories, it will be applied in the following order:
 - 1) Committed,
 - 2) Assigned, and
 - 3) Unassigned

5. Deficit Fund Balance. At year end if any of the special revenue funds (ie. grants, etc.) has a deficit unassigned fund balance then the Superintendent is authorized to transfer funds from the general fund to cover the deficit, providing the general fund has money to do so.

Policy Statement

These policy guidelines will provide direction during the budget process and demonstrate a commitment to maintain adequate reserves for financial stability and for long term financial planning:

The District will maintain an unreserved fund balance, in the general fund, of no more than 2.5% of the net district assessment.

The Board may adjust retained levels of fund balance within the parameters of RSA 198:4-b, only by amending this written policy with a vote of the Board at a property noticed meeting.

It is the intent of the Board to retain the minimum levels of reserves to meet the fiscal needs of the district.

The use of unreserved fund balance to reduce the tax rate of for emergencies will only be permitted under certain circumstances: Emergency defined: An emergency is what the School Board determines it to be. It will always reflect a careful balancing of the body's desire to maintain adequate reserves with its desire to maintain essential services.

Prior to expending retained general funds, the School Board shall hold a properly noticed public hearing on the action to be taken with such funds.

An annual accounting and report of the activities of the retained general funds shall be presented to the School Board and published in the annual report.

Legal references:

RRSA 32, Municipal Budget Law Governmental

RSA 198:4-b Contingency Fund

Accounting Standards Board (GASB) Statement No. 54,

Fund Balance Report and Governmental Fund Type Definitions

BDE - COMMITTEES AND DELEGATES

(Download policy)

Category R

The Board may have the following standing committees as deemed necessary:

1. Building and Maintenance
2. Extracurricular
3. Policy
4. Finance/Audit
5. Transportation
6. Negotiations

Standing and special committees and delegations shall be appointed by the Chairperson of the Board and approved by vote of a majority of the Board. Committees will meet as needed on problems pertaining to said committee and will make recommendations for action by the full Board.

Reviewed: February 2004

Revised: July, 1998

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Kevin Pobst's suggestion:

School Board Subcommittees and School Board Member Special-Duty Assignments

School Board Subcommittees

Standing Subcommittees Purpose.

The School Board utilizes standing subcommittees to consider issues, proposals, and tasks in a smaller venue to allow members to delve more deeply into issues than may be possible at full School Board meetings. The subcommittee structure is an efficient way of allowing for more thorough consideration of policy proposals, constructing budgets, initiating new programs, reviewing curricular issues, monitoring of progress toward School Board goals, and Board communication. The subcommittees may initiate and investigate any matter within their scope of responsibility and jurisdiction. All recommendations of these subcommittees should represent a majority vote of subcommittee members. No vote or discussion of a standing subcommittee will constitute the establishment of School Board policy unless so authorized by School Board action at a public meeting. Additional subcommittees may be created, or existing subcommittees dissolved, by a vote of the School Board at the annual School Board organizational meeting following the annual School Board election.

The following subcommittees currently exist as part of the governance of the ConVal School Board:

Budget and Property

Education

Policy

Strategic Plan

Communication

Equity

Subcommittee Organization.

Each subcommittee should have at least four members. The Chair of the School Board, in consultation with School Board members, makes subcommittee appointments annually. These appointments are for a term of one year. All appointments will be made promptly after each School Board election. An organizational meeting of each subcommittee will be held annually promptly after each School Board election and the announcement of subcommittee appointments by the School Board Chair. A Chair for the subcommittee will be selected annually by the appointed members of the subcommittee at the organizational meeting of the subcommittee. Any School Board member may attend and participate in any subcommittee meeting at any time. However, the voting members of each subcommittee will be limited to those who have been appointed. All subcommittee meetings shall be posted to all School Board members, the Superintendent, and the public.

Subcommittee Administration

- c. The Superintendent and/or his/her designee shall attend subcommittee meetings whenever possible, as non-voting members. The Chair of the subcommittee is responsible for prioritizing issues, setting meeting agendas, dates, and times, and shall be responsible for records of the meetings. Copies of these records will be maintained on file in the School Board office. The Chair of each standing subcommittee shall be responsible for reporting on the committee's business at the full School Board meeting. No vote shall be taken by a subcommittee unless there is a majority of those eligible to vote present.

d. Subcommittee Responsibility and Jurisdiction

Each subcommittee of the School Board will be charged with a specific scope of responsibility and jurisdiction. This charge of responsibility and jurisdiction will be reviewed and confirmed annually by the School Board following the organizational meetings of all subcommittees. Each subcommittee Chair may periodically initiate review and adjustment of the subcommittee's charge of responsibility and jurisdiction when deemed appropriate; any change to a subcommittee charge of responsibility and jurisdiction must be approved by the School Board. All subcommittee charges of responsibility and jurisdiction will be posted on the School Board's website. A subcommittee of the School Board shall not appoint a subcommittee of that committee without approval of the School Board.

School Board Member Special Duty Assignments

a. Special Duty Assignment Purposes

Individual School Board members may be designated to fulfill special assignments on behalf of the whole School Board to facilitate the efficient, or confidential, completion of School Board responsibilities.

b. Special Duty Assignments

The following special duty assignments will be made to facilitate School Board governance:

Negotiation Committee

Student Discipline Committee

Grievance Committee

Food Service

Review of the Manifest

Representative to the NHSBA Delegate Assembly

c. Special Duty Assignment Procedures

The Chair of the School Board, in consultation with School Board members, makes special duty appointments annually. These appointments are for a term of one year. All appointments will be made promptly after each School Board election. The committees on Negotiation, employee Grievance, or Student Discipline are not open to participation by School Board members who have not been appointed. Nor are meetings of the Negotiation, Grievance, of Student Discipline subcommittee meetings open to the public.

Board members appointed to fulfill a special duty assignment will report to the full School Board as requested to do so by the School Board Chair.

Board member(s) designated to review the Manifest prior to each School Board meeting will bear the responsibility of recommending approval of the Manifest at the School Board meeting.

The Board member appointed as the representative of the ConVal School Board to the NHSBA Delegate Assembly will review all proposals with the Board prior to the annual Delegate Assembly and seek School Board advice regarding his/her vote at the Delegate Assembly.

Ad-Hoc Subcommittees and Committees

a. Ad Hoc Subcommittees of the School Board

Ad hoc subcommittees of the School Board may be appointed by the Chair of the School Board. The function of the ad hoc committee will be to study specific issues for a specifically limited period of time, and if appropriate, to make recommendations to the full School Board for approval. The dates, times, and location of ad hoc subcommittee meetings will be made public and the meetings will be open to all members of the School Board. No vote or discussion of an ad hoc committee will constitute the establishment of School Board policy, unless such authority is granted by the School Board at a public meeting.

b. Ad Hoc Committees with School Board Members

The School Board may form committees with members of the public, students, parents, and/or employees to do specific tasks and make recommendations to the School Board. The School Board Chair may appoint members of the School Board to such ad hoc committees. Meetings of ad hoc committees must be properly posted and open to the public. School Board members not appointed by the School Board Chair may attend and participate in ad hoc committee meetings but may not be voting members of the ad hoc committee. The School Board will establish the charge of the scope of responsibility for such ad hoc committees. Such ad hoc committees are advisory and have only such authority as specified by the School Board. The School Board will receive reports or recommendations from an ad hoc committee at the direction of the School Board Chair. A record must be kept of the proceedings of each meeting of an ad hoc committee. That record must be approved by the membership of the ad hoc committee and kept on file at the School Board offices. The School Board retains the right and has the duty to make all final decisions related to such reports or recommendations of an ad hoc committee. The School Board reserves the right to limit, create or dissolve an ad hoc committee at any time as it deems appropriate.