

OFFICE OF THE SUPERINTENDENT OF SCHOOLS
106 Hancock Road
Peterborough, New Hampshire
CONTOOCOOK VALLEY SCHOOL BOARD

Policy Committee

Tuesday, June 15, 2021
5:00 p.m.

Physical Location: SAU #1, Board Room
106 Hancock Road, Peterborough, NH

Agenda

School Board Committee Members:

- Keira Christian
- Katherine Heck
- Janine Lesser
- Kevin Pobst
- Stephen Ullman

- 1. Call to order**
- 2. Approval of the minutes from June 1, 2021**
- 3. ILD – Non-Educational/Non-Academic Questionnaires, Surveys and Research – Second Read**
IHAK – Character and Citizenship Education – First Read
- 4. Review input and feedback on the following policies:**
 - **“J” Student Discipline Policy Update**
 - JI/JIA/JIC/JICD
 - **“D” Financial Policy Review Schedule**
 - **JICFA – Hazing – Adopted 2011 – Review Proposed Policy**
 - **CBI – Evaluation of the Superintendent and Goal Setting**
- 5. Non-Public Session RSA 91-A – Personnel**
- 6. Policy status:**
 - **IHCD/LEB – Advanced Course Work – Adopted 2015, LCC – Dual Enrollment – Adopted 2017**
 - Under review by District personnel, then will move to Equity Committee for review.
 - **JLCL – Concussions and Head Injuries – Adopted 2013**
 - Under review by District personnel.

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Tuesday, June 1, 2021
5:00 p.m.

Physical Location: SAU #1, Board Room
106 Hancock Road, Peterborough, NH

Virtual Location:

<https://us02web.zoom.us/j/84451447524?pwd=ZUNKSW9wMWFPFRmtQa0pzNGNqMWordz09>

Meeting ID: **844 5144 7524**

Passcode: **04FF7i**

Phone: +1 312 626 6799 US

Meeting ID: **844 5144 7524**

Password: **788293**

Minutes

School Board Committee Members:

- Keira Christian
- Katherine Heck
- Janine Lesser
- Kevin Pobst
- Stephen Ullman

Present: Katherine Heck, Janine Lesser, Stephen Ullman, Keira Christian, Dr. Kimberly Saunders, Dr. Ann Forrest, Lori Schmidt

1. Call to order

Katherine Heck called the meeting to order at 5:03 p.m.

2. Approval of the minutes from May 18, 2021

Stephen Ullman moved to accept the minutes of May 18, 2021. Janine Lesser second. Unanimous.

3. DIA –Fund Balances Policy- second read

Katherine Heck said that one additional sentence needs to be stricken. It will be amended at tonight's board meeting.

ILD- Non-Educational/Non-academic Questionnaires, Surveys and Research- first read
This policy was in existence and will go for a first read at tonight's board meeting.

4. Review input and feedback on policies:

- **IHAK** -Character and Citizenship Education -Adopted 2013

Stephen Ullman reported that he referenced the RSA to draft this work. Number 14 was amended slightly.

- **IHCD**- Advanced Coursework -Adopted 2015
- **LEB** – Advanced Course Work- Adopted 2015
 - **LCC**- Dual Enrollment-Adopted2017- Rescind and Merge into LEB and IHCD

Dual enrollment is when a student is enrolled in a college credit earning course at the high school. Concurrent would be when a student attends both high school and college to take courses.

Dr. Saunders said that sending IHCD and LEB to the high school would be a good next step to make sure that they are comfortable with it. Confirmed. Stakeholder input will be valuable.

Stephen Ullman asked the significance of the bolded text. At certain colleges, if a course is taught by a high school teacher who is accredited to teach college work, the colleges are accepted.

Kimberly Saunders said that college courses are available through Running Start and are accepted at the University of New Hampshire system colleges.

- **CBI – Evaluation of the Superintendent and Goal Setting**

Janine Lesser reported that there are two different versions; Kevin Pobst's version includes most of the procedure. Janine said that she preferred to have the procedure as an attachment.

Katherine Heck said that procedures could change over time and should be kept separate from the policy. Janine Lesser agreed. Version A includes the policy and the procedures included. Version B includes the policy only and includes the implementation procedure and five forms. Version A is preferred. It would be strictly policy.

Kimberly Saunders noted that form D is outdated. Janine Lesser said that the Superintendent would not be evaluated on those but rather on goals. Janine added that job responsibilities are included in the contract with the assumption that job responsibilities will be conducted.

The third document is strictly the policy (Version A).

Janine spoke about the process and timeline, which begins in April, for goal setting and eventual evaluation of the Superintendent.

Kimberly Saunders agreed to meet with Janine Lesser and Kevin Pobst for review and bring forward.

Stephen Ullman said that he preferred a single draft for review rather than multiple.

If a procedure will be discussed, a non-public session will be needed.

Katherine Heck said that it is the consensus to fine tune the broader policy and move forward. This will go for a first and second read to the full board eventually.

5. Non-Public Session RSA 91-A - Personnel

None.

6. Policy status:

- **JICFA- Hazing -Adopted 2011**
 - In development
- **JLCL -Concussions and Head injuries- Adopted 2013.**
 - Under review by district personnel

Katherine Heck referenced information in the Policy Committee shared drive. She is open to comments on what might make this more user friendly. References from NHSBA are contained in the folder.

There is a list of policies on the spreadsheet that need updating on the website.

Dr. Ann Forrest asked if a column could be added on the spreadsheet to reference if it needs to be included in student handbooks. Confirmed.

Janine Lesser motioned to adjourn at 5:38 p.m. Stephen Ullman second. Unanimous.

Respectfully submitted,

Brenda Marschok

Fiscal Management Policy Index

Developed for Conval Policy Committee



DA - FISCAL MANAGEMENT PLAN/GOALS

Category: Optional



DAF - ADMINISTRATION OF FEDERAL GRANT FUNDS

Category: Priority/Required by Law

Related Policies: DI, DID, DJ, DJC, DJE, DJF & DK

See also: ADB, EFAA, EHB, JICI & JRA

Requirements of Title 2 CFR Part 200, commonly known as the Uniform Grant Guidance. Sub-recipient monitoring, and modified to include reference to “buy American” requirements. w/p-update/2019 Spring/DAF Grant Mgt - 2019-7 (d)

DAF-1 Determination of Allowable Costs

DAF-2 Cash Management and Fund Control

DAF-3 Procurement

DAF-4 Procurement - Provisions Pertinent to Food Service Program

DAF-5 Conflict of Interest and Mandatory Disclosures

DAF-6 Inventory Management - Equipment and Supplies with Federal Funds

DAF-7 Travel Reimbursement - Federal Funds

DAF-8 Accountability and Certifications

DAF-9 Time-Effort Reporting Oversight

DAF-10 Grant Budget Accountability and Reconciliation



DB - ANNUAL BUDGET

Category: Optional

Legal References:

RSA 32:4, Preparation of Budgets: Estimate of Expenditures and Revenues

RSA 32:5, Budget Preparation

RSA 197:5-a, School meetings and Officers: Budget



DBC - BUDGET PREPARATION

Category: Optional

Legal References

RSA 195:12, Cooperative School District: Budget

RSA 197:5-a, School Meetings & Officers: Budget

RSA 32:4, Preparation of Budgets: Estimate of Expenditures and Revenues

RSA 32:5, Budget Preparation

NH Code of Administrative Rules- Section Ed 302:02 (a), Substantive Duties of the Superintendent.



DBD- DETERMINATION OF BUDGET PRIORITIES

Category: Optional



DBI - BUDGET IMPLEMENTATION

Category: Optional

Legal References

RSA 32:10, Transfer of Appropriations

NH Code of Administrative Rules Section Ed. 302:02 (e) (j) (o,) Substantive Duties of the Superintendent



DBJ - TRANSFER OF APPROPRIATION

Category: Optional

Legal References:

RSA 32:10, Transfer of Appropriations

RSA 282-A:71, III, Unemployment Compensation



DC - TAXING AND BORROWING AUTHORITY/LIMITATIONS

Category: Optional

Legal Reference:

RSA 33:8, Town or District Bonds or Notes



DC or DEAA- POST-ISSUANCE TAX COMPLIANCE POLICY AND PROCEDURES FOR TAX-EXEMPT OBLIGATIONS

Category: Optional



DBCA -DEBT MANAGEMENT

Category: Optional



DD - FUNDING PROPOSALS AND APPLICATIONS

Category: Optional



DEA - REVENUES FROM LOCAL, STATE AND FEDERAL TAX SOURCES

Category: Optional

Legal Reference:

RSA 198:20-b, Appropriation for Unanticipated Funds Made Available During Year



DFA – INVESTMENT

Category: Priority

Legal References:

RSA 197:23-a, Treasurer's Duties

RSA 383:22, Public Deposit Investment Pool



DFC -RENTALS AND SERVICE CHARGES

Category: Priority



DG - DEPOSITORY OF FUNDS

Category: Optional

-DFE Gate Receipts, Fees and Admissions



DFEA Free Admissions

-DFH Student Activities Fund Management



DGA - AUTHORIZED SIGNATURES / CHECK WRITING SERVICES

Category: Required by Law

Legal Reference:

RSA 197:23-a, Treasurer's Duties



DGD - SCHOOL DISTRICT CREDIT CARDS

Category: Optional



DH - BONDED EMPLOYEES

Category: Required by Law

Legal Reference:

RSA 197:22, Treasurer's Bond



DHA-CONTRACTS/SIGNING AUTHORITY

Category: Optional



DI - FISCAL ACCOUNTING AND REPORTING

Category: Required by Law

Legal Reference:

NH Code of Administrative Rules Section Ed. 302:02 (e) (j), Substantive Duties of the Superintendent



DIA - FUND BALANCES

Category: Recommended

Legal References:

RSA 32, Municipal Budget Law

RSA 33, Municipal Finance Act

RSA 35, Capital Reserve Funds

RSA 198:4-b Contingency Fund

Governmental Standards Board Statement 54 (GASB 54)



DIB – TRUST FUNDS

Category: Optional

Legal Reference:

NH Statute 198:20-c, Trust Funds Created for Specific Purposes; Expenditures; Administration

RSA35:1-c, Establishment of Reserves Authorized



DID - FIXED / CAPITAL ASSETS

Category: Recommended



DIE – AUDITS

Category: Required by Law

Legal References:

RSA 197:25, Auditors

RSA 671:5, School District Elections: Auditors



DIH - FRAUD PREVENTION AND FISCAL MANAGEMENT

Category: Recommended



DJ – PURCHASING

Category: Required by Law

Legal Reference:

RSA 194-C:4 II (a), Superintendent Services

NH Code of Administrative Rules Section 303.01 (b), Substantive Duties of School Boards



DJB - PURCHASING PROCEDURES

Category: Optional

Legal References:

RSA 194-C:4 II (a), Superintendent Services

NH Code of Administrative Rules Section 303.01 (b), Substantive Duties of School Boards



DJC - PETTY CASH ACCOUNTS

Category: Recommended



DJD - COOPERATIVE PURCHASING

Category: Optional



DJE - BIDDING REQUIREMENTS

Category: Required by Law

Legal References:

RSA 194-C:4 II (a), Superintendent Services

NH Code of Administrative Rules, Section Ed. 303.01 (b), Substantive Duties of School Boards



DJF - LOCAL PURCHASING

Category: Optional



DJG - VENDOR RELATIONS

Category: Optional



DK - PAYMENT PROCEDURES

Category: Required by Law

Legal Reference:

RSA 197:23-a, Treasurer's Duties



DKA - PAYROLL PROCEDURES

Category: Recommended



DKC - EXPENSE REIMBURSEMENTS

Category: Optional

-DKCA District Travel Reimbursements



DM - CASH IN SCHOOL BUILDINGS

Category: Required by Law



DN - EQUIPMENT AND SUPPLIES DISPOSAL PROCEDURE AND SALES

Category: Required by Law

Legal Reference:

CFR 34, Sec. 80.32

JICFA Hazing RSA 631:7, Student Hazing Ed 306.04(a)(7), Student Hazing

CV policy was adopted in 2011- review/readoptions

NHSBA note, September 2017: This policy is updated to more closely track the language in RSA 631:7 and to incorporate the provision in that law which makes it a misdemeanor for the District to knowingly permit or condone student hazing, to fail to take measures to prevent hazing, or to fail to report hazing to law enforcement which has been reported to the District or of which the District otherwise has knowledge.

Pupil Safety and Violence Prevention RSA 189:70, Educational Institution Policies on Social Media RSA 193-F, Pupil Safety and Violence Prevention Act RSA 570-A:2, Capture of Audio Recordings on School Buses Allowed Ed 306.04(a)(8), Student Harassment

Law Updated in 2014 and 2015 and 2017

JICFA – Hazing

CV Current Version

It is the policy of the District that no student or employee of the District shall participate in or be a member of any secret organization that is in any degree related to the school or to a school activity. No student organization or any person associated with any organization sanctioned by the School Board shall engage or participate in hazing.

For the purposes of this policy, hazing is defined as an activity that recklessly or intentionally endangers the mental or physical health or safety of an individual for the purpose of initiation or admission into or affiliation with any organization sanctioned or authorized by the School Board.

“Endanger the physical health” shall include, but is not limited to, any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug or controlled dangerous substance; or any forced physical activity which could adversely affect the physical health or safety of the individual.

“Endanger the mental health” shall include any activity that would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity shall be presumed to be a forced activity, even if the individual willingly participates in such activity. Parents will be notified of students’ participation in hazing activities.

This policy is not intended to deprive School District authorities from taking necessary and appropriate disciplinary action toward any student or employee. Students or employees who violate this policy will be subject to disciplinary action that may include expulsion for students and employment termination for employees. Students receiving special education services will

be disciplined in accordance with the student's IEP and all applicable provisions of the Individual with Disabilities Education Act (IDEA). A copy of this policy will be furnished to each student and teacher in the school district.

Legal Reference:

RSA 631:7, Student Hazing

New Hampshire Code of Administrative Rules, Section Ed 306.04(a)(7), Student Hazing

RSA 193:13, Suspension & Expulsion of Pupils

Category: P

1st Read: September 7, 2010

2nd Read: March 15, 2011

Adopted: March 15, 2011

JICFA PROPOSED VERSION 6/15/21

This District does not permit or condone student hazing. It is the policy of the District that no student organization, or any person associated with any organization, sanctioned by the Board of Education shall engage or participate in hazing.

For the purposes of this policy, student hazing is defined as any act directed toward a student, or any coercion or intimidation of a student to act or to participate in or submit to any act, when:

- (1) Such act is likely, or would be perceived by a reasonable person as likely, to cause physical or psychological injury to any person; and
- (2) Such act is a condition of initiation into, admission into, or continued membership or association with any School Board sanctioned organization.

“Student hazing” includes, but is not limited to, an activity which recklessly or intentionally endangers the physical or psychological health or safety of a student for the purpose of initiation into, admission into, or affiliation with any organization sanctioned by the Board of Education.

Any student hazing activity shall be presumed to be a forced activity, even if the student willingly participates in such activity.

Students or employees who violate this policy will be subject to disciplinary action which may include expulsion for students and employment termination for employees.

The Superintendent shall take reasonable measures within the scope of the District's authority to prevent student hazing. All hazing reported to the District, or which any District staff member has knowledge, of shall be promptly reported to law enforcement, as required by RSA 631:7, Student Hazing.

It is the policy of the District that no student or employee of the District shall participate in or be a member of any secret fraternity or secret organization **that is directly related** to the school or to a school activity.

A copy of this policy will be furnished to each student and teacher in the School District, including being printed in the student handbook.

Legal Reference:

RSA 631:7, Student Hazing

New Hampshire Code of Administrative Rules, Section Ed 306.04(a)(7), Student Hazing

Revised: September 2017

Sample Policy***Category: Priority/Required by Law***

It is the policy of the District that no student or employee of the District shall participate in or be a member of any secret fraternity or secret organization that is in any degree related to the school or to a school activity. No student organization or any person associated with any organization sanctioned by the Board of Education shall engage or participate in hazing. This District does not permit or condone student hazing.

For the purposes of this policy, hazing is defined as any act directed toward a student, or any coercion or intimidation of a student to act or to participate in or submit to any act, when: (1) Such act is likely or would be perceived by a reasonable person as likely to cause physical or psychological injury to any person; and (2) Such act is a condition of initiation into, admission into, continued membership in or association with any organization. Hazing includes but is not limited to an activity which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization sanctioned or authorized by the Board of Education.

"Endanger the physical health" shall include, but is not limited to, any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug or controlled dangerous substance; or any forced physical activity which could adversely affect the physical health or safety of the individual.

"Endanger the mental health" shall include any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by the Board of Education is conditioned, directly or indirectly, shall be presumed to be a forced activity, even if the student willingly participates in such activity.

This policy is not intended to deprive School District authorities from taking necessary and appropriate disciplinary action toward any student or employee. Students or employees who violate this policy will be subject to disciplinary action which may include expulsion for students and employment termination for employees.

The Superintendent shall take reasonable measures within the scope of the District's authority to prevent student hazing. All hazing reported to the District or which any District staff member has knowledge of shall be promptly reported to law enforcement, as required by RSA 631:7, Student Hazing.

A copy of this policy will be furnished to each student and teacher in the School District, including being printed in the student handbook.

Legal Reference:

RSA 631:7, Student Hazing

New Hampshire Code of Administrative Rules, Section Ed 306.04(a)(7), Student Hazing

Revised: September 2017

Revised: November 2007

Reviewed: October 2004

Revised: July 1998, November 1999

LEGAL REFERENCE:

**TITLE LXII
CRIMINAL CODE
CHAPTER 631
ASSAULT AND RELATED OFFENSES**

631:7 Student Hazing. –

I. For the purposes of this section:

(a) "Educational institution" means any public or private high school, college, university, or other secondary or postsecondary educational establishment.

(b) "Organization" means a fraternity, sorority, association, corporation, order, society, corps, athletic group, cooperative, club, or service, social or similar group, whose members are or include students, operating at or in conjunction with an educational institution.

(c) "Student" means any person regularly enrolled on a full-time or part-time basis as a student in an educational institution.

(d) "Student hazing" means any act directed toward a student, or any coercion or intimidation of a student to act or to participate in or submit to any act, when:

(1) Such act is likely or would be perceived by a reasonable person as likely to cause physical or psychological injury to any person; and

(2) Such act is a condition of initiation into, admission into, continued membership in or association with any organization.

II. (a) A natural person is guilty of a class B misdemeanor if such person:

(1) Knowingly participates as actor in any student hazing; or

(2) Being a student, knowingly submits to hazing and fails to report such hazing to law enforcement or educational institution authorities; or

(3) Is present at or otherwise has direct knowledge of any student hazing and fails to report such hazing to law enforcement or educational institution authorities.

(b) An educational institution or an organization operating at or in conjunction with an educational institution is guilty of a misdemeanor if it:

(1) Knowingly permits or condones student hazing; or

(2) Knowingly or negligently fails to take reasonable measures within the scope of its authority to prevent student hazing; or

(3) Fails to report to law enforcement authorities any hazing reported to it by others or of which it otherwise has knowledge.

III. The implied or express consent of any person toward whom an act of hazing is directed shall not be a defense in any action brought under this section.

Source. 1993, 155:1, eff. July 1, 1993.