

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

CONTOOCOOK VALLEY SCHOOL BOARD

Policy Committee

Tuesday, September 7, 2021
SAU Office
6:00 p.m.

Agenda

School Board Committee Members:

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

1. **Call to order**
2. **Accept August 3, 2021 Minutes**
3. **Accept August 17, 2021 Minutes**

2nd Read Policy: **JICFA- Hazing**

DKA- Payroll and Procedures-No Changes- Reviewed 8/17/21

Policy Review

1. **JLCJ -Concussions and Head injuries**
2. **DN-School Properties Disposal Procedure**
3. **CBI – Evaluation of the Superintendent and Goal Setting**
 - a. Sub-Committee work continues on procedure

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

Policy status update:

- **GBEF- Acceptable use Policy :Staff**
 - Under review
- **JRA- Students records. Privacy , Family, Student Rights**
 - Sent to legal for review
- **JICD-Student Behavior, Conduct, Discipline and Due Process**
 - Comments submitted for legal review
 - **JJ/JIA/JIC Student Discipline Policies under JICD**
- **IHCD/LEB – Advanced Course Work- Adopted 2015- LCC- Dual Enrollment-Adopted2017**
 - Under review by district personnel, the Equity Committee will review.

In legal review:

- **EBCF - Pandemic/Epidemic Emergencies**
- **JLCE - Emergency Care and First Aid**
- **EBCG- Communicable and Infectious Diseases**
- **JLCG- Exclusion of Students Who Present a Hazard**

Next Agenda Items:

“D” Financial Policy Review Schedule

Requests for Policy Review:

- IMC – Controversial Speakers and Programs
- LC – Relations with Education Research Agencies
- **JBAB -Transgender and Gender Non-Conforming Students**

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

106 Hancock Road

Peterborough, New Hampshire

CONTOOCOOK VALLEY SCHOOL BOARD

Policy Committee

Tuesday, August 3, 2021

SAU Board Room

6:00 p.m.

Minutes

School Board Committee Members:

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

Present: Katherine Heck, Keira Christian, Kevin Pobst, Stephen Ullman, Dr. Kimberly Saunders, Lori Schmidt, Dr. Ann Forrest, Tim Theberge, Cari Christian-Coates

1. Call to order

Katherine Heck called the meeting to order at 6:00 p.m.

2. Approval of the minutes from June 15, 2021

Kevin Pobst moved to approve the minutes of June 15, 2021. Stephen Ullman second. Unanimous.

3. Policy Review

- **JICFA - Hazing**
 - a. Legal review complete

This policy should go for a first read at the August 17th School Board meeting. This policy is included in handbooks.

- **JICL- Internet Safety and Responsible use for Students**

Teaching students to keep their personal information private and secure is part of internet safety. This policy is the basis for the user policy. Students sign off on this policy as well as on a blended learning handbook.

It was the consensus of the Policy Committee for this to remain in effect.

- **GBEF- Acceptable use Policy :Staff**

Possible revisions were shared at the top of the hard copy of the policy. Kevin Pobst agreed to look for similar policies from other states for comparison. They included clarifying responsibilities related to collecting, maintaining, and securing student and staff data, clarifying responsibility to immediately report if there is a reason to believe confidential information has been disclosed to an unauthorized person, and clarify responsibilities related to researching and using online services or applications.

Stephen Ullman brought attention to the first paragraph under "Expectations of Privacy".

- **JRA- Students records. Privacy , Family, Student Rights**

Possible revisions include clarification when student data becomes an educational record and also clarification of accessing and securing student data being collected and maintained by applications, digital tools, and extensions.

This policy will go for further legal review.

- **DKA- Payroll and Procedures**

This policy, compared to the School Board policy does not reflect many changes. However, it was last reviewed in 2012. Samples will be pulled for comparison.

- **DN – School Properties Disposal Procedure**
Aligning such language that designates the Business Administrator and/or School Board responsibilities was suggested. The guidance could be tightened up. Similar policies will be pulled. Language will be returned to this committee.

- **CBI – Evaluation of the Superintendent and Goal Setting**
 - b. Sub-Committee Update
- **Non-Public Session RSA 91-A:3 II (If Required)**

Keira Christian moved to enter into non-public session in accordance with RSA 91-A:3 II at 6:37 p.m. Stephen Ullman second. Unanimous.

Katherine Heck moved to exit non-public session. Keira Christian second. Unanimous.

Stephen Ullman motioned to seal the minutes of non-public session for a period of ten years. Keira Christian second. Unanimous.

4. Policy status update:

- **JICD-Student Behavior, Conduct, Discipline and Due Process**
 - Comments submitted for legal review
- **“J” Student Discipline Policies**
 - **JII/JIA/JIC/JICD**

JII, JIA, and JIC will need to be rescinded as a result of JICD moving forward.

- **IHCD/LEB – Advanced Course Work- Adopted 2015- LCC- Dual Enrollment-Adopted 2017**
 - Under review by district personnel, then Equity Committee will review.

5. Review completed by District personnel:

- **JLCL -Concussions and Head injuries**
- **EBCF - Pandemic/Epidemic Emergencies**
- **JLCE - Emergency Care and First Aid**
- **EBCG- Communicable and Infectious Diseases**
- **JLCG- Exclusion of Students Who Present a Hazard**

Reviews of the above policies are complete and will be coming to the Policy Committee for final review. Required by law policies will be prioritized.

Next Agenda Items:

- **“D” Financial Policy Review Schedule**
 - **DN-School Properties Disposal Procedure**

Requests for Policy Review:

- **IMC – Controversial Speakers and Programs**
- **LC – Relations with Education Research Agencies**
- **JBAB -Transgender and Gender Non-Conforming Students**

Stephen Ullman motioned to adjourn at 7:00 p.m. Kevin Pobst second. Unanimous.

Respectfully submitted,

Brenda Marschok

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

CONTOOCOOK VALLEY SCHOOL BOARD

Policy Committee

Tuesday, August 17, 2021

SAU Office

6:00 p.m.

Minutes

School Board Committee Members:

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

Present: Katherine Heck, Keira Christian, Janine Lesser, Kevin Pobst, Stephen Ullman, Dr. Kimberly Saunders, Kat Foecking, Lori Schmidt, Tim Theberge

1. Call to order

Katherine Heck called the meeting to order at 6:00 p.m.

August 17th School Board Meeting: 1st Read Policy: JICFA- Hazing

Policy Review

1. **JI/JIA/JIC** Student Discipline Policies now covered under **JICD**

2. **DKA-** Payroll and Procedures

Lori Schmidt reported that all of the pieces in the sample policy are incorporated. Content is fine. This policy could state a reviewed date or a new adoption date. Lori said that a review date would be sufficient since there were no changes and does not need to go to the board.

3. **EBCF -** Pandemic/Epidemic Emergencies

Nurses have fully reviewed this policy. Changes are reflected in strikeouts and italic. The policy reflects how decisions are made.

Changes suggested will be made and then this policy can go for a first read.

4. **JLCE -** Emergency Care and First Aid

Kimberly Saunders suggested that this policy go to legal for review.

This is a "P" policy. It was adopted last in 2016.

5. **EBCG-** Communicable and Infectious Diseases

Should there be an employee policy as well? Procedures were embedded.

Kimberly Saunders said that she preferred procedure not to be in the policy unless it is to be done by the board. B1, B2, and B3 would come out of the policy if procedures are removed.

Katherine Heck agreed to make these changes and bring the amended version back to the committee.

6. **JLCG-** Exclusion of Students Who Present a Hazard

Changing the name of this policy has been previously discussed. It is a recommended policy.

Crafting the language differently was proposed. Ending the first sentence after illness with a period and omitting "or is otherwise a hazard to him/herself or others" was decided then reversed. The sentence will remain.

A statement about continued learning was suggested.

Kevin Pobst will investigate language that may be added.

Policy status update:

- **GBEF- Acceptable use Policy :Staff**
 - Under review

- **JRA- Students records. Privacy , Family, Student Rights**
 - Sent to legal for review

- **CBI – Evaluation of the Superintendent and Goal Setting**
 - Sub-Committee work continues on this policy

Dates for benchmarks and having a committee of three was part of the last discussions.

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

Katherine Heck moved to enter into non-public session at 6:45 p.m. Unanimous on a roll call vote.

Janine Lesser moved to exit non-public session at 6:48 p.m. Keira Christian second. Unanimous.

Janine Lesser moved to seal the minutes of non-public session for a period of five years. Katherine Heck second. Unanimous.

- **JICD-Student Behavior, Conduct, Discipline and Due Process**
 - Comments submitted for legal review

- **IHCD/LEB – Advanced Course Work- Adopted 2015- LCC- Dual Enrollment-Adopted2017-**
 - Under review by district personnel, the Equity Committee will review.

- **Review completed by District personnel:**
 - **JLCL -Concussions and Head injuries**

Next Agenda Items:

- **“D” Financial Policy Review Schedule**
 - **DN-School Properties Disposal Procedure**

Requests for Policy Review:

- **IMC – Controversial Speakers and Programs**
- **LC – Relations with Education Research Agencies**
- **JBAB -Transgender and Gender Non-Conforming Students**

Keira Christian moved to adjourn at 6:49 p.m. Janine Lesser second. Unanimous.

Respectfully submitted,

Brenda Marschok

JLCJ Concussions and Head injuries- CV Adopted 2013.

Fall 2020 NHSBA update- was this policy reviewed/readopt.

NHSBA revision notes, November 2020, revisions are to reflect the 2020 enactment of RSA 200:63 (see §16 of 2020 Laws Ch. 38). Paragraph I of the new law requires the N.H. Dept. of Education ("DOE") to develop a concussion and traumatic brain injury return to learning "policy and plan" for school districts. Paragraph II requires each local school board to "adopt a concussion and traumatic brain injury return to learning policy school education program." The DOE's policy/plan will not be available after the beginning of 2021, but there is no delay in the mandate for local boards. While ultimately, the local policy will be informed, if not, regulated by the policy to be developed by the DOE, this revised JLCJ is intended to meet the base requirements of RSA 200:63, II.

JLCJ – Concussions And Head Injuries- CV Version

The School Board recognizes that concussions and head injuries are commonly reported injuries in children and adolescents who participate in sports and other recreational activities. The Board acknowledges the risk of catastrophic injuries or death is significant when a concussion or head injury is not properly evaluated and managed. The Board recognizes that the majority of concussions will occur in "contact" or "collisions" sports. However, in order to ensure the safety of all District student athletes, this policy will apply to all student sports offered by the District.

Consistent with the recommendations from the National Federation of State High School (NFHS) and the New Hampshire Interscholastic Athletic Association (NHIAA), the District will utilize recommended guidelines, procedures and other pertinent information to inform and educate coaches, youth athletes, and parents/guardians of the nature and risk of concussions or head injuries, including the dangers associated with continuing to play after a concussion or head injury. Annually, the district will distribute a head injury and concussion information sheet to all parents/guardians of student athletes in student sports prior to the student-athlete's initial practice or competition.

All coaches, including volunteers, will complete training on head injury and concussion management, as recommended and/or provided by the NFHS, NHIAA, New Hampshire Department of Education, and/or other pertinent organizations. Such training shall occur at least once every two years, through the viewing of the NHIAA's (or similar sanctioning body) concussion clinic. Additionally, all coaches of student sports will comply with NHIAA recommended procedures for the management of head injuries and concussions.

The following definitions apply to this policy:

- Health Care Provider: a person who is licensed, certified, or otherwise statutorily authorized by the State to provide medical treatment and is trained in the evaluation and management of concussions.
- School property: all real property, physical plant, and equipment used for school purposes, including but not limited to school playgrounds and buses, whether public or private.
- Student athlete: A student involved in any intramural sports program conducted outside the regular teaching day or competitive student sports program between schools in grades 4 – 12.
- Student sports: All intramural sports programs conducted outside the regular teaching day for students in grades 4-12 or competitive athletic programs between schools for students in grades 4-12.

Updating:

Each spring, the athletic director or other designee shall review any changes that have been made in procedures required for concussion and head injury management or other serious injury by consulting with the NHIAA or the District's on-call physician, if applicable. If there are any updated procedures, they will be adopted and used for the upcoming school year.

Parent Information Sheet:

A concussion and head injury information sheet shall be distributed on an annual basis to the student athlete and the athlete's parent or guardian prior to the student athlete's initial practice or competition.

Administrator Responsibilities:

The Superintendent or his/her designee will keep abreast of both changes in standards regarding concussion management and head injuries, as well as professional development programs relative to concussions and head injuries.

Removal from Play:

A coach, school official, licensed athletic trainer, or health care provider who suspects that a student athlete has sustained a concussion or head injury in a practice or game shall remove the student athlete from play immediately. The coach, school official, licensed athletic trainer, or health care provider who removed the student from play shall notify the student's parent or guardian, as well as the school principal of the removal and the reason for the removal.

Protocol for Return to Play:

A student athlete who has been removed from play shall not return to play on the same day or until he/she is evaluated by a health care provider and received medical clearance and written authorization from the health care provider to return to play. In addition to written permission from his/her parent/guardian authorizing the student athlete to return to play, a medical release from the student's health care provider will be provided before the student athlete will be allowed to return to play. The District may limit a student athlete's participation to "Graduated Return to Play" (gradual step progression) standards and protocol, as determined by the student's treating health care provider.

When a differing medical opinion among medical professionals exists, the most conservative treatment shall be utilized.

Concussion Awareness and Education:

To the extent possible, the Board encourages the administration to implement concussion awareness and education into the district's physical education and/or health education curriculum. The administrative decision shall take into account all relevant considerations, including time, resources, access to materials, and other pertinent factors.

Academic Issues in Concussed Students:

In the event a student is concussed, regardless of whether the concussion was a result of a school-related or non-school-related activity, school district staff should be mindful that the concussion may affect the student's ability to learn. In the event a student has a concussion, that student's teachers will be notified.

Teachers should report to the school nurse if the student appears to have any difficulty with academic tasks that the teacher believes may be related to the concussion. The school nurse will notify the student's parents. Administrators and district staff shall work to establish a protocol and course of action to ensure the student is able to maintain his/her academic responsibilities while recovering from the concussion.

Student accommodations may be developed in accordance with applicable law and Board policies.

Legal Reference:

RSA 200:49-200:52, Head Injury Policies and Student Sports

Category: P

1st Read: July 16, 2013

2nd Read: July 30, 2013

Adopted: July 30, 2013

Category: Priority/Required by Law

Related Policies: EBBB

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**ADOPTION/REVISION NOTES -**

**All text between the highlighted lines "~~~" above and below, and all highlights within the policy should be removed prior to adoption.**

*(a) In Summer 2020, the NH Legislature passed what is now RSA 200:63. Paragraph I of the statute requires the N.H. Dept. of Education ("DOE") to develop a concussion and traumatic brain injury return to learning policy and plan for school districts. Paragraph II requires each local school board to "adopt a concussion and traumatic brain injury return to learning policy school education program." The DOE's policy/plan will not be available until sometime after the beginning of 2021, but there is no delay in the mandate for local boards. While ultimately, the local policy will be informed, if not, regulated by the policy to be developed by the DOE, this revised JLCJ is intended to meet the requirements of RSA 200:63, II.*

*(b) General - As with all sample policies, NHSBA recommends that each district carefully review this sample prior to adoption/revision to assure suitability with the district's own specific circumstances, internal coding system, current policies, and organizational structures. Highlighted language or blank, underscored spaces indicate areas which Boards must change/complete to reflect local personnel titles, policy references, duty assignments etc.*

*(c) {\*\*} indicates a reference to another NHSBA sample policy. A district should check its own current policies and codes to assure internal consistency.*

*(d) Withdrawn and earlier versions of revised policies should be maintained separately as part of the permanent records of the District.*

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The [] School District] is committed to ensuring the safety of students while at school and when participating in any school-sponsored events. The Board is aware that head injuries, including concussions, can happen to any student, not just an athlete, and that the risk of catastrophic injuries or death is significant when a concussion or other head injury is not properly evaluated and managed.

Section A of this policy applies to all students of the District who experience or are suspected to have experienced a concussion or other traumatic brain injury, whether in school or out, while Section B pertains to student-athletes, and other students participating in school sports or other district athletic activities.

A. Provisions relating to all Students Who have Experienced a Concussion or Traumatic Brain Injury.

1. **Definitions:** For purposes of this policy, the terms below will have the ascribed meanings.

"Head injury" means injuries to the scalp, skull, or brain caused by trauma, and shall include a concussion which is the most common type of sports-related brain injury.

"Health care provider" means a person who is licensed, certified, or otherwise statutorily authorized by the state to provide medical treatment (physician, advanced registered nurse practitioner, licensed physician's assistant, or dentist).

"Student-athlete" means a student involved in any intramural sports program conducted outside the regular teaching day or competitive student sports program between schools in grades 4 through 12.

"Sports" means intramural sports programs conducted outside the regular teaching day for students in grades 4 through 12 or competitive athletic programs between schools for students in grades 4 through 12, including, without limitation, all NHIAA sanctioned activities, including cheer/dance squads, or any other district-sponsored sports or activities as determined by the board or administration.

2. **Duty to Report.** All District employees shall report any accident or incident which involves a student head injury. The report should be filed in the same manner provided under Board policy {**} EBBB as for that of any accident requiring first aid. Additionally, Teachers should report to the school nurse (or administrator in charge if the nurse is unavailable) if the student appears to have any difficulty with academic tasks that the teacher believes may be related to concussion. The school nurse will notify the student's parents of guardians and treating health care provider.

3. **Return to Learning Protocols.** After a student has suffered a concussion, whether in school or not, before full resumption of academic work, the building principal or his/her designee will work with the school nurse, a student's parent/guardian, medical provider, teacher(s) and other appropriate district staff, to establish a graduated learning reentry plan. The plan will support the student's full return to academic activities, and ease the stress of making up past work while engaged in present work. The plan must include:

- Step-by-step instructions and details for students, parents/guardians and school personnel;
- Time frames for physical and cognitive rest within first few days post-injury and throughout the recovery as needed;
- Guidance on graduated return to extracurricular athletic activities and classroom studies, including classroom accommodations or modifications;
- Frequency of assessments by the school nurse, school physician if applicable, neuropsychologist or athletic trainer until full return to the classroom and extracurricular athletic activities are authorized;
- Any provisions relative to "return-to-play" for student-athletes;

- A plan for communication and coordination among school personnel and with the parents/caregivers and the student's medical provider.

Section 504 or other such accommodations or modifications when appropriate will be developed in accordance with applicable law and Board policies.

4. Concussion Awareness and Education. To the extent possible, the District will implement concussion awareness and education into physical education and/or health education curriculum.

B. Provisions relating to Students Participating in Sports and Athletic Programs.

Consistent with the National Federation of High School (NFHS) and the New Hampshire Interscholastic Athletic Association (NHIAA), the District will utilize recommended guidelines, procedures and other pertinent information to inform and educate coaches, youth athletes, and parents/guardians of the nature and risk of concussions or head injuries, including the dangers associated with continuing to play after a concussion or head injury.

1. Compliance with NHIAA Procedures and Protocols. All coaches, officials or licensed athletic trainers will comply with NHIAA recommended procedures for the management of head injuries and concussions.

2. Immediate Removal from Play and other NHIAA Protocols. Any coach, official, licensed athletic trainer, or health care provider who suspects that a student-athlete has sustained a concussion or head injury in a practice (including tryouts or trainings) or during a competition shall immediately remove the student-athlete from all physical activity.

3. "Return to Play". A student-athlete who has been removed from play shall not return to play on the same day, nor until (a) a Return to Learning Plan has been established consistent with paragraph A.3 of this policy, (b) he/she is evaluated by a health care provider and receives medical clearance and written authorization from that health care provider stating the student-athlete is symptom free and may return to play, and (c) the student-athlete's parent/guardian provides written permission for the student-athlete to return to play.

The District shall limit a student-athlete's participation as determined by the student's treating health care provider, unless, based upon the judgement of the coach or licensed athletic trainer greater limitations are appropriate.

If symptoms of a concussion recur, or if concussion signs and/or behaviors are observed at any time during the return-to-activity program, the coach must immediately remove the student-athlete from play. Depending on previous instructions, the athlete may need to be re-evaluated by the health-care provider, or may have to return to the previous step of the return-to-activity program.

4. Parent Information Sheet. On a yearly basis, the Athletic Director shall assure that a concussion and head injury information sheet is distributed to each student-athlete and the athlete's parent/guardian prior to the student-athlete's initial practice (including try-out) or competition. This information sheet may be incorporated into the parent permission sheet that allows students to participate in extracurricular athletics.

5. Coach Training. All coaches, including volunteer coaches, will complete training in head injury and concussion management as recommended and/or provided by NHIAA, New Hampshire Department of Education and/or other pertinent organizations. The Athletic Director is responsible for assuring compliance with this provision.

6. Annual Review of NHIAA Concussion Protocols by Athletic Director [or Administrator in Charge of Athletic Duties]. No less than annually, the Athletic Director [or title of other administrator in charge of athletics] or his/her designee shall review any changes that have been made in procedures required for concussion and head injury management or other serious injury by consulting with the NHIAA [and the District's on-call physician]. The Athletic Director [or title of other administrator in charge of athletics] shall takes steps to implement the then current procedures and protocols as soon as possible.

Legal References:

RSA 200:49, Head Injury Policies for Student Sports

RSA 200:50, Removal of Student-Athlete

RSA 205:51, School Districts; Limitation of Liability

RSA 200:52, Definitions

RSA 200:63, Head Injuries; Return to Learning and Plan

Legal References Disclaimer: *These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.*

CV VERSION

DN – School Properties Disposal Procedure

The School Board authorizes the Business Administrator to dispose of obsolete items according to the following priority actions:

1. By selling to the highest bidder or whatever other business arrangement is in the best interest of the School District.
2. When practicable, the Board shall donate such items to charitable organizations and schools.
3. By giving such items to local citizens.
4. By removal to the town transfer station or recycling center.

No equipment or supplies shall be disposed of until permission has been received from the Business Administrator. He/She shall determine whether the material involved has salable value, and if such shall be the case, he/she shall arrange for the sale of the material. If the material does not have salable value, the proper disposal of the books, equipment, and/or supplies shall be determined by the Business Administrator.

Sale of real estate will be by the vote of the electorate of the School District at an annual or special School District meeting.

Fixed asset inventories will be amended to reflect changes in values through disposal.

Legal Reference:

CFR 34, Sec. 80.32

Category: R

Adopted: April 2, 1991

Amended: September 18, 2012

DN – School Properties Disposal Procedure

~~The School Board authorizes the Business Administrator to dispose of obsolete items according to the following priority actions:~~

- ~~1. By selling to the highest bidder or whatever other business arrangement is in the best interest of the School District.~~
- ~~2. When practicable, the Board shall donate such items to charitable organizations and schools.~~
- ~~3. By giving such items to local citizens.~~
4. By removal to the town transfer station or recycling center.

School District property in the form of instructional materials, furniture, equipment, and supplies other than capital holdings such as land, buildings, and major installations may be disposed of when declared surplus or obsolete on any one of the following criteria:

1. The material in question exists in quantities exceeding the possibility of effective use by the District.
2. The material is unsound, out-of-date, inaccurate, or in an unusable condition.
3. The material is occupying space that could be otherwise be used for educational programs and the material is not in current demand or is not anticipated to be in demand in the foreseeable future.
4. If the materials were originally purchased with federal grant money, its disposal must follow the procedures that were mandated by the federal grant.

Determination whether any of these criteria apply to the above-mentioned asset classes currently possessed by the District shall be made by the Superintendent. The School Board authorizes the Superintendent or designee to dispose of the items according to the following priority actions:

1. By selling to the highest bidder or whatever other business arrangements is in the best interest of the School District.
2. When practicable, the District shall donate such items to charitable organizations and schools.
3. By giving such items to local citizens.
4. By disposal to the appropriate waste/recycling stream.

No equipment or supplies shall be disposed of until permission has been received from the Superintendent or designee. They shall determine whether the material involved has salable value, and if such shall be the case, they shall arrange for the sale of the material. If the material does not have salable value, the proper disposal of the books, equipment, and/or supplies shall be determined by the Superintendent or designee.

All such disposals should be disclosed to the School Board at a regular School Board meeting.

Any monies received as a result of disposal shall be accounted for and be placed in the District funds as miscellaneous income for the current fiscal year to defray the costs of current year or to roll into surplus.

Fixed asset or Capital asset inventories, if affected, will be amended to reflect changes in value through disposal.

The Superintendent shall see to it that the method of disposal shall be in the best interest of children and citizens of the School District.

Sale of real estate will be by the vote of the electorate of the School District at an annual or special School District meeting.

The Superintendent or a designee shall develop the guidelines in the accompanying procedure (DN-R) for disposal of obsolete equipment and/or materials including books.

Legal Reference:

CFR 34, Sec. 80.32

Category: R

First Read:

Second Read:

Adopted:

CROSS REFERENCE: DJE- Bidding Requirements

PROPOSED POLICY : Revised 6/15/21

VERSION A

AFB/CBI

The School Board shall evaluate the Superintendent annually. The evaluation shall be guided by the definitions of purpose and foundational values stated below. Evaluation of the Superintendent shall be limited to the duties of the Superintendent as stated in School Board policy CB.

Purpose. The purpose of evaluation of the Superintendent is to provide the Superintendent with formative feedback to help the Superintendent improve performance. In addition, the process will enable the Board to provide specific support to the work of the Superintendent and to facilitate on-going communication between the Board and the Superintendent on progress toward goal achievement. The summative evaluation may serve as a basis for decisions about compensation and continued employment.

Values. The evaluation process shall be planned mutually. It should further the organization's goals as well as foster growth of the professional skills of the Superintendent. Improving student learning, the performance of the District's staff, and the efficient and effective management of the organization should form the primary subject matter of each year's evaluation process.

Communication Timeline. A committee of three members of the Board will represent the Board in formal communication with the Superintendent regarding evaluation. Those three members will be the Board Chair, Vice Chair, and the Chair of one of the other School Board Committees chosen by the Board Chairperson.

By the end of April each year the Board committee referenced above will meet with the Superintendent for a goal-setting conference.

By the end of September, the Board committee will meet with the Superintendent for a "mid-year" conference.

By the end of January each year, the Board committee will meet with the Superintendent to discuss, and summatively assess, the Superintendent's performance including goal-achievement.

Structure of Goals and Evaluation. At the goal-setting conference the Superintendent and the Board committee will agree on measurable goals for the Superintendent to pursue during the evaluation year. Those goals will be based on School Board goals set for the upcoming year.

Forms and Data. Appended to this policy is an Implementation Procedure.

Board Review. Following the Board committee's summative conference with the Superintendent, the Board committee will meet with the full Board and present a review of that conference. At this meeting, the Board may discuss a proposal for the Superintendent's compensation and future employment.

CBI – 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.
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.
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, and may provide written comments to the Board for evaluation of the Superintendent's 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

See also Policy AFB

Category: R

1st Read: January 7, 2014

2nd Read: February 4, 2014

Adopted: February 4, 2014