

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

CONTOOCOOK VALLEY SCHOOL BOARD

POLICY COMMITTEE MEETING

**Tuesday, February 15, 2022
6:00 PM**

Location: SAU Finch Conference Room

Agenda

Committee Members: Keira Christian, Katherine Heck (Chair), Janine Lesser, Kevin Pobst, Stephen Ullman

- 1. Call to order**
- 2. Approval of the February 1, 2022 Minutes**
- 3. 2nd Read**

IKF - High School Graduation

The above policy will go before the School Board tonight for a second read.

- 4. Policy Review**
 - a. IHAM- Health Education Exemption from Instruction**
 - i. Amend**
 - b. ADC/GBED/JICG-Tobacco Products Ban Use and Possession**
 - i. Amend**
 - c. DK- Payments Checks and Manifests**
 - i. Review**
 - d. DFA- Investments**
 - i. Annual Review Required**

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

Policy Status Update:

JLCJ - Concussions and Head injuries

JLCJA- Emergency Plans for Sports Related Injuries and Additional Protocols for Athletics Participation

- a. Under review

Under review by Education Committee

- a. IK - Earning of Credit
- b. IMBC - Alternative Credit Options
- c. IHCD/LEB – Advanced Course Work

i. Related Policies: IK, IKFA, JLBA & IMBC

LCC- Dual Enrollment

- a. Under review by district personnel, the Equity Committee will review.

LC – Relations with Education Research Agencies

- a. Under review by administration

Under review by Budget and Property

- a. FAA – Annual Facility Plan -Recommended policy -Related Policies: FA
b. Capital Plan Policy

In legal review:

GBCD - Background Investigation and Criminal History Records Check

EBCF - Pandemic/Epidemic Emergencies

JLCE - Emergency Care and First Aid

EBCG - Communicable and Infectious Diseases

JLCG - Exclusion of Students Who Present a Hazard

JCA – Change of Class of School Assignment Best Interests and Manifest Hardship

ACAC- Title IX Sexual Harassment Policy & Grievance Process

Next Agenda Items:

“D” Financial Policy Review Schedule

DJE Bidding Requirements

DJ-Purchasing

DID-Fixed Assets

Requests for Policy Review:

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

CONTOOCCOOK VALLEY SCHOOL BOARD

POLICY COMMITTEE MEETING

Tuesday, February 1, 2022

6:00 PM

Location: SAU Finch Conference Room

Minutes

Committee Members: Keira Christian, Katherine Heck (Chair), Janine Lesser, Kevin Pobst, Stephen Ullman

Present: Keira Christian, Katherine Heck, Janine Lesser, Kevin Pobst, Stephen Ullman, Dr. Kimberly Saunders, Dr. Ann Forrest, Kat Foecking, Rich Cahoon

1. Call to order

Janine Lesser called the meeting to order at 6:07 p.m.

2. Approval of the January 18, 2022 Minutes

The minutes of January 18th were moved and seconded for approval.

3. 1st Read

IKF - High School Graduation

The above policy will go before the School Board tonight for a first read.

4. Policy Review

a. ACAC- Title IX Sexual Harassment Policy & Grievance Process

Kimberly Saunders said that this policy was adopted at the last board meeting on an emergency basis. Nothing has moved since then. It is with legal for review.

On page 42 of packet, 4th bullet up, which read "Use either the preponderance of the evidence standard or the clear and convincing evidence standard (and use the same standard for formal complaints against students as for formal complaints against employees);

Legal will recommend one or the other.

b. JIC-Student Conduct

This policy could remain because it continues to say that students will receive a student handbook. It currently is categorized as a "R" policy and should be a "P" policy.

A review date should be placed at the bottom of the policy. 2-1-22.

c. JLCJA- Emergency Plans for Sports Related Injuries and Additional Protocols for Athletics Participation

This is a priority policy and we are required by law to have one. Creation of a plan was discussed.

The “R” will need to be pulled up to the beginning and send it to Cari Coates to work with the nurses to pull all of the associated policies together in conjunction with the athletic director.

JBAB has been a policy that needs discussion. It is not a required policy.

Kimberly Saunders said that when it came up, the feeling was that having a policy was as discriminatory as some of the practices being seen in the state. The decision was not to have a policy.

In 2015, this policy came up with a proposed model policy which did not conform to NH law. The policy was thought to restrict our school psychologists. In 2016, the NHSBA created their model policy. That policy was produced as a template and not a finished product. Districts could work with that template. In 2018, there was a change in the law so it was looked at again. We don’t have policies for other protected classes so this was seen as discriminatory in itself.

When looking at ACAC, sexual identity appears as a protected class. Is that the same with other relevant policies? Historically there are not policies for other protected classes.

Kimberly Saunders said that we want to affirm support if the family wants it. At this point, the committee should consider a policy that clarifies what a staff members role is in supporting the family.

This is more than administrative procedure. This is an “R”.

Rich Cahoon provided a copy of a policy from White Mountain that reflected their approach (JBAB).

Discussion took place.

As the procedure is rolled out for staff, a policy would come forward from legal, to make sure it matches and that it is the right policy for ConVal.

Situations that have arisen in the areas of athletics and bathroom use are anticipated.

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

None.

Policy Status Update:

JLCJ - Concussions and Head injuries

- a. Under review

Under review by Education Committee

- a. IK - Earning of Credit
- b. IMBC - Alternative Credit Options
- c. IHCD/LEB – Advanced Course Work
 - i. Related Policies: IK, IKFA, JLBAA & IMBC

LCC- Dual Enrollment

- a. Under review by district personnel, the Equity Committee will review.

LC – Relations with Education Research Agencies

- a. Under review by administration

Under review by Budget and Property

- a. FAA – Annual Facility Plan -Recommended policy -Related Policies: FA
- b. Capital Plan Policy

In legal review:

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JLCG - Exclusion of Students Who Present a Hazard
JCA – Change of Class of School Assignment Best Interests and Manifest Hardship

Next Agenda Items:

“D” Financial Policy Review Schedule

DFA- Investments- Annual Review Required

DJE Bidding Requirements

DJ-Purchasing

DID-Fixed Assets

Requests for Policy Review:

JBAB - Transgender and Gender Non-Conforming Students

Janine Lesser motioned to adjourn at 6:49 p.m. Second. Unanimous.

Respectfully submitted,

Brenda Marschok

IHAM – Health Education And Exemption From Instruction

Current CV Policy

Consistent with Department of Education requirements, health and physical education, including instruction about parts of the body, reproduction, and related topics, will be included in the instructional program.

Instruction must be appropriate to grade level, course of study, and development of students and must occur in a systematic manner. The Superintendent will require that faculty members who present this instruction receive continuing in-service training, which includes appropriate teaching strategies and techniques.

Parents/guardians will have the right to inspect and review health and physical instruction materials which will be made reasonably accessible to parents/guardians and others to the extent practicable. Parents/guardians who wish to review or inspection health and physical education materials may arrange a meeting with the Principal to review the materials.

Opt Out Procedure and Form

Parents/guardian of students under eighteen years of age, who do not want their child to participate in a particular unit of health or sex education instruction for religious reasons or religious objections are allowed to have their child opt-out of such instruction.

Parents/guardians who wish to have their child opt-out of such instruction are required to complete the district opt-out form and state the particular unit of curriculum in which the student is not to participate. Any student who is made exempt by request of the parent/guardian under this policy may be given an alternative assignment sufficient to meet state requirements for health education. The alternative assignment will be provided by the health or physical education teacher in conjunction with the principal.

Parents/guardians who do not want their child to participate in a particular health-related program, health unit, or physical education for religious reasons must complete a Health or Physical Education Opt Out Form. Opt Out forms are available from either the health education teacher or the Principal. Opt out requests must be submitted annually and are valid only for the school year in which they are submitted.

Legal References:

NH Code of Administrative Rules, Section Ed 306.40, Health Education Program

NH Code of Administrative Rules, Section Ed 306.41, Physical Education Program

RSA 186:11, IX-b, Health and Sex Education

Appendix IHAM-R, Health or Physical Education Opt-Out Form

Category: P

See also, IHAM-R

1st Reading: January 20, 2011

2nd Reading: February 15, 2011

Adopted: February 15, 2011

ADC – Tobacco Products Ban Use and Possession In and On School Facilities and Grounds

Current CV Policy

State law prohibits the use of any tobacco product, E-cigarette, or liquid nicotine in any facility or upon any grounds maintained by the District. Students and minors are further prohibited from possessing such items in or upon any facility, school vehicle, or grounds owned or maintained by the District.

A. Definitions

“Tobacco product(s)” means any product containing tobacco including, but not limited to, cigarettes, smoking tobacco, cigars, chewing tobacco, snuff, pipe tobacco, smokeless tobacco, and smokeless cigarettes, as well as any other product or item included in RSA 126-K:2, XI as the same may be amended or replaced from time-to-time.

“E-cigarette” means any electronic smoking device composed of a mouthpiece, a heating element, a battery, and electronic circuits that provides a vapor of pure nicotine mixed with propylene glycol to the user as the user simulates smoking. This term shall include such devices whether they are manufactured as e-cigarettes, e-cigars, or e-pipes, or under any other product name as well as any other product or item included in RSA 126-K:2, II-a as the same may be amended or replaced from time-to-time.

“Liquid nicotine” means any liquid product composed either in whole or in part of pure nicotine and propylene glycol and manufactured for use with e-cigarettes, as well as any other product or item included in RSA 126-K:2, III-a as the same may be amended or replaced from time-to-time.

“Facility” is any place which is supported by public funds and which is used for the instruction of students enrolled in preschool programs and in all grades maintained by the District. This definition shall include all administrative buildings and offices and areas within facilities supportive of instruction and subject to educational administration, including, but not limited to, lounge areas, passageways, rest rooms, laboratories, classrooms, study areas, cafeterias, gymnasiums, maintenance rooms, and storage areas.

B. Students

No student shall purchase, attempt to purchase, possess or use any tobacco product, E-cigarette, or liquid nicotine in any facility, in any school vehicle, while attending any school-sponsored event, or anywhere on school grounds maintained by the District.

Enforcement of the prohibition against students shall initially rest with building principals, or their designees, who may also report any violation to law enforcement, for possible juvenile, criminal or other proceedings as provided under state law. Additional consequences may be administered pursuant to printed student conduct rules.

C. Employees

No employee shall use any tobacco product, E-cigarette, or liquid nicotine, in any facility, in any school vehicle or anywhere on school grounds maintained by the District.

Initial responsibility for enforcement of this prohibition shall rest with building principals, or their designees. Any employee(s) who violate(s) this policy is subject to disciplinary action which may include warning, suspension or dismissal. Violations may also be referred to appropriate law enforcement and/or other appropriate agencies for criminal or other proceedings as provided under state law.

D. All other persons

No visitor, contractor, vendor or other member of the public, shall use any tobacco product, E-cigarette, or liquid nicotine in any facility, in any school vehicle, or anywhere on school grounds maintained by the District.

The building principal(s), and where appropriate, other site supervisor (athletic director, vehicle driver, etc.), or their designee(s), shall have the initial responsibility to enforce this section, by requesting that any person who is violating this policy to immediately cease the use of tobacco products, E-cigarette or liquid nicotine. After this request is made, if any person refuses to refrain from using such products in violation of this policy, the principal, site supervisor, or designee may call contact the appropriate law enforcement agency(ies) for possible criminal or other proceedings as provided under state law.

E. Implementation and Notice – Administrative Rules and Procedures.

The Superintendent shall establish administrative rules and procedures to implement this policy, which rules and procedures may be building level and/or district-wide. Rules

and procedures relating to student violations and resulting disciplinary consequences should be developed in consultation with building principal(s).

The Superintendent, working with the building principal(s), shall provide annual notice to employees, students and parents of the pertinent provisions of this policy (e.g., student or staff handbook) along with applicable administrative regulations and procedures, which may include prescribed consequences for violations of this policy. Such notice should include information that violation of this Policy could lead to criminal or other such proceedings.

Signs shall be placed by the District in all buildings, facilities and school vehicles stating that the use of tobacco products is prohibited.

Legal References:

RSA 155:64 – 77, Indoor Smoking Act

RSA 126-K:2, Definitions

RSA 126–K:6, Possession and Use of Tobacco Products by Minors

RSA 126-K:7, Use of Tobacco Products on Public Educational Grounds Prohibited

Category: Priority-Required by Law

See also: ADB, GBEC, GBED, JICG, & JICH

First Read: March 19, 2019

Second Read: April 2, 2019

Adopted: April 2, 2019

GBED – Tobacco Products Ban Use and Possession in and on School Facilities and Grounds

Current CV Policy

State law prohibits the use of any tobacco product, E-cigarette, or liquid nicotine in any facility or upon any grounds maintained by the District. Students and minors are further prohibited from possessing such items in or upon any facility, school vehicle, or grounds owned or maintained by the District.

A. Definitions

“Tobacco product(s)” means any product containing tobacco including, but not limited to, cigarettes, smoking tobacco, cigars, chewing tobacco, snuff, pipe tobacco, smokeless tobacco, and smokeless cigarettes, as well as any other product or item included in RSA 126-K:2, XI as the same may be amended or replaced from time-to-time.

“E-cigarette” means any electronic smoking device composed of a mouthpiece, a heating element, a battery, and electronic circuits that provides a vapor of pure nicotine mixed with propylene glycol to the user as the user simulates smoking. This term shall include such devices whether they are manufactured as e-cigarettes, e-cigars, or e-pipes, or under any other product name as well as any other product or item included in RSA 126-K:2, II-a as the same may be amended or replaced from time-to-time.

“Liquid nicotine” means any liquid product composed either in whole or in part of pure nicotine and propylene glycol and manufactured for use with e-cigarettes, as well as any other product or item included in RSA 126-K:2, III-a as the same may be amended or replaced from time-to-time.

“Facility” is any place which is supported by public funds and which is used for the instruction of students enrolled in preschool programs and in all grades maintained by the District. This definition shall include all administrative buildings and offices and areas within facilities supportive of instruction and subject to educational administration, including, but not limited to, lounge areas, passageways, rest rooms, laboratories, classrooms, study areas, cafeterias, gymnasiums, maintenance rooms, and storage areas.

B. Students

No student shall purchase, attempt to purchase, possess or use any tobacco product, E-cigarette, or liquid nicotine in any facility, in any school vehicle, while attending any school-sponsored event, or anywhere on school grounds maintained by the District.

Enforcement of the prohibition against students shall initially rest with building principals, or their designees, who may also report any violation to law enforcement, for possible juvenile, criminal or other proceedings as provided under state law. Additional consequences may be administered pursuant to printed student conduct rules.

C. Employees

No employee shall use any tobacco product, E-cigarette, or liquid nicotine, in any facility, in any school vehicle or anywhere on school grounds maintained by the District.

Initial responsibility for enforcement of this prohibition shall rest with building principals, or their designees. Any employee(s) who violate(s) this policy is subject to disciplinary action which may include warning, suspension or dismissal. Violations may also be referred to appropriate law enforcement and/or other appropriate agencies for criminal or other proceedings as provided under state law.

D. All other persons

No visitor, contractor, vendor or other member of the public, shall use any tobacco product, E-cigarette, or liquid nicotine in any facility, in any school vehicle, or anywhere on school grounds maintained by the District.

The building principal(s), and where appropriate, other site supervisor (athletic director, vehicle driver, etc.), or their designee(s), shall have the initial responsibility to enforce this section, by requesting that any person who is violating this policy to immediately cease the use of tobacco products, E-cigarette or liquid nicotine. After this request is made, if any person refuses to refrain from using such products in violation of this policy, the principal, site supervisor, or designee may call contact the appropriate law enforcement agency(ies) for possible criminal or other proceedings as provided under state law.

E. Implementation and Notice – Administrative Rules and Procedures.

The Superintendent shall establish administrative rules and procedures to implement this policy, which rules and procedures may be building level and/or district-wide. Rules

and procedures relating to student violations and resulting disciplinary consequences should be developed in consultation with building principal(s).

The Superintendent, working with the building principal(s), shall provide annual notice to employees, students and parents of the pertinent provisions of this policy (e.g., student or staff handbook) along with applicable administrative regulations and procedures, which may include prescribed consequences for violations of this policy. Such notice should include information that violation of this Policy could lead to criminal or other such proceedings.

Signs shall be placed by the District in all buildings, facilities and school vehicles stating that the use of tobacco products is prohibited.

Legal References:

RSA 155:64 – 77, Indoor Smoking Act

RSA 126-K:2, Definitions

RSA 126–K:6, Possession and Use of Tobacco Products by Minors

RSA 126-K:7, Use of Tobacco Products on Public Educational Grounds Prohibited

Category: Priority-Required by Law

See also: ADB, ADC, GBEC, JICG, & JICH

First Read: March 19, 2019

Second Read: April 2, 2019

Adopted: April 2, 2019

JICG – Tobacco Products Ban Use and Possession in and on School Facilities and Grounds

Current CV Policy

State law prohibits the use of any tobacco product, E-cigarette, or liquid nicotine in any facility or upon any grounds maintained by the District. Students and minors are further prohibited from possessing such items in or upon any facility, school vehicle, or grounds owned or maintained by the District.

A. Definitions

“Tobacco product(s)” means any product containing tobacco including, but not limited to, cigarettes, smoking tobacco, cigars, chewing tobacco, snuff, pipe tobacco, smokeless tobacco, and smokeless cigarettes, as well as any other product or item included in RSA 126-K:2, XI as the same may be amended or replaced from time-to-time.

“E-cigarette” means any electronic smoking device composed of a mouthpiece, a heating element, a battery, and electronic circuits that provides a vapor of pure nicotine mixed with propylene glycol to the user as the user simulates smoking. This term shall include such devices whether they are manufactured as e-cigarettes, e-cigars, or e-pipes, or under any other product name as well as any other product or item included in RSA 126-K:2, II-a as the same may be amended or replaced from time-to-time.

“Liquid nicotine” means any liquid product composed either in whole or in part of pure nicotine and propylene glycol and manufactured for use with e-cigarettes, as well as any other product or item included in RSA 126-K:2, III-a as the same may be amended or replaced from time-to-time.

“Facility” is any place which is supported by public funds and which is used for the instruction of students enrolled in preschool programs and in all grades maintained by the District. This definition shall include all administrative buildings and offices and areas within facilities supportive of instruction and subject to educational administration, including, but not limited to, lounge areas, passageways, rest rooms, laboratories, classrooms, study areas, cafeterias, gymnasiums, maintenance rooms, and storage areas.

B. Students

No student shall purchase, attempt to purchase, possess or use any tobacco product, E-cigarette, or liquid nicotine in any facility, in any school vehicle, while attending any school-sponsored event, or anywhere on school grounds maintained by the District.

Enforcement of the prohibition against students shall initially rest with building principals, or their designees, who may also report any violation to law enforcement, for possible juvenile, criminal or other proceedings as provided under state law. Additional consequences may be administered pursuant to printed student conduct rules.

C. Employees

No employee shall use any tobacco product, E-cigarette, or liquid nicotine, in any facility, in any school vehicle or anywhere on school grounds maintained by the District.

Initial responsibility for enforcement of this prohibition shall rest with building principals, or their designees. Any employee(s) who violate(s) this policy is subject to disciplinary action which may include warning, suspension or dismissal. Violations may also be referred to appropriate law enforcement and/or other appropriate agencies for criminal or other proceedings as provided under state law.

D. All other persons

No visitor, contractor, vendor or other member of the public, shall use any tobacco product, E-cigarette, or liquid nicotine in any facility, in any school vehicle, or anywhere on school grounds maintained by the District.

The building principal(s), and where appropriate, other site supervisor (athletic director, vehicle driver, etc.), or their designee(s), shall have the initial responsibility to enforce this section, by requesting that any person who is violating this policy to immediately cease the use of tobacco products, E-cigarette or liquid nicotine. After this request is made, if any person refuses to refrain from using such products in violation of this policy, the principal, site supervisor, or designee may call contact the appropriate law enforcement agency(ies) for possible criminal or other proceedings as provided under state law.

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The Superintendent shall establish administrative rules and procedures to implement this policy, which rules and procedures may be building level and/or district-wide. Rules and procedures relating to student violations and resulting disciplinary consequences should be developed in consultation with building principal(s).

The Superintendent, working with the building principal(s), shall provide annual notice to employees, students and parents of the pertinent provisions of this policy (e.g., student or staff handbook) along with applicable administrative regulations and procedures, which may include prescribed consequences for violations of this policy. Such notice should include information that violation of this Policy could lead to criminal or other such proceedings.

Signs shall be placed by the District in all buildings, facilities and school vehicles stating that the use of tobacco products is prohibited.

Legal References:

RSA 155:64 – 77, Indoor Smoking Act

RSA 126-K:2, Definitions

RSA 126–K:6, Possession and Use of Tobacco Products by Minors

RSA 126-K:7, Use of Tobacco Products on Public Educational Grounds Prohibited

Category: Priority-Required by Law

See also: ADC, ADB, GBEC, GBED, & JICH

First Read: March 19, 2019

Second Read: April 2, 2019

Adopted: April 2, 2019

DK – Payment Procedures **Current CV Policy**

In keeping with the District’s desire for efficient fiscal management, the following procedure for payment of its liabilities is in effect:

All manifests, supported by original invoices, must be certified by the Business Administrator.

In order that Board Members be fully informed, and have the opportunity to ask questions concerning payment, a copy of the detailed check register will be noticed to the Board in advance, upon completion of the preparation of that manifest.

Payment by the Treasurer will be authorized on the basis of two (or more) School Board members.

When vendor manifests are due between Board meetings, the Treasurer is authorized to pay on the signature of the Superintendent or the Business Administrator.

In the event that a Board Member requests that a particular vendor payment be held for additional questions, that Board Member will contact the Business Administrator directly, and that particular check will be held until the matter has been resolved.

All manifests will be submitted at the next Board meeting, and must be approved by a majority of the School Board, immediately following certification by the Business Administrator.

The District’s Treasurer will sign all checks that will be mailed from the central office.

Electronic payments to vendors made be made according to the procedure outlined in policy DGA (Authorized Signatures).

Legal References:

RSA 197:23-a, Treasurer’s Duties

Category: R

1st Read: May 5, 2015

2nd Read: October 6, 2015

Adopted: October 6, 2015

NHSBA DK - PAYMENTS, CHECKS & MANIFESTS

Category: Priority/Required by Law

Related Policies: DAF, DGA, DIH & EHAC

All payments of District funds must be authorized by the District Treasurer. However, pursuant to RSA 197:23-a, the Treasurer shall authorize any payment upon order of a majority of the School Board _____ or upon orders of two or more members of the School Board whom a majority of the Board has empowered to authorize payments.

Moneys drawn on the District's general fund or any special fund (with the exception of an activity fund) will require the signature of the Treasurer. Payments drawn on activity funds will require *enter according to business office/district protocol – EXAMPLE #1* [dual signatures from the _____ and the _____] *EXAMPLE#2* [the building principal or assistant principal.]} The activity advisor shall not be an authorized signor.

All payments or disbursements involving Federal Grant Funds, shall comply with the provisions of Board Policy *{**}DAF* through *{**}DAF-11*.

Electronic signatures, including, e.g. computer generated signatures, may only be used as provided under Board policy *{**}EHAC*. Electronic or digital payments may be made after approval or pre-approval by the Board and by the Treasurer.

Functions of the Treasurer may be carried out in the Treasurer's absence by a duly appointed Deputy Treasurer or Acting Treasurer. *{OPTIONAL}* The Treasurer is authorized to delegate approval authority to the Business Administrator to make payroll related electronic payments, provided such payments have been previously authorized by the School Board.]

The Board strictly prohibits any person from signing a blank check, and physical (paper) checks will be pre-numbered.

District Policy History:

First reading: _____

Second reading/adopted: _____

District revision history:

Legal References:

RSA 197:23-a, Treasurer's Duties

RSA 294-E, Uniform Electronic Transfers Act

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.*

When adopting this sample or variation of the same, a district should not include the NHSBA history or NHSBA policy notes appearing below. The district should, to the extent possible, include its own adoption/revision history, as well as the legal references and disclaimer as indicated above.

NHSBA history: Revised – June 2020, March 2004, November 1999, and July 1998.

NHSBA revision notes, June 2020, NHSBA revised and retitled sample policy DK to better align with Board policies relative to authorized signatures and digital signatures (new), with, RSA 197:23-a, and additional general practices regarding protocols for disbursement of District moneys.

w/p-update/2020/spring//DK Payment Procedures 2020 (d1)

DISCLAIMER: This sample policy is copyrighted to the New Hampshire School Boards Association and is intended for the sole and exclusive use of NHSBA Policy Service Subscribers. This sample is provided for general information only and as a resource to assist subscribing Districts with policy development. School Districts and boards of education should consult with legal counsel and revise all sample policies and regulations to address local facts and circumstances prior to adoption. NHSBA continually makes revisions based on school Districts' needs and local, state and federal laws, regulations and court decisions, and other relevant education activity.

DFA – Investment

Current CV Policy

The School Board authorizes the School District Treasurer working in conjunction with the Superintendent and his/her designee and pursuant to RSA 197:23-a to invest the funds of the

District subject to the following objectives and standards of care.

Objectives

The three objectives of investment activities shall be safety, liquidity, and yield.

1. Safety of principal is the foremost objective in this policy. Investments shall be undertaken in

a manner that seeks to ensure the preservation of capital by

mitigating credit and interest rate risk. This will be accomplished by limiting the type of the

investments and institutions to those stipulated by statute and fully covered by FDIC insurance or

collateral approved pursuant to applicable law.

2. Liquidity of the investment portfolio shall remain sufficient to meet all operating requirements

that may be reasonably anticipated.

3. The investment portfolio shall be designed with the objective of attaining a market rate of

return throughout budgetary and economic cycles, taking into account the investment risk

constraints and liquidity needs. Return on investment is of

secondary importance compared to the safety and liquidity objectives described above.

Investment

Instruments

Funds shall be invested in accord with the standards set forth in RSA 197:23-a.

Investment

maturities for operating funds shall be scheduled to coincide with projected cash flow needs,

taking into account large routine expenditures (payroll and accounts payable) as well as anticipated revenues.

Competitive Selection of Investment Instruments

Before investing any excess funds in investment instruments, with the exception of United States

Treasury securities maturing in less than one year, a competitive bid process shall be conducted by

the District Treasurer, the Superintendent, or his/her designee.

Bids shall be requested from qualified financial institutions for various options with regard to

terms and instrument. The District Treasurer, Superintendent, his/her designee shall accept the

bid(s) that provide(s) the highest rate of return, within the maturity required, and within the

parameters of this policy, taking into consideration all

associated costs, requirements, and capabilities.

Standards of Care

1. Prudence: The standard of prudence to be used by the District Treasurer

and Superintendent or his/her designee involved in the investment process shall be the "prudent

person" standard and shall be applied in the context of managing an overall

portfolio. They are directed to use the GFOA (Government Financial Officers Association).

Recommended

2. Practices and Policy Statements Related to Cash Management as a guide to the prudent investment

of public funds.

Ethics and Conflicts of Interest: The School District Treasurer and Superintendent or his/her

designee involved in the investment process shall refrain from personal

business activity that could conflict with the proper execution and management of the investment

program or that could impair their ability to make impartial decisions.

Employees and Investment officials shall disclose any material interests in financial institutions

with which they conduct business. They shall further disclose any personal financial institutions

with which they conduct business.

They shall further disclose any personal financial/investment positions that could be related to

the performance of the investment portfolio. Employees and officials shall subordinate their

personal investment transactions to those of the School District, particularly with regard to the

timing of purchases and sales.

3. Internal Controls: The District Treasurer and Superintendent or his/her designee shall establish

a system of internal controls that shall be documented in writing. The internal controls shall be

reviewed by the School Board and an independent auditor.

The investment of funds will be left to the discretion of the Superintendent or his/her designee

without prior approval of the Board.

Legal Reference:

Per the District's Financial Advisors/Auditors, this policy must be readopted annually.
RSA

197:23-a, IV

Category: P

1st Read: June 18, 2019

2nd Read: July 23, 2019

Adoption: July 23, 2019

NHSBA SAMPLE- DFA - INVESTMENT

Category P

The School Board authorizes the School District Treasurer, working in conjunction with the Superintendent and his/her designee and pursuant to RSA 197:23-a, to invest the funds of the District subject to the following objectives and standards of care.

OBJECTIVES

The three objectives of investment activities shall be safety, liquidity, and yield.

1. Safety of principal is the foremost objective in this policy. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital by mitigating credit and interest rate risk. This will be accomplished by limiting the type of the investments and institutions to those stipulated by statute and fully covered by FDIC insurance or collateral approved pursuant to applicable law.
2. Liquidity of the investment portfolio shall remain sufficient to meet all operating requirements that may be reasonably anticipated.
3. Yield. The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above.

STANDARDS OF CARE

1. Prudence. The standard of prudence to be used by the District Treasurer and Superintendent, or his/her designee involved in the investment process, shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. They are directed to use the GFOA* Recommended Practices and Policy Statements Related to Cash Management as a guide to the prudent investment of public funds.
2. Ethics and conflicts of interest. The School District Treasurer and Superintendent, or his/her designee involved in the investment process, shall refrain from personal business activity that could conflict with the proper execution and management of the investment program or that could impair their ability to make impartial decisions. Employees and Investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial institutions with which they conduct business. They shall also disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and

officials shall subordinate their personal investment transactions to those of the School District, particularly with regard to the timing of purchases and sales.

3. Internal Controls. The District Treasurer and Superintendent or his/her designee shall establish a system of internal controls which shall be documented in writing. The internal controls shall be reviewed periodically by the School Board and an independent auditor.

The investment of funds will be left to the discretion of the Finance Committee without prior approval of the Board.

The Board will periodically review the investment policy.

Legal References:

RSA 197:23-a, Treasurer's Duties

RSA 383:22, Public Deposit Investment Pool

Appendix: DFA-R