

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

**CONTOOCOOK VALLEY SCHOOL BOARD**

**POLICY COMMITTEE MEETING**

**Tuesday, April 19, 2022**

**6:00 PM**

**Location: SAU Finch Conference Room**

**Agenda**

**Committee Members:** Crista Salamy (Chair), Katherine Heck, Janine Lesser, Kevin Pobst, Stephen Ullman

- 1. Call to order**
- 2. Approval of the April 4, 2022 Minutes**
  - a. Crista Salamy- Committee Chair**
- 3. Policy Review**
  - a. EHAC- Electronic and digital Records**
  - b. JLCJ - Concussions and Head injuries**
  - c. JLCJA- Emergency Plans for Sports Related Injuries and Additional Protocols for Athletics Participation**
  - d. GBCD- Background Investigated/ Criminal Records Check**
  - e. DID/DID R- Fixed Assets**
  - f. FAA- Annual Facility Plan**
  - g. FA- Facilities Development Goals/Priority Objective**
  - h. FE- Facilities Construction**
- 4. 1st Read- 4/19/22 School Board Agenda**
  - a. DK- Payments Checks and Manifests**
  - b. DAF- Federal Grants Administration**
- 8. 2nd Read-4/19/22 School Board Agenda**
  - a. IHCD/LEB- Advanced Coursework/Advanced Enrollment**

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

**Policy Status Update:**

Under review/revision by Administration:

Under review by Education Committee

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. Capital Plan Policy

**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

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

**Future Agenda Items:**

“D” Financial Policy Review Schedule

DJE Bidding Requirements

DJ-Purchasing

**Requests for Policy Review:**

**ELECTRONIC/DIGITAL RECORDS & SIGNATURES***Category: Recommended**Related Policies: DGA, EHAA, EHAB & EHB***ADOPTION NOTES –*****This text box, and all highlights within the policy should be removed prior to adoption.***

- (a) *General – As with all sample policies, NHSBA recommends that each district carefully review this sample prior to adoption 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.*
- (b) **{\*\*}** *indicates a reference to another NHSBA sample policy. A district should check its own current policies and codes to assure internal consistency.*
- (c) *Withdrawn and earlier versions of revised policies should be maintained separately as part of the permanent records of the District.*

**A. Statement of Policy.**

Electronic or digital signatures can take many forms and can be created using many different types of technology. The authenticity and reliability of electronic signatures relating to transactions are dependent on the accompanying processes, supplemental records and the overall context in which records are created, transferred, and signed. The School Board adopts the following policy with respect to the use of electronic records and signatures in connection with its communications with parents, guardians, or other persons having control over a child enrolled in the District.

**B. Definitions.**

**"Attribution" or "Attributable to"** – An electronic record or electronic signature is attributable to a person if it was the act of the person. The act of the person may be shown in any manner, including a showing of the efficacy of any security procedure applied to determine the person to which the electronic record or electronic signature was attributable. The effect of an electronic record or electronic signature attributed to a person under paragraph I is determined from the context and surrounding circumstances at the time of its creation, execution, or adoption, including the parties' agreement, if any, and otherwise as provided by law.

**"Digital"** – As used in the title or otherwise in this policy is intended to have the same meaning as or as a sub-category of "Electronic".

**"Electronic record"** – Means a record created, generated, sent, communicated, received, or stored by electronic means.

**ELECTRONIC/DIGITAL RECORDS & SIGNATURES**

**"Electronic signature"**– Means an electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record.

**"Record"**– Means information that is inscribed on a tangible medium or that is stored in an electronic or other medium and is retrievable in perceivable form.

**C. Applicability.**

This policy applies to parents, guardians, and other persons having control or charge of a child enrolled or formerly enrolled in the District, eligible students as used in the Family Educational Rights and Privacy Act; and also to individuals affiliated with the District, whether employees or not, paid or unpaid, including but not limited to teachers, administrators, staff, students, affiliates, and volunteers.

**D. Acceptance, Use and Issuance of Electronic Records and Signatures.**

1. The District may receive and accept as original, electronic records and signatures so long as the communication, on its face, appears to be authentic and is not otherwise precluded by law.
2. The District, through the Superintendent, shall maintain an electronic recordkeeping system that can receive, store, and reproduce electronic records and signatures relating to communications and transactions in their original form. Such system should include security procedures whereby the District can:
  - a) assure signature intent,
  - b) verify the attribution of a signature to a specific individual,
  - c) allow for reliable access and use to those who would have access to the record if in hard copy form for the period required under the District's Data/Records Retention Policy (EHB{\*\*}) and Schedule (EHB-R{\*\*}),
  - d) detect changes or errors in the information contained in a record submitted electronically,
  - e) protect and prevent access, alteration, manipulation or use by an unauthorized person, and
  - f) provide for nonrepudiation through strong and substantial evidence that will make it difficult for the signer to claim that the electronic representation is not valid.



**ELECTRONIC/DIGITAL RECORDS & SIGNATURES**

3. *[optional – this provision is a recommended best practice, but in many respects is difficult to implement. Before including this provision, the IT Director and Superintendent should explore feasibility and report to the Board/Policy Committee. Adjustments could be made to limit the log requirement to certain authorized uses of e-signatures, such as expenditures, contracts, etc..]* To the extent practicable, the Superintendent will implement and maintain a system to require a secure hard copy log of the PIN/password or actual signature of any individual authorized to provide an electronic signature on behalf of the District, or on behalf of the School Board specifically.
4. The Superintendent shall ensure that all electronic records and signatures are capable of being accurately reproduced for later reference, and are retained until such time as all legally mandated retention requirements are satisfied.
5. Any electronic records or electronic signatures technology shall comply with the District's Data Governance and Security Plan.

**E. Electronic Records.**

Electronic records created or received by the District shall be appropriately attributed to the individual(s) responsible for their creation and/or authorization or approval. The District shall utilize available technology to implement reliable methods for generating and managing electronic records. Any electronic record filed with or issued by the District may be given full force and effect of a paper communication if the following conditions are satisfied:

1. The communication is an electronic filing or recording and the District, through the School Board Chair, or the Superintendent or his/her delegate, agrees to accept or send such communication electronically; and
2. If a signature is required on the record or communication by any statute, rule or other applicable law or School Board policy, the electronic signature must conform to the requirements set forth in this policy governing the use of electronic signature, and any other standards required by applicable law or regulation.

**F. Electronic Signatures.**

An electronic signature may be used whenever a signature is required, unless there is a specific statute, regulation, or policy that requires records to be signed in non- electronic form. The issuance and/or acceptance of an electronic signature by the District may be permitted in accordance with the provisions of this policy and all applicable state and federal law. If permitted, such electronic signature shall have the full force and effect of a manual signature only if the electronic signature satisfies all of the following requirements:

**ELECTRONIC/DIGITAL RECORDS & SIGNATURES**

1. The electronic signature identifies the individual signing the document by his/her name and title;
2. The electronic signature is unique to the signer;
3. The District and the other party have agreed to the use of electronic signatures (need not be a formal agreement);
4. The identity of the individual signing with an electronic signature is capable of being validated through the use of an audit trail;
5. The electronic signature and the document to which it is affixed cannot be altered once the electronic signature has been affixed;
6. The electronic signature conforms to all other provisions of this policy and applicable law;

**G. Procedures and Practices.**

The Superintendent may adopt procedures and/or practices to implement this policy, including for such things as format requirements, regulations with respect to use of email signatures, saving and retention of electronic records, or records transmitted via email.

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**District Policy History:**

First reading: \_\_\_\_\_

Second reading/adopted: \_\_\_\_\_

***District revision history:*****Legal References:**

20 U.S.C. 1232g, Family Educational Rights and Privacy Act (FERPA)

RSA Chapter 294-E, Uniform Electronic Transactions Act

"Electronic Signatures Analysis and Implementation Guide", N.H. Dept. of Information, N.H. Dept. of Administrative Services Technology, N.H. Secretary of State, October 12, 2012

***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.

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**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.**



## ELECTRONIC/DIGITAL RECORDS & SIGNATURES

**NHSBA history:** New policy – June 2020.

**NHSBA revision notes, June 2020,** NHSBA adopted this policy to clarify whether and when electronic signatures or records may be used, and the applicable standards. Corresponding changes have been made to NHSBA samples DIH and DGA.

w/p-update/2020/spring//EHAC Elec (Dig) Records & Signatures (d1)

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# JLCJ – Concussions And Head Injuries- CV Revised Version

The Contoocook Valley 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.

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).
- 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" 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 or guardians and treating health care providers.

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 their 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.

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 their 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:

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 their 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 consistent with

paragraph 3 of this policy,. 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.

#### 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.

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.

#### 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 their 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



## EMERGENCY PLAN FOR SPORTS RELATED INJURIES and ADDITIONAL PROTOCOLS FOR ATHLETICS PARTICIPATION

*Category: Priority/Required by Law*

*Related Policies: EBBB, EBBC, EBCA, JJIB,  
JLCE/EBBC, JLCEA & JLCJ*

*Related Administrative Procedures: JJA-R*

### ADOPTION/REVISION NOTES

*Text between the highlighted lines “~ ~ ~”, and highlights in this sample should be removed prior to adoption.*

- (a) *NOTE – Newly enacted RSA 200:40-c requires an emergency plan for sports related injuries for school districts with any grades 4-12. It is optional for grades preK – 3.*
- (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.*
- (c) *Highlighted language or blank, underscored spaces indicate areas which Boards should review, change or complete to reflect local personnel titles, internal/ external policy references, duty assignments etc.*
- (d) *{\*\*} indicates a reference to another NHSBA sample policy. A district should check its own current policies and codes to assure internal consistency.*
- (e) *Withdrawn & earlier versions of revised policies should be maintained separately as part of the permanent records of the District.*

**A. Creation of Plan.** No later than August 1, 2022,<sup>1</sup> the Superintendent or his/her designee [in consultation with each building Principal, the Athletic Director/Coordinator \_\_\_\_\_, district athletic trainer(s) and school nurse(s)], shall establish a “Sports Injury Emergency Action Plan” (at times referred to in this policy as the “Plan”) for responding to serious or potentially life-threatening injuries sustained from sports or other school sponsored athletic activities. The Sports Injury Emergency Action Plan shall:

- a. Document the proper procedures to be followed when a student sustains a serious injury or illness while participating in school sponsored sports or other athletic activity;
- b. List the employees, team coaches, and licensed athletic trainers in each school who are trained in first aid or cardiopulmonary resuscitation;
- c. Identify the employees, team coaches, or licensed athletic trainers responsible for carrying out the emergency action plan;
- d. Identify the activity location, address, or venue for the purpose of directing emergency personnel;

<sup>1</sup> [Delete footnote.] The “effective date” language pertaining to RSA 200:40-c (see 2021 N.H. Laws Chapter 210, Pt. III, §210:2) suggests that districts which begin the 2022-23 school year before September 1, 2022 might have until the beginning of the 2023-24 to develop and institute the plan. NHSBA cautions against that reading and recommends that districts wishing to wait until the 2023-24 school consult with private counsel.



## EMERGENCY PLAN FOR SPORTS RELATED INJURIES and ADDITIONAL PROTOCOLS FOR ATHLETICS PARTICIPATION

- e. Identify the equipment and supplies and location thereof needed to respond to the emergency;
- f. Identify the location of any automated external defibrillators and personnel trained in the use of the automated external defibrillator; and
- g. Document policies related to cooling for an exertional heat stroke victim consistent with guidelines established by the American College of Sports Medicine and the National Athletic Trainers' Association.

**B. Dissemination of Sports Injury Emergency Action Plan.** The Sports Injury Emergency Action Plan shall be posted within each school and disseminated to, and coordinated with, pertinent emergency medical services, fire department, and law enforcement.

**C. Additional Written Protocols and Procedures Required.** No later than August 1, 2022, the Superintendent or his/her designee [in consultation with each building Principal, the Athletic Director/Coordinator \_\_\_\_\_, district athletic trainer(s) and school nurse(s)], shall develop written procedures and protocols as described below:

- 1. Hydration, Heat Acclimatization and Wet Globe Temperature – protocols relating to hydration, heat acclimatization and wet bulb globe temperature as established by the American College of Sports Medicine and the National Athletic Trainers' Association;
- 2. Student Medical History – procedures for obtaining student-participant medical information for each student athlete prior to engaging in sports. Such information must include:
  - a. injury or illness related to or involving any head, face, or cervical spine;
  - b. cardiac injury or diagnosis;
  - c. exertional heat stroke;
  - d. sickle cell trait;
  - e. asthma;
  - f. allergies; or
  - g. diabetes.

Access, filing, and confidentiality of student-participant medical information shall be managed in accordance with the Family Educational Rights and Privacy Act (FERPA), and the Health Insurance Portability and Accountability Act (HIPAA)<sup>2</sup>.

- 3. Student Return to Play - Procedures governing a student's to return to play after a sports or illness related injury pertaining to this policy are in addition to the return to play provisions specific to head injuries set forth in Board policy {\*\*}JLCJ, and copies of the procedures

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<sup>2</sup> [Delete footnote.] As most districts are aware, HIPAA does not apply to student records, including health records, maintained by the District. Accordingly, maintaining such information in the same manner as other student health records should be sufficient. Consult with District counsel for specific inquiries.

## EMERGENCY PLAN FOR SPORTS RELATED INJURIES and ADDITIONAL PROTOCOLS FOR ATHLETICS PARTICIPATION

must be maintained at the SAU office and available to the Department of Education and public upon request.

- D. Annual Review and Update.** The Superintendent and/or designee shall assure that the Sports Injury Emergency Action Plan, and all procedures and protocols adopted pursuant to this policy are reviewed no less than annually and updated as necessary. Copies of the updated Plan and procedures should be provided to the Board no later than the start of each school year.
- E. Inclusion of Sports Injury Emergency Action Plan with Emergency Response Plan.** The Sports Injury Emergency Action Plan shall be included with each school's annual Emergency Response Plan (see Board policy **{\*\*}EBCA**).

### **District Policy History:**

First reading: \_\_\_\_\_  
Second reading/adopted: \_\_\_\_\_

***District revision history:***

### **Legal References:**

20 U.S.C. §1232g, Family Educational Rights and Privacy Act (FERPA)  
34 C.F.R. Part 99, Family Educational Rights and Privacy Act Regulations  
RSA 200:40-c, Emergency Plan for Sports Related Injuries

***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.

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**NHSBA history:** New policy – Sept. 2021

**NHSBA Notes, September 2021:** This new sample policy was created to facilitate compliance with RSA 200:40-c, as enacted by passage of SB 148 Part III, which requires the creation of emergency plans for sports related injuries, protocols for gathering health records from student-athletes engaging in sports, and procedures overseeing return to play following injury.

w/p-update/2021-U2 Fall/JLCJA Sports Injuries 2021-U2 (vF)

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## ConVal Policy

# GBCD – Background Investigation and Criminal Records Check

### Background Investigation

The Superintendent, or his/her designee, shall conduct a thorough investigation into the past employment history, and other applicable background, of any person considered for employment with the District. The Superintendent or her/his designee shall maintain the confidentiality of all criminal history records information received by the District.

The requirement for a background check, including a criminal history records check shall include all potential employees, including substitute teachers, student teachers, selected applicants for employment, designated volunteers, volunteer organizations, or individual or entity which contracts with the District, including but not limited to cafeteria workers, school bus drivers, custodial personnel, or any other service where the contractor or employees of the contractor provide services directly to students of the district.

The Superintendent or her designee shall be responsible for completing the criminal history records check on the people identified in the paragraph above, except for school bus drivers and transportation monitors, as provided in RSA 189:13-b. The cost for criminal history records checks for employees or selected applicants of entities that contract with the District shall be borne by the contractor.

The Superintendent shall develop a background investigation protocol for use in completing a background investigation and shall keep a written record of all background investigations which have been done. However, the Superintendent shall destroy any criminal history record information within 60 days of receipt. The superintendent of the school administrative unit or chief executive officer of the chartered public school or public academy shall destroy any criminal history record information that indicates a criminal record within 60 days of receiving said information.

As part of the application process, each applicant for a position shall be asked whether he/she has ever been convicted of any crime which has not been annulled, and whether there are any criminal charges pending against him/her at the time of application. The falsification or omission of any information on a job application or in a job interview, including, but not limited to, information concerning criminal convictions or pending criminal charges, shall be grounds for disqualification from consideration for employment or immediate discharge from employment.

Except as otherwise set forth herein, the District shall either pay the costs associated with the criminal history records check or shall reimburse the individual for the costs associated with the same. Any person for whom the Board requires a Criminal Records Check shall be directly paid for, or reimbursed for state and federal processing fees associated with the Criminal Records Check, unless otherwise determined by the Board.

### Criminal History Records Check

Each person considered for employment by the Board must submit to a State and FBI Criminal History Records Check and any other background check deemed appropriate



by the Superintendent. The applicant shall comply with the fingerprinting requirements of RSA 189:13-a.

The Superintendent is responsible to establish all necessary internal procedures relative to the initiation and completion of the State and FBI Criminal Records Check and any other background check deemed appropriate by the Superintendent.

The Superintendent is responsible for reviewing the criminal history records check information prior to the District extending a final offer of employment.

### **Designated Volunteers**

A designated volunteer is a volunteer who routinely participates in the classroom environment and is regularly assigned and meets with students in a group or on a one-on-one basis or regularly is involved in a volunteer leadership position involving students such as extracurricular sports or clubs. This shall include but is not limited to positions such as:

- a. volunteer drivers and chaperones
- b. volunteer aides who may work alone with a student in a private setting
- c. volunteer coaches, trainers or student club directors or advisers

Designated volunteers are subject to a background investigation/criminal records check and the provisions of this policy. The Board recognizes that rare occasions occur when a building principal may, on short notice, need to replace a designated volunteer with a non-designated volunteer. In such cases, it is the School Board's expectation that the designated volunteer pool will be looked at first for a replacement and every effort will be made to find a designated volunteer as a replacement before using a non-designated volunteer.

### **Conditional Employment**

Persons who have been selected for employment may be hired on a conditional basis, pending a successful completion of the State, FBI Criminal Records Check, and any other records checks as deemed necessary by the Superintendent.

No selected applicant for employment shall start work until the Superintendent, or his/her designee, has initiated the formal State and FBI Criminal Records Check process.

Any person who is offered conditional employment, by way of individual contract or other type of letter of employment, will have clearly stated in such contract or letter of employment that his/her contract and continuation of employment is entirely conditioned upon the completion of a Criminal Records Check which is satisfactory to the District.

All persons employed under a conditional offer of employment may be covered under the District's health insurance program, at the sole discretion of the Board, and in accordance with Board policies and/or collective bargaining agreements, if applicable. However, any such coverage will immediately cease and will not be subject to extension



under COBRA, if the Board does not tender the person a final offer of employment by reason of application of this Policy.

### **Final Offer of Employment**

A person who has been extended a conditional offer of employment may be extended a final offer of employment upon the completion of a Criminal Records Check which is compliant with the law and satisfactory to the Superintendent and Board.

No person with a conditional offer of employment shall be extended a final offer of employment if such person has been charged pending disposition for or convicted of any violation or attempted violation of RSA 630:1; 630:1-a; 630:1-b; 630:2; 632-A:2; 632-A:3; 632-A:4; 633:1; 633:7; 639:2; 639:3; 645:1, II or III; 645:2; 649-A:3; 649-A:3-a; 649-A:3-b; 649-B:3; or 649-B:4; or any violation or any attempted violation of RSA 650:2 where the act involves a child in material deemed obscene; in this state, or under any statute prohibiting the same conduct in another state, territory, or possession of the United States, or any has been convicted of a felony offense, referenced in RSA 189:13-a, V, as amended from time-to-time. In addition to the felonies enumerated in RSA 189:13-a, a person may be denied a final offer of employment if he/she has been convicted of ANY felony. Such determination will be made by the Superintendent or a designee, on a case by case basis.

Any person who has been convicted of any misdemeanor may, at the discretion of the Superintendent or her/his designee, not be hired.

The Superintendent, or designee, will transmit the required, completed forms to the State Police, who will then screen the criminal records check for any selected applicant for employment, or designated volunteer, and will notify the district whether the record of said selected applicant or volunteer contains any felony convictions.

When the District receives a notification of a felony conviction from the State Police on a particular person which it finds unsatisfactory, the Superintendent shall dismiss said person within twenty-four (24) hours of the receipt of such report, excluding Saturdays, Sundays, or legally recognized holidays.

Additionally, a person may be denied a final offer of employment if the Superintendent becomes aware of other conduct which he/she determines would render the person unsuitable to perform the responsibilities of the position involved. Such determinations shall be made on a case-by-case basis.

### **Additional Criminal Records Checks**

The District may require a Criminal Records Check of any employee or designated volunteer at any time.

### **Notice to the New Hampshire Department of Education**

If an applicant's criminal history records information indicates that the applicant has been charged pending disposition for or has been convicted of a crime listed in paragraph V of RSA 189:13-a, the Superintendent shall notify the department of education.

### **Training**

Upon the Department of Education offering such, the Superintendent or her designee shall attend training concerning the reading and interpretation of criminal history records.

The District shall provide every school employee whose position requires a criminal background check under this section with informational materials, training, or other education, either online or in person, concerning child sexual abuse prevention, sexual assault and harassment policy training, warning signs of child abuse, and reporting mandates. For the purposes of this paragraph, school employees include coaches and any other individual subject to a background check. Such training shall be completed within 30 days of employment and renewed every 2 years for all employees.

**Legal Reference:**

*RSA 189:13-a, School Employee and Volunteer Background Investigations*

*Appendix GBCD-R: Sample Background Check, Criminal History Records Check Protocol*

**Category:** *P*

**See also:** See IJOC

*First Read: May 15, 2018*

*Second Read: June 5, 2018*

*Adopted: June 5, 2018*

# DID – Fixed Assets

The ConVal School District shall maintain an inventory of all fixed assets in accordance with the standards required by Statement 34 of the Government Accounting Standards Board.

Fixed assets are real or intellectual property that have a value equal to or greater than the capitalization threshold of the particular classification of asset, and have an estimated useful life of greater than five years.

Capital assets include:

- Land
- Land improvements (not depreciable)
- Land improvements (depreciable)
- Infrastructure
- Construction in progress
- Leasehold Improvements
- Buildings and building improvements
- Vehicles
- Furniture, equipment, & machinery

All qualifying assets must be evaluated once annually to reflect either an increase or decrease in total value.

The Superintendent designates the Business Administrator for managing the District's fixed assets and maintaining the fixed assets inventory.

*Category: R*

1st Read: June 4, 2013

2nd Read: June 18, 2013

Adopted: June 18, 2013

< DIB - Trust Funds

DIE - Audits (<https://schoolboard.convalsd.net/district-policies/die-audits-2/>)

## **DID - FIXED ASSETS (Inventories)**

(Download policy)

### *Category R*

To serve the functions of conservation and control, a running inventory of fixed assets with appraised values will be maintained by the Superintendent's office on buildings and contents including (1) buildings and grounds equipment, (2) furniture, (3) administrative equipment, (4) educational equipment, (5) vehicles, and (6) textbooks and supplementary books.

The Superintendent will designate the person responsible for maintaining an inventory of equipment, materials and supplies in his/her shop, laboratory, or classroom.

These inventories will be brought up-to-date as needed, but no less than once per fiscal year. Two copies of the inventory will be filed with the building administrator.

Reviewed: March, 2004

Revised: July, 1998

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# DID – Fixed Assets

Revised

## **CAPITAL (FIXED) ASSETS**

The ConVal School District has invested in a broad range of capital assets that are used in the school system's operations. The Superintendent will designate the person responsible for managing the District's capital assets and maintaining the fixed assets inventory. In accounting for capital assets, the District will implement the standards required by Statement 34 of the Government Accounting Standards Board.

Capital assets are real or personal property that have a value equal to or greater than the capitalization threshold of the particular classification of asset, and have an estimated useful life of greater than one year.

Capital assets include:

- Land
- Land Improvements (not depreciable)
- Land Improvements (depreciable)
- Infrastructure
- Construction in Progress
- Leasehold Improvements
- Buildings and Building Improvements
- Vehicles
- Furniture, Equipment & Machinery

All assets, or at least a representative sampling must be evaluated once annually to reflect either an increase or decrease in total value.

## **CAPITALIZATION THRESHOLD**

For financial reporting purposes, capitalization thresholds are set at \$15,000 per item, or for like-kind (aggregate) purchases, for all classes except Infrastructure assets, which are capitalized and depreciated if over \$100,000 per item.

## **ESTIMATED USEFUL LIFE THRESHOLD**

For financial reporting purposes, an asset must have an estimated useful life greater than five years to be considered for capitalization and depreciation.

## **ACQUISITION OF ASSETS**

Capital assets may be acquired through donation, purchase, or may be constructed. The asset value for donations will be the fair market value at the time of the donation. The asset value, when purchased, will be the initial cost plus the trade-in value of any old asset given up, plus all costs related to placing the asset into operation. The asset value of constructed assets will

include all costs of construction.

#### **DEPRECIATION OF ASSETS**

For all assets that qualify as a depreciable asset, the straight-line, full-year depreciation method should be utilized to depreciate the capital asset, over the estimated useful life of the related asset.

#### **DISPOSITION OF ASSETS**

When capital assets are sold or otherwise disposed of, the inventory of capital assets should be relieved of the cost of the asset and the associated accumulated depreciation. Assets will be removed on an annual basis in conjunction with the annual update. The appropriate depreciation will be taken for the year of disposal.

Reference DN & DN-F

*Category: R*

1st Read:

2nd Read:

Adopted:

# DID - R– Fixed Assets Procedures

## **CAPITAL (FIXED) ASSET PROCEDURE**

This procedure outlines the District's operational implementation of the accounting requirements to meet this policy.

Appendix D contains inventory worksheets to catalog each asset with all of the pertinent information in preparation for recording into the fixed asset system.

## **Capital Asset Definitions and Guidelines**

Capital assets are real or personal property that have a value equal to or greater than the capitalization threshold of the particular classification of asset and have an estimated useful life of greater than one year.

These classes include:

- Land
- Land Improvements (not depreciable)
- Land Improvements (depreciable)
- Infrastructure
- Construction in Progress
- Leasehold Improvements
- Buildings and Building Improvements
- Vehicles
- Furniture, Equipment & Machinery

All assets or at least a representative sampling, must be evaluated once annually to reflect either an increase or decrease in total value.

## **Capitalization Thresholds**

For financial reporting purposes, capitalization thresholds are set at \$15,000 per item or for like-kind (aggregate) purchases for all classes except Infrastructure assets, which are capitalized and depreciated if over \$100,000 per item.

## **Determining Asset Costs**

When determining and then reporting an asset's cost, use actual cost including the cost of freight, site preparation, architect and engineering fees, etc. or an estimated historical cost if actual cost records are not available. Bond documents associated with capital projects; expenditure records from capital project funds and architectural and engineering documents are possible source documents for establishing initial actual costs. Calculating current replacement cost and then adjusting for price-level changes



by using indexes or fair-market value at time of acquisition may establish historical cost. All donated assets are valued at fair-market value as of the date of donation. Source documents that were used to determine acquisition costs should be maintained or referenced, if available, i.e.: deeds, board minutes, invoices, insurance records, etc.

### **Leased Equipment**

Equipment should be capitalized if the lease agreement meets any one of the following:

- The lease transfers ownership of the property to the lessee (District) by the end of the lease term;
- The lease term is equal to 75 percent or more of the estimated economic life of the lease property;
- The present value of the minimum lease payments at the inception of the lease equals at least 90 percent of the fair value of the leased property.

Leases that do not meet any of the above requirements should be recorded as an operating lease and reported in the notes of the financial statements.

### **Estimated Useful Life**

An asset must have an estimated useful life greater than five years to be considered for capitalization and depreciation. Assets that are consumed, used-up, habitually lost or worn-out in one year are not to be considered.

In determining the useful life, the District should consider the asset's present condition, use of the asset, how it's maintained and how long it is expected to meet service demands. A suggested useful life table can be found in Appendix A.

### **Acquiring New Assets**

All requisitions for the purchase of equipment and machinery should be reviewed to ensure all items to be recorded in the fixed asset system are identified. When the asset is received, information is collected to complete the fixed asset record, including date, vendor, quantity, description, model and serial numbers, etc. Partial shipments are recorded when received if they exceed the threshold; otherwise, the composite entry is made when the purchase is complete. The chart of accounts functions and object codes correlate to the major functional category to be reported on the financial reports. Care should be taken to ensure the proper codes are used when recording the asset to make use of the features of the reporting system.

### **Retiring Assets**

An asset adjustment form similar to the one found in Appendix B should be completed when a usable item is transferred to another location for continued use or when an item

is retired from service or sold, so that the information can be entered into the fixed asset system. If an item is retired due to loss, damage or theft, the business administrator needs to be notified so that the incident can be reported to the insurance carrier and arrangements made for proof of loss and reimbursement if appropriate. Alternatively, assets not easily identified as disposed may be removed from fixed assets and accumulated depreciation the year after the asset becomes fully depreciated.

## **Capital Asset Categories**

### **Land**

#### **Land Definition**

All land owned by the District, whether improved and unimproved. Land is characterized as having an unlimited life.

#### **Depreciation Methodology**

Land is an inexhaustible asset and does not depreciate over time. It is recorded at historical cost and remains at that cost until disposal.

#### **Examples of Land Expenditures to be Capitalized**

- Acquisition price;
- Costs to acquiring land, i.e.: unpaid taxes, commissions, closing costs and professional fees.

### **Land Improvements (Not depreciable)**

#### **Land Improvements (Not depreciable) Definition**

Land Improvements (Not Depreciable) consists of betterments, site preparation and site improvements (other than buildings) that ready the land for its intended use.

#### **Depreciation Methodology**

Land Improvements (Not Depreciable) are inexhaustible assets and do not depreciate over time. It is recorded at historical cost and remains at that cost until disposal.

#### **Examples of Land Improvements (Not Depreciable) Expenditures to be Capitalized**

- Land excavation, fill, grading, drainage
- Demolition of building less salvage

## **Land Improvements (Depreciable)**

### **Land Improvements (Depreciable) Definition**

Land Improvements are depreciated if the improvement is exhaustible and eventually will need to be replaced and/or repaired.

### **Depreciation Methodology**

The straight-line, full year depreciation method (historical cost less residual value, divided by useful life) will be used for depreciable land improvements.

### **Examples of Land Improvements (Depreciable) Expenditures to be Capitalized**

- Driveways;
- Parking lots/Sidewalks;
- Septic Systems;
- Flagpoles;
- Retaining walls;
- Bleachers;
- Fencing;
- Outdoor lighting; and
- Other non-building improvements.

## **Infrastructure**

### **Infrastructure Definition**

Infrastructure assets are long-lived capital assets that are normally stationary in nature and can be either exhaustible or non-exhaustible. Generally, school districts will have few, if any.

### **Depreciation Methodology**

The straight-line, full year depreciation method (historical cost less residual value, divided by useful life) will be used for depreciable Infrastructure assets. These will require review on an individual basis.

### **Examples of Infrastructure Expenditures to be Capitalized**

- Roads, Bridges, Tunnels;
- Water systems; and
- Drainage systems.



## **Construction in Progress**

### **Construction in Progress Definition**

Construction in Progress includes all uncompleted building installations and alterations that are under construction as of an accounting period ending date. Expenditures for facilities under construction will be capitalized to the appropriate category when completed or placed into service.

### **Depreciation Methodology**

Assets categorized as Construction In Progress are capitalized but not depreciated.

### **Examples of Construction in Progress Expenditures to be Capitalized**

- Labor used in construction;
- Materials used in construction;
- Ancillary costs to support the construction.

## **Leasehold Improvements**

### **Leasehold Improvement Definition**

The construction of new buildings or improvements made to existing facilities by a lessee (the District), who has the right to use said buildings/facilities over the term of a lease. These improvements will revert to the lessor at the expiration of the lease. Moveable furniture or fixtures that are not attached are not considered a leasehold improvement. Generally, school districts will have few, if any.

### **Depreciation Methodology**

Leasehold improvements are capitalized by the lessee and amortized over the shorter of 1) the remaining lease term, or 2) the useful life of the improvement. Improvements made in lieu of rent should be expensed in the period incurred. The straight-line, full year depreciation method (historical cost less residual value, divided by useful life) will be used for depreciable Leasehold Improvements.

### **Examples of Leasehold Improvement Expenditures to be Capitalized**

- Renovation to a building leased from a third party. For instance, if the SAU paid for renovations to the District owned SAU facility.

## **Buildings and Improvements**

### **Buildings Definition**

A building is a structure that is permanently attached to the land, has a roof, is partially or completely enclosed by walls, and is not intended to be moveable. Buildings should include all installed property that cannot be removed without impairing the use of all or a portion of the building; such as HVAC, Plumbing, Wiring, Alarm systems, Sprinklers, Lighting, Flooring, Gym Bleachers, Lockers, Walk-in Freezers, etc.

### **Building Improvement Definition**

Building Improvements are capital events that materially extend the useful life of a building or increase the value or both.

### **Depreciation Methodology**

The straight-line, full year depreciation method (historical cost less residual value, divided by useful life) will be used for Buildings and Buildings Improvements.

### **Examples of Buildings and Improvements Expenditures to be Capitalized:**

- All school buildings owned or leased by the District:
  - o School and Administration buildings;
  - o Garages; and
  - o Athletic facilities (not fields).
- Measurable improvements performed in the last 20 years, if determinable and still have a remaining useful:
  - o Roof replacements;
  - o Renovations; and
  - o Major energy conservation measures.

## **Vehicles**

### **Vehicles Definition**

All vehicles owned or leased by the District and separately identified on the District insurance policy.

### **Depreciation Methodology**

The straight-line, full year depreciation method (historical cost less residual value, divided by useful life) will be used for Vehicles.

**Examples of Vehicle Expenditures to be Capitalized:**

- School buses;
- Automobiles;
- Trucks;
- Boats; and
- Lawn tractors.

**Furniture, Equipment and Machinery****Furniture, Equipment & Machinery Definition**

Fixed or moveable tangible assets to be used for the operation of the educational system, the benefits of which extend beyond one year from the date placed in service. Note: Costs of extended warranties and/or maintenance agreements, which can be separately identified from the cost of the equipment, should not be capitalized.

**Depreciation Methodology**

The straight-line, full year depreciation method (historical cost less residual value, divided by useful life) will be used for Furniture, Equipment & Machinery.

**Capitalization Threshold**

Individual assets, such as furniture and equipment that meet the threshold level as set by the district, should be capitalized and depreciated. Some assets may fall below the capitalization threshold individually but may be capitalized if purchased in large quantities or identified in similar type categories such as athletic equipment or classroom furnishings.

The capitalization threshold for Furniture, Equipment & Machinery is \$15,000 per item; however, an individual item less than that cost can be combined with similar items for depreciation purposes but each has to have an individual cost of \$250 or more. For example, Musical Instruments & Equipment will include all instruments, uniforms, etc., that exceed a \$250 cost individually, with the total being combined for depreciation purposes.

**Examples of Furniture, Equipment & Machinery Expenditures to be Capitalized:**

- Assets inventoried individually, but depreciated combined
  - o Kitchen equipment;
  - o Copiers;
  - o Computer Servers/Computers/Peripherals/Software;
  - o Library Books, Reference Materials and Media;



- o Science and Engineering equipment;
- o Typical Classroom Furnishings;
- o Text books;
- o Office furnishings;
- o Custodial equipment;
- o Library furnishings;
- o Grounds Equipment (not separately identified on insurance policy);
- o Athletic Equipment; and
- o Musical Instruments and Equipment.

## Appendix A Estimated Useful Life

Asset Class	Examples	Estimated Useful Life in Years
Land and Land Improvements	Inexhaustible assets	Not depreciated
Infrastructure		Not depreciated
Construction In Progress		
Land Improvements – Structure	Paving, fencing, running track, bleachers	20
Land Improvements – Grounds	Ball field, landscaping	30
Buildings		30 to 50
Buildings Improvements		20 to 50
Buildings Improvements – Other		
Portable Classrooms		25
HVAC Systems	Air conditioning systems, heating	20
Roof Replacements		20
Carpet Replacement		7
Electrical/Plumbing		30
Leasehold Improvements		20
Vehicles		
Buses and Dump Trucks		10
Cars, Light Trucks, Cargo Vans		5 to 10
Equip, Furniture, & Machinery		
Furniture, Equipment	Desks, tables, chairs	5
Copiers	Copiers	5
Computers/Peripherals	Monitors, CPU, printers	5
Textbooks		7
Kitchen Equipment	Appliances	12
Athletic Equipment	Weight machines, mats, pitching machines	10
Custodial	Floor scrubbers, vacuums	12
Grounds	Mowers, tractors	15
Science & Engineering	Lab equipment	10
Library	Books and media	7

**Appendix B**  
**ConVal School District**  
**Asset Adjustment Request Form**

School / Dept. \_\_\_\_\_ Room \_\_\_\_\_

Action Code*	Asset Description including Mfg./Vendor**	Serial/Model Number	To and From Location / Room#	Date	Comments

**Action Codes:**

A – Add, T-Transfer, R – Retired/Returned, L – Lost or Stolen

**Contact Information**

Released by \_\_\_\_\_

Approved by \_\_\_\_\_

\*Documentation to support removal from inventory must be attached, i.e., police report, description of loss, credit invoice, etc.

\*\*Attach additional sheets or equipment/asset lists (if needed)



ANNUAL FACILITY PLAN

Category: Recommended

Related Policies: FA

~~~~~

**ADOPTION/REVISION NOTES –**

*Text between the highlighted lines “~~~~~”, and highlights in this sample should be removed prior to adoption.*

- (a) 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.
- (b) Highlighted language or blank, underscored spaces indicate areas which Boards should review, change or complete to reflect local personnel titles, internal/ external 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 & earlier versions of revised policies should be maintained separately as part of the permanent records of the District.

~~~~~

**A. Drafting and Adoption.** Each year, the School Board shall adopt an updated Facility Plan.<sup>1</sup> The first Facility Plan shall be adopted no later than November 15, 2021<sup>2</sup>, with an updated plan approved by the Board by June 1 of 2023 and each year thereafter.

The Facility Plan shall be developed and drafted by the Superintendent or his/her designee, and it shall be proposed to the School Board for comment and adoption at least 30 days prior to the adoption deadlines articulated above.

**B. Contents of Facility Plan.** The Facility Plan shall account for each facility owned by the District and document the use of each such facility. For each then unused facility, the plan shall specify any uses intended within the next two years of the annual plan approval relative to academic purposes, extracurricular activities, administrative functions, and/or sports. Facilities for which no current or intended use is included on the plan shall be referred to in this policy as “Unused Facilities”.

**C. Annual Report to N.H. Department of Education.** The Superintendent shall submit a report of Unused Facilities to the New Hampshire Department of Education, with the first such report due January 1, 2022 and subsequent reports due July 1 each year thereafter. Pursuant to RSA 194:61, such Unused Facilities are then encumbered by a right of first refusal (“ROFR”) available

<sup>1</sup> [Delete footnote] This policy and the “Annual Facility Plan” is not intended to replace or even serve the same purpose of a capital improvement or strategic plan. Rather, it is to help assure compliance with newly enacted 194:61. Existing capital improvement, strategic or other such plans should inform the Annual Facility Plan.

<sup>2</sup> [Delete footnote] Under RSA 194:61, the District is required to submit a list of “unused facilities” to the DOE no later than January 1, 2022, and updated plans each July 1 thereafter. The dates used in this policy for the local board to approve/adopt a plan are intended to give Districts ample time to meet the statutory reporting time. Districts may use other dates to best suit their local needs.

**ANNUAL FACILITY PLAN**

to every approved charter school operating in New Hampshire. The specifics of the ROFR are described in RSA 194:61, III-VII.

---

**District Policy History:**

First reading: \_\_\_\_\_

Second reading/adopted: \_\_\_\_\_

**District revision history:****Legal References:**

RSA 194:61, *Unused District Facilities*

***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.

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***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:** New policy – September 2021.

**NHSBA notes, September 2021:** This Sample Policy was developed to encourage districts to maintain annual records of facilities and usage, and to provide for organized long-term planning and efficiency in facility use. It also accounts for new statutory obligations germane to unused facilities lacking in an official plan pursuant to RSA 194:61, as effected in HB 278. Under RSA 194:61, the District is required to submit a list of “unused facilities” to the DOE no later than January 1, 2022, and updated plans each July 1 thereafter.

w/p-update/2021-U2 Fall/FAA Annual Facility Plan 2021-U2 (vF)

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## **FA - FACILITIES DEVELOPMENT GOALS/PRIORITY OBJECTIVES**

(Download policy)

### *Category O*

As the Board seeks to incorporate the most appropriate and cost-effective risk management techniques for less prevention and control, and to overcome deficiencies in its physical plant, it will strive to provide new and remodeled facilities that will offer the best possible physical environment for learning and teaching. The Board specifically recognizes the need and importance of regular and substantial capital maintenance, renovation, improvement and expansion consistent with realistic fiscal constraints.

The Board aims specifically toward:

1. Facilities, including buildings, ground, and playing fields, that will accommodate organization and instructional patterns that support the district's educational philosophy and instructional goals.
2. Meeting all safety requirements through the remodeling and renovation of older structures.
3. Providing building renovations to meet requirements on the availability of public school facilities to handicapped persons whenever possible.
4. Building design, construction, and renovation that will lend themselves to low maintenance costs and the conservation of energy.
5. Facilities that will also lend themselves to utilization by the community in ways consistent with the overall goals of the district.
6. Keeping the community informed about the condition of district facilities as well as the perceived needs in the areas of capital improvement expansion and acquisition.

Decisions pertaining to education specifications of new buildings and those undergoing extensive remodeling will be developed with the input of teachers, students, parents, and the community.

New Policy: May, 2004

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## FE - FACILITIES CONSTRUCTION

(Download policy)

### *Category O*

Changing educational needs require the planning, design, and construction of new educational facilities as well as to renovate or make additions to existing schools. The size, complexity, and potential cost for such a program requires that the Superintendent develop a comprehensive plan in the following areas:

1. Educational program spatial requirements and assessment of the adequacy of existing facilities to accommodate present or proposed educational programs.
2. Cost/benefit considerations relating to facility modernization, renovation, or new construction.
3. An annual six-year capital improvements program showing population projections, new capital projects needed, and associated costs. Use of a community-based advisory committee is encouraged to assist in the creation and review of this program.
4. Community use of schools and school-related facilities.
5. An annual report reviewing projects underway or completed.

Construction plans, requests for bond money, and all other documents required to begin and/or complete needed school construction projects will be submitted to the appropriate local and state agencies in a timely manner

New Policy: May, 2004

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