

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

CONTOOCOOK VALLEY SCHOOL BOARD

POLICY COMMITTEE MEETING

Tuesday, December 12, 2023

6:00 PM

Location: SAU Board Room

Agenda

Committee Members: Katherine Heck, Michael Hoyt, Thomas Kirlin, Janine Lesser, Erin Pils-Martin

- 1. Call to order**
- 2. Approval of the October 24, 2023 Minutes**
- 3. Policy Review**
 - BEDG: Minutes
 - EBBD: Indoor Air Quality
 - FA: Facilities, Development Goals/Priority Objectives
 - FAA: Annual Facility Plan
 - IKFC: Alternate Diploma
 - DJE: Bidding Requirements
 - DJB: Purchasing Procedures and DJB-R
- 4. Fall Updates**
- 5. Non-Public Session RSA 91-A:3 II (If Required)**
- 6. Policy Status Update:**
 - IKL: Academic Integrity and Honesty
 - IMBA: Distance Education
 - JJIB: Athletics

- JLCJA: Sports Related Emergencies
- JKAA- Restraint/Seclusion
- ACN Nursing mothers accommodation
- IHBAM- DIstrict Special Education Policy and Procedures Manual
- IHBAB/IHAB-Development Delay as Qualifying Disability
- JLCA- Physical Examinations Of Students
- JLDDB- Suicide Prevention
- JHCB/ JLCB- Immunizations
- EG/KDA/KDCA Public Information Program

Scheduled for Next School Board Agenda:

BEDG – Minutes

Under RSA 91-A, the school board, and each of the school board's committees (whether standing or ad hoc, or whether deemed a sub-committee or an advisory committees) is required to keep minutes for every "meeting" as defined under 91-A:2, I. As used below, "Board" shall mean and include the district school board, and each such board committee.

The Board will keep a record of the actions taken at Board meetings in the form of minutes. At a minimum, all minutes, public and non-public, shall include:

- 1) The names of members participating,
- 2) Persons appearing before the School Board (any persons other than board members who address the board or speak at the meeting;
- 3) A brief description of each subject matter discussed;
- 4) Identification of each member who made a first or second of any motion;
- 5) A record of all final decisions;
- 6) When a recorded roll call vote on a motion is required by law or called for by the Chair (or other presiding officer), a record of how each board member voted on the motion; and
- 7) In the event that a board member objects to the subject matter discussed by the board, if the board continues the discussion above the member's objection, and upon the request of the objecting member, then – and irrespective of whether the objection/discussion occurred in public or non-public session – the public minutes shall also reflect (i) the objecting member's name, (ii) a statement that the member objected, and in the case of non-public session (iii) a "reference to the provision of RSA 91-A:3, II that was the basis for the discussion." (See RSA 91-A:2, II-a.).

Copies of the draft minutes of a meeting will be sent to the members of the Board before the meeting at which they are to be approved. The preceding sentence, however, shall not apply to minutes of non-public sessions when the Board has sealed such minutes by a recorded roll call vote taken in public session with 2/3 of the board members present supporting the motion. Drafts of non-public minutes will be provided to the Board either at the conclusion of the non-public session and may be approved at the time – prior to any vote to seal, or if sealed, provided to Board at the meeting at which they are to be approved.

Draft minutes of all public meetings, clearly marked as drafts, will be made available for public inspection no later than five (5) business days after each public session. Minutes for non-public sessions shall be kept as a separate document. Draft minutes for all non-public sessions, will be made available for public inspection within seventy-two (72) hours after the non-public session, unless sealed in accordance with the procedure described in the preceding paragraph.

Notes and other materials used in the preparation of the minutes must be retained until the minutes are approved or finalized.

All minutes, including draft minutes, will be kept in accordance with RSA 91-A:2 and RSA 91-A:3 and will be in the custody of the Superintendent.

Approved minutes, except those non-public session minutes, which are sealed, shall be consistently posted on the District's web site in a reasonably accessible location or the web site shall contain a notice describing where the minutes may be reviewed and copies requested. Draft minutes will be available for inspection at the

District's administrative office.

Sealed minutes shall be reviewed periodically and unsealed by majority vote of the Board if the circumstances justifying sealing the minutes no longer apply. The Superintendent shall identify and bring to the Board's attention minutes that have been sealed because disclosure would render the proposed action ineffective where the action has been completed and the minutes no longer need to be sealed. The Superintendent will also identify any other sealed minutes where the justification for sealing no longer applies due to the passage of time. Generally, non-public session minutes sealed because divulgence of the information would likely affect adversely the reputation of a person other than a member of the School Board, will remain sealed.

Legal References:

RSA 91-A:2 II, Public Records and Meetings: Meetings Open to Public

RSA 91-A:2,II-a, Effective 1/1/2019

RSA 91-A:3 III, Public Records and Meetings: Non-Public Sessions

RSA 91-A:4 I, Public Records and Meetings: Minutes and Records available for Public Inspection

Category: *Recommended*

First Read: December 18, 2018

Second Read: January 8, 2019

Adopted: January 8, 2019

< BEDD -- Rules of Order

BEDH - Public Participation at Board Meetings (<https://schoolboard.convalsd.net/district-policies/bedh-public-participation-at-board-meetings/>)

Policy BEDG: Meeting Minutes

Status: ADOPTED

Original Adopted Date: 09/01/2017 | Last Revised Date: 09/18/2023 | Last Reviewed Date: 09/18/2023

Category: Recommended

ADOPTION/REVISION NOTES -

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

- a. **Specific** - Much of the content of this sample policy reflects the requirements of the New Hampshire's Right to Know Law. In general, elements of the policy that are best practice recommendations use language that is permissive (e.g., "should") rather than mandatory (e.g., "shall", "must" or "will").
- b. **General** - Footnotes and other notations included in sample policies are often used to indicate areas where the Board has - or does not have - discretion/choices relative to the final adoption of the policy. Accordingly, footnotes **SHOULD NOT** be removed until either the full Board or the Board's Policy Committee has seen them.

In many respects, the sample is more of a TA than "board policy".

- 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.

NHSBA history: Revised - Sept. 2023, Sept. 2021, Nov. 2019, Sept. 2018, and Sept. 2017.

NHSBA revision notes: **September 2023** - ¶4.2.c and §5 of sample BEDG were revised to reflect the passage of HB321 (amending RSA 91-A:3, III relative to reviewing previously sealed minutes), with additional minor grammatical or formatting revisions throughout, e.g., §4, and ¶4.2.c. **September 2021** - General re-write, merged minute sections regarding non-public sessions from BEC, restructured generally, and also included references reflecting 2021 amendments to RSA 91-A:3. **November 2019** - minor changes made to include reference to new EH-R (Administrative Procedures for Public Access to District Records) and slight changes to more accurately reflect statutory requirements. Some paragraphs of the former version were rearranged for better flow. **September 2018** - revised to reflect 2018 N.H. Laws Ch. 244's requirement that minutes include the identity of members making the first and seconds of all motions. Additional revisions to the policy are included to more clearly reflect the process for sealing non-public minutes. **September 2017**, revised to include requirements of 2017 N.H. Laws Ch. 234 concerning inclusion on a district website of board minutes - or a description of where and when minutes may be inspected. Additional revisions clarified requirements for content of minutes, availability of draft minutes, and the duty to unseal the sealed minutes of non-public sessions in some circumstances.

A. **Minutes Required.**

Under RSA 91-A, the school board, and each of the school board's committees (irrespective of whether standing or ad hoc, and irrespective of whether deemed a sub-committee or an advisory committee) is required to keep minutes for every "meeting" as defined under 91-A:2, I. As used below, "Board" shall mean and include the district school board, and each such board committee.

The Board will appoint a ["minute taker"/"recording clerk" ~~1 [delete fn.]~~] to prepare the minutes of each meeting. Should the person so appointed be absent from all or part of a meeting (e.g., non-public session), the Chair, subject to being overruled by the Board, shall appoint a person to take the minutes.

In addition to "minutes" as described below, a more comprehensive "record" and/or "decision" may be required

in the event of a "hearing" regarding individual rights/claims (e.g., teacher non-renewal, student expulsion, manifest educational hardship, etc.). In such instances, the Board and or Superintendent should consult with counsel to assure that any statutory or regulatory requirements are satisfied.

B. Required Content of Minutes.

At a minimum, all minutes, including minutes of non-public sessions, must include:

1. the names of members participating;
2. persons appearing before or addressing the School Board (members of the public who do not address the board, and are there as attendees only, do not need to be identified);
3. a brief description of each subject matter discussed; **2 [delete fn.]**
4. identification of each member who made a first or second of any motion;
5. a record of all final decisions;
6. when a recorded or roll call vote on a motion is required by law or called for by the Chair (or other presiding officer), a record of how each board member voted on the motion; and
7. in the event that a board member objects to the subject matter discussed by the board, if the board continues the discussion above the member's objection, and upon the request of the objecting member, then - and irrespective of whether the objection/discussion occurred in public or non-public session - the public minutes shall also reflect (i) the objecting member's name, (ii) a statement that the member objected, and (iii) a "reference to the provision of RSA 91-A:3, II that was the basis for the objection and discussion." (See RSA 91-A:2, II-a.).

NOTE: See Section **D** below for additional content requirements for minutes of any meeting at which the Board enters a non-public session.

C. Approval and Access to Minutes.

Approval and availability of minutes will depend in part on whether the minutes are of a public or non-public session, and as to non-public minutes, whether they are sealed or not. "Approved minutes" refers to the final version of minutes approved by vote of the Board. "Draft minutes" refers to minutes that have not been formally approved by the Board. "Sealed minutes" refers to minutes from a non-public session and which the Board has determined should not be disclosed pursuant to RSA 91-A:3, III and as discussed in Section D, and paragraph C5, below.

1. **Location and Retention of Minutes.** In accordance with Board policy **[**]** EH, and N.H. Dept. of Education rule Ed 302.02 (j), all minutes will be kept at the office of the Superintendent. Minutes for non-public sessions that have not been sealed shall be kept in the same location and indexed in the same manner as for public minutes.
2. **Access to Approved & Unsealed Minutes.** Approved and unsealed minutes shall be available for inspection by the public during the normal business hours of the SAU office, and in accordance with RSA 91-A:2 through 91-A:4 (subject to the exemptions stated in RSA 91-A:5), and Board policy **[**]** EH. Requests for access to minutes shall be processed in accordance with District administrative procedures **[**]** EH-R.

Additionally, all approved and unsealed minutes shall be posted in a consistent and reasonably accessible location on the District's web site, or the web site shall contain a notice describing where the minutes may be reviewed and copies requested.

3. **Access to Draft Minutes and Minute Preparation Materials.** "Draft" or "unapproved" minutes that have not been sealed will be available for inspection upon request at the SAU office during normal business hours. **3[delete fn.]** Drafts for public sessions must be available within 5 business days of the meeting, while drafts of non-public session minutes that have not been sealed by the Board must be available

within 72 hours (3 calendar days) of the meeting.

Notes and other materials used in the preparation of the minutes must be retained until the minutes are approved or finalized and shall likewise be available for inspection during that period.

4. Approval of All Minutes Other Than Sealed. Draft public minutes and non-public minutes that were not sealed will be circulated to the members of the Board before the meeting at which they are to be approved. Board members may send suggested changes back to the minute recorder **without copying the other members**. Changes made by the Board to draft minutes shall be recorded either by (i) retaining the draft with the final approved minutes, (ii) including notations (e.g., "redline" edits) in the final approved minutes, or (iii) outlined/described in the minutes of the meeting at which the Board approved.
5. Approval of Sealed Non-Public Minutes of Non-Public Sessions. Unless previously sealed by the Board, draft minutes for all non-public sessions will be made available for public inspection within seventy-two (72) hours after the non-public session.

Drafts of non-public minutes will be provided to the Board, either (i) at the conclusion of the non-public session and may be approved at the time, prior to any vote to seal, or (ii) if sealed, provided to Board at the meeting, if any, at which they are to be approved. If copies of draft, sealed minutes are provided to Board members for the purpose of review and/or approval, the copies shall be recovered by the Chair or recording clerk and destroyed. Only the official record copy may be retained, with a list maintained for sealed non-public minutes as described in Section D, below.

D. Special Provisions for Minutes Relating to Non-Public Sessions.

For any public meeting that includes a non-public session (see Board policy **[**]** BEC for statutorily required procedures relative to entering and exiting non-public sessions), additional information beyond that discussed in paragraphs B.1- 7, is required both for the public meeting minutes, and for minutes specific to the non-public session, irrespective of whether the non-public minutes are "sealed" (see discussion in Paragraph D.2, below).

1. Information Regarding Non-Public Session Included in Public Minutes. The public minutes of the meeting at which the non-public session occurs must include the statutory reason given in the motion as the foundation for each non-public session, as well as a roll call record of how each Board member voted on the motion to enter. Public minutes must also reflect any motion to seal (described in paragraph C.2., above), along with the statutory reason permitting the sealing (see D.2, below), and record how each member voted on the motion to seal.
2. Sealing Non-Public Minutes.
 - a. As used in this policy, "sealed" minutes in reference to minutes of non-public sessions, means that the Board determined by 2/3 majority vote in public session that "divulgence of the information" (i.e., information in the minutes of the non-public session):
 - i. Would affect adversely the reputation of a person other than a Board member;
 - ii. Would render ineffective the action/proposed action taken in non-public session; or
 - iii. Pertains matters relating the preparation for and carrying out of all emergency functions intended to thwart a deliberate act intended to result in widespread or severe damage to property or widespread injury or loss of life (i.e., terrorism).
 - b. A motion to seal, if any, should be the first item of public business after the Board exits the non-public session, and must state one of the three grounds above allowing sealing.
 - c. If the minutes are not prepared/approved during the non-public sessions itself, the Board should discuss the content of the minutes prior to exiting so that any vote to seal will be an informed vote.
 - d. When making or voting upon a motion to seal, the movant/Board should consider and state the

duration that minutes be sealed based upon the grounds supporting the sealing. This can be done either by stating a date they sealed until, or a date by which the Board might review the minutes' status. For instance, minutes sealed because divulgence of the information would likely affect adversely the reputation of a person other than a member of the Board might be remain sealed permanently, while minutes sealed because disclosure would "render the action ineffective" should be sealed only for as long as that reason exists or is anticipated to exist. Pursuant to RSA 91-A:3, III, non-public minutes relating to discussion about lease, purchase or sale of property (91-A:3, II(d)) must be made available "as soon as practicable after the transaction has closed or the Board has decided not to proceed with the transaction."

3. **Minutes of the Non-Public Session Itself.** In addition to the information included in all minutes as described in paragraphs B.1-7, above, minutes of the non-public session must include "all actions" and decisions (i.e., votes, including negative votes) taken by the Board, with a record of how each member voted. If the Board does not "seal" the minutes of the non-public session, then such information must be disclosed to the public within 72 hours of the close of the meeting.
4. **Sealed Minutes List.** In order to comply with RSA 91-A:3, III, the Superintendent is directed to maintain a list of all sealed minutes for non-public sessions occurring after July 1, 2021. The list (referred to as the "Sealed Minutes List") shall include:

*[NOTE: items marked with an * are specifically required under RSA 91-A:3, III. The remaining items on the list are recommended to help assure compliance.]*

- a. the name of the public body (e.g., School Board, Policy Committee, etc.); *
- b. the date, * time, * and location of the public meeting (from meeting notice);
- c. the start and end times * of the non-public session;
- d. the specific grounds upon which the non-public session occurred (e.g., RSA 91-A:3, II (b) and (c), etc.); *
- e. the specific grounds upon which the minutes were sealed (e.g., "disclosure would render the action ineffective" or "disclosure would likely adversely affect the reputation of a non-board member," etc.);
- f. the date the vote to seal the minutes occurred; *
- g. the date, if any stated in the original motion or subsequently, on which the sealed minutes will be unsealed; the motion to seal should, 4 [delete fn.] when possible, state the date the minutes should be unsealed or at least reviewed by the Board or other public body; and
- h. the date, if any, of a subsequent decision to unseal the minutes. *

The Sealed Minutes List shall be updated each time the public body seals non-public minutes, and the updated List shall be made as soon as practicable for public disclosure.

5. **Reviewing and Unsealing Previously Sealed Minutes.** Pursuant to RSA 91-A:3, IV, starting on October 3, 2023, sealed minutes must either be reviewed within each ten year period or unsealed no later than the expiration of ten years following the date they were sealed or last reviewed. **Minutes sealed prior to October 3, 2023 must be reviewed and/or unsealed by October 3, 2023.**

TWO OPTIONS - RSA 91-A:3, IV provides two options for boards to consider, one with adopted procedures (91-A:3, IV(a)), and one without (91-A:3, IV(b)). Procedures (i.e., Option 1) are necessary if the Board wishes to delegate initial review. Such procedures would also help ensure that the statute is followed not only for minutes currently sealed, but for going forward as well. Option 1 below establishes sample procedures. The procedures can be modified as deemed appropriate by the Board. Option 2 below simply and generally restates the new statute's requirements/directives..

OPTION 1 - procedures.

The Board establishes the following procedures pursuant to RSA 91-A:3, IV(a) for reviewing sealed minutes: ~~5[delete fn.]~~

- a. Record of Minutes Sealed Prior to October 3, 2023. The Board directs the Superintendent for her/his designee to compile a log of non-public minutes that have been sealed prior to October 3, 2023 ("Record of Minutes Sealed Before 10/3/2023" or "Record") using information from the exterior of the envelopes or other available external notations for the sealed minutes. The preparation of the Record will include minutes that are also included on the Sealed Minutes List kept according to paragraph D, above.

The preparation of the Record shall not include reviewing the sealed minutes themselves. The Record should include as much of the same information for all previously sealed minutes as is required on the Sealed Minutes List (see paragraph D.4, above). The Record of Minutes Sealed Before 10/3/2023 shall be completed no later than ~~May 1, 2024~~.

Upon completion of the log of previously sealed minutes, the Board will establish a schedule for completing a review of all of the previously sealed minutes no later than June 1, 2033.

- b. Initial Review of Previously and Newly Sealed Minutes. ~~The Board will [OR] The Policy [or other] Committee will [OR] the Superintendent will [OR] The Chair will designate one __ board member[s] at the first regular board meeting following the organizational meeting to~~ (the "Reviewing Designee") review all sealed non-public minutes according to the schedule established in the Record of Minutes Sealed Before 10/3/23, and for those minutes that are sealed after 10/3/23 according to the review date appearing on the Sealed Minutes List maintained according to paragraph D.

If the Reviewing Designee is a committee of more than one, then the initial review of sealed minutes shall be conducted in non-public session pursuant to RSA 91-A:3, II (m), but only in a duly notice meeting in full compliance with RSA 91-A:2.

In the initial review, the Reviewing Designee will inspect the sealed minutes to determine whether, in the Reviewing Designee's opinion, the reasons (see D.2.A.i-iii, above) that justified keeping the minutes from the public (i.e. sealing) under 91-A:3, III still apply.

NOTE: *In years past, 91-A did not require a public motion to seal. Accordingly, a review of non-public minutes --or even public minutes-- may not include sufficient information to determine what the original circumstances were that justified sealing the minutes.*

If the Reviewing Designee is of the opinion that the reasons initially justifying the sealing of the minutes no longer apply, or if the minutes themselves do not include information upon which the then current board could determine that the minutes should not be disclosed, then the Reviewing Delegee will recommend to the Board that the Board unseal those minutes.

If, however, the Reviewing Designee determines that the reasons justifying non-disclosure continue to apply, the Reviewing Designee shall assign a new date - within 9 years and 10 months thereafter - for the sealed minutes to be reviewed next. The Reviewing Designee will assure that the Sealed Minutes List maintained pursuant to paragraph D.4 is updated to reflect the new date, and any additional data pertaining to the sealed minutes required by the list which was not previously discernible from external sources.

Board Determination Whether to Disclose Previously Sealed Minutes.

Upon receipt of recommendations from the Reviewing Designee that previously sealed minutes should be disclosed, the Board will review such minutes in non-public session under RSA 91-A:3, II(m) to determine whether the circumstances that justified keeping meeting minutes from the public under RSA 91-A:3, III no longer apply.

While the Board's review and discussion regarding previously sealed minutes may occur in non-public session, pursuant to RSA 91-A:3, II(m) any vote by the Board whether to disclose minutes shall take place in public session.

If the Board votes to disclose/unseal, the minutes shall be available for release to the public within 72 hours.

OPTION 2 - No specific procedures

The Board will review previously sealed non-public minutes within ten years of the date the minutes were first sealed, or within ten years of the last time those minutes were last reviewed by the Board. The minutes shall be unsealed by majority vote of the Board if the circumstances justifying sealing the minutes no longer apply. Minutes which are not reviewed after 10 years will be automatically unsealed. Although discussion of whether to unseal such minutes should occur in non-public session pursuant to RSA 91-A:3, II (m), any vote to unseal must occur in public session.

NOTE: In years past, 91-A did not require a public motion to seal. Accordingly, a review of non-public minutes --or even public minutes-- may not include sufficient information to determine what the original circumstances were that justified sealing the minutes. In such event, and assuming the minutes themselves do not include information upon which the then current board could determine that the minutes should not be disclosed, then the minutes in question should be disclosed.

District Policy History:

First reading: _____

Second reading/adopted: _____

District revision history:

Legal References Disclaimer: Legal references below 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.

[1] **[Delete fn.]** Many districts refer to the minute taker as the "Clerk". NHSBA believes that title might cause confusion relative to the distinction between the "District Clerk", and the minute taker. If using "clerk" to reference the minute taker, we suggest using the title "Recording Clerk".

[2] **[Delete fn.]** This is the only requirement relative to the subject matter discussed. Minutes are not a transcript, but a record of the board's "doings" and actions. A board may require or include more extensive "descriptions", e.g., summaries of debate, etc., but that is not required.

[3] **[Delete fn.]** RSA 91-A:2, II-b requires each district to either post "approved" minutes on the district's website, or a notice as to where approved minutes may be inspected and copied. The statute does not discuss "draft" minutes, other than to require that minutes of every meeting be available for inspection and copying within 5 business days of the meeting (or 72 hours for minutes of non-public sessions).

[4] **[Delete fn.]** The 2021 amendment to RSA 91-A:3, III (see 2021 HB108), states that minutes relative to non-public sessions under 91-A:3, II(d) "must be made available to the public as soon as practicable after the transaction has closed or the public body has decided not to proceed with the transaction." Thus, while the bill does not state that the original motion must include such a date, it would be helpful to assure future compliance with the new provision.

[5] **[Delete fn.]** The 2023 amendment allows a Board to establish procedures for review of sealed minutes. These procedures may include delegation of the initial review of minutes. Historically, some boards sealed virtually all of their non-public minutes, such that in order to maintain Board efficiency, the volume might lend itself to the delegation approach. The delegate could be one or more members of the board (less than a quorum), a specially designated standing committee of the board, or even an administrator. Of course, the Board could simply retain the initial review authority to itself. If delegated, the delegated reviewer would not have the authority to disclose sealed minutes, but would instead recommend to the Board that upon inspection the reviewer believes that the

circumstances that justified earlier nondisclosure under 91-A:3, III no longer apply.

[6] **Delete fn.** The statute does not require review of sealed minutes. If no concerns exist about unsealing minutes, then the ten years can be allowed to run and the minutes will be automatically unsealed.

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NH Statutes References

Description

RSA 189:29-a	Records Retention and Disposition - https://simbli.eboardsolutions.com/SU/V18QqHWWFMMdQaWWfNfB7w==
RSA 91-A:2	Meetings Open to Public - https://simbli.eboardsolutions.com/SU/AMf3mMhmENdiRnQ0ocsaDg==
RSA 91-A:3	Non-Public Sessions - https://simbli.eboardsolutions.com/SU/7GqSkevHIHd2TdDMEZkPsw==
RSA 91-A:4	Minutes and Records Available for Public Inspection - https://simbli.eboardsolutions.com/SU/wPi5slshtmBo8AHcxfwlil8sA==

NH Dept of Ed Regulation References

Description

N.H. Dept. of Education regulation Ed 302.02 (j)	Substantive Duties of Superintendents - https://simbli.eboardsolutions.com/SU/210nm6EeCnyHT7SEwGkYQQ==
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Cross References

Description

BEC	Non-Public Sessions - https://simbli.eboardsolutions.com/SU/gglrcSwgXjvrABPKaBUWFQ==
EH	Public Access to School District Records - https://simbli.eboardsolutions.com/SU/9CplusaZvGYBngMaJFVzMVn5A==
EH-R(1)	Public Access to School District Records - Administrative Procedures for Public Access to District Records "Right to Know Requests" - https://simbli.eboardsolutions.com/SU/W930XViYWplusrGhWQOQlIosvQ==

Sealed Meeting Minutes Procedure Change

Reproduced from September – October 2023 Town and City

Pursuant to RSA 91-A:3, III, minutes of non-public sessions “may be withheld” (commonly called “sealed”) “until, in the opinion of a majority of members, the [reason for withholding the minutes] no longer apply.” The question that naturally arises out of statutory provision is what obligation the public body is under to evaluate whether the reason for withholding the minutes continues to exist.

In the past, the practical reality was that sealed minutes would either be reevaluated upon the receipt of a records request from someone or sealed for a certain amount of time (subject, presumably, to a reevaluation upon the time coming to a close). Yet, RSA 91-A:1 stated that the “purpose of this chapter is to ensure both the greatest possible public access to the actions, discussions and records of all public bodies, and their accountability to the people.” How, then, could the best option be to wait until the public decided that it wanted access for those records to become public? A better practice would be for the government to take proactive steps to ensure that minutes are withheld for only as long as the circumstances leading to their withholding apply.

In 2023, HB 321 was introduced to address the discrepancy between best practice and common practice as the result of a coalition of stakeholders coming together to discuss where the right-to-know law could be improved. In short, HB 321 adds statutory language that tells public bodies to either develop their own process to review minutes or to follow a statutorily created process.

In developing their own process, public bodies have wide discretion in deciding how to structure their review of sealed minutes. Some may choose to assign one board member the task of reviewing the minutes and making a recommendation, others may choose a subcommittee, still others may choose to review all sealed minutes as a whole committee. Similarly, boards may choose to review all sealed minutes or only some each year. Thus, a board may stagger the review process so that it does not interfere with other board business.

In the absence of adopting its own process, a public body must follow the statutorily created process. That statutory process requires a review of sealed minutes “no more than 10 years from the last time the public body voted to prevent the minutes from being subject to public disclosure.” The statutory process also includes a 10-year grace period. In other words, if your board has minutes that were sealed more than 10 years ago and your board hasn’t reviewed them since, you have 10 years after the law goes into effect to review those minutes and decide whether to keep them sealed or not.

Public bodies ought to take advantage of the 10-year grace period and start evaluating what, if any, review process they would like to develop. Once that determination has been made, it is important for boards to follow those processes and teach new board members about the legal requirement to review sealed minutes and the locally adopted process designed to comply with that requirement.

While, in most cases, there is no penalty for disclosure of information that could be withheld from public disclosure as our law begins by assuming that any information held by the government is subject to disclosure, there are a handful of circumstances where disclosure is not in the best interests of anyone. Private information, such as social security numbers, statutorily protected

information, such as whether someone is receiving municipal welfare, and information that, if disclosed, could result in harm to persons or property, such as information about access points to public water systems, ought to continue to be carefully protected from disclosure. The best way to do that is to ensure that future boards need not rush through a review process to protect that type of information from becoming public. Instead, starting now can ensure that the citizens of the state of New Hampshire can “know what the government is up to” while also ensuring that information that was rightfully protected from public disclosure and ought to continue to be protected from public disclosure remains protected.

EBBD – Indoor Air Quality

In order to ensure that all school buildings have adequate indoor air quality, the Board directs the Superintendent to address methods of minimizing or eliminating emissions from buses, cars, delivery vehicles, and other motorized vehicles. The Superintendent may delegate the implementation of these methods to the Facilities Director. The Board encourages the Superintendent to utilize methods and recommendations established by various State agencies.

In addition to addressing methods eliminating emissions, the Facilities Director is directed to annually investigate air quality in school buildings using a checklist provided by the New Hampshire Department of Education.

In support of this policy, the Superintendent is authorized to establish regulations and/or administrative rules necessary to implement anti-idling and clear air measures aimed at improving indoor air quality.

Legal References:

RSA 200:11-a, Investigation of Air Quality

RSA 200:48, Air Quality in Schools

NH Code of Administrative Rules, Section Ed. 306.04(a)(24), Air Quality in School Buildings

NH Code of Administrative Rules, Section 306.07(a)(4), School Facilities

Category: Priority/Required by Law

1st Reading: November 5, 2019

2nd Reading: November 19, 2019

Adoption: November 19, 2019

< EBBC - Emergency Care and First Aid (Student Accidents and Accident Reports)

EBCA - Crisis Prevention and Emergency Response Plans

(<https://schoolboard.convalsd.net/district-policies/crisis-prevention-and-emergency-response-plans/>)

EBBD – Air and Water Quality

1) Indoor Air Quality

In order to ensure that all school buildings have adequate indoor air quality, the Board directs the Superintendent to address methods of minimizing or eliminating emissions from buses, cars, delivery vehicles, and other motorized vehicles. The Superintendent may delegate the implementation of these methods to the Facilities Director. The Board encourages the Superintendent to utilize methods and recommendations established by various State agencies.

In addition to addressing methods eliminating emissions, the Facilities Director is directed to annually investigate air quality in school buildings using a checklist provided by the New Hampshire Department of Education.

In support of this policy, the Superintendent is authorized to establish regulations and/or administrative rules necessary to implement anti-idling and clear air measures aimed at improving indoor air quality.

2) Water Quality and Access

The Board directs the Superintendent/designee to take measures to limit lead exposure in school drinking water and ensure compliance with RSA 485:17-a, III, and consistent with regulations and guidance of the N.H. Departments of Environmental Services and of Education.

The District shall install water stations in school buildings in accordance with Ed. Rule 321.18(h), relative to the number of drinking fountains required.

The Superintendent /designee will make recommendations to the Board for any required modifications related to air or water quality required by law.

Legal References:

RSA 200:11-a, Investigation of Air Quality

RSA 200:48, Air Quality in Schools

RSA 485:17 – a, III

NH Code of Administrative Rules, Section Ed. 306.04(a)(24), Air Quality in School Buildings

NH Code of Administrative Rules, Section 306.07(a)(4), School Facilities

Category: Priority/Required by Law

Policy EBBB: Indoor Air Quality & Water Quality

Status: ADOPTED

Original Adopted Date: 09/01/2010 | Last Revised Date: 08/01/2022 | Last Reviewed Date: 08/01/2022

Category: Priority/Required by Law

ADOPTION/REVISION NOTES -

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

- a. **POLICY CLASSIFICATION NOTE:** This policy is classified as "Priority/Required by Law". However, while state law requires a policy regarding indoor air quality (along with various substantive requirements), it does not specifically require a policy regarding water quality – but does impose various substantive measures, especially concerning lead contamination. Accordingly, section B of this policy is recommended only.
- 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.

NHSBA history: Revised Aug. 2022, May 2014, May 2012, Sept. 2010

NHSBA revision notes, August 2022, revised policy to add section B on Water Quality and Access reflective of HB 1421 (2022 N.H. Laws Ch. 325), which seeks to limit exposure to lead in drinking water and requires schools to install compliant water bottle filling stations or to test and remediate all water outlets in the facility. **May 2014,** only changes are to Legal References.

A. Indoor Air Quality. In order to ensure that all school buildings have adequate indoor air quality, the Board directs the Superintendent or the Superintendent's designee to address methods of minimizing or eliminating emissions from buses, cars, delivery vehicles, and other motorized vehicles. The Superintendent/designee may delegate the implementation of these methods to building principals. The Board encourages the Superintendent/designee to utilize methods and recommendations established by various State agencies.

In addition to addressing methods eliminating emissions, building principals are directed to annually investigate, and report to the Superintendent/designee, air quality in their respective school buildings using a checklist provided by the New Hampshire Department of Education.

In support of this policy, the Superintendent is authorized to establish regulations and/or administrative rules necessary to implement anti-idling and clear air measures aimed at improving indoor air quality.

B. Water Quality and Access. The Board directs the Superintendent/designee to take measures to limit lead exposure in school drinking water and ensure compliance with RSA 485:17-a, III, and consistent with regulations and guidance of the N.H. Departments of Environmental Services and of Education.

Water stations in school buildings shall be installed in accordance with Ed Rule 321.18(h) relative to the number of drinking fountains required.

The Superintendent/designee will make recommendations to the Board for any modifications that involve expenditures greater than _____.¹ **Delete Fn.]**

¹ **Delete Fn.]** A Board can remove the expenditure threshold altogether or set it as it deems appropriate.

District Policy History:

First reading: _____

Second reading/adopted: _____

District revision history:

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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NH Statutes References**Description**

RSA 200:11-a

Investigation of Air Quality -

<https://simbli.eboardsolutions.com/SU/TexCw6kg2slshZssSFMG4F2aw==>

RSA 200:48

Air Quality in Schools -

<https://simbli.eboardsolutions.com/SU/JxHt4UNpluscvsish4LU7VdslshPaSQ==>

RSA 485:17-a

Lead in Drinking Water in Schools and Licensed Child Care Facilities -

<https://simbli.eboardsolutions.com/SU/99r8hMzFXx2D2Pe9Kjl5FA==>**NH Dept of Ed Regulation References****Description**

NH Code of Admin. Rules, Section 306.07(a)(4)

School Facilities -

<https://simbli.eboardsolutions.com/SU/210nm6EeCnyHT7SEwGkYQQ==>NH Code of Admin. Rules, Section Ed 306.04(a)
(24)

Air Quality in School Buildings -

<https://simbli.eboardsolutions.com/SU/210nm6EeCnyHT7SEwGkYQQ==>

FA – Facilities, Development Goals/Priority Objectives

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.

Category O

First Read: May 3, 2022

Second Read: May 17, 2022

Adopted: May 17, 2022

< EIB - Liability Insurance And Pooled Risk Management

FAA - Annual Facility Plan (<https://schoolboard.convalsd.net/district-policies/faa-annual-facility-plan/>)

Policy FA: Facilities Development Goals and Preparation of Capital Improvement Plan

Status: ADOPTED

Original Adopted Date: 05/01/2004 | **Last Revised Date:** 09/18/2023 | **Last Reviewed Date:** 09/18/2023

Category: Recommended

~~~~~  
**ADOPTION/REVISION NOTES -**

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

- a. **Adoption note:** The new Section C of this sample relates to preparation of capital improvement plans /programs. For districts which already have such plans, or processes for such plans, they should modify the language of Section C to reference or incorporate that current process, modifying it to reflect the recommendation that the plans be reviewed, updated and submitted to the DOE every two years.
- 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.

**NHSBA history:** Revised – Sept. 2023; New policy - June 2004.

NHSBA revision notes, Sept. 2023; sample revised to reflect passage of HB365 which amended RSA 198:15-a, V, to include language recommending that school districts provide "long-range capital improvement programs" to the DOE every 2 years. Revisions to the sample policy include a change in the title, addition of section lettering, and addition of Section C relative to the preparation of capital improvement plans ("CIP"). (Note, the information to be transmitted to DOE relates to a "capital improvement program", the use of "capital improvement plan" in this policy is intended to call attention to the fact that a District's the plan may be - should be - more comprehensive than the "program" that is to be reported to DOE. ) June 2020, Revised to reflect the passage of HB365, which amended RSA 198:15-a, V, to "recommend" that each district have a long-range capital improvement plan, updated biennially or as needed, with information obtained thereby to be used by the Department of Education in planning for expenditures relating to state building aid. The State Board of Education is required to adopt rules implementing the amendment, likely to occur over the next year.

- ~~~~~
- A. **Policy Statement.** As the Board seeks to incorporate the most appropriate and cost-effective risk management techniques for loss 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.
  - B. **Facility Considerations, Goals and Objectives.** In establishing specific facility plans, the Board will use the following considerations, goals and objectives among others:
    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 designs, construction, and renovations 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.

- C. **Capital Improvement Program.** [insert person or committee responsible for facilities planning, e.g., board facilities committee, superintendent, etc.][See Adoption note a. in heading of sample.] will prepare and update a long-range capital improvement program, to be reviewed at least every 2 years, that identifies District school facility goals, provides projected expenditures, and outlines procedures and guidelines to be followed to accomplish Board and District goals. This program will be provided to the Department of Education pursuant to RSA 198:15-a, so that the state can project funds needed for building projects occurring in the District and elsewhere.

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***District Policy History:***

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

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

***District revision history:***

***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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**NH Statutes References**

RSA 198:15-a

**Description**

Grant for School Construction -  
<https://simbli.eboardsolutions.com/SU/7Rc97qWywOVjZ35co9Hqkg==>

**Cross References**

FAA

**Description**

Annual Facility Plan and Unused District Property -  
<https://simbli.eboardsolutions.com/SU/laRHR5GQ1hegwxZuslshw714A==>



## FAA - ANNUAL FACILITY PLAN

- A. **Drafting and Adoption.** Each year, the School Board shall adopt an updated Facility Plan. The first Facility Plan shall be adopted no later than November 15, 2021, 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 to every approved charter school operating in New Hampshire. The specifics of the ROFR are described in RSA 194:61, III-VII.

***Category: Recommended***

***Related Policies: FA***

**Legal References:**

*RSA 194:61, Unused District Facilities*

First Read: May 3, 2022

Second Read: May 17, 2022

Adopted: May 17, 2022

**Policy FAA: Annual Facility Plan and Unused District Property**

Status: ADOPTED

Original Adopted Date: 09/01/2021 | Last Revised Date: 09/18/2023 | Last Reviewed Date: 09/18/2023

Category: Recommended

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. **General** - 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. **General** - **[\*\*]** indicates a reference to another NHSBA sample policy. A district should check its own current policies and codes to assure internal consistency.
- d. **General** - Withdrawn & earlier versions of revised policies should be maintained separately as part of the permanent records of the District.

NHSBA history: Revised - September 2023; New policy - September 2021.

NHSBA notes, September 2023, substantial revisions to the former version, including a change to the title. Most importantly, policy was expanded to include specific provisions relating to statutory rights charter schools have to school district property when the district is neither using the property and has no plan to use it within two years.

Because of the significance and legal complexity of how the charter school rights impact district property interests, we have included much of the statutory language. **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.

- A. **Drafting and Adoption.** Thee School Board shall adopt and approve an Annual Facility Plan by June 1 of each year.<sup>1</sup>~~[Delete footnote]~~

The Facility Plan shall be developed and drafted by the **[insert person or committee responsible for facilities planning, e.g., Superintendent/designee, or Board Facilities Committee]**, and it shall be proposed to the School Board for comment and adoption at least **30 days** prior to the adoption deadline articulated above.

- B. **Contents of Facility Plan.** In preparing the annual Facility Plan, due consideration will be given to the most recent Capital Improvement Program prepared pursuant to Board policy **[\*\*]** FA. 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. **"Unused Facility" Defined.** As used in the policy, "Unused Facility" or "Unused Facilities" shall mean any district owned school building which is not currently used for academic purposes, extracurricular activities, administrative school functions, or sports, and for which the School Board has not approved a written plan for future use.
- D. **Annual Report to N.H. Department of Education.** The Superintendent shall submit a report of Unused Facilities to the New Hampshire Department of Education no later than July 1 of each year. .
- E. **Charter School Rights Relative to Unused Facilities.**



1. Right of First Refusal: Pursuant to RSA 194:61, such Unused Facilities are encumbered by a right of first refusal ("ROFR") available to every approved charter school operating in New Hampshire. If the District has an Unused Facility which it seeks to sell or lease to a party other than an approved charter school, the District will include a ROFR provision in the offer for sale/lease and/or a sale/lease contract.
2. Conditional Contract for Sale/Lease. If a prospective purchaser which is not an approved charter school enters into a contract with the District for purchase, lease or sale, (that is, an offer to sell/lease by the District is accepted by the prospective purchaser), the contract (the "Original Contract") will be conditioned upon the expiration of the ROFR. **It is essential that the prospective purchaser or lessee is made aware of the ROFR prior to execution of the Original Contract, and that the Original Contract clearly articulate the ROFR with specific reference to RSA 194:61.** The District will promptly notify the Charter School Administrator of the Department of Education ("DOE Charter School Administrator") in order for the Department to alert all approved charter schools in the state and allow them a chance to respond. The notice provided to the DOE Charter School Administrator shall contain clear language that the Unused Facility is available to any approved chartered public school in this state only, and shall list the offering school district's name and location, the square footage of the Unused Facility, the contact information of the offering school district's representative, and the expiration date of the right of first refusal which shall be 60 days after the date of the date the District provides notice to the DOE Charter School Administrator.
3. Charter School Rights if No Other Offer Received. If the offering school district has not received an offer to purchase or lease an Unused Facility from a party, other than an approved chartered public school operating in this state, a chartered public school may initiate, and Board shall engage in, good faith negotiations for the purchase or lease of the Unused Facility.
4. Invocation of Rights by One or More Approved Charter Schools. If the District receives an offer on an Unused Facility from an approved charter school prior to the expiration date of the ROFR, the District will respond promptly to the offer and notify the prospective purchaser under the Original Contract and engage in good faith negotiations. If more than one chartered public school makes an offer on the District's Unused Facility, the School Board will make the final selection between the parties based on criteria established by the School Board and in accordance with the best interests of the District.
5. Procedure for Resolution of Negotiation Impasse. A chartered public school that makes an offer shall have 6 months after the date of making a written offer to complete the purchase or lease of the Unused Facility for a price which the District has agreed upon.
6. District Discretion. In right of first refusal negotiations with a chartered public school, it shall be the option of the Board whether to sell or to lease the property under consideration, at fair market value or less, for a term to be agreed upon by the parties. Any lease terms shall include, among others agreed upon by the parties, any required provisions for such leases as found in RSA 194:61.
7. Expiration of Right of Charter School After Written Offer. The chartered public school shall have 6 months after the date of making a written offer to complete the purchase or lease of the unused facility for a price negotiated with the school district.

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<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.

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 June 1 date used in this policy for the local board to approve a plan intended to give Districts ample time to meet the statutory reporting time. Districts may use other dates to best suit their local needs.

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**District Policy History:**

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

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

District revision history:

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**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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#### **NH Statutes References**

RSA 194:61

#### **Description**

Unused District Facilities -

<https://simbli.eboardsolutions.com/SU/qgxVgh8iFRxafhJVslsh7D5nA==>

#### **Cross References**

FA

#### **Description**

Facilities Development Goals and Preparation of Capital Improvement Plan -

<https://simbli.eboardsolutions.com/SU/feYUTWVz2GRdrARIsIsh9QUlg==>

## **DRAFT**

### **IKFC - ALTERNATE DIPLOMA FOR STUDENTS WITH SIGNIFICANT COGNITIVE DISABILITIES**

**A. PURPOSE.** The purpose of this policy is to meet the requirements of the federal Every Student Succeeds Act ("ESSA") to establish and allow the awarding of a District Alternate Diploma to certain students with the most significant cognitive disabilities.

**B. INTRODUCTION.** Under ESSA, states may adopt alternate content standards and alternate assessments for students with the most significant cognitive disabilities. In states that have adopted such alternative content standards, ESSA allows local school boards to adopt policies allowing certain students with significant cognitive disabilities the ability to earn an Alternate Diploma based on the alternative content standards.

An Alternate Diploma provides students who may have ordinarily earned certificates of attendance, or completion under New Hampshire Administrative Rule Ed 306.27(q), with the option to earn a diploma.

New Hampshire has adopted Dynamic Learning Maps (DLM) as an alternate assessment tool. The DLM assessment measures yearly student progress, and provides independent standards which align with the NH Statewide Assessment.

Accordingly, this policy authorizes the District to award an Alternate Diploma in accordance with the below requirements and conditions.

#### **C. ELIGIBILITY.**

Consistent with ESSA, the Alternate Diploma may be awarded to students who:

1. Have significant cognitive disabilities;
2. Have a current Individualized Education Program ("IEP"); and
3. Participate in the state authorized alternate assessment (currently DLM).

The Alternate Diploma is NOT available to students without IEP's, including students with Section 504 plans.

#### **D. DETERMINATION OF AWARD.**

The determination to award the Alternate Diploma is the responsibility of the student's IEP team, including the student's parent(s)/guardian(s). The IEP team's consideration of the appropriateness of an Alternate Diploma should be included in transition planning beginning at



age sixteen (16). Details of this decision shall be included in the student's IEP transition plan in accordance with Ed 1109.03.

#### **E. TIME OF AWARD.**

The student may choose (individually or through the IEP team) to receive the Alternate Diploma at one (1) of three (3) times:

1. At graduation with common age peers *or as otherwise specified in the IEP*;
2. At the conclusion of the student's IEP; or
3. Upon reaching age twenty-two (22).

If the student participates in the traditional graduation ceremony, the student will be included in the graduation program with no difference in listing from his/her peers awarded a regular diploma.

#### **F. EFFECT OF AWARD AND CONTINUED ELIGIBILITY.**

1. Under 34 CFR 300.102 (a)(3), the awarding of any document other than a regular high school diploma shall not terminate a child's eligibility for a free and appropriate public education ("FAPE"). Accordingly, earning an Alternate Diploma does not end a student's eligibility for special education services. Rather, students who have earned the Alternate Diploma, and are otherwise eligible for special education services, may continue to receive such services and may continue working towards meeting the requirements for the regular high school diploma.
2. Alternate Diplomas awarded under this policy are counted in the state graduation rate, while certificates of attendance or equivalency are not.

#### **G. IMPLEMENTATION.**

The Superintendent, with the assistance of the Director of Special Education, is directed to establish and make available procedures and administrative rules to implement this policy.

##### **Legal References:**

20 U.S.C. §7801 (23) - Every Student Succeeds Act (§ 8101(a)(23))

34 CFR 300.102 (a)(3); 300.43; and 300.320(b)

RSA 193-E - Adequate Public Education

RSA 186-C:2, Definitions

Ed 306.27(q)(4)- Minimum Standards/High School Requirements/Equivalency Diplomas

Ed 1109.03- When and IEP is in Effect...Transition Services

**Policy IKFC: Alternative Diploma for Students with Cognitive Disabilities**

Status: ADOPTED

Original Adopted Date: 05/01/2018 | Last Revised Date: 08/01/2022 | Last Reviewed Date: 08/01/2022

Category: Recommended

ADOPTION/REVISION NOTES -

Text between the highlighted lines "~~~", and highlights in this sample should be removed prior to FINAL adoption, but policy committee and/or board should review before removal.

- a. **USER SUGGESTION** - Because of ADA compliance requirements, and other technological restrictions, some intended formatting does not appear on sample policies available through the NHSBA main policy database page. For MS Word versions of the samples (after 2008), we recommend accessing samples through the "Previous Policy Updates" link on the bottom of the NHSBA policy homepage. The password is the same as for the main policy database page.
- b. **General** - As with all sample policies/procedures, 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. **General** - **Highlighted language** or blank, underscored spaces indicate specific areas which Boards should review, change or complete to reflect local personnel titles, internal/ external policy references, duty assignments etc.
- d. **General** - **[\*\*]** indicates a reference to another NHSBA sample policy. A district should check its own current policies and codes to assure internal consistency.
- e. **General** - Withdrawn & earlier versions of revised policies should be maintained separately as part of the permanent records of the District.

**NHSBA history:** Revised - August 2022; New policy - May 2018.

**NHSBA revision notes, August 2022**, revised to reflect 2022's SB 394 and HB 1513 which both amend the definition in RSA 186-C:2 of "child with a disability" to include persons up to 21 years of age (inclusive). **May 2018** This is a new policy intended to adopt the provisions of the federal Every Student Succeeds Act ("ESSA") which allow the awarding of a "state-defined" Alternate Diploma to certain students with the most significant cognitive disabilities. NHSBA adoption consideration: If adopting this sample policy, language of the designated parties should be checked for consistency with District personnel (e.g., Director of Special Education, Student Services Director, etc.).

**A. PURPOSE.** The purpose of this policy is to meet the requirements of the federal Every Student Succeeds Act ("ESSA") to establish and allow the awarding of a District Alternate Diploma to certain students with the most significant cognitive disabilities.

**B. INTRODUCTION.** Under ESSA, states may adopt alternate content standards and alternate assessments for students with the most significant cognitive disabilities. In states that have adopted such alternative content standards, ESSA allows local school boards to adopt policies allowing certain students with significant cognitive disabilities the ability to earn an Alternate Diploma based on the alternative content standards.

An Alternate Diploma provides students who may have ordinarily earned certificates of attendance, or completion under New Hampshire Administrative Rule Ed 306.27(q), with the option to earn a diploma.

New Hampshire has adopted Dynamic Learning Maps (DLM) as an alternate assessment tool. The DLM assessment measures yearly student progress, and provides independent standards which align with the NH Statewide Assessment.

Accordingly, this policy authorizes the District to award an Alternate Diploma in accordance with the below requirements and conditions.

**C. ELIGIBILITY.**

Consistent with ESSA, the Alternate Diploma may be awarded to students who:



1. Have significant cognitive disabilities;
2. Have a current Individualized Education Program ("IEP"); and
3. Participate in the state authorized alternate assessment (currently DLM).

The Alternate Diploma is NOT available to students without IEP's, including students with Section 504 plans.

#### **D. DETERMINATION OF AWARD.**

The determination to award the Alternate Diploma is the responsibility of the student's IEP team, including the student's parent(s)/guardian(s). The IEP team's consideration of the appropriateness of an Alternate Diploma should be included in transition planning beginning at age sixteen (16). Details of this decision shall be included in the student's IEP transition plan in accordance with Ed 1109.03.

#### **E. TIME OF AWARD.**

The student may choose (individually or through the IEP team) to receive the Alternate Diploma at one (1) of three (3) times:

1. At graduation with common age peers;
2. At the conclusion of the student's IEP; or
3. Upon reaching age twenty-two (22).

If the student participates in the traditional graduation ceremony, the student will be included in the graduation program with no difference in listing from his/her peers awarded a regular diploma.

#### **F. EFFECT OF AWARD AND CONTINUED ELIGIBILITY.**

1. Under 34 CFR 300.102 (a)(3), the awarding of any document other than regular high school diploma shall not terminate a child's eligibility for a free and appropriate public education ("FAPE"). Accordingly, earning an Alternate Diploma does not end a student's eligibility for special education services. Rather, students who have earned the Alternate Diploma, and are otherwise eligible for special education services, may continue to receive such services and may continue working towards meeting the requirements for the regular high school diploma.
2. Alternate Diplomas awarded under this policy are counted in the state graduation rate, while certificates of attendance or equivalency are not.

#### **G. IMPLEMENTATION.**

The Superintendent, with the assistance of the [Director of Special Education/Student Services Director] is directed to establish and make available procedures and administrative rules to implement this policy.

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#### ***District Policy History:***

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

#### ***District revision history:***



**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.

DISCLAIMER: This sample policy manual is copyrighted to the New Hampshire School Boards Association and is intended for the sole and exclusive use of NHSBA Policy Service Subscribers. No portion of this manual may be reproduced, copied, transmitted, distributed, in any form, except as needed for the development of policy by a subscribing district. The materials contained in the manual are 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.

#### **NH Statutes References**

RSA 186-C:2

#### **Description**

Definitions -

<https://simbli.eboardsolutions.com/SU/iT24gYZHiaYWCgr4iule4Q==>

#### **NH Dept of Ed Regulation References**

NH Code of Admin. Rules, Sect. Ed 1109.03

#### **Description**

When an IEP is in Effect...Transition Services -

<https://simbli.eboardsolutions.com/SU/e1htuV2zAwff41p45TiXDA==>

NH Code of Admin. Rules, Sect. Ed 306.27(q)(4)

Minimum Standards/High School Requirements/Equivalency Diplomas -

<https://simbli.eboardsolutions.com/SU/210nm6EeCnyHT7SEwGkYQQ==>

#### **Federal Regulations References**

34 CFR 300.102 (a)(3)

#### **Description**

34 CFR 300.102 (a)(3) -

<https://simbli.eboardsolutions.com/SU/TNGgZZZIBiLwWqUNnM3sog==>

34 CFR 300.320(b)

34 CFR 300.320(b) -

<https://simbli.eboardsolutions.com/SU/pjcrpRgktrfujXFMNxCsUA==>

34 CFR 300.43

34 CFR 300.43 -

<https://simbli.eboardsolutions.com/SU/ZibdrJ3Q5GU55AGsKpyyaw==>

#### **Federal Statutes References**

20 U.S.C. §7801 (23)

#### **Description**

Every Student Succeeds Act -

<https://simbli.eboardsolutions.com/SU/INE9zrplnsqJQd0jIB3bAKw==>

20 U.S.C. §8101 (a)(23)

Every Student Succeeds Act

#### **Cross References**

IHBA

#### **Description**

Programs for Pupils with Disabilities -

<https://simbli.eboardsolutions.com/SU/MyMKQslshwwP6LdCWzj0plum8Q==>

IHBA-R(1)

Programs for Pupils with Disabilities - Procedural Safeguards for Children with Disabilities -

<https://simbli.eboardsolutions.com/SU/KTKlfZXslshslsh5PwwimKC5QmRQ==>

IHBI

Alternative Learning Plans -

<https://simbli.eboardsolutions.com/SU/K2IHhrsIslhBdjQxpkEpeK25Q==>

IKF

High School Graduation Requirements -

<https://simbli.eboardsolutions.com/SU/0uRrAUpo3v14AkafmgzBpw==>

# DJE – Bidding Requirements

All contracts for, and purchases of supplies, materials, equipment, and contractual services in the amount of \$15,000 or more, shall be based, when feasible, on at least three competitive bids. All purchases less than \$15,000 in amount may be made in the open market but shall, when possible and reasonable, be based on at least three competitive quotations or prices. All purchases made in the open market shall be completed after careful pricing.

When bidding procedures are used, bids shall be advertised appropriately. Suppliers shall be invited to have their names placed on mailing lists to receive invitations to bid. When specifications are prepared, they will be mailed to all merchants and firms who have indicated an interest in bidding.

All bids must be submitted in sealed envelopes, addressed to the School Board, and plainly marked with the name of the bid and the time of the bid opening. Bids shall be opened at the time specified and all bidders and other persons shall be invited to be present.

The Board reserves the right to reject any or all bids and to accept that bid which appears to be in the best interest of the District. The Board reserves the right to waive any formalities in, or reject, any or all bids or any part of any bid. Any bid may be withdrawn prior to the scheduled time for the opening of bids. Any bid received after the time and date specified shall not be considered. The Board also reserves the right to negotiate with a bidder when all bids exceed the budgeted appropriation.

The bidder to whom the award is made shall be required to enter into a written contract with the District.

## **Legal References:**

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

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

*Category: R*

1st Read: September 17, 2013

2nd Read: June 3, 2014

Adopted: June 3, 2014

< DJD -- Local Purchasing

DK - Payment Procedures (<https://schoolboard.convalsd.net/district-policies/dk-payment-procedures/>)

# DJE – Bidding Requirements

All contracts for, and purchases of supplies, materials, equipment, and contractual services in the amount of \$~~250,000~~~~15,000~~ or more, shall be based, when feasible, on at least three competitive bids. All purchases less than \$~~15,000~~~~20,000~~ in amount may be made in the open market but shall, when possible and reasonable, be based on at least three competitive quotations or prices. All purchases made in the open market shall be completed after careful pricing.

When bidding procedures are used, bids shall be advertised appropriately. Suppliers shall be invited to have their names placed on mailing lists to receive invitations to bid. When specifications are prepared, they will be mailed to all merchants and firms who have indicated an interest in bidding.

All bids must be submitted in sealed envelopes, ~~addressed to the School Board~~, and plainly marked with the name of the bid and the time of the bid opening. Bids shall be opened at the time specified and all bidders and other persons shall be invited to be present.

~~Bids for items anticipated to be in excess of \$250,000 shall be addressed to and awarded by the School Board. All other bids shall be addressed to and administered by the Business Administrator or Designee.~~

The Board reserves the right to reject any or all bids and to accept that bid which appears to be in the best interest of the District. The Board reserves the right to waive any formalities in, or reject, any or all bids or any part of any bid. Any bid may be withdrawn prior to the scheduled time for the opening of bids. Any bid received after the time and date specified shall not be considered. The Board also reserves the right to negotiate with a bidder when all bids exceed the budgeted appropriation.

The bidder to whom the award is made shall be required to enter into a written contract with the District.

## **Federal Funds**

~~All purchases for property and services made using federal funds are conducted in accordance with all applicable Federal and State laws and regulations, the Uniform Grant Guidance, and the District's written policies and procedures. See Board Policy DAF.~~

See also: Policy DJ, Purchasing  
Policy DJB, Purchasing Procedures

## **Legal References:**

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



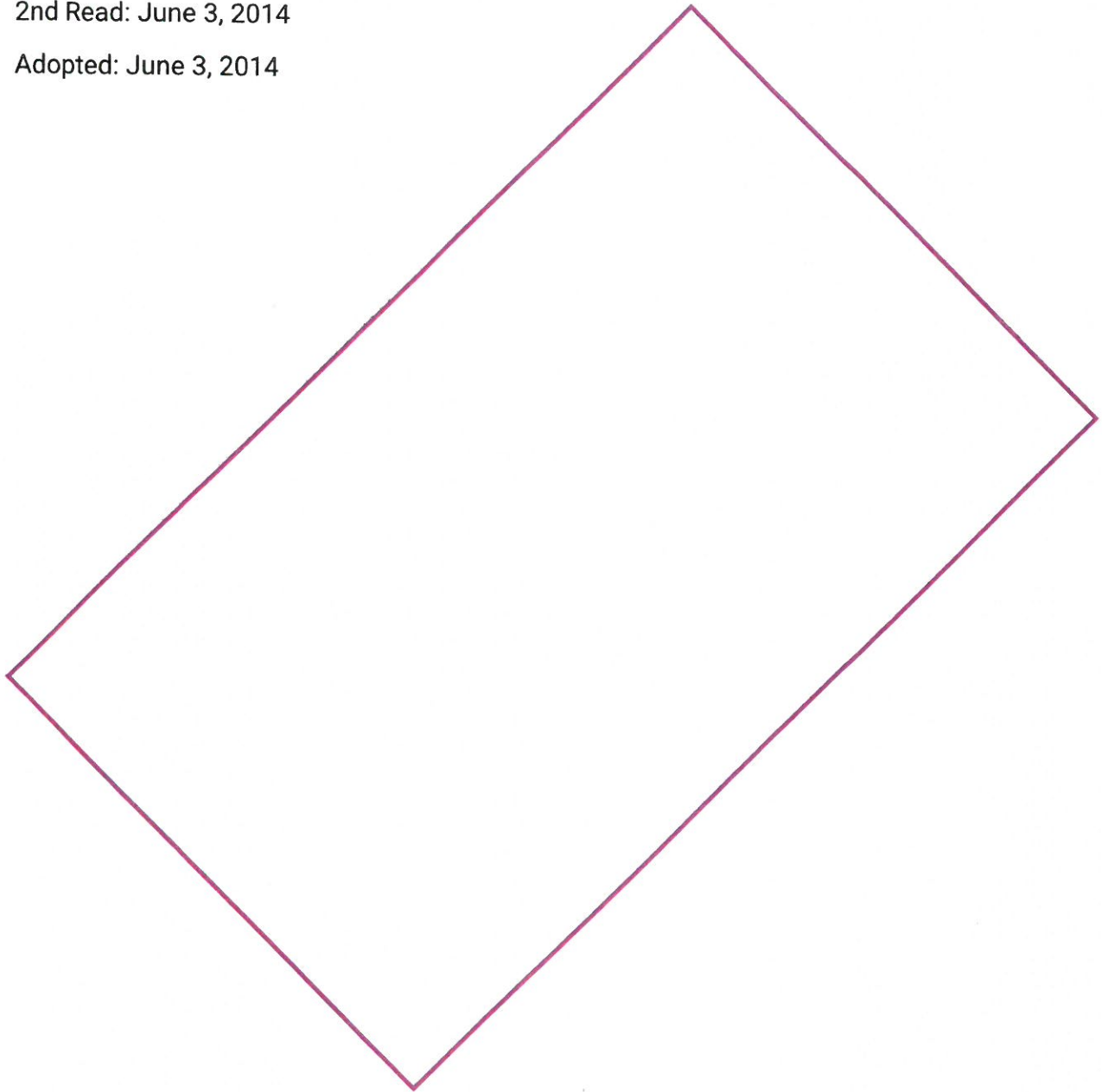
*NH Code of Administrative Rules, Section Ed. 303.01 (b), Substantive Duties of School Boards*

*Category: R*

1st Read: September 17, 2013

2nd Read: June 3, 2014

Adopted: June 3, 2014



## DJE - BIDDING REQUIREMENTS

(Download policy)

### *Category R*

All contracts for, and purchases of supplies, materials, equipment, and contractual services in the amount of \$5,000 or more, shall be based, when feasible, on at least three competitive bids. All purchases less than \$5,000 in amount may be made in the open market but shall, when possible, be based on at least three competitive quotations or prices. All purchases made in the open market shall be completed after careful pricing.

When bidding procedures are used, bids shall be advertised appropriately. Suppliers shall be invited to have their names placed on mailing lists to receive invitations to bid. When specifications are prepared, they will be mailed to all merchants and firms who have indicated an interest in bidding.

All bids must be submitted in sealed envelopes, addressed to the Board, and plainly marked with the name of the bid and the time of the bid opening. Bids shall be opened at the time specified and all bidders and other persons shall be invited to be present.

The Board reserves the right to reject any or all bids and to accept that bid which appears to be in the best interest of the District. The Board reserves the right to waive any formalities in, or reject, any or all bids or any part of any bid. Any bid may be withdrawn prior to the scheduled time for the opening of bids. Any bid received after the time and date specified shall not be considered. The Board also reserves the right to negotiate with a bidder when all bids exceed the budgeted appropriation.

The bidder to whom the award is made shall be required to enter into a written contract with the District.

### **Legal References:**

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

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

Revised: March, 2004

Revised: November, 1999

Revised: July, 1998

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## DJB – PURCHASING PROCEDURES

Procedures for purchasing will be developed by the Superintendent or his/her designee.

Purchasing procedures will be designed to avoid assumption of risk and to ensure the best possible price for the desired products and services.

These procedures will require that all purchases are made on properly approved purchase orders and that for items not put to bid, price quotations will be solicited.

Special arrangements may be made for ordering perishable and emergency supplies.

**Legal References:**

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

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

First Read: January 17, 2023

Second Read:

Adopted:

**Policy DJB: Purchasing Procedures**

**Status:** ADOPTED

**Original Adopted Date:** 07/01/1998 | **Last Revised Date:** 03/01/2004 | **Last Reviewed Date:** 03/01/2004

**Category:** Optional

~~~~~  
ADOPTION/REVISION NOTES -

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

- General – As with all sample policies, NHSBA recommends that each district carefully review this sample prior to adoption/revision to assure suitability with the district's own specific circumstances, internal coding system, current policies, and organizational structures.
- Highlighted language or blank, underscored spaces indicate areas which Boards should review, change or complete to reflect local personnel titles, internal/ external policy references, duty assignments etc.
- {**} indicates a reference to another NHSBA sample policy. A district should check its own current policies and codes to assure internal consistency.
- Withdrawn & earlier versions of revised policies should be maintained separately as part of the permanent records of the District.

NHSBA history:

Revised: March, 2004

Revised: November, 1999

Revised: July, 1998
~~~~~

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Special arrangements may be made for ordering perishable and emergency supplies.

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**District Policy History:**

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

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

**District revision history:**

**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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**NH Statutes References**

RSA 194-C:4 II (a)

**Description**

Superintendent Services -

<https://simbli.eboardsolutions.com/SU/nplus4maKHVUk4C2kokyj559g==>

**NH Dept of Ed Regulation References**

NH Code of Admin. Rules Section 303.01 (b)

**Description**

Substantive Duties of School Boards -

<https://simbli.eboardsolutions.com/SU/210nm6EeCnyHT7SEwGkYQQ==>

## DJB - R Purchasing Procedures

Fiscal management can only be achieved through proper and consistent purchasing procedures for the procurement of supplies, equipment, and services for the ConVal School District. These purchasing procedures are to ensure not only the proper encumbrance for forecast purposes, but to ensure management of funds is in compliance with District policy, generally accepted accounting principles, and the rules of the New Hampshire Department of Education. This procedure shall:

- A. Provide for the consistent accountability of all District funds.
- B. Require that purchases be supported by purchase orders, contracts, or itemized procurement card (p-card) receipts. Payment shall be made only upon receipt of an original invoice or monthly p-card statement, and acknowledgement by the school or person receiving the goods or service of the completion of the order. When authorized by the Superintendent or Business Administrator to complete a cash purchase, school personnel shall submit the original itemized receipt for reimbursement.
- C. Require school personnel to maintain a clear audit trail from receipt of funds to disbursement of funds.

Purchase requisitions must be entered in the District's financial software containing the budget unit organization and object codes to be charged, and bear the electronic approval of the Administrator. Orders that must be put to bid or have solicited price quotations must have a copy of the bid or quotation provided. The SAU Business Office shall verify that District policy and correct accounting codes are followed prior to the issuance of a purchase order. It shall be the responsibility of the Administrator to request a budget transfer of funds to cover any order that may take an account over-budget for the SAU to review and approve.

Expenditures that are less than the amount allocated to a particular budget unit/object line shall be authorized using the purchase order system in the following manner:

- \$0 to \$2,500                      Building Principal approval
- \$2,501 to \$10,000              District Accountant
- \$10,001 & above                Business Administrator

All procurement should occur with the best interest of the District to ensure the best possible price and quality for the desired products and services are received. The ConVal School Board reserves the right to reject any or all bids and to accept other than a low bid if it serves the best interest of the School District. Any bid may be withdrawn prior to the scheduled time of opening. Any bid received after the time and date specified shall not be considered.

Purchases and projects involving expenditures in excess of the following dollar amounts shall be expected to comply with these practices:

- \$0 to \$10,000                      Best interest of the District supported by informal quotes from an adequate number of qualified sources

## DJB - R Purchasing Procedures

- \$10,001 to \$20,000 Request at least three (3) documented quotes (if available)
- \$20,001 to \$100,000 Request at least three (3) written quotes in response to District developed Requests for Quotations or Bid documents
- \$100,001 to \$249,999 Request written sealed bids
- \$250,000 & above Require School Board authorization

### Exceptions to Bidding or Written Quotation Requirements:

- Purchases made through collaborative purchasing groups.
- Purchases of utilities, where competitive sources are not available.
- Purchases involving the acquisition of personal or professional services.
- Purchases of proprietary maintenance contracts, where alternate “authorized” sources are not available.
- Renewal of current vendor service contracts where quality and timely performance is a critical requirement and where the Business Administrator determines renewal is in the best interest of the District.
- Purchases involving minor repairs.
- Purchases involving major repairs where bidding or formal request for quotation (RFQ) requirements are waived by the Business Administrator due to the urgency of the repair.
- Purchases involving a documented sole source of supply (e.g. textbooks and technology) or Board approved sole source vendors.
- Any other purchases deemed to be within the best interest of the District and approved by the Board.

No exception shall be made nor procedure followed that is contrary to New Hampshire or Federal law.

Construction projects with a cost in excess of \$100,000 must be approved by the School Board. All bids and Requests for Proposals shall be issued from the SAU Business Office unless otherwise stated by the Superintendent.

The District complies with the requirements of State law and the Uniform Guidance for conflicts of interest and mandatory disclosures for all procurements with federal funds.

Each employee, board member, or agent of the school system who is engaged in the selection, award or administration of a contract supported by a federal grant or award and who has a potential conflict of interest must disclose that conflict in writing to the Superintendent, who, in turn, shall disclose in writing any such potential conflict of interest to NHDOE or other applicable pass-through-entity.

A conflict of interest would arise when the covered individual, any member of his/her immediate family, his/her partner, or an organization which employs or is about to employ any of those parties has a financial or other interest in or received a tangible personal benefit from a firm considered for a contract. A covered individual who is required to disclose a conflict shall not



## DJB - R Purchasing Procedures

participate in the selection, award, or administration of a contract supported by a federal grant or award.

Covered individuals will not solicit or accept any gratuities, favors, or items from a contractor or a party to a subcontractor for a federal grant or award. Violations of this rule are subject to disciplinary action.

Purchase orders or District procurement cards are to be used in every possible instance. Blanket purchase orders may be issued to vendors where repeated purchases of incidental items take place. All blanket purchase orders must be approved by the Business Administrator. The requirement for purchase orders may be waived by the Business Administrator.

Employees provided with a District procurement card for business purchases must follow the procedures established for p-card purchases.

In the event that a function and object line would become over expended, the expenditure must be approved by the Superintendent or designee. Every effort shall be made to find savings in other areas of the budget to offset such expenditure.

The Superintendent, with the advice of the Business Administrator, may institute a partial or full freeze on expenditures at any time to protect the District against a potential deficit.

All purchasing, whenever possible and in the best interest of the District, shall be done cooperatively through collaborative purchasing groups (e.g. State of New Hampshire bids and U.S. Communities) or with other districts and/or municipalities to take advantage of lower prices for bulk purchasing, and to reduce the administrative costs involved in bidding.

Any individual who places an order without complying with the purchase order or p-card procedures shall be responsible for the payment of or return of the items received.

Administrative procedures relating to purchasing shall be recommended by the Business Administrator and approved by the Superintendent of Schools.

In the event of an emergency, the Superintendent or Business Administrator may approve a purchase outside the regular procedure. The Board shall be notified at the next regularly scheduled board meeting of such purchases over \$20,000.

These procedures shall be reviewed annually and all changes require School Board approval.

### **Federal Funds**

All purchases for property and services made using federal funds are conducted in accordance with all applicable Federal and State laws and regulations, the Uniform Grant Guidance, and the District's written policies and procedures. See Board Policy DAF.

## DJB - R Purchasing Procedures

See Also: Policy DJ, Purchasing  
Policy DJE, Bidding Requirements