

Hollis School Board
Wednesday, April 6, 2022
Hollis Upper Elementary School
6:00 PM

All Times are estimates and subject to change without notice

- 6:00 Call to Order – Superintendent Corey – School Board Reorganization Meeting
- Election of a Chair, Vice Chair and Board Secretary
 - Appointment of two signers of the manifest and an alternate
- 6:15 Non-public under RSA 91-A: 3II (a) Compensation and/or (c) reputation – Teacher nominations 2022-2023
- 6:35 Agenda adjustments
Correspondence/Resignations/Nominations
Approval of Minutes
- 6:45 Public Input
- 7:00 Principal’s report
- 7:15 Discussion
- Revenue and Expense Report
 - Facilities Update
 - Discussion regarding the tuition rate for the Hollis preschool program
 - Discussion regarding the Business Manager’s recommendation to offer deductions for 457 plans in addition to the 403b plans
 - Discussion regarding the School Calendar for the 2022-2023 School Year
- 7:35 **Deliberations**
- To see what action the Board will take regarding the Superintendent’s recommendation regarding the nomination of teachers
 - To see what action the Board will take regarding the reauthorization of the HSTEP committee to proceed forward with projects and renovations outlined in the bond warrant article
 - To see what action the Board will take regarding Business Managers recommendation to increase the Pre-Kindergarten tuition rate
 - To see what action the Board will take regarding the Business Manager’s recommendation to offer deductions for 457 plans in addition to the 403b plans
 - To see what action the Board will take regarding the recommended School Calendar for the 2022-2023 School Year
 - To see what action the Board will take regarding Policy BCA - Board Member Code of Ethics – roll call vote
 - To see what action the Board will take regarding Policy DFA - Investments – reviewed annually at the reorganization meeting

- To see what action the Board will take regarding Policy EEAEA - Mandatory Drug and Alcohol Testing, 3rd Reading
- To see what action the Board will take regarding Policy AC – Non-Discrimination, Equal Opportunity Employment and District Anti-Discrimination Plan, 2nd Reading
- To see what action the Board will take regarding Policy ACE – Procedural Safeguards, Non-Discrimination on the Basis of Handicap/Disability, 2nd Reading
- To see what action the Board will take regarding Policy EF – Food Service Management, 2nd Reading

7:55 Motion to adjourn

Hollis School District
Administrative Report
April 2022

Calendar, Events, Programs:

- HPS/HUES - Traffic Safety Month - April 4th - April 22nd
- HPS/HUES - Spring Aimsweb testing happening in April
- HPS/HUES - Spring Break - April 25th - 29th
- HPS - STEM Week - April 18th - 22nd

Building & Grounds:

- HUES:
 - We continue to work with our lighting company to fix lights that are failing and still under warranty
 - HUES is still looking for a part time custodian to be fully staffed in this area
 - Spring clean up is underway with plans to repaint our sensory paths outside for students
 - We welcome Michayla Davis - a shared custodian between HPS/HUES
- HPS:
 - Staff chairs are being put together to switch out old, worn staff chairs.
 - Our broken playground slide was replaced.
 - We continue to work on keeping up with the cleanliness of the building during these wet and messy spring weeks.

Social Emotional Corner:

- HUES:
 - Music is the language of the soul.....students were challenged to find songs that inspire positive coping skills, gratitude, accountability, conflict resolution, relationship building, self-efficacy, resiliency, and self-motivation to boost these essential skills
 - HUES students are participating in a gosneakers fundraiser - gathering, counting, and competing to collect the most sneakers to help others in need, keep trash out of landfills, and fundraise for End68 hours of hunger. Here are our standings so far:



- HPS:
 - Students will be participating in collecting shoes for undeveloped countries. We are working with Troop 465 to help give back to our communities.
 - Students continue to participate in Chess. The amazing amount of skills students are developing with the game is amazing to see. Skills such as, taking turns, respecting competition, problem solving, preventative planning, etc. Students are enjoying the games and are gaining confidence within themselves.

- We are looking forward to getting activities back on the books. Staff are planning grade level celebrations of learning and end of the year activities. We plan to do these in a safe manner so lots of planning is going into the end of the year. Bringing these back will help to build a strong community amongst staff, students, and our parents.

Staffing & Students:

- HPS - Please welcome Dawn O'Keefe, a new paraprofessional here at HPS, and Kris Paradise is our new special education secretary! We are happy to have these two join our staff.
- HPS - Candidates for Guidance and Nurse have been sent to the SAU and await board approval. We are finishing up on paperwork for our new hires for our open K and 3rd grade positions. And finally, we will be holding interviews for our PE and Tech positions in the coming weeks!
- HPS - Students will be participating in fun STEM activities the week before vacation!
- HUES - Our spring bulbs are coming up and students are eagerly awaiting the spring flower show!
- HUES - Our students have created a "joke of the day" section on our HUES news morning announcements. Students and staff can submit a joke to be considered. Here are a few submissions: Why did the cookie go to the nurse? It felt crummy! HAHAHAAAA and Why did the golfer wear 2 pairs of pants? In case he got a hole in one. HAHAHAAAAHA - we look forward to laughing and having fun while learning each and every day here at HUES.
- HUES - we are beginning our Library/Media Specialist search and interviews are planned.
- HUES - we are starting our search for a guidance counselor to complete this school year.

Enrollment Snapshot for February 2021:

HPS		HUES	
Grade	Enrollment	Grade	Enrollment
Intensive Needs	3	4	95 (-1)
PreK 3	8 (+1)	5	93
PreK 4	11 (+2)	6	104
K	81 (-1)		
1	77 (-1)		
2	81 (+2)		
3	94 (+1)		
Total Hollis School District Enrollment: 647 (+3)			

Hollis School District
Monthly Enrollment Breakout
April 2022

Grade	Class size Per District Policy	Number of classes	NESDEC Projections 20/21 SY	Number of students (3/31/22)	Change from last report	Actual class Enrollments
Pre – K 3 year olds		1	18	11	+2	11
Pre – K 4 year olds		1		8	+1	8
Prek Intensive Needs		1		3	0	3
<i>Drop in Speech Services Only</i>				<i>NA</i>	<i>0</i>	<i>0</i>
Kindergarten	18	5	100	81	-1	15, 16, 16, 17, 17
Grade 1	18	5	75	77	-1	14, 15, 16, 16, 16
Grade 2	20	5	99	81	+2	15, 16, 16, 17, 17
Grade 3	20	5	88	94	+1	18, 19, 19, 19, 19
HPS Totals		23 classes	380	355	+4	
Grade 4	23	5	91	95	-1	17, 19, 19, 20, 20
Grade 5	23	5	102	93	0	18, 18, 19, 19, 19
Grade 6	23	5	101	104	0	19, 21, 21, 21, 22
HUES Totals		15 classes	294	292	-1	
HSD Totals		38 classes	674	647	+3	

Enrollment History:

School Year	HPS September Starting Enrollment Numbers	HUES September Starting Enrollment Numbers
2021	344	287
2020	336	283
2019	344	299
2018	344	327
2017	344	323
2016	337	319
2015	345	295
2014	352	291
2013	358	292
2012	340	294
2011	340	297

Hollis School District
FY22
as of 3/24/22

Expenses				
Description	Budget	YTD Expense	Encumbered	Balance
Regular Education	\$ 4,281,701	\$ 2,365,774	\$ 1,843,721	\$ 72,207
Special Education	\$ 1,671,199	\$ 940,616	\$ 773,366	\$ (42,783)
Student Support Services	\$ 880,301	\$ 443,372	\$ 455,488	\$ (18,560)
Instructional Staff Support	\$ 425,496	\$ 225,289	\$ 177,324	\$ 22,882
School Board/SAU Assessment	\$ 745,072	\$ 497,534	\$ 166,642	\$ 80,896
School Administration	\$ 692,065	\$ 460,371	\$ 210,499	\$ 21,195
Facilities	\$ 993,169	\$ 584,613	\$ 328,414	\$ 80,142
Transportation	\$ 487,590	\$ 267,108	\$ 178,632	\$ 41,850
Benefits	\$ 3,297,731	\$ 1,916,436	\$ 1,318,698	\$ 62,597
HSMART Related	\$ -	\$ 375	\$ -	\$ (375)
Debt Service	\$ 686,201	\$ 361,814	\$ 324,387	\$ -
Transfers	\$ 578,970	\$ -	\$ 578,970	\$ -
TOTAL	\$ 14,739,494	\$ 8,063,300	\$ 6,356,142	\$ 320,052
Plus FY21 Expense Carryover	\$ 489,599	\$ 68,885	\$ 420,489	\$ 225
TOTAL FY20 + FY21	\$ 15,229,093	\$ 8,132,185	\$ 6,776,631	\$ 320,277

Revenue				
Description	Budget	YTD Revenue	Expected	In Excess of Budget
Local Property Tax	\$ 11,078,576	\$ 9,650,000	\$ 1,428,576	\$ -
Adequacy Aid Grant/Tax	\$ 2,366,029	\$ 851,795	\$ 1,514,234	\$ -
State				
Special Education Aid	\$ 5,000	\$ 54,374		\$ 49,374
Food Service	\$ 2,500	\$ 10,270		\$ 7,770
Federal				
Grants	\$ 190,000	\$ 34,739	\$ 155,261	\$ -
Food Service	\$ 31,500	\$ 281,552	\$ 6,500	\$ 256,552
Medicaid	\$ -	\$ 13,231	\$ 1,000	\$ 14,231
Local				
Tuition	\$ 28,000	\$ 19,884	\$ 9,316	\$ 1,200
Tuition - Intensive needs PK	\$ -	\$ 40,367		\$ 40,367
Food Service Sales	\$ 186,000	\$ 2,562	\$ 1,500	\$ (181,938)
Other	\$ 22,000	\$ 123,713		\$ 101,713
Less: Maint. Trust	\$ 120,000		\$ 120,000	\$ -
Less: SAU Building Trust	\$ 23,970		\$ 23,970	\$ -
Less: SPED Trust	\$ 25,000		\$ 25,000	\$ -
FY21 Carryover	\$ 489,599	\$ 68,885	\$ 420,489	\$ (225)
Fund Balance Adjustments	\$ 944,919		\$ 944,919	\$ -
Less Retained Fund Balance	\$ (284,000)		\$ (284,000)	\$ -
TOTAL REVENUE	\$ 15,229,093	\$ 11,151,374	\$ 4,366,765	\$ 289,045

Total Expense Balance	\$ 320,277
Total Revenue Balance	\$ 289,045
To Food Service Unreserved Fund Balance	\$ (82,385)
Unreserved Fund Balance	\$ 526,938

Anticipated Reductions to Unreserved Fund Balance

Anticipated Needs for FY23	
School Building Maint. Trust	\$ 150,000
SAU Building Trust	\$ 23,970
SPED Trust	\$ 25,000
Retained Fund Balance *	\$ 284,000
Total Reductions	\$ 482,970

Projected Fund Balance	\$ 43,968
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*maximum for this year is \$298,294, last year the Board approved \$284,000, pre-Covid it was \$152,000

Explanation of budget balances on current expense report

3/24/2022

Function	Description	Current Balance	Notes
1100	Regular Education	\$ 72,206.77	Primarily staff shortages, lane change savings & freeze on expenses
1200	Special Education	\$ (42,783.00)	Unanticipated Contracted services and legal costs
2100	Student Support Services	\$ (18,559.84)	Unanticipated contracted speech services
2200	Instructional Staff Support	\$ 22,882.12	Primarily professional development savings
2300	School Board/SAU Assessment	\$ 80,896.40	Contingency offset by unanticipated legal fees
2400	School Administration	\$ 21,194.71	Hiring savings
2600	Facilities	\$ 80,142.37	Savings in insurance premiums and open positions
2700	Transportation	\$ 41,850.25	Spec. Ed transportation less than expected
2900	Benefits	\$ 62,597.48	Savings in workers' comp and health insurance
4200	HSMART Related	\$ (375.00)	
5100	Debt Service	\$ -	
5200	Transfers	\$ -	
		\$ 320,052	

General explanation of what is included in each account category

Function	Description	Includes
1100	Regular Education	Teacher salaries and teaching materials
1200	Special Education	Teacher salaries, teaching materials, ESY, out-of-district tuition
2100	Student Support Services	Guidance, nurse, psychologist, OT, teaching/testing supplies, contracted services
2200	Instructional Staff Support	Professional development, librarian, library supplies, computer equipment
2300	School Board/Assessment	Assessment, school board expense, annual meeting expense, legal expense
2400	School Administration	network services, office supplies
2600	Facilities	Custodial/maintenance salaries, snow plowing, mowing, building repairs, heating oil, electric, janitorial supplies, property/liability insurance
2700	Transportation	Bus transportation, fuel
2900	Benefits	Health and dental insurance, taxes, NHRS, Life/LTD, workers comp & unemployment
4000	Site Improvement	Site improvements including architectural fees
5100	Bonds	Principal and interest payments on bonds
5200	Transfers	Accounting line that reflects voted warrant articles covered by fund balance + grant and food service expense



Business Office Memo

To: Andrew Corey

From: Kelly Seeley

Date: 3/29/2022

Re: Recommendation for a Pre-School Tuition Increase

Background:

The current tuition is \$2,400 per year (\$240/month). It has been at this rate since 2014. As you know, our salary costs continue to rise and it would be in the fiscal best interest of the board to consider increasing the tuition cost.

In comparing ourselves to other similar schools around us we seem to currently fall in the middle of the pack.

Recommendation:

Increase the tuition by \$100/year over the next three years:

2022-23 - \$2,500

2023-24 - \$2,600

2024-25 - \$2,700

These increases should set the district up for several years to better offset increasing costs. I would recommend revisiting the rates every five years starting with 2030.

Please discuss with the Board and let me know if they'd like to increase the tuition using this recommendation or something else they decide on.



Business Office Memo

To: Andrew Corey

From: Kelly Seeley

Date: 3/29/2022

Re: Employee Request to Add an Additional Tax-Deferred Plan

Background:

Currently all three districts and the SAU offer a 403(b) tax-deferred retirement savings plan to their employees. All employees can choose to contribute to an amount of their choosing up to the limits established by the IRS.

Request:

One teacher from the Hollis School District has requested that the Board add an additional type of tax-deferred retirement savings plan to what they offer. This plan is a 457(b) plan. The District CAN offer two plans. This would allow an employee to contribute to both plans at the same time up to the limits established by the IRS.

Recommendation:

Since adding a plan does involve a fair amount of work to put in place, I recommend that we survey the District employees to establish an interest in participating in a second plan. If at least five people respond affirmatively, then we follow through with the authorization and set up of the 457(b) plan for the Hollis School District only.

Please discuss with the Board and let me know how they'd like to proceed.

Hollis School District Calendar

2022-2023

Draft

AUGUST (0 days)

M	T	W	TH	F		
	22	23	24	25	26	
X	X	X				All staff return on Aug. 29

SEPTEMBER (21 days)

M	T	W	TH	F		
			1	2		Sep 1 - School Begins
XX	6	7	8	9		Sept 5 - Labor Day
12	13	14	15	16		
19	20	21	22	23		
26	27	28	29	30		

OCTOBER (20 days)

M	T	W	TH	F		
3	4	5	6	7		
XX	11	12	13	14		Oct 10 - No School Columbus Day
17	18	19	20	21		
24	25	26	27	28		
31						

NOVEMBER (17 days)

M	T	W	TH	F		
	1	2	3	4		Nov 8 - Professional Day
7	X	9	10	XX		Nov 11 - No School Veterans Day
14	15	16	17	18		Nov 22 - Early Release
21	E	XX	XX	XX		Nov 23 - 25 Thanksgiving Recess
28	29	30				

DECEMBER (16 days)

M	T	W	TH	F		
			1	2		
5	6	7	8	9		
12	13	14	15	16		Dec 23 - Professional Day
19	20	21	22	X		Dec 24 - Jan 1 Holiday Vacation
XX	XX	XX	XX	XX		

JANUARY (21 days)

M	T	W	TH	F		
2	3	4	5	6		
9	10	11	12	13		
XX	17	18	19	20		Jan 16 - Martin Luther King Jr. Day
23	24	25	26	27		
E	31					Jan 30 - Early Release

FEBRUARY (18 days)

M	T	W	TH	F		
		1	2	3		
6	7	8	9	10		
13	14	15	16	17		
20	21	22	23	24		Feb 27 - Mar 3 Winter Vacation
XX	XX					

MARCH (20 days)

M	T	W	TH	F		
		XX	XX	XX		
6	E	8	9	10		Mar 7 - Early Release
13	14	15	16	17		
20	21	22	23	24		
27	28	29	30	31		

APRIL (15 days)

M	T	W	TH	F		
3	4	5	6	7		
10	11	12	13	14		
17	18	19	20	21		
XX	XX	XX	XX	XX		Apr 24 - April 28 Spring Vacation

MAY (22 days)

M	T	W	TH	F		
1	2	3	4	5		
8	9	10	11	12		
15	16	17	18	19		
22	23	24	E	26		May 25 - Early Release
XX	30	31				May 29 - Memorial Day

JUNE (*8 days)

M	T	W	TH	F		
			1	2		
5	6	7	8	9		June 8 Last Day of Preschool
12	13	14	15	16		*June 19 - Last Day of School
19	20	21	22	23		June 21- Last Day for Teachers
26	27	28	29	30		

Legend:

X - No School for Students

XX - No School for Students & Staff

E - Early Release Day for Students

Total student days 178

*All last days include five snow days

Category R

BOARD MEMBER CODE OF ETHICS

The School Board will review and vote to adhere to the following "Board Member Code of Ethics" at the Board organizational meeting each year.

New Hampshire residents elected or appointed to local school boards serve their communities and our state in overseeing the most important function of all local and state government - public education. To that end, it is appropriate to constantly remind ourselves of a proper and appropriate "code of conduct" for local School Board members in performing this important service to our communities and the youth of New Hampshire. We therefore resolve to:

Assure the opportunity for high quality education for every student regardless of individual student differences;

Make all decisions and take all actions holding the well-being of students of our schools as our fundamental guiding principle;

Ensure that our schools are in compliance with all national, state and local laws and regulations pertaining to education and public agencies;

Represent the entire community without fear or favor, while not using the position of School Board member for personal or financial gain or benefit to self;

Uphold the principles of due process and individual dignity, and protect the civil and human rights of all;

Adhere to the principles that the School Board shall confine its role to policymaking, planning and oversight while the Superintendent shall administer and manage our schools while implementing the policies of the board;

Act as part of an educational team with all staff members and the community with mutual respect and regard for each other's respective responsibilities and duties;

Recognize that the strength of the Board is acting as a Board, not as individuals;

Maintain high standards as School Board members through continual self-assessment and professional development for ourselves;

Preserve the obligation of having all issues considered fairly and without bias;

Instill respect for community, family, honesty, fairness and for our state and nation.

Honor the spirit of the open meeting law, RSA 91-A:2. Board members will not have any discussions, including email, that affect policy or decision making outside of a Board meeting.

Re-Adopted: August 27, 2013

Re-Adopted: March 18, 2014

Re-Adopted: March 24, 2015

Re-Adopted: March 22, 2016

Re-Adopted: March 28, 2017

Re-Adopted: March 27, 2018

Re-Adopted: April 3, 2019

Re-Adopted: September 30, 2020

Re-Adopted: May 5, 2021

*Category P***INVESTMENT**

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

OBJECTIVES

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

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

STANDARDS OF CARE

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

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

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

The Board will periodically review the investment policy.

Legal References:

RSA 197:23-a, Treasurer's Duties

RSA 383:22, Public Deposit Investment Pool

Appendix: DFA-R

Revised: July 1998, November 1999, March 2004

Revised: February 2008

1st Reading: December 12, 2012

2nd Reading: August 14, 2013

3rd Reading: August 14, 2013 (waived)

Adopted: August 14, 2013

Adopted: April 9, 2015

Adopted: April 6, 2016

Adopted: April 5, 2017 (as amended)

Adopted: April 4, 2018

Adopted: April 3, 2019

Adopted: September 30, 2020

Adopted: May 5, 2021

MANDATORY DRUG AND ALCOHOL TESTING

The School Board believes that the safety of students while being transported to and from school or school activities is of utmost importance and is the primary responsibility of the driver of the vehicle.

This policy applies to two categories of drivers:

- a. school bus drivers (see RSA 189:13-b; 263:29 & 29-a);
- b. "contracted carriers": means a person providing motor vehicle transportation of students for compensation under continuing agreements with the District (see RSA 376:2).

Each driver, as well as others who perform safety-sensitive functions with commercial vehicles that transport students, must be mentally and physically alert at all times while on duty. To that end, the Board has established this policy related to the fitness for duty of transportation personnel.

The Superintendent/designee shall adopt and enact any procedures necessary or appropriate to assure compliance with applicable state and federal laws and regulations.

In compliance with the United States Department of Transportation (49 CFR Part 40), employees of the District performing a safety sensitive job or holding a CDL license will be required to submit to drug and alcohol tests in accordance with the Rules and Regulations promulgated by that department.

The term "CDL holder" means someone who is required as part of their job duties to hold a Commercial Driver's License. The term "safety-sensitive function" refers to all tasks associated with the operation and maintenance of commercial vehicles. A "commercial vehicle" is any vehicle capable of carrying 16 or more passengers including the driver.

The testing will be done by a qualified company selected by the District. The agency will review all mandatory drug testing including pre-employment, random, post accident, reasonable suspicion and return-to-duty. A laboratory certified by the Department of Health and Human Services will perform testing in compliance with the Department of Transportation regulations on the urine samples hand delivered to them.

Random alcohol testing will be conducted at an annual rate of 25% of safety sensitive positions and will be performed on National Highway Traffic Safety Administration (NHTSA) approved evidential breath testing devices.

Random drug testing of employees will be done at an annual rate of 50% of the safety sensitive positions. Employee numbers will be drawn from a general pool to which the District belongs with a number of other statewide employers. Arrangements will be made with the selected agency so that these employees will go directly for a urine test when their number is drawn. The test site facility will be informed of the names to be expected.

The employee will be required to submit to a reasonable suspicion drug and/or alcohol test if their supervisor suspects drug and/or alcohol use. Behaviors believed to be a result of drug and/or alcohol use must be observed directly by the supervisor.

A medical review officer (MRO) will review any employee test that is positive from the Center to determine if the test is confirmed positive. The MRO will refer all employees who have a confirmed positive test for drugs to a substance abuse professional (SAP). The breath alcohol technician (BAT) will refer any employee to a SAP whose breath test is 0.04 or above. Department of Transportation (DOT) regulations outline procedures dealing with employees who test 0.02 to .039. The employee must fulfill the SAP requirements and follow up testing in

order to continue in their safety sensitive position. The employee is responsible for these charges associated with SAP, drug/alcohol treatment and follow up testing.

Any employee who tests positive, meaning a concentration level of 0.02 or greater, will be subject to a second confirmation test. If the second test is also positive, the employee will be terminated from employment with the District.

The use, possession, sale or transfer of illegal drugs, on or off the job, will be cause for termination. Refusal to participate in a drug screen or alcohol testing, whether selected randomly or for cause, will result in immediate termination.

All files on drug and alcohol testing are maintained by the Center. This information is strictly confidential. The District will be advised immediately if an employee fails the drug or tests above 0.02 on breath alcohol measurement and by mail for all negative tests.

A copy of this policy will be provided annually with the transportation company, school bus drivers, and all contracted carriers.

Legal References:

49 C.F.R. § 40.1-40.13 (2001), Transportation Workplace Drug Testing Program
49 C.F.R. § 392.1-392.5 (1995), Driving Commercial Motor Vehicles
RSA [200](#):37, Medical Examination of School Bus Operators

New policy: November 1999 (reviewed April 2004 / revised May 2006)

Reviewed and Revised: August 11, 2010

1st Reading: June 1, 2016 (Amended)

2nd Reading: July 18, 2016

3rd Reading: July 18, 2016 (Waived)

Adopted: July 18, 2016

1st Reading: December 1, 2021

2nd Reading: January 5, 2022

3rd Reading and Adopt: April 6, 2022

NON-DISCRIMINATION, EQUAL OPPORTUNITY EMPLOYMENT and DISTRICT ANTI-DISCRIMINATION PLAN

Category: Priority/Required by Law

Related Policies: ACD, ACE, GBAA, JBAA, JICK KED, KEE

See also: EF, EFAA, IKG, AC-E & AC-R

A. Prohibition Against Discrimination of Students in Educational Programs and Activities.

Under New Hampshire law and Board policy, no person shall be excluded from, denied the benefits of, or subjected to discrimination in the District's public schools because of their age, sex, gender identity, sexual orientation, race, color, marital status, familial status, disability, religion or national origin. Discrimination, including harassment, against any student in the District's education programs, on the basis of any of the above classes, or a student's creed, is prohibited. Finally, there shall be no denial to any person of the benefits of educational programs or activities, on the basis of any of the above classes, or economic status.

Harassment of students other than on the basis of any of the classes or categories listed above is prohibited under Board policy [JICK](#) Pupil Safety and Violence Prevention.

B. Equal Opportunity of Employment and Prohibition Against Discrimination in Employment.

The School District is an Equal Opportunity Employer. The District ensures equal employment opportunities without regard to age, color, creed, disability, gender identity, marital status, national origin, pregnancy, race, religion, sex, or sexual orientation. The District will employ individuals who meet the physical and mental requirements, and who have the education, training, and experience established as necessary for the performance of the job as specified in the pertinent job description(s).

Discrimination against and harassment of school employees because of age, sex, race, creed, religion, color, marital status, familial status, physical or mental disability, genetic information, national origin, ancestry, sexual orientation, or gender identity are prohibited. Additionally, the District will not discriminate against any employee who is a victim of domestic violence, harassment, sexual assault, or stalking.

C. Policy Application.

This Policy is applicable to all persons employed or served by the District. It applies to all sites and activities the District supervises, controls, or where it has jurisdiction under the law, including where it (a) occurs on, or is delivered to, school property or a school-sponsored activity or event on or off school property; or (b) occurs off of school property or outside of a school-sponsored activity or event, if the conduct interferes with a student's educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event, as set forth in Board policy [JICK](#), Pupil Safety and Violence Prevention. Examples of sites and activities include all District buildings and grounds, school buses and other vehicles, field trips, and athletic competitions.

D. District Anti-Discrimination Plan.

~~No later than October 15, 2020,~~ The Superintendent shall develop and provide to the Board for approval, a coordinated written District Anti-Discrimination Plan (the "Plan") to include guidelines, protocols and procedures intended to prevent, assess the presence of, intervene in, and respond to incidents of discrimination.

Among other things, the Plan should include provisions, and recommendations with respect to resources, policies, complaint procedures, student education programs, Plan dissemination and training appropriate to carrying out the Plan objectives stated in the preceding paragraph.

In developing the Plan, the Superintendent is encouraged to seek input from appropriate groups of the school and local community and coordinate with the District's Human Rights ~~{Non-Discrimination}~~ Officer and Title IX and 504 Coordinators.

No less than once every two years (off years from review of the District's Suicide Prevention Plan per Policy JLDBB), the Superintendent shall update the District Anti-Discrimination Plan, and present the same to the Board for review. Such Plan updates should be submitted to the Board in time for appropriate budget consideration.

E. Human Rights ~~for Non-Discrimination}~~, Title IX, 504 and other Coordinators or Officers.

The Superintendent shall assure that District and or building personnel are assigned to the positions listed below. Each year, the Superintendent shall prepare and disseminate as an Appendix AC-E to this Policy an updated list of the person or persons acting in those positions, along with their District contact information, including telephone number, email, postal and physical addresses.

Human Rights Officer	Director of Student Services for Students;
Human Rights Officer	HR Administrator for Employees
Title IX Coordinator	Director of Student Services
504 Coordinator	Director of Student Services

The Appendix will also include current contact for relevant state and federal agencies including:

- U.S. Department of Education, Office of Civil Rights
- U.S. Department of Agriculture, Office of Civil Rights
- N.H. Human Rights Commission
- N.H. Department of Justice, Civil Rights Unit
- N.H. Department of Education, Commissioner of Education

F. Complaint and Reporting Procedures.

Any person who believes that he or she has been discriminated against, harassed, or bullied in violation of this policy by any student, employee, or other person under the supervision and control of the school

system, or any third person who knows or suspects conduct that may constitute discrimination, harassment, or bullying, should contact the District Human Rights Officer, or otherwise as provided in the policies referenced below under this same heading.

Any employee who has witnessed, or who has reliable information that another person may have been subjected to discrimination, harassment, or bullying in violation of this policy has a duty to report such conduct to his/her immediate supervisor, the District Human Rights Officer, or as provided in one of the policies or administrative procedures referenced below under this same heading. Additionally, employees who observe an incident of harassment or bullying are expected to intervene to stop the conduct in situations in which they have supervisory control over the perpetrator and it is safe to do so. If an employee knows of an incident involving discrimination, harassment, or bullying and the employee fails to report the conduct or take proper action or knowingly provides false information in regard to the incident, the employee will be subject to disciplinary action up to, and including, dismissal.

Investigations and resolution of any complaints shall be according to the policies listed below and related administrative procedures or regulations. Complaints or reports regarding matters not covered in one or the other of those policies should be made to the District Human Rights Officer.

1. Reports or complaints of sexual harassment or sexual violence by employees or third party contractors should be made under Board policy [GBAA](#);
2. Reports or complaints of sexual harassment or sexual violence by students should be made under Board policy [JBAA](#);
3. Reports or complaints of discrimination on the basis of disability should be made under Board policy [ACE](#), except for complaints regarding facilities accessibility by disabled non-students or employees, which should be made under Board policy [KED](#); and
4. Reports or complaints of bullying or other harassment of pupils should be made under Board policy [JCK](#).

G. Alternative Complaint Procedures and Legal Remedies.

At any time, whether or not an individual files a complaint or report under this Policy, an individual may file a complaint with the Office for Civil Rights ("OCR"), of the United States Department of Education, or with the New Hampshire Commissioner for Human Rights.

1. Office for Civil Rights, U.S. Department of Education, 5 Post Office Square, 8th Floor, Boston, MA 02109-3921; Telephone number: (617) 289-0111; Fax number: (617) 289-0150; Email: OCR.Boston@ed.gov

Note: Complaints to OCR must be filed in writing no later than 180 days after the alleged act(s) of discrimination. OCR may waive its 180 day time limit based on OCR policies and procedures.

2. New Hampshire Commission for Human Rights, 2 Industrial Park Drive, Concord, NH 03301; Telephone number: (603) 271-2767; Email: humanrights@nh.gov

Notwithstanding any other remedy, any person may contact the police or pursue a criminal prosecution under state or federal criminal law.

H. Retaliation Prohibited.

No reprisals or retaliation of any kind will be taken by the Board or by any District employee against the complainant or other individual on account of his or her filing a complaint or report or participating in an investigation of a complaint or report filed and decided pursuant to this policy, unless that person knew the complaint or report was false or knowingly provided false information.

I. Administrative Procedures and Regulations.

The Superintendent shall develop such other procedures and regulations as are necessary and appropriate to implement this Policy.

J. Notice of Compliance.

The Superintendent will provide notice of compliance with federal and state civil rights laws to all applicants for employment, employees, students, parents, and other interested persons, as appropriate.

Legal References:

RSA 354-A:6, Opportunity for Employment without Discrimination a Civil Right

RSA 354-A:7, Unlawful Discriminatory Practices

The Age Discrimination in Employment Act of 1967

Title II of The Americans with Disabilities Act of 1990

Title VII of The Civil Rights Act of 1964 (15 or more employees)?

Appendix: AC-R

Revised: September 2008

Revised: July 1998, February 2004, February 2005

1st reading: August 8, 2012

2nd reading: September 12, 2012

3rd reading: Waived

Approved: September 12, 2012

1st Reading: April 3, 2019 (as amended)

2nd Reading: May 1, 2019

3rd Reading: June 5, 2019

Adopted: June 5, 2019

1st Reading: January 5, 2022

2nd Reading: April 6, 2022

**PROCEDURAL SAFEGUARDS
NON-DISCRIMINATION ON THE BASIS OF HANDICAP/DISABILITY**

Category: Priority/Required By Law

The school district will ensure that all students with a handicap or disability are provided all necessary procedural safeguards as are required by law. Such procedural safeguards are found in pertinent federal and state laws and regulations. In addition, all staff, students, parents and other interested persons are directed to the New Hampshire Department of Education Procedural Safeguards Handbook.

Legal Reference:

34 C.F.R., Sections 104.7 , 104.8 , 104.22 (4) (f), and 104.36 of the Section 504 Regulations.

OCR Edits: June 21, 2012

1st Reading: December 12, 2012

2nd Reading: August 14, 2013

3rd Reading: waived

Adopted: August 14, 2013

1st Reading: January 5, 2022

2nd Reading: April 6, 2022

EF - FOOD SERVICE MANAGEMENT

Category: Recommended

See also [JLCF](#)

All food service personnel will be directly responsible to the Nutrition Director and ultimately responsible to the building principal, Superintendent, or designee.

The Nutrition Director is responsible for the planning and preparation of food served in the food service program, ensuring full compliance with the State of New Hampshire's education rules and regulations. All food will comply with the nutrition standards as set forth by the school wellness program.

The Nutrition Director will order supplies, keep accurate records of financial transactions connected with the food service program, and prepare all records and reports as required.

The Nutrition Director will be certified as outlined by Ed 306.11.

All food service employees shall, within their first year of employment, obtain a certificate of completion for an approved sanitation course.

The Nutrition Director will make recommendations to the building principal, the Superintendent, or designee concerning personnel and operational matters related to the food service program.

The District will seek to ensure that all students have access to school-provided meals. The Superintendent or designee will develop meal-payment procedures for school-provided meals. No student will be subject to different treatment from the standard school lunch meal or school cafeteria procedures, regardless of ability to pay for such meal.

Legal References:

RSA 189:11-a, Food and Nutrition Programs

NH Code of Administrative Rules, Section Ed. 306.11, Food and Nutrition Services Section 204 of Public Law 108-265, Child Nutrition and WIC Reauthorization Act of 2004

1st Reading: June 2, 2005

2nd Reading: August 4, 2005

Adoption: March 9, 2006

1st Reading: January 5, 2022

2nd Reading: April 6, 2022