

**Inter-Lakes School Board Special Meeting**  
**Humiston Building Conference Room**  
**103 Main Street – Suite 2, Meredith NH**  
**May 23, 2023 @ 6:00 p.m.**  
*Additional Public Access via Google Meet*

**AGENDA**

- I. CALL TO ORDER
- II. RECORD ROLL
  - Members Present:
  - Members Absent:
  - Others Present:
- III. PUBLIC SESSION: *Returned to Public Session at \_\_\_\_\_ p.m.*
- IV. PLEDGE OF ALLEGIANCE
- V. STUDENT RECOGNITION – ILMHS Math Team
- VI. PUBLIC COMMENT – *Opened at \_\_\_\_\_.*
- VII. INTER-LAKES STUDENT BOARD REPRESENTATIVE UPDATE
- VIII. MINUTES
  - A. May 9, 2023 Regular School Board Meeting Minutes (Action Item) Mrs. Moriarty  
(Attachment #1)  
**Motion to approve the minutes of the May 9, 2023 Regular School Board Meeting.**  
Moved by: \_\_\_\_\_ Second: \_\_\_\_\_  
Vote: \_\_\_\_\_
  - B. May 11, 2023 Policy Review Committee Minutes (Information Item) Mrs. Moriarty  
(Attachment #2)
- IX. CURRENT BILLS PAYABLE
  - A. General Operating Expenses (Action Item) Mrs. Moriarty  
(Attachment #3)  
**Motion to approve the payment of bills, manifest #3035.**  
Moved by: \_\_\_\_\_ Second: \_\_\_\_\_  
Vote: \_\_\_\_\_
- X. SUPERINTENDENT/ASSISTANT SUPERINTENDENT REPORT

- A. Principals' Reports (Information Item) Dr. Downing, Mr. Bryant, Mr. Hillger
- B. Youth Risk Behavior Survey Highlights (Information Item) Mrs. Moriarty, Mrs. Vieten, Mrs. Martin (Ransom)  
(Attachment #4)
- C. Financial Update (Information Item) Mrs. Moriarty  
(Hand-Carried)
- XI. CORRESPONDENCE – Superintendent, Board Secretary, Board Members
- XII. OLD BUSINESS
- A. 2022/2023 Fund Balance - Athletic Infrastructure - \$225,000 - Including Architecture Study of Locker Rooms  
(Attachment #6)  
**Motion to approve expanding the fund balance to include architecture study of other spaces within the School District up to 40 hours at \$165/hour or a total of \$6,600.**
- Moved by: \_\_\_\_\_ Second: \_\_\_\_\_
- Vote: \_\_\_\_\_
- B. Hiring Update (Action Item) Mrs. Moriarty  
(Attachment #7)  
**Motion to approve Professional Staff as presented.**
- Moved by: \_\_\_\_\_ Second: \_\_\_\_\_
- Vote: \_\_\_\_\_
- C. Proposal Increase of Time (Action Item) Mrs. Moriarty  
(Attachment #8)  
**Motion to approve Sandwich Central School change from Secretary (205 days) to Administrative Assistant (220 days) and option \_\_\_\_\_ for the "caretaker" responsibilities for the "Living Classroom" at Inter-Lakes Elementary School.**
- Moved by: \_\_\_\_\_ Second: \_\_\_\_\_
- Vote: \_\_\_\_\_
- D. ILMHS Main Entrance Sign Updates (Action Item) Mrs. Moriarty, Mr. Brian Swanker  
(Attachment #5)  
**Motion to approve \_\_\_\_\_ for the main entrance sign.**
- Moved by: \_\_\_\_\_ Second: \_\_\_\_\_
- Vote: \_\_\_\_\_

## XIII. NEW BUSINESS

- A. Data Privacy Plan (Action Item) Mr. Parsons, Mrs. Moriarty

**Motion to approve the Data Privacy Plan as presented.**

Moved by: \_\_\_\_\_ Second: \_\_\_\_\_

Vote: \_\_\_\_\_

- B. Growing Roots Licensed Mental Health Services (Discussion Item) Mrs. Moriarty
- 
- (Attachment #9)

- C. Proposed Reduction of ILES Classroom Teacher by 1.0 FTE Due to Natural Attrition
- 
- Point & Enrollment (Action Item) Mrs. Moriarty
- 
- (Attachment #10)

**Motion to approve the reduction of 1.0 FTE ILES Classroom Teacher for  
2023/2024 due to natural attrition point & enrollment as presented.**

Moved by: \_\_\_\_\_ Second: \_\_\_\_\_

Vote: \_\_\_\_\_

- D. Non-Resident Tuition Waiver in Accordance with Professional Employee Agreement,
- 
- Article 27.1 (Action Item) Mrs. Moriarty

**Motion to approve the non-resident tuition requests as presented.**

Moved by: \_\_\_\_\_ Second: \_\_\_\_\_

Vote: \_\_\_\_\_

- E. Organizational Chart Draft – Sandwich Central School (Information Item) Mrs.
- 
- Moriarty, Mrs. Dolloff
- 
- (Attachment #11)

- F. Nomination of Professional Staff (Action Item) Mrs. Moriarty

**Motion to approve nomination of professional staff as presented.**

Moved by: \_\_\_\_\_ Second: \_\_\_\_\_

Vote: \_\_\_\_\_

## XIV. POLICY

- A. First Readings (Action Item) Mrs. Moriarty
- 
- (Attachments #12-23)

**Motion to approve the first reading of the following policies, as amended:**

Policy GCQB – Exit Interview Procedures (Attachment #12)

Policy EFA/JLCF – Wellness Through Nutrition and Physical Activity (Attachment  
#13)

Policy IHCA – Summer Activities (Attachment #14)

Policy ILD – Non-Educational/Non-Academic Questionnaires, Surveys, and  
Research (Attachment #15)

Policy BEA – School Board Meetings (Attachment #16)

Policy IJO/KA – Strong Family and Community Partnership *(Attachment #17)*  
Policy ADC/GBED/JICG – Use and Possession of Tobacco Products Banned in/on  
School Facilities and Grounds *(Attachment #18)*  
Policy BDD-R – Board-Superintendent Relations *(Attachment #19)*  
Policy JKAA – Use of Physical Restraint *(Attachment #20)*  
Policy JI – Student Rights and Responsibilities *(Attachment #21)*  
Policy JLC – Student Health Services and School Nurses *(Attachment #22)*  
Policy JLCK – Special Physical Health Needs of Students *(Attachment #23)*

Moved by: \_\_\_\_\_ Second: \_\_\_\_\_

Vote: \_\_\_\_\_

- B. Rescind (Action Item) Mrs. Moriarty  
*(Attachments #24-25)*

**Motion to approve rescinding the following policies:**

Policy #3275 – Emergency Care & First Aid *(Attachment #24)*  
Policy #5170 – Proof of Residency *(Attachment #25)*

Moved by: \_\_\_\_\_ Second: \_\_\_\_\_

Vote: \_\_\_\_\_

- XV. CORRESPONDENCE – Superintendent, Board Secretary, Board Members

- XVI. PUBLIC COMMENT – *Closed at* \_\_\_\_\_

- XVII. NONPUBLIC SESSION

RSA 91-A:3(c) – This includes matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of this Board.

R.S.A. 91-A:3 II(i) – This includes matters relating to the preparation for and the carrying out of emergency functions.

**Motion to enter Nonpublic Session.**

Moved by: \_\_\_\_\_ Second: \_\_\_\_\_

Vote: \_\_\_\_\_

**Motion to return to Public Session.**

Moved by: \_\_\_\_\_ Second: \_\_\_\_\_

Vote: \_\_\_\_\_

- XVIII. ANNOUNCEMENTS

- A. **Tuesday, May 30, 2023**

SAU #2 Board @ Humiston Building – Conference Room

- SAU #2 Board Regular Meeting – **6:00 p.m.**

**B. Thursday, June 1, 2023**

Inter-Lakes Policy Review Committee @ Humiston Building – Conference Room

- Inter-Lakes Policy Review Committee Meeting – **5:30 p.m.**

**C. Tuesday, June 13, 2023**

Inter-Lakes School Board @ Humiston Building – Conference Room

- Inter-Lakes School Board Regular Meeting – **6:00 p.m.**

**XIX. ADJOURNMENT (Action Item)**

**Motion to adjourn the meeting at \_\_\_\_\_ p.m.**

Moved by: \_\_\_\_\_ Second: \_\_\_\_\_

Vote \_\_\_\_\_

**Inter-Lakes School Board Regular Meeting  
Humiston Building Conference Room  
103 Main Street – Suite 2, Meredith NH  
May 9, 2023 @ 5:30 p.m.**

5:30 p.m. Call to Order, followed immediately by Non-Public Session

6:00 p.m. Return to Public Session

*Additional Public Access via Google Meet*

**MINUTES**

**CALL TO ORDER**

Mrs. Merrill called the meeting to order at 5:30 p.m.

**RECORD ROLL**

**Members Present:**

Mrs. Lisa Merrill, Chair  
Mr. Mark Billings, Vice-Chairman  
Mr. Charley Hanson  
Mr. Craig Baker (late with notice)  
Mrs. Nancy Starmer  
Mr. Duncan Porter-Zuckerman  
Mrs. Siobhán Balázs

**Administrators Present:**

Mrs. Mary Moriarty, Superintendent  
Mrs. Elaine Dodge, Director of Student Services  
Mrs. Erica Pappalardo, Curriculum Director  
Mr. Michael Bryant, ILES Principal  
Ms. Sarah Dumais, Athletic Director  
Ms. Linda Otten, Dean of Learning  
Mr. Brian Swanker, Facilities Director

**Members Absent**

None

**Others Present:**

James O'Rourke, Technology Department  
Heather Bullimore, Recording Secretary

**NONPUBLIC SESSION**

RSA 91-A:3(c) – This includes matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of this Board.

RSA 91-A:3(i) – This includes matters relating to the preparation for and the carrying out of emergency functions.

Mr. Hanson moved, seconded by Mrs. Starmer, to enter Nonpublic Session. Mr. Hanson called the roll.

YES: Mrs. Merrill, Mr. Billings, Mr. Hanson, Mr. Baker, Mrs. Starmer, Mr. Porter-Zuckerman, Mrs. Balázs

NO: --

The motion passed unanimously. The Board entered Nonpublic Session at 5:32 p.m.

**PUBLIC SESSION**

The Board reached consensus to recess the Nonpublic Session and reenter Public Session at 6:00 p.m.

## **PLEDGE OF ALLEGIANCE**

**PUBLIC COMMENT** – *Opened at 6:09 p.m.*

## **STUDENT RECOGNITION**

### **A. NH Scholar-Athletes**

Ms. Sarah Dumais, Athletics Director, congratulated this year's NH Scholar-Athletes. To qualify as a Scholar-Athlete, students must be a multisport athlete, participate in community service, and have above a 3.5 GPA. Inter-Lakes High School had twelve seniors this year that met all those qualifications. They were presented with certificates at the Capitol Center for the Arts in Concord. Mrs. Moriarty and the Board congratulated Ms. Dumais and the NH Scholar-Athletes on their achievements.

## **MINUTES**

### **A. April 11, 2023 Regular School Board Meeting Minutes**

Mr. Hanson moved, seconded by Mr. Billings, to approve the minutes of the April 11, 2023 Regular School Board Meeting, with corrections. The motion carried 7-0.

### **B. April 21, 2023 Special School Board Meeting Minutes**

Mr. Billings moved, seconded by Mr. Porter-Zuckerman, to approve the minutes of the April 21, 2023 Special School Board Meeting, with corrections. The motion carried 7-0.

## **CURRENT BILLS PAYABLE**

### **A. General Operating Expenses**

Mr. Porter-Zuckerman moved, seconded by Mr. Baker, to approve the payment of bills, manifest #3034. The motion carried 7-0.

## **NEW BUSINESS**

### **A. NH & Federal Accountability Overview**

Mrs. Erica Pappalardo, Curriculum Director, provided a presentation regarding federal accountability and how it impacts the schools. The Every Student Succeeds Act (ESSA) offers the idea of moving away from No Child Left Behind in which there were fewer metrics used and a lot of schools were labeled as "failing." The idea was to reevaluate metric points to be able to identify not only student proficiency, but measurements of things that could be used to define a high-quality educational experience for all learning. This new system still maintains ways of identifying schools that need targeted support to meet some of the NH Department of Education (NHED) expectations.

In New Hampshire, for statewide assessments, grades 3-8 are taking the SAS, and are assessed in English Language Arts and Mathematics. At 11<sup>th</sup> grade level, the SAT is used as the statewide assessment.

In addition to metrics, New Hampshire has also created long-term goals for schools, focusing on improving student achievement across the state:

- Reading proficiency goal: 61% proficiency across the state.
- Mathematics proficiency goal: 54.21% proficiency across the state.
- ESOL proficiency goal: 65.20% progressing toward language proficiency by 2027.
- Graduation goal: 93.96% of students to graduate within 4 years by 2025.

The state overall is currently behind on those goals. Inter-Lakes is currently behind on the goals, but is relatively consistent with the state averages.

ESSA has also created additional indicators of success that the District measures. In addition to proficiency, the District is examining growth that learners make in comparison to similar cohorts, and equity, which measures proficiency and growth of the lowest performing learners. At the high school level, there are two metrics used relating to graduation and college and career readiness.

The NH Department of Education has been working to make this information more accessible, in order for Districts to be able to better interpret the results from these assessments and to interact more fluidly with the data. Mrs. Pappalardo demonstrated how to access statewide data through NHED.

Mrs. Pappalardo expressed gratitude for Ms. Linda Otten, Dean of Learning, who has taken over some of the data-related responsibilities from the guidance counselors so they can be more integrated in social-emotional learning in classrooms.

Ms. Otten explained that during her first year as Dean of Learning, the team has been very supportive of her work. She detailed how she has been working with the team at Inter-Lakes to integrate the above changes and information into the work being done at the school level. Mrs. Otten and Mrs. Pappalardo are proud of where the schools are at and looking forward to next year.

Discussion ensued. Mrs. Merrill asked if all students now take the SAT. Mrs. Pappalardo responded that yes, the SAT is taken by all students because it is the statewide assessment. Mrs. Moriarty noted that students are now taking 2023 assessments and that data will be brought back to the Board when it becomes available. Mrs. Starmer asked if the teachers get detailed information about where each child was and what particular issues they needed to work on following their SAS. Mrs. Pappalardo explained that teachers would use NWEA results to drive immediate planning decisions, whereas SAS is a summative end-of-year experience.

Mrs. Moriarty expressed gratitude for the work that staff members have put into this. She also thanked Mrs. Pappalardo, Ms. Otten, Mr. Bryant, and Mr. Hillger, for their efforts.

Mr. Baker asked if any of the Inter-Lakes schools fall into one of the three categories of schools in need of support. Mrs. Moriarty and Mrs. Pappalardo said that none of the Inter-Lakes schools are in any of those categories.



Mr. Chris Mega, Meredith resident, asked if they have any data on how the state derived their targets. Since New Hampshire is falling below and Inter-Lakes is below, and the state average was well below what the state said it should have been, is the target of 62% realistic, and who says it is? Mrs. Pappalardo replied that she asked this question at NHED and did not get a clear response.

Mr. Mega stated that the progress when compared to the state's goals is disconcerting and that it is hard to trust data when the measurements for data keep changing. He also stated that in his opinion, 50% proficiency in a school is still substandard. Lastly, he noted that it is important not only to identify goals, but to specify how exactly the District is going to achieve these goals.

Mrs. Pappalardo said that this is part of the team's responsibility. The plan that was implemented this year has been significant. They are currently waiting to see the data improve, because the educators have done some incredible and unprecedented preparation to help students.

Mrs. Pappalardo noted that they would like to have all teachers complete test administration certification right at the beginning of the fall so they have the whole year to do practice tests. They have also discussed building in some assessment menu requirements that would have teachers engage in a certain number of practice tests.

The Board thanked Mrs. Pappalardo and Ms. Otten for their presentation.

**PUBLIC COMMENT:** Closed at 7:04 p.m.

### **NEW BUSINESS (cont.)**

#### **B. Roofing Replacement Contracts**

Mr. Swanker is recommending the low bidder who has met the specifications. The amount would be \$394,125 for removal and replacement of roofing for facilities at ILES and ILMHS as designated in the CIP plan for 2023.

Mr. Hanson moved, seconded by Mr. Baker, to approve the roofing replacement contract as presented.

Discussion ensued. Mr. Baker noted that the insurance company might want more information to ensure the correct roofing materials are used. Mr. Swanker and Mrs. Moriarty will work to confirm this.

The motion carried 7-0.

#### **C. Lunch Prices 2023-2024**

Mrs. Moriarty shared a proposal to increase the cost of full-price lunch by \$0.25 for students and adults.

Mr. Baker moved, seconded by Mr. Billings to approve the proposal to increase the cost of full-price lunch by \$0.25 for students and adults.

Discussion ensued. Mrs. Balazs asked if we participate in Farm to School. Mrs. Moriarty is not sure and would have to check. Mrs. Balazs explained that it is a reimbursement program schools can access in order to get fruits and vegetables

from local farms. Mrs. Moriarty noted that the District participates in the Fruits and Vegetables program, and she will look into Farm to School.

The motion carried 7-0.

#### **D. Donations**

To be applied to the Student Activities' Robotics Club:

- Donation from Harts Restaurant in the amount of \$500
- Donation from Lynne Helve in the amount of \$500
- Donation from Christopher Theriault in the amount of \$1,200

To be applied to the Student Activities' After Prom Party club:

- Donation from Mayhew Funeral Home, Inc. in the amount of \$250
- Donation from Interlakes Animal Hospital, PLLC in the amount of \$250
- Donation from D&J Automotive LLC in the amount of \$500
- Donation from Inter-Lakes PTO, in the amount of \$500

Mr. Porter-Zuckerman moved, seconded by Mrs. Starmer, to accept donations, with gratitude. The motion carried 7-0.

#### **E. Hiring Update**

Mrs. Moriarty shared a hiring update with the Board. She also commended the school principals in being active and getting positions filled in a timely way. No action was taken.

#### **F. Nominations of Professional Staff**

The Board reached consensus to table this item for Nonpublic Session.

#### **G. Position Adjustments**

Mrs. Moriarty shared a plan for several position adjustments within the District. No action was taken.

### **OLD BUSINESS**

#### **A. Architectural Update – ILMHS Locker Rooms**

Brian Swanker, Facilities Director, and Norman Larson, architect, provided an overview of the proposed architectural updates to the ILMHS locker rooms.

The first significant change requested is to have four separate spaces, not just a team room and a locker room. The four spaces could be used for physical education purposes and as team rooms, and provide the third or fourth option if needed as a neutral space. Currently, there is a shared P.E. teacher office which lacks supervision to any locker rooms. To increase supervision, two P.E. teacher offices would be added within the locker rooms that would have supervision of those spaces.

Mr. Larson noted that the key was to meet the expectation of Title IX, which requires an egalitarian approach to the two spaces. Each side is identical enough that there is no reason to pick one or the other. The white side is the side of the white team, blue for blue team. Those areas would be gender-specific, but functionally identical. The team

rooms on both sides both accommodate fifty of the larger lockers (the current team space has forty-nine). Both provide a space for the team to gather in a central space.

Most kids do not use showers in school any more. On the boy's side, there are two showers right now, both in the P.E. space, which go relatively unused. There is also a single restroom. The students in the team space have to go through the P.E. locker room to get to the showers/restrooms. Each of these new spaces would have a handicap accessible individual bathroom and shower, so there would be an opportunity for anyone to use a private bathroom. There would be thirty half-height lockers per P.E. space and twenty tall lockers that would hold bigger equipment. There would be no urinals.

Under this proposal, the athletic trainer space has been displaced. This is currently in the "boys'" side, which is accessed off of the boy's locker room. It is small and inadequate. A staff area has also been displaced. This is the space off of the cafeteria and the gym/music room hallway. This has two bathrooms within it. For NHIAA, schools must provide referees with a private space and a shower. In the current P.E. teacher's office, there is a bathroom and a shower. This space would be renovated to meet the requirement for the NHIAA, and get better room efficiency use. This also makes showers and lockers also available to staff if they want to use it. Staff do utilize the facilities to work out.

Discussion ensued. Mrs. Moriarty noted that the Board may have Mr. Larson return at another time for further discussion and action. The Board reached consensus to table the discussion for a future meeting. No action was taken.

## **B. ILMHS Main Entrance Sign Updates**

Mrs. Moriarty and Mr. Swanker presented three possible options for a new main entrance sign. Mrs. Moriarty left it to the Board to decide whether to take any action.

Discussion ensued regarding cost. Mr. Porter-Zuckerman noted that while he can see the appeal of the new sign, there are many other expenses the Board is currently considering. Mr. Billings proposed allocating \$100,000 toward the project. He expressed that the electronic sign would be an important addition, as it would allow communication of multiple messages in one day and urgent, last-minute messages. Mr. Swanker noted that he can seek out quotes from other companies. Mrs. Starmer said she would be comfortable allocating \$70,000. Mr. Hanson said based on conversations that have occurred since the Board's last meeting, he would support allocating no more than the previously encumbered \$40,000.

Discussion ensued regarding the specifics of upgrading the sign. Mrs. Balázs noted that the community may question the Board's decision to install an expensive new sign when they have just approved an increase in the cost of school meals. Mrs. Moriarty noted that the sign does not necessarily need to be replaced, and the encumbered funds can get repurposed elsewhere.

The Board reached consensus to table further discussion and action until the next School Board meeting. No action was taken.

**C. 2022/2023 Fund Balance - Athletic Infrastructure - \$225,000 - Including Architecture Study of Locker Rooms**

Mrs. Moriarty shared a proposal for an update to the ILMHS Athletic Infrastructure, which included a suggested new location for the displaced athletic trainer space. She then asked the Board if they would consider approving expanding the fund balance to include architecture study of other spaces within the School District.

Mr. Porter-Zuckerman moved, seconded by Mr. Baker, to approve expanding this fund balance to include architecture study of other spaces within the School District.

Discussion ensued. Mr. Hanson asked Mr. Swanker to get a ballpark estimate for this project, and Mrs. Moriarty and Mrs. Swanker said they would get an estimate and return to the Board at a later date.

Mr. Porter-Zuckerman tabled the motion.

**CORRESPONDENCE** – Superintendent, Board Secretary, Board Members

**SUPERINTENDENT/ASSISTANT SUPERINTENDENT REPORT**

**A. Enrollment Report**

Mrs. Moriarty provided an enrollment report. No action was taken.

**ANNOUNCEMENTS**

**A. Thursday, May 11, 2023**

Inter-Lakes School Board Policy Review Committee @ Humiston Building – Conference Room

- Policy Review Committee Meeting – **5:30 p.m.**

**B. Tuesday, May 23, 2023**

Inter-Lakes School Board @ Humiston Building – Conference Room

- Inter-Lakes School Board Regular Meeting – **6:00 p.m.**

**C. Tuesday, May 30, 2023**

SAU #2 Board @ Humiston Building – Conference Room

- SAU #2 Board Regular Meeting – **6:00 p.m.**

**D. Tuesday, June 6, 2023**

Inter-Lakes School Board @ Humiston Building – Conference Room

- Inter-Lakes School Board Regular Meeting – **6:00 p.m.**

**NONPUBLIC SESSION**

RSA 91-A:3(c) – This includes matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of this Board.

RSA 91-A:3(i) – This includes matters relating to the preparation for and the carrying

out of emergency functions.

The Board reached consensus to end the recess and reenter Nonpublic Session at 7:45 p.m.

### **PUBLIC SESSION**

Mr. Hanson moved, seconded by Mrs. Starmer, to reenter Public Session. Mr. Hanson called the roll.

YES: Mrs. Merrill, Mr. Billings, Mr. Hanson, Mr. Baker, Mrs. Starmer, Mr. Porter- Zuckerman, Mrs. Balázs

NO: --

The motion passed unanimously.

### **NEW BUSINESS (cont.)**

#### **F. Nominations of Professional Staff**

Mr. Hanson moved, seconded by Mr. Porter-Zuckerman, to approve nominations of professional staff as presented. The motion carried 7-0.

#### **H. Special Education Programming Needs for 2023/2024**

Mr. Hanson moved, seconded by Mrs. Starmer, to support additional contracted services as needed, and if necessary, authorize the Board to go through the process of removing funds from the special education expendable trust for the purpose of funding these services. The motion carried 7-0.

### **ADJOURNMENT**

Mr. Baker moved, seconded by Mrs. Starmer, to adjourn the meeting at 8:55 p.m. The motion carried 7-0.

Meeting adjourned at 8:55 p.m.

*Respectfully submitted,*

*Heather Bullimore  
Recording Secretary*

# INTER-LAKES SCHOOL BOARD

## Policy Review Committee

Humiston Building – Conference Room

May 11, 2023

5:30 p.m.

### Minutes/Notes

Attending: Craig Baker, Charles Hanson, Duncan Porter-Zuckerman, Mary Moriarty, Trish Temperino, Heather Bullimore

➤ **August 30, 2022 Meeting Minutes/Notes** – *reviewed.*

➤ **New Policy (Discussion)**

**New Policy Idea:** School Board Contributions for Field Trips/Competition

*Discussion ensued. Mr. Porter-Zuckerman explained the Board's frustration with a few recent last-minute urgent requests for funding, which created the need to discuss a new policy. Mrs. Moriarty will start a draft to bring back to PRC next meeting.*

➤ **Second Review**

**Policy #4152 (GBAA)** Title IX Sexual Harassment Policy & Grievance Process (**Required**)  
*Changed Policy Reference Code. No change to policy.*

**Policy #4152-R (GBAA-R)** Employee Discrimination/Harassment and Title IX Sexual Harassment Complaint Procedures (**Required**)  
*Changed Policy Reference Code. No change to policy.*

**Policy #4200 (GCQB)** Exit Interview Procedures/Form (**New Policy – 4<sup>th</sup> PRC Review**)  
*Remove attached form & adjust language; move forward to Board for first reading.*

**Policy #5152 (EFA/JLCF)** Wellness Through Nutrition and Physical Activity (**Required**)  
*Adopt NHSBA format; move forward to Board for first reading.*

**Policy #5138 (IHCA)** Summer Activities (**Required**)  
*Add legal references & move forward to Board for first reading.*

**Policy #6184 (ILD)** Non-Educational/Non-academic Questioners, Surveys and Research (**Required**)  
*Adopt NHSBA format & fix footer; move forward to Board for first reading.*

➤ **Policy Required by Law and/or Requiring Review**

**Policy #1120 (BEA)** School Board Meetings (**Recommended**)  
*Adopt NHSBA format & move forward to Board for 1<sup>st</sup> reading.*

**Policy #1211 (IJO/KA)** Strong Family and Community Partnership  
*Adopt NHSBA format; remove “clearly accessible to parents and the community;” replace “disseminate” with “share;” remove sentence about parents being any significant adult; move forward to Board for first reading.*

**Policy #1335 (ADC/GBED Use and Possession of Tobacco Products Banned in/on School /JICG)** Facilities and Grounds (**Required**)  
*Adopt NHSBA format; remove word “call” on page 2; move forward to Board for first reading.*

**Policy #2112 (BDD-R)** Board-Superintendent Relations (**Recommended**)  
*Adopt NHSBA format; update coding (BDD-R); move forward to Board for first reading.*

**Policy #5119 (JFA)** Admission Requirements for Students Entering or Transferring into the Inter-Lakes School District (**Recommended**)  
*Reviewed; no changes to policy.*

**Policy #5144 (JKAA)** Use of Physical Restraint (**Required**)  
*Adopt NHSBA format; remove form; move forward to Board for first reading.*

**Policy JI (new)** Student Rights and Responsibilities (**Required**)  
*Fix plural; move forward to Board for first reading.*

**Policy JLC (new)** Student Health Services & School Nurses (**Required**)  
*Move forward to Board for first reading.*

**Policy JLCK (new)** Special Physical Health Needs of Students (**Required**)  
*Move forward to Board for first reading.*

➤ **Rescind**

**Policy #3725** Emergency Care & First Aid – **Rescind**  
*Merge with Policy #5142 (JLCE/EBBC).  
Move forward to Board for rescinding.*

**Policy #5170** Proof of Residency – **Rescind**  
*Merge with Policy #5119 (JFA).  
Move forward to Board for rescinding.*

**Inter-Lakes Accounts Payable Manifest  
2022-2023 Fiscal Year**

Manifest #: 3035 Manifest Date: 5/23/2023 Prepared By: Kristin Currier

The Inter-Lakes School District is hereby authorized to draw checks against Inter-Lakes School District fund for the sum of **\$ 318,048.80** on account of obligations incurred for value received in services and materials as shown and dated on the following check listings:

**INTER-LAKES BOARD**

Craig Baker \_\_\_\_\_

Mark Billings, Vice Chairman \_\_\_\_\_

Siobhán Balázs \_\_\_\_\_

Charley Hanson, Secretary \_\_\_\_\_

Lisa Merrill, Chairman \_\_\_\_\_

Duncan Porter-Zuckerman \_\_\_\_\_

Nancy Starmer \_\_\_\_\_

Fund	Amount
GENERAL FUND	\$ 313,703.03
FOOD SERVICE	\$
RESTRICTED DONATIONS	\$ 5.97
FEDERAL FUNDS	\$ 4,339.80
OTHER FUNDS	\$
	<u>\$ 318,048.80</u>



# Inter-Lakes School District

Date	5/23/2023			
Manifest #	3035		2022-2023	

CHECK NUMBER	CHECK DATE	VENDOR NUMBER	VENDOR NAME	AMOUNT	DESCRIPTION
106576	05/23/2023	33845	ADI	469.99	Camera Equipment Service
106577	05/23/2023	33091	AIREX FILTER CORP	1,862.42	District HVAC Air Filters
106578	05/23/2023	34293	ALISON BROWN	1,250.00	February-May 2023 Consulting
106579	05/23/2023	33395	AMERICAN HERITAGE LIFE INSURANCE COMPANY	86.68	Long Term Disability Insurance Week Ending 4/30/23
106580	05/23/2023	30023	AMAZON.COM	2,867.70	Classroom Supplies as Needed by : Stutzman, Bryant, Gath, Downing, Carney, Pappalardo, Parsons, Adriance, Hillger and Brothers
106581	05/23/2023	34984	ATHENAK12 EDUCATIONAL CONSULTING	55.00	Athena Consulting Services
106582	05/23/2023	33045	BELKNAP MILL SOCIETY	355.00	6/8/23 ILES Field Trip Admission
106583	05/23/2023	30074	BENEFIT STRATEGIES, LLC	7,421.06	May FSA & HRA Administration Fees and April Claims Billing
106584	05/23/2023	31795	BOOTHBY THERAPY SERVICES, LLC	4,564.50	4/11-5/29/23 Speech Services
106585	05/23/2023	34493	MICHAEL BRYANT	950.18	Supply Reimbursement for Teacher and Student Appreciation
106586	05/23/2023	35007	KATHLEARN CAMPBELL KELLEY	270.00	4/11, 5/1 & 5/8/23 Lacrosse Official
106587	05/23/2023	30903	WENDY CHAPPUIS	56.86	April Mileage Reimbursement
106588	05/23/2023	30149	CLEAN-O-RAMA	4,780.88	Custodial & Consumable Supplies
106589	05/23/2023	304804	PETER COFRAN	70.00	5/5/23 Softball Official
106590	05/23/2023	32200	JESSICA CONNOLLY	200.00	Teacher Workshop Reimbursment
106591	05/23/2023	31030	JASON CORNELISSEN	107.50	April Mileage Reimbursement
106592	05/23/2023	34032	KAREN COTREAU	300.00	NHASP & NASP Annual Membership Dues Reimbursement
106593	05/23/2023	34761	COUNSELING CONSULTING & EVALUATION	4,625.00	April 2023 Counseling Services
106594	05/23/2023	34340	CSS CONSULTING LLC	2,000.00	5/4/23 SCS Consulting Services
106595	05/23/2023	34973	CHELSEA DAVIS	1,221.67	Teacher Coursework Reimbursement
106596	05/23/2023	31885	CHAD DAVIS	90.00	5/3/23 Lacrosse Official
106597	05/23/2023	34888	PIERRE DODA	54.00	5/5 & 5/10/23 Lacrosse Official
106598	05/23/2023	34215	ELAINE DODGE	97.72	Special Education Supply Reimbursement
106599	05/23/2023	31852	JOHN DONOVAN	105.00	5/5/23 Baseball Official
106600	05/23/2023	34997	MELISSA DOUGLAS	158.25	Para II Certification
106601	05/23/2023	34664	AMANDA DOWNING	45.24	SAS Testing Snacks
106602	05/23/2023	34238	SARAH DUMAIS	593.43	12/8/22-5/7/23 Mileage Reimbursement
106603	05/23/2023	33842	KATHRYN EARL	30.10	Classroom Book Reimbursement
106604	05/23/2023	30227	ENGRAVING AWARDS & GIFTS	134.67	Math Team Trophies
106605	05/23/2023	30238	FIRST STUDENT, INC.	143,357.53	May 2023 Monthly and Special Education Transportation; April Field Trip, Out of District, Excess Hours, Late Bus, Monitors and Athletic Transportation
106606	05/23/2023	33349	FIRSTLIGHT	3,334.87	May Internet Services
106607	05/23/2023	30239	FLINN SCIENTIFIC, INC.	14.16	Science Supplies
106608	05/23/2023	31925	GARY FOURNIER	180.00	5/2 & 5/11/23 Baseball Official
106609	05/23/2023	30404	FUTURE IN SIGHT	512.50	April Visually Impaired Consulting Services
106610	05/23/2023	32365	GANDER PUBLISHING	478.32	Seeing Stars Kit: S. Najem
106611	05/23/2023	33949	DAIZHA GATHERUM	245.00	Teacher Conference Reimbursement
106612	05/23/2023	30254	GOVCONNECTION, INC.	3,656.41	Technology Supplies: APC Smart-UPS
106613	05/23/2023	34557	CORNERSTONE COMMUNICATIONS	634.69	May Telecommunications
106614	05/23/2023	30632	HANNAFORD	465.73	Health Office and Life Skills Supplies
106615	05/23/2023	33642	DAVID HARRINGTON	90.00	5/10/23 Baseball Official
106616	05/23/2023	34886	PEYTON HOYT	458.50	4/14-5/11/23 Student Mileage Reimbursement WRAC
106617	05/23/2023	30919	DIANE HUEBER	53.71	May Mileage Reimbursement
106618	05/23/2023	31736	ILES SCHOLARSHIP	2,000.00	Scholarship Awards Dinner
106619	05/23/2023	34123	IMPACT FIRE SERVICES, LLC	345.60	Sprinkler Repairs
106620	05/23/2023	30674	INNISFREE BOOKSHOP	283.86	Books
106621	05/23/2023	30678	INTER-LAKES HIGH SCHOOL	7,636.78	ILHS Class of 2023 Activity Fund
106622	05/23/2023	30276	JOSTENS, INC.	272.14	Graduation Diplomas
106623	05/23/2023	30277	JP PEST SERVICES	205.00	District Pest Services
106624	05/23/2023	34086	JON C. JUDGE	220.00	5/5 & 5/8/23 Baseball & Tennis Official
106625	05/23/2023	33854	MAURA KING	150.00	April Mileage Reimbursement
106626	05/23/2023	34200	STEPHEN KIRKPATRICK	208.00	5/5 & 5/10/23 Lacrosse Official
106627	05/23/2023	30301	LACONIA DAILY SUN	844.25	ADVERTISING FY23
106628	05/23/2023	30305	LAKES REGION STUDENT TRANSPORT	19,390.00	April Out of District Transportation
106629	05/23/2023	32347	LAKES REGION TENT AND EVENT	4,046.70	2023 Graduation Setup and Supplies
106630	05/23/2023	31948	MIKE LIVERNOIS	70.00	5/5/23 Softball Official
106631	05/23/2023	32055	LOST RIVER GORGE & BOULDER CAVES	1,010.00	ILES Field Trip Admission 6/12/23
106632	05/23/2023	34586	JOHN C. MAJOR	104.00	5/8/23 Lacrosse Official
106633	05/23/2023	34716	MAXIM HEALTHCARE SERVICES	6,556.41	4/17-5/5/23 Behavioral Contracted Services
106634	05/23/2023	30354	MCGRAW- HILL SCHOOL EDUCATION HOLDINGS, LLC	97.21	Math Geometry Templates
106635	05/23/2023	31730	CHRIS MEGA	375.00	5/9/23 School Board Meeting Video
106636	05/23/2023	30725	MIDDLETON BUILDING SUPPLY, INC.	251.97	Robotics Supplies
106637	05/23/2023	33675	MARY MORIARTY	342.50	Staff Appreciation
106638	05/23/2023	30795	MSB	317.78	4/28 & 5/5/23 Medicaid
106639	05/23/2023	30374	MUSIC & ARTS CENTER	77.83	Clarinet Reeds
106640	05/23/2023	34995	CHERYL NEDEAU	54.00	5/5 & 5/10/23 Lacrosse Official
106641	05/23/2023	31898	NHADA	660.00	2023 NHADA Conference Package & Outing



106642	05/23/2023	35002	LILLY NICHOLS	108.00	4/21, 5/1, 5/3 & 5/8/23 Lacrosse Clock
106643	05/23/2023	34698	SUE NOYES	2,200.00	April District Consulting Support
106644	05/23/2023	30428	PARKER ACADEMY	4,984.00	April Tutition
106645	05/23/2023	34811	BRUCE PARO	90.00	5/5/23 Lacrosse Official
106646	05/23/2023	31765	PEDIATRIC PHYSICAL THERAPY, INC.	9,253.48	March & April District Physical Therapy Services
106647	05/23/2023	34676	PINPOINT TRANSLATION SERVICES	300.00	April & May Translation Services
106648	05/23/2023	34346	REV ROBOTICS LLC	344.14	Robotics Supplies
106649	05/23/2023	34642	RSEC ACADEMY	126.36	April Speech & Language Services
106650	05/23/2023	30512	SALMON PRESS	845.00	End of School Advertisements
106651	05/23/2023	31951	ROBERT SALOME	90.00	5/10/23 Baseball Official
106652	05/23/2023	30509	SAU #2	13,512.49	Indirect Costs Apr 23 Multiple Grants
106653	05/23/2023	30530	SCHOOL NURSE SUPPLY	1,193.45	Health Supplies
106654	05/23/2023	30531	SCHOOL SPECIALITY LLC	424.14	ILMHS School Supplies
106655	05/23/2023	31837	PAHL SHARROW, JR	90.00	5/11/23 Baseball Official
106656	05/23/2023	30047	ARIANE SHUFFLETON	5.97	Greenhouse Supply Reimbursement
106657	05/23/2023	33756	KATHLEEN SMITH	90.00	5/3/23 Lacrosse Official
106658	05/23/2023	31221	JONATHON SNYDER	147.06	School Supply Reimbursement
106659	05/23/2023	30534	SQUAM LAKES NATURAL SCIENCE CENTER	953.00	ILES Field Trip 5/26/23
106660	05/23/2023	30564	STANLEY ELEVATOR COMPANY, INC.	270.00	May Elevator Service
106661	05/23/2023	30565	STAPLES BUSINESS ADVANTAGE	941.75	ILHS Classroom Supplies
106662	05/23/2023	30566	STATE OF NH-CRIMINAL RECORDS	366.00	Criminal Background Checks
106663	05/23/2023	34316	STEPHEN'S LANDSCAPING	4,228.40	Final Snow Plowing Services 22/23 Season
106664	05/23/2023	30583	SUN LIFE FINANCIAL	414.73	May 2023 Long Term Disability Insurance
106665	05/23/2023	35005	PHILLIP SUNDMAN	104.00	5/10/23 Lacrosse Official
106666	05/23/2023	34245	BRIAN SWANKER	110.04	April Mileage Reimbursement
106667	05/23/2023	34532	KENNETH TAYLOR JR	128.36	April Mileage Reimbursement
106668	05/23/2023	32319	HENRY R TENNEY	65.00	5/5/23 Softball Official
106669	05/23/2023	30622	TOWN OF MEREDITH	27,813.00	22/23 Resource Officer and April & May Officer Details
106670	05/23/2023	34985	BROOKE TOWNSEND	27.39	Classroom Book Reimbursement
106671	05/23/2023	34914	US TELEPACIFIC CORP	2,407.25	May Firewall Management
106672	05/23/2023	31926	LARRY TROMBETTA	90.00	5/2/23 Baseball Official
106673	05/23/2023	33801	TSE DIGITALVOICE	444.00	March VOIP Communications Carrier
106674	05/23/2023	34239	TH TURNKEY CONSTRUCTION	6,194.44	2023 Summer Grounds Keeping Contract
106675	05/23/2023	34891	VENTRIS LEARNING LLC	82.60	UFLI Foundations Teacher Manual: K. Bannon
106676	05/23/2023	34435	VERIZON WIRELESS	243.55	4/5-5/4/23 JetPack Rental
106677	05/23/2023	30958	HOLLY VIETEN	85.00	Graduation Balloons Reimbursement
106678	05/23/2023	30712	WB MASON & CO., INC.	1,758.23	District Copy Paper
106679	05/23/2023	34863	STEVE WEDICK	32.86	STEAM Supplies
106680	05/23/2023	33353	WILLIAM J WHITE EDUCATIONAL AND BEHAVIORAL CNSLTNG	2,679.38	April Autism & Behavior Consulting
106681	05/23/2023	32337	CHRISTOPHER P. WILLIAMS ARCHITECT, PLLC	982.43	ILHS Locker Room Renovation Project

318,048.80

5/17/2023

# 2021 YRBS Overview

Inter-Lakes grades 9-12

## YRBS brief history and overview

- The CDC designs and administers the YRBS.
- CDC partners with NHDOE and NHDHHS.
- YRBS Began in 1993
- The Youth Risk Behavior Survey (YRBS) measures health-related behaviors and experiences that can lead to death and disability among youth and adults.
- Results help monitor health trends, identify emerging issues, and plan and evaluate programs that can help improve adolescent health.

DATA AND ANALYSIS BY



SURVEY DEVELOPED BY



SPONSORED AND ADMINISTERED BY

New Hampshire  
Department of Education



## YRBS - logisitics

- YRBS is given to all students grade 9-12 every other year. Pretty universally (in most NH public HS's, and across the country)
- 100 questions - paper/pencil (ILMHS online as of 2025)
- Voluntary participation -Students/parents may opt out, beforehand or day of
- All measures are taken to ensure privacy, confidentiality and anonymity of survey participants.
- Administered in spring, results typically available the next fall (pandemic effected these 2021 results!)

## YRBS what data are we gathering?

- **Youth health behaviors and conditions:** diet and physical activity, obesity, sexual behaviors and activity, injury and violence, bullying, and mental health, including suicide
- **Substance use behaviors:** electronic vapor product and tobacco product use, alcohol use, and other drug use
- **Student experiences:** parental monitoring, school connectedness, unstable housing, and exposure to community violence

## Why is the YRBS important?

YRBS results help monitor adolescent health behavior changes over time, identify emerging issues, and plan and evaluate programs to support the health of youth.

YRBS data are used by health departments, educators, lawmakers, doctors, and community organizations to inform school and community programs, communications campaigns, and other efforts.

## Note:

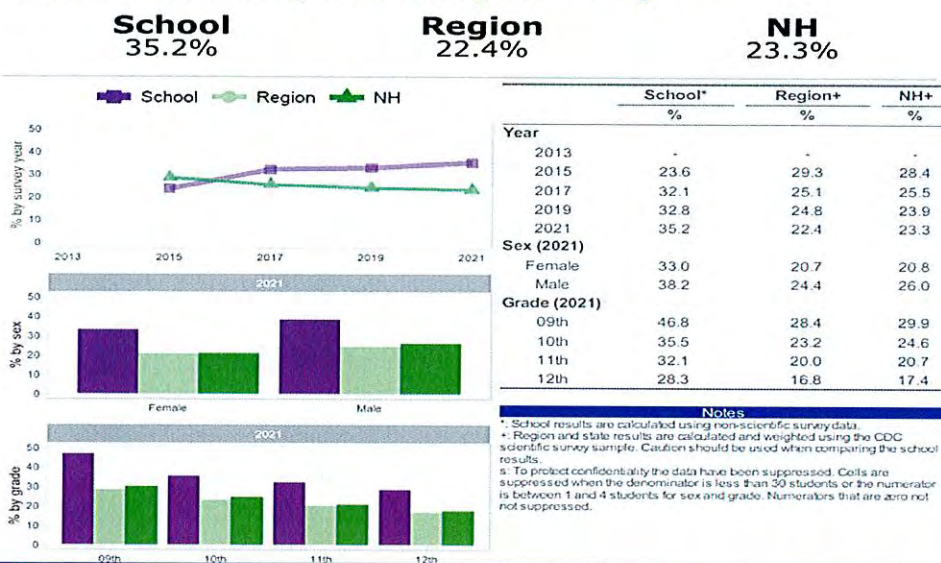
\*: School results are calculated using non-scientific survey data.

+: Region and state results are calculated and weighted using the CDC scientific survey sample.

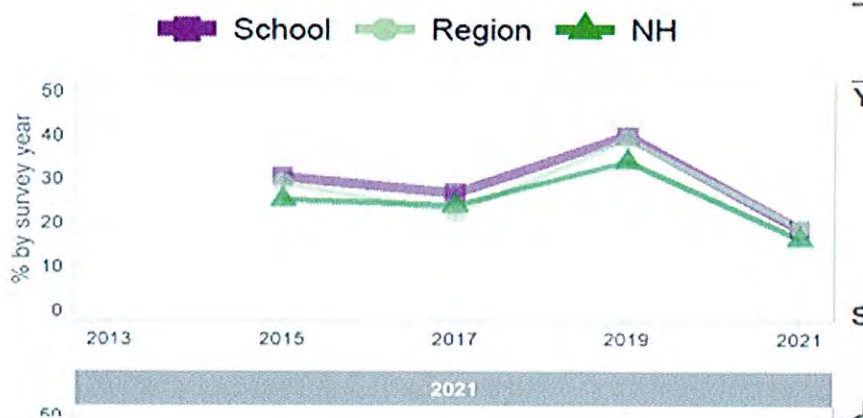
Caution should be used when comparing the school to school results.

To protect confidentiality the data have been suppressed. Cells are suppressed when the denominator is less than 30 students or the numerator is between 1 and 4 students for sex and grade. Numerators that are zero are not suppressed.

**EXAMPLE:** Category: Other Health Risks: Number and Percent of students who got 8 or more hours of sleep on an average school night

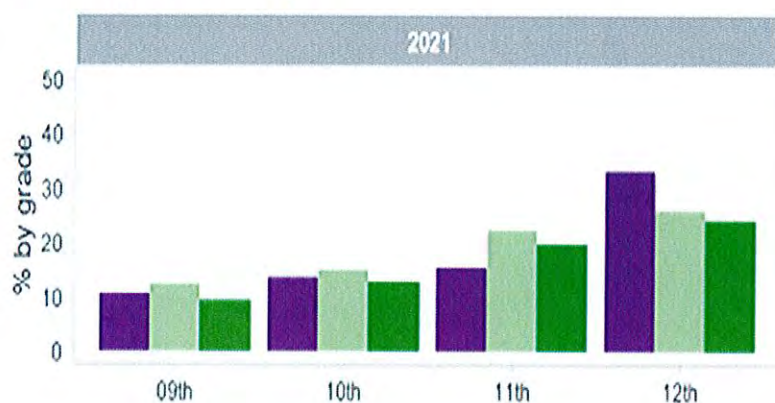


## YRBS Inter-Lakes 2021 - vaping behaviors

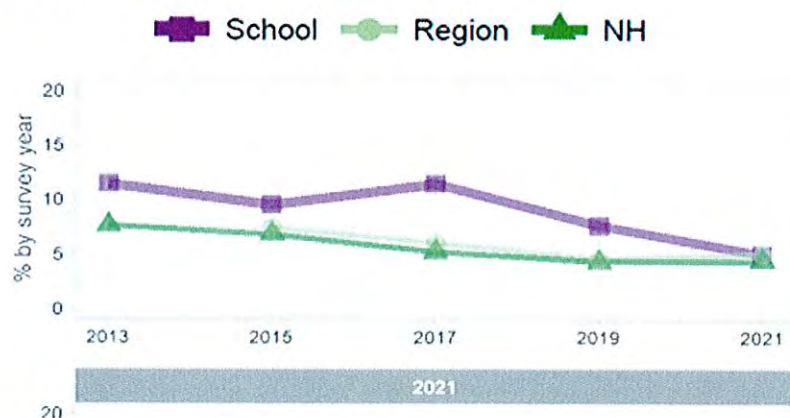




## YRBS Inter-Lakes 2021 - vaping by grade (IL/Region/NH)



## YRBS Inter-Lakes 2021- Prescription drug use - Number and Percent of students who currently took a prescription drug without a doctor's prescription (such as OxyContin, Percocet, Vicodin, codeine, Adderall, Ritalin, or Xanax, one or more times) during the past 30 days



## YRBS Inter-Lakes 2021 - Bullying, Electronic Bullying, Fighting

# and %age of students who carried a weapon (knife, gun, club) etc at least one day over the past 30 days

Interlakes	Region	NH
21.8%	21.1%	15.6%

# and %age of students who carried a weapon on school property at least one day of the past 30 days

Interlakes	Region	NH
2.9%	4.0%	2.9%

## YRBS Inter-Lakes 2021 - Student safety at home

In general, the data for our students reports that 0 - <2% of our students:

- ...usually did not sleep at their parent's/guardian's home at night
- ...students have slept away from home due to feeling unsafe physically or ran away
- ...students who rarely or ever had their basic needs met by an adult in the household
- ...students who most of the time went hungry because there was not enough food in the home
- ...students who felt unsafe physically (themselves or others in the home)



## YRBS Inter-Lakes 2021 - Bullying, Electronic Bullying, Fighting

Number and Percent of students who were ever electronically bullied (counting being bullied through texting, Instagram, Facebook, or other social media) during the past 12 months

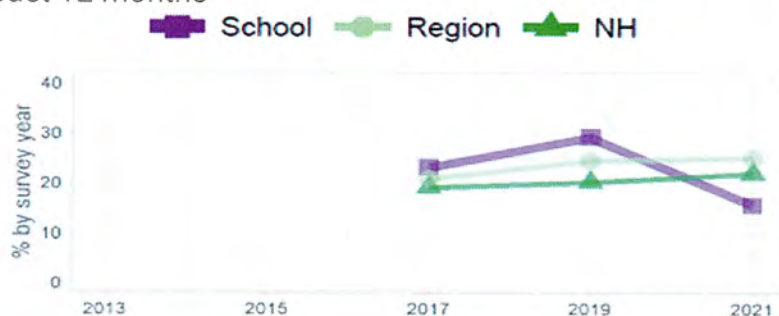
**School**  
15.5%

**Region**  
25.0%

**NH**  
21.8%

## YRBS Inter-Lakes 2021 - Bullying, Electronic Bullying, Fighting

Number and Percent of students who were ever electronically bullied (counting being bullied through texting, Instagram, Facebook, or other social media) during the past 12 months



## YRBS Inter-Lakes 2021 - Bullying, Electronic Bullying, Fighting

Number and Percent of students who were ever electronically bullied (counting being bullied through texting, Instagram, Facebook, or other social media) during the past 12 months



## YRBS Inter-Lakes 2021 - Bullying, Electronic Bullying, Fighting - Screen Time

# and %age of students who spent 3 or more hours per day on screen time (no graph, first year for the question)

**School**  
80.0%

**Region**  
80.9%

**NH**  
78.8%

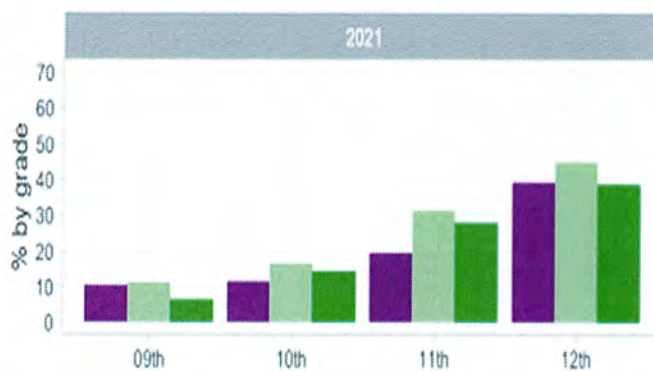
## YRBS Inter-Lakes 2021 Sexual Risks/Behavior

Number and Percent of students who were currently sexually active (had sexual intercourse with at least one person) during the past 3 months



## YRBS Inter-Lakes 2021 Sexual Risks/Behavior

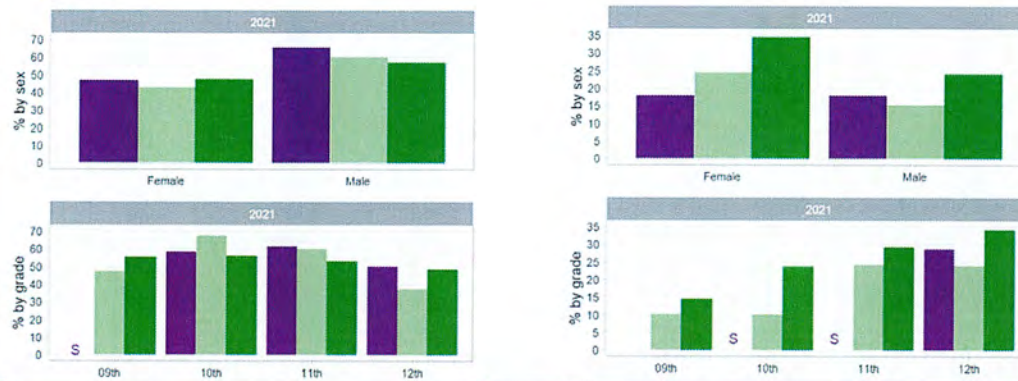
Number and Percent of students who were currently sexually active (had sexual intercourse with at least one person) during the past 3 months





## YRBS Inter-Lakes 2021 Sexual/Dating Risk Behaviors

Number and Percent of students who use a condom/birth control pills



## YRBS Inter-Lakes 2021 Suicide, Sadness, and Helplessness

# and %age of students who ever felt sad or hopeless (almost every day for 2 or more weeks in a row so that they stopped doing some usual activities) during the past 12 months



## YRBS Inter-Lakes 2021 Suicide, Sadness, and Helplessness

# and %age of students who never or rarely got help they need when they felt sad, empty, hopeless, angry, or anxious (first year for this question, no graph)

**School**

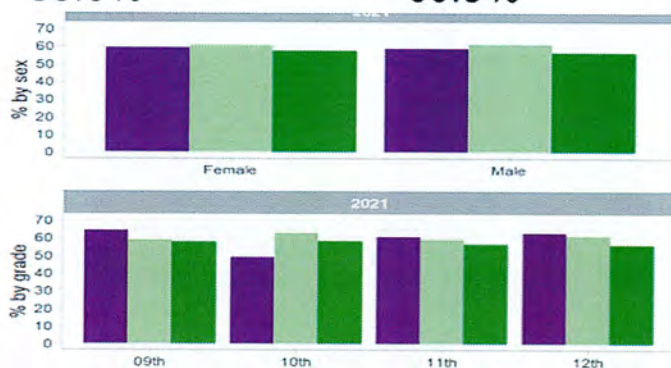
58.8%

**Region**

60.5%

**NH**

57.1%



## YRBS Inter-Lakes 2021 Suicide, Sadness, and Helplessness

# and %age of students who never or rarely felt able to talk to an adult in the family or Another caring adult about their feelings, consistent for all genders and grades (first year for this question, so no graph)

**School**

30.5%

**Region**

36.8%

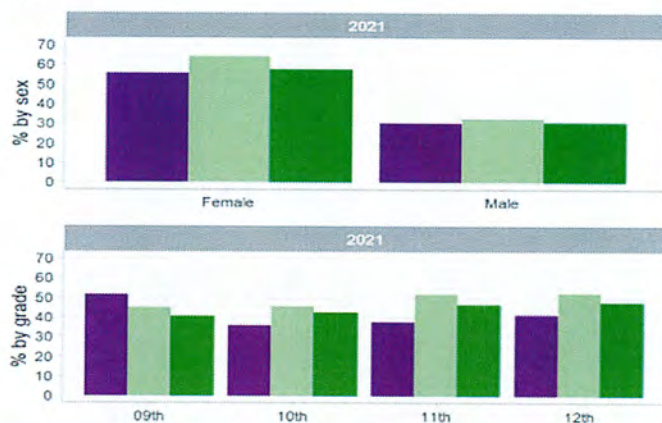
**NH**

32.8%



## YRBS Inter-Lakes 2021 Suicide, Sadness, and Helplessness

# and %age of students who ever felt sad or hopeless (almost every day for 2 or more weeks in a row so that they stopped doing some usual activities) during the past 12 months



## YRBS Inter-Lakes 2021 Suicide, Sadness, and Helplessness

# and %age of students who ever seriously considered attempting suicide during the past 12 months





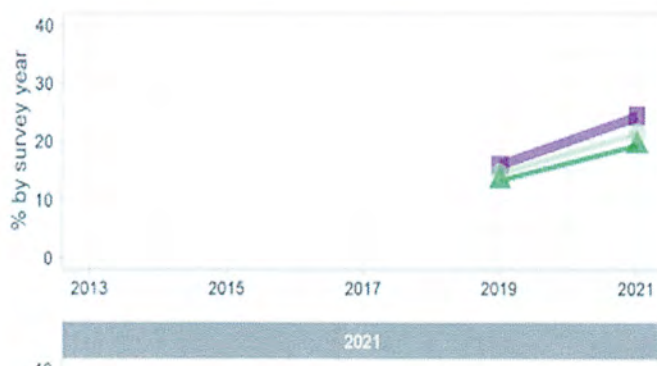
## YRBS Inter-Lakes 2021 Suicide, Sadness, and Helplessness

# and %age of students who ever seriously considered attempting suicide during the past 12 months



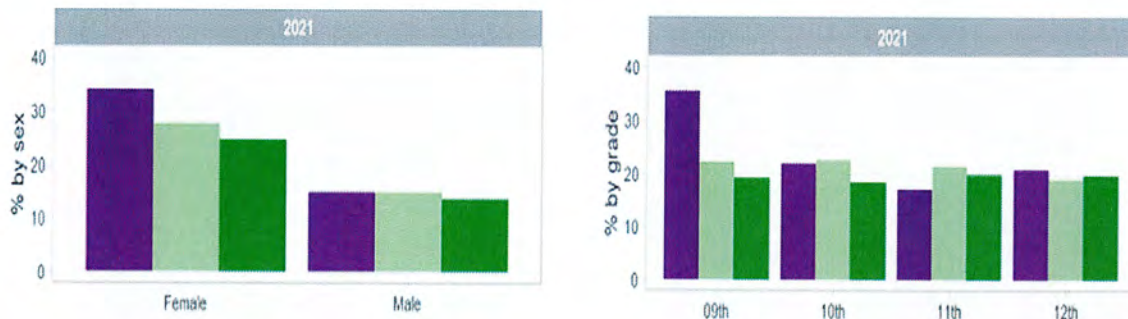
## YRBS Inter-Lakes 2021 Suicide, Sadness, and Helplessness

# and %age of students who made a plan about how they would attempt suicide during the past 12 months



## YRBS Inter-Lakes 2021 Suicide, Sadness, and Helplessness

# and %age of students who made a plan about how they would attempt suicide during the past 12 months




## YRBS 2019 vs 2021

Inter-Lakes MHS top 3 priority areas in 2019

1. Sad/ Helpless....for more than two weeks ..... IL %age was 40% in 2019 and up to 45% in 2021.
2. %age of students who felt they had no caring adult in their life to talk to about their feelings was 30% in 2021 - DOWN (which is good!) from 50% in 2019.
3. %age of students who used a prescription drug without a prescription was 15% in 2019 and is down to 5% in 2021.




## YRBS 2021 - Conclusions, Next steps

- Context - Pandemic
  - Students are making better decisions about their physical wellness (decreased vaping, drug use, good sleep, eating well, feeling safe.....)
  - Youth Mental Health is in crisis
- 

## YRBS 2021 - Conclusions, Next steps

### Programming Considerations

- Mental health services
  - Family/Community awareness and education
  - Impact of Wellness and SEL curriculum
- 



For questions, please contact:  
[DHHS.NH.Youth.Risk@dhhs.nh.gov](mailto:DHHS.NH.Youth.Risk@dhhs.nh.gov)

Visit NH DHHS YRBS for more information:  
<https://www.dhhs.nh.gov/programs-services/population-health/health-statistics-informatics/youth-risk-behavior-survey>

## ILMHS Campus Road Sign Options and Estimated Cost Breakdown

### **Option #1:**

Replace existing sign with new backlit logo and new individual letter board, clean up structure and patch brick and mortar.

Sign and Message Cost= \$24,400

Structure Clean and Repair Cost=\$8,800

Electrical Repairs=\$2,500

Total=\$35,700

### **Option #2**

Replace existing sign with new backlit logo and new electronic message board, clean up structure and patch brick and mortar.

Sign Cost=\$22,000

Structure Clean and Repair=\$8,800

Electronic Message Board=\$39,000

Electrical Repairs=\$2,500

Total=\$72,300

### **Option #3**

Replace existing sign with new backlit logo and new electronic message board, install fieldstone veneer over existing structure and new concrete capstones on sill and tops.

Sign Cost=\$22,000

Fieldstone Veneer over Structure=\$38,800

Electronic Message Board=\$39,000

Electrical Repairs=\$2,500

Total=\$102,300

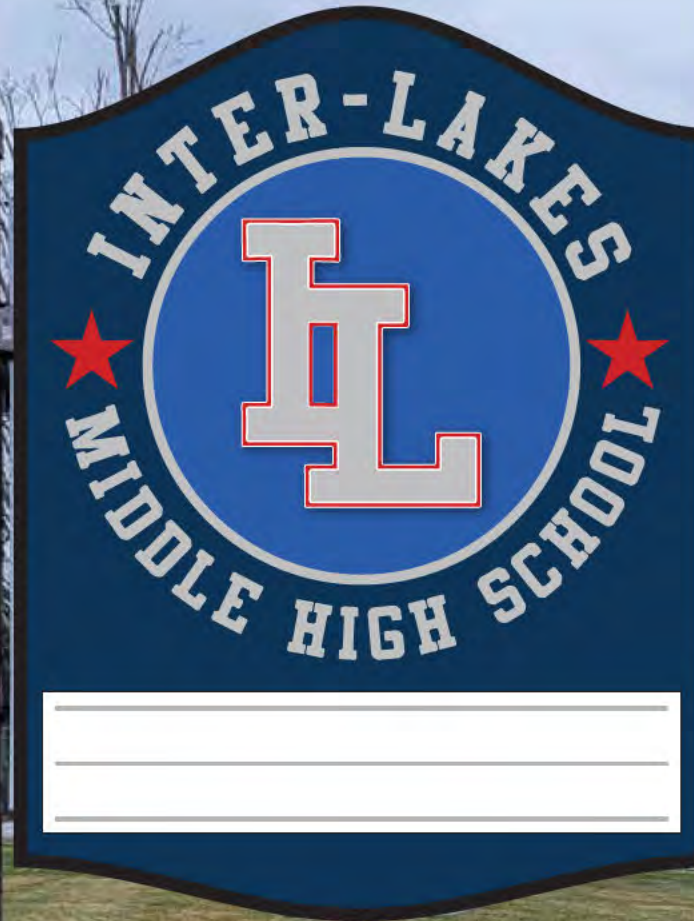




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P.O. Box 1339 Meredith, NH 03253  
603-279-6767 • [www.paquettesigns.com](http://www.paquettesigns.com)  
Email: [Roy@paquettesigns.com](mailto:Roy@paquettesigns.com)

### OPTION #1



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Email: [Roy@paquettesigns.com](mailto:Roy@paquettesigns.com)

### OPTION #2



**WELCOME BACK!**  
**FOOTBALL GAME SATURDAY NIGHT**  
**SIGN UP FOR CLUBS AND ACTIVITIES**



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Email: [Roy@paquettesigns.com](mailto:Roy@paquettesigns.com)

OPTION#3



**WELCOME BACK!**  
**FOOTBALL GAME SATURDAY NIGHT**  
**SIGN UP FOR CLUBS AND ACTIVITIES**







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Email: [Roy@paquettesigns.com](mailto:Roy@paquettesigns.com)



**WELCOME BACK!**  
FOOTBALL GAME SATURDAY NIGHT  
SIGN UP FOR CLUBS AND ACTIVITIES





## Memorandum

To: Inter-Lakes School Board  
From: Mary Moriarty, Superintendent  
Date: May 17, 2023  
Re: Architectural Services

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In June 2022, the School Board approved encumbering \$225,000 towards Athletic Infrastructure including architectural services. Attached is the memorandum and maps from the previous School Board meeting outlining fund use through April 14th for athletic spaces and the request to expand this encumbrance to include additional spaces at Inter-Lakes Middle High School.

Specifically, we are requesting up to 40 hours of time for non-athletic spaces through Christopher Williams Architects at a rate of \$165/hour. **Request Total: \$6,600**



## Memorandum

To: Inter-Lakes School Board  
From: Mary Moriarty, Superintendent  
Date: May 5, 2023  
Re: Architectural Services

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In June 2022, the School Board approved encumbering \$225,000 towards Athletic Infrastructure including architectural services. A Request for Proposals was developed (see attached) and sent to various architects. One (1) Architectural Firm replied - Christopher Williams Architects. Below are the architectural expenses through April 14, 2023:

Locker Room Architectural Project Costs through April 14, 2023:

- Retainer to work Time & Materials with Christopher Williams Architects at the Facilities Director's direction \$2,500
- Project Architect 106 hours @ \$165/hr \$17,490
- Principal Architect and Materials \$402

**Total Cost to Date= \$20,392**

The cost above is for architectural design (through 4/14) only. Once a final architectural design is decided upon, structural and mechanical engineering will be needed; costs for this are predicted to be roughly about the same amount as the architectural costs in the end.

Please note of the remaining almost \$200,000 on the encumbered funds, some repairs to existing athletic infrastructure are underway (i.e. shed). As a result, we will need draw on these designated funds.

Respectfully, I am requesting that the School Board expand the scope of architectural services to include the classroom space (Life Skills Program) that abuts the weight room and the Laker Learning Lab space in the same area. The Athletic Trainer needs space (presently located near locker rooms/locker room design at this stage captures this space for locker room space) - a possible solution is to use a portion of the Life Skills' classroom.

Additionally, the Life Skills program would benefit from a small kitchen, washer/dryer, and a single restroom. Organizing the Life Skills and Laker Learning Lab spaces differently may have the benefit of meeting multiple needs.

Attached are two floor maps of ILMHS. The first floor has the concept above highlighted. Additionally, I have highlighted the other non-athletic area we are requesting architectural support. There are three spaces Speech Therapy Office (doorway to main hallway), Single Restroom (interior to Conference Room with limited accessibility), and Conference Room. A possible rework of these spaces may provide an additional single restroom on the main floor with better access.

The lower level (see map) has a staff restroom; it is the only bathroom on this level. The lower level bathroom abuts a custodial closet that has a mop sink, washer, dryer, and storage. It may provide the space and plumbing to create an additional student bathroom. The constraint is lost space for custodial needs, however, the eye of an architect may allow for the space to be organized differently and allow for both the additional bathroom and custodial needs to be accomplished.

At ILES, we are struggling with the need for small therapy/intervention spaces. This is an ongoing need and struggle. An architect might be able to make certain open spaces useable and aesthetically more pleasing than simply putting up walls or partitions. At this moment in time, the ILES Principal and Assistant Principal are sharing an office, which is not ideal. Over the summer, the Facilities Director's office located at ILES, will be relocated to the Humiston Building. Preparations will be underway shortly, to transition basement space at the Humiston Building to office space. This change will provide one more small space at ILES; as a result, we will delay requesting architectural services at this time for ILES. The updated Strategic Plan will need to include a long-range view of space needs for all schools.

Architectural renderings assist with the build out of spaces. The skill and bandwidth of an architect is helpful. Thank you for your consideration.

## Inter-Lakes School District

Meredith, NH

### Request for Proposal

#### Architect Services Redesign of Locker Room/Athletic Office/Trainer Spaces

Bid/Proposal Submission: All bid documents must be submitted to the Inter-Lakes School District, SAU 2 office, 103 Main St., Meredith, NH 03253 by August 26, 2022 at 3:00 pm via email to [brian.swanker@interlakes.org](mailto:brian.swanker@interlakes.org) or in an envelope brought to the SAU office marked: **Architect Services Redesign of Interior Spaces: Locker Room, Athletic Office, Trainer Room and Storage**

The Inter-Lakes School District reserves the right to accept or reject any/all Bids for any reason, or no reason, to waive any informalities or irregularities in any bid, and to award a contract to any Bidder on any basis which the Inter-Lakes School District, in its sole and absolute discretion, determines to be in the best interest of the Inter-Lakes School District, without recourse by any Bidder. While cost/price will be a significant factor in the bid accepted the Inter-Lakes School District, in its sole discretion, expressly reserves the right to award the bid to other than the lowest bidder. *The District also reserves the right to accept a bid on one or more items of the proposal, on all items of the proposal, or any combination of items of the proposal.* \* Bidders shall be responsible for any and all expenses they incur in responding to this RFP.

**General Specifications:** The district is seeking a redesign of current interior athletic spaces including the locker room, athletic offices, trainer room and storage.

#### Scope of Work:

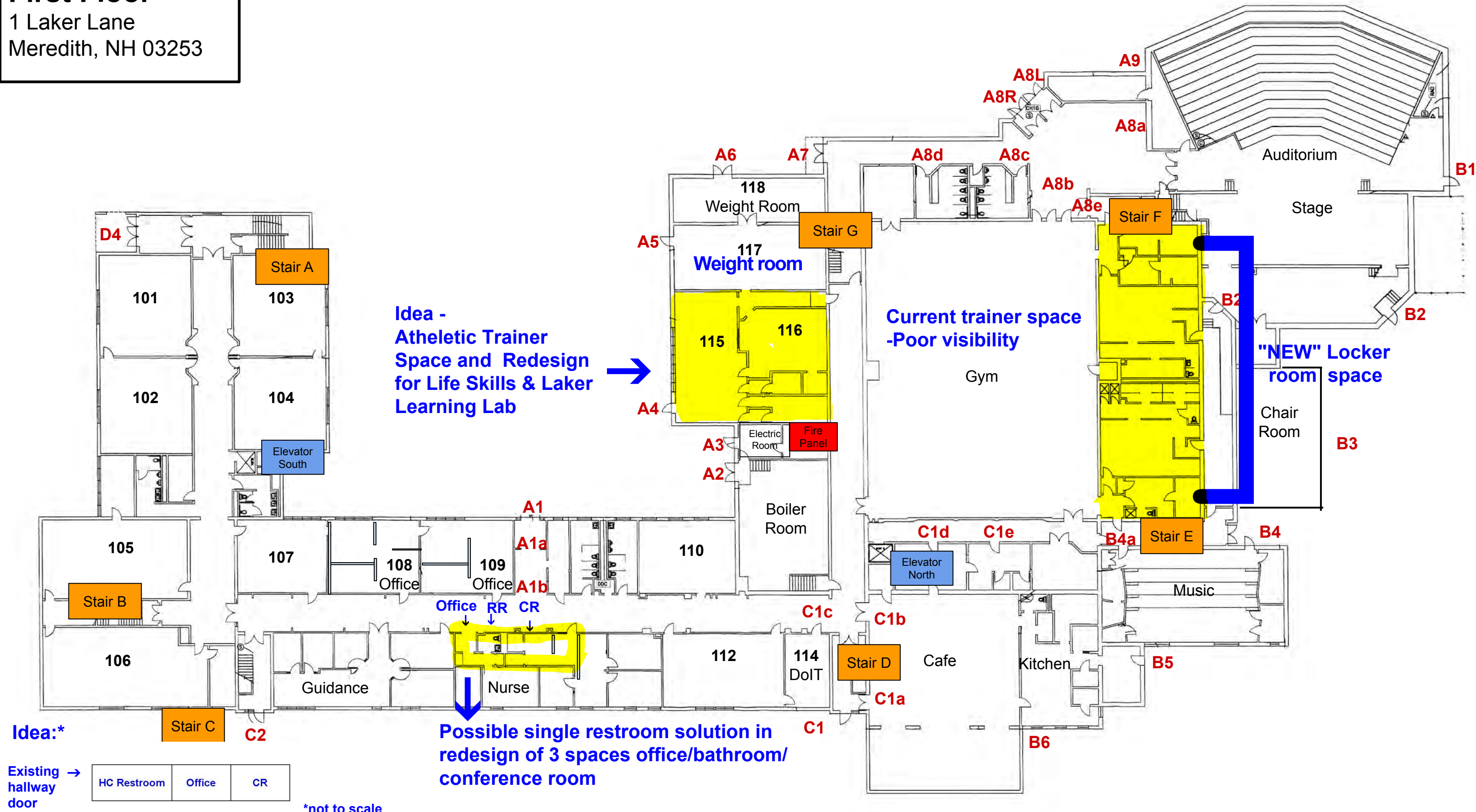
- ✓ Review Existing Floorplans
- ✓ Title IX Compliance
- ✓ Review Student Population information provided by Inter-Lakes School District
- ✓ Meet with the representatives of the School District to discuss and help outline our goals for the project and how we envision implementation.
- ✓ Cooperate with the Inter-Lakes School District to present to the School Board and Community a report outlining the deficiencies of the current building and options to alleviate our space needs.
- ✓ Develop full design drawings and assist in correlating project cost estimates.
- ✓ Cooperate with the Inter-Lakes School District to present solutions and costs to the School Board and Community.



# Inter-Lakes High School

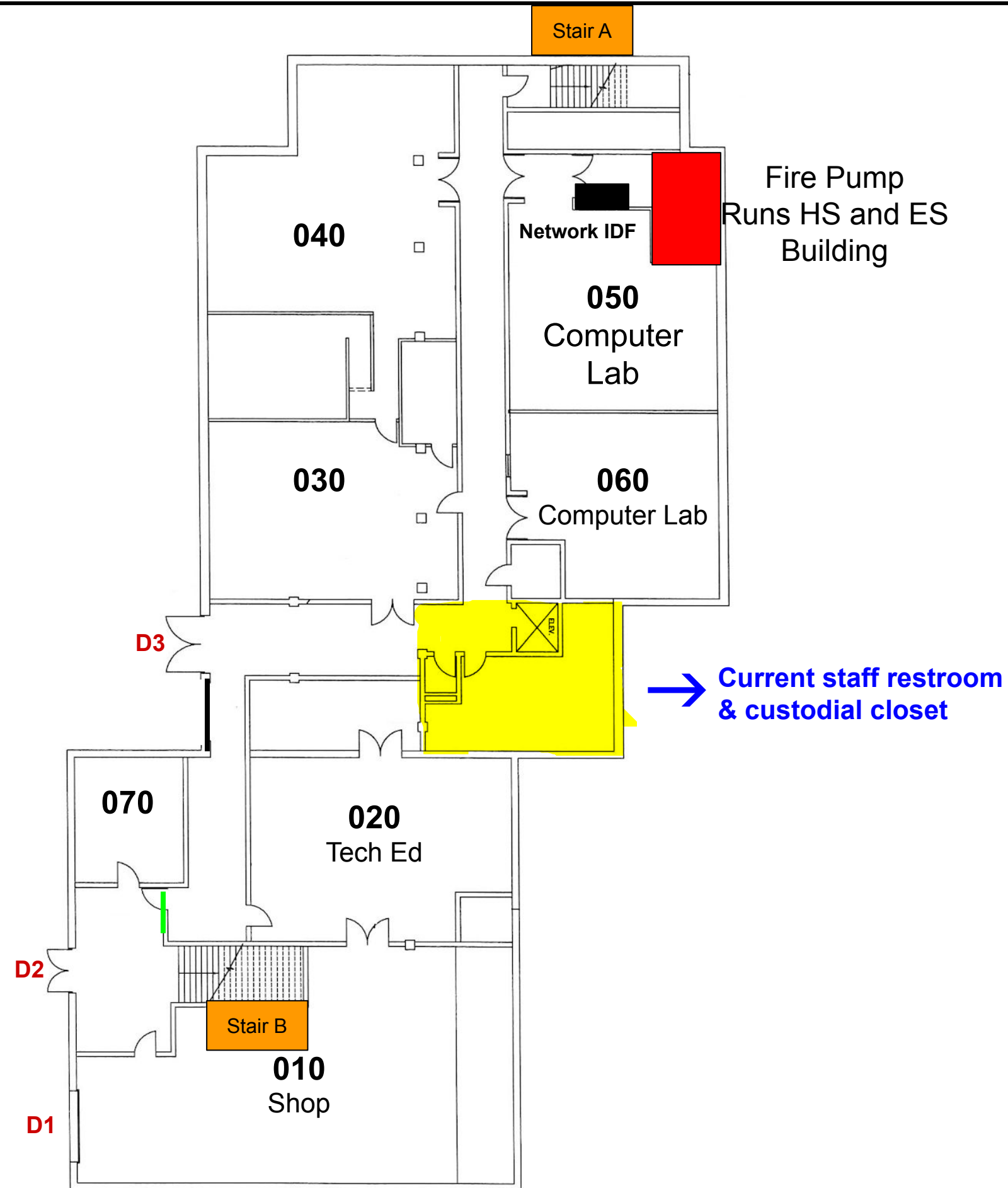
## First Floor

1 Laker Lane  
Meredith, NH 03253



# Inter-Lakes High School

Basement



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**INTER-LAKES SCHOOL DISTRICT MEMORANDUM**

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**TO:** MARY MORIARTY, SUPERINTENDENT

**FROM:** ASHLEY DOLLOFF, HUMAN RESOURCES DIRECTOR

**SUBJECT:** HIRING UPDATE

**DATE:** MAY 18, 2023

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Mrs. Moriarty,

Please find below a hiring update as of May 18, 2023.

<b>INTER-LAKES ELEMENTARY</b>					
<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>FTE</b>	<b>POSITION</b>	<b>REASON FOR LEAVING</b>	<b>REPLACEMENT</b>
MacMillan	Sheryl	1.000	Art Teacher	Retirement	Rebecca Bladecki
Shuffleton	Ariane	1.000	Intervention Teacher	Retirement	Rebecca Dowd
Swift	John	1.000	Physical Education Teacher	Retirement	Zachary Swanson
Carpenter	Craig	1.000	Special Education Teacher	Resignation	ValerieAnn Correia
Gilbert	Daniel	1.000	Special Education Teacher	Resignation	Lori Perry
Henchey	Caitlin	1.000	Special Education Teacher	Resignation (career advancement)	To be determined
Hoag	Heather	1.000	Elementary Teacher	Resignation (relocating)	To be determined
Adorno	Rebecca	1.000	Title I Paraeducator	Resignation	To be determined
<b>SANDWICH CENTRAL SCHOOL</b>					
<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>FTE</b>	<b>POSITION</b>	<b>REASON FOR LEAVING</b>	<b>REPLACEMENT</b>
Swanson	Zachary	0.400	Physical Education Teacher	Transfer to ILES	To be determined
Decker Booty	Diane	1.000	Special Education Paraeducator	Retirement	Rebekah Castleberry
Adriance	Alexandra	1.000	Secretary	Retirement	To be determined
<b>INTER-LAKES MIDDLE HIGH SCHOOL</b>					
<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>FTE</b>	<b>POSITION</b>	<b>REASON FOR LEAVING</b>	<b>REPLACEMENT</b>
Manville	Melissa	1.000	Grade 7 Language Arts Teacher	Retirement	Griffin Nyhan
Long	Susan	1.000	Grade 7 Math Teacher	Resignation	Nicholas Gagnon
Seitzinger	Kimberly	1.000	Special Education Teacher	Resignation	Jennifer Larson
Wilson	Katherine	1.000	Special Education Teacher	Resignation (career advancement)	To be determined
Guerin	Stephanie	1.000	Special Education Paraeducator	Resignation	To be determined
<b>NEW POSITIONS</b>					
<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>FTE</b>	<b>POSITION</b>	<b>LOCATION</b>	<b>REASON</b>
Malagrida	Jennifer	1.000	Special Education Teacher	Inter-Lakes Elementary School	new program
McCarty Drapcho	Shannon	1.000	Elementary Teacher	Sandwich Central School	one year position

## Memorandum

To: Inter-Lakes School Board  
 From: Mary Moriarty, Superintendent of Schools  
 Date: May 18, 2023  
 Re: Proposed Increase in Time

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As part of an addendum to the May 9 School Board Agenda, the attached memo was shared from Mrs. Dolloff, Human Resource Director. The School Board is asked to consider supporting the two position adjustments outlined in the memo. Relative to the request for Sandwich Central School – the proposal is to change the current Secretary Position (205 days at 7.5 hours/day) is proposed to change to Administrative Assistant (220 days at 7.5 hours/day). The job description for Administrative Assistant is included in this attachment as well.

In order to provide greater context for the request for the Greenhouse Teacher, the following is also attached, previous School Board Minutes referencing the “Living Classroom”. Specifically, the minutes indicate that, “Dr. Kelley said one staff member would have direct oversight and serve as a caretaker. He envisions an intervention teacher being tasked with the job...” Additionally, the minutes reflect, “Mr. Hanson expressed concern that the caretaker position would be a lot of work on top of a teacher’s already busy schedule. Ms. Ormond said the district does have some money available to pay a stipend.” A stipend was never paid for this role of “caretaker”, however, the Academic Intervention Teacher, serving as the caretaker, was provided time within the instructional schedule to meet the duties. Also, attached is a list of responsibilities for this role.

Students performing below grade level need the full time of the Academic Intervention Teacher. It is for this reason that there is a desire to uncouple the “caretaker” from the Academic Intervention position.

Below are three (3) possible options to consider for meeting the existing responsibilities plus the addition of expanding volunteer support. The proposed amount of \$10,366 for Option I is based on the placement of an interested individual (presently contracted at 0.90 FTE) on the salary schedule; this amount includes benefits.

Option I Proposal for 0.10 FTE Teacher Completes Responsibilities & Recruits Volunteer Help		Option II “Caretaker” Stipend Completes Responsibilities & Recruits Volunteer Help		Option III Greenhouse Volunteer Coordinator Stipend Recruits & Schedules Volunteer Help to Complete Responsibilities	
Salary	\$7,446	Salary	\$4,800	Salary	\$2,500
New Hampshire Retirement	\$1,462	New Hampshire Retirement	\$942	New Hampshire Retirement	\$491
FICA	\$570	FICA	\$367	FICA	\$191
Health Insurance	\$837				
Dental Insurance	\$51				
<b>Total</b>	<b>\$10,366</b>	<b>Total</b>	<b>\$6,109</b>	<b>Total</b>	<b>\$3,182</b>

Thank you for your consideration of the proposals.

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**INTER-LAKES SCHOOL DISTRICT MEMORANDUM**

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**TO:** MARY MORIARTY, SUPERINTENDENT  
**FROM:** ASHLEY DOLLOFF, HUMAN RESOURCES DIRECTOR  
**SUBJECT:** POSITION ADJUSTMENTS  
**DATE:** MAY 4, 2023

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Mrs. Moriarty,

I am seeking approval for the following position adjustments. These adjustments would have an impact on the 2023-2024 budget.

**School Secretary at Sandwich Central School**

Change in position title to Administrative Assistant. The change in title offers a wider skill set and increase in job responsibilities such as managing financial programs like budgeting and student activities. Currently, Mr. Hillger manages these programs. The School Secretary position is contracted for 205 days. Board Policy 4144, Non-Bargaining Support Staff Insurance Benefits (attached), allows for district contribution to a single health and dental plan for school year positions. I am requesting an increase to 220 contracted days, year-round. The increase in days would provide a more attractive benefits package affording the candidate district contribution to a single, 2-person or family health and dental plan. These changes would bring this position in alignment with our other Administrative Assistant positions.

The budget is estimated to increase by \$2,700.

**Green House Teacher at Inter-Lakes Elementary School**

Ariane Shuffleton has held the responsibility of maintaining the green house. With her upcoming retirement, Mr. Bryant is seeking a replacement. He is requesting an increase in teacher full-time equivalent of 0.10 or 3.75 hours per week. A teacher who is currently 0.90 has expressed interest in this position. This position would be advertised for 5 days internally to provide all staff an opportunity to apply.

The budget is estimated to increase by \$10,365 (this number was calculated based on the interested party).



## Inter-Lakes School District Job Description



<b>Title: Administrative Assistant</b>	<b>Date Revised: July 1, 2021</b>
<b>Classification: Non-Bargaining</b>	<b>Terms of Employment: Full-time, Year-round</b>
<b>Reports To: Building Principal</b>	<b>Supervises: n/a</b>

### **QUALIFICATIONS:**

1. High School diploma or equivalent, Associates Degree in Business or related field preferred;
2. A minimum of two years previous experience and/or training that includes administrative assistant and bookkeeping skills or any equivalent combination of related education, training and experience which provide the required knowledge, skills and abilities to perform the essential job functions.
3. Such alternative to the above as the Superintendent may find appropriate and acceptable.

### **JOB OBJECTIVE:**

Provides oversight and guidance to the main office in order to provide smooth and efficient workflow to the professional staff.

### **ESSENTIAL JOB FUNCTIONS\*:**

#### **Administrative Support**

1. Maintains principal's calendar and schedules appointments and/or interviews.
2. Serves as the liaison between school staff and administration and parents and administration.
3. Works with the active substitute list for assigned building and assists in filling absences that the absence management system is unable to fill.
4. Collects timesheets and reconciles with the absence management system.
5. Oversees volunteer process for assigned building, working in conjunction with the SAU Office.
6. Assists principal with the coordination of events.
7. Assists principal with oral, hand-written, and electronic correspondence.
8. Operates a variety of office equipment.

#### **Recordkeeping**

1. Sends budget notices and reminders to staff regarding school budget timeline and responsibilities.
2. Assists with the preparation and development of the annual school budget and preparation of the school budgets by department, grade, and/or classroom.
3. Distributes approved budget information and forms to staff.
4. Distributes purchasing policy and requisition forms.
5. Collects requisition orders from school staff and verify orders against school budget.
6. Enters requisition into financial software for all purchases.
7. Maintains open and closed purchase orders.
8. Distributes received orders to staff and receive information regarding status of the order as to completion and satisfaction.
9. Follows up on backorders by contacting vendor and updating staff.
10. Processes all purchase orders for payment and send to the SAU Office daily.
11. Maintains and manage the student activity accounts including making deposits and disbursements, keeping records, preparing monthly and yearly summaries, and assisting with annual audit process.

### **SKILLS**

1. Must be attentive to detail.
2. Must be highly organized.
3. Must have skills working with numbers.
4. Must be proficient with the Microsoft Office suite: most importantly Word and Excel, posting to a webpage, and financial software.

**WORKING CONDITIONS:**

Work is primarily in an office environment. While performing the duties of this job, the employee is frequently required to sit. This position also requires periodic walking, standing, bending and light lifting. Some minor travel is required.

**OTHER:**

1. Perform other duties as assigned by the Principal necessary to the operation of the school.
2. Please note this job description is not designated to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and actives may change at any time with or without notice.

*Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.*

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Employee Name (Print)

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Date

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Employee Signature

\*External and internal applicants, as well as position incumbents, who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

## **Responsibilities for Living Classroom/Greenhouse Coordinator**

**January:** Discussions/surveys with staff about what to grow this season; order seeds and supplies. **(6 Hours)**

**February/March:** Prepare the beds (usually requires a weekend day); organize supplies. **(20 Hours)**

**April/May:** Planting with students; sometimes small groups, sometimes whole classes. **(60 Hours)**

**May:** Celebration of Learning - share, inspire, celebrate while MANY visitors come through the greenhouse. **(30 Hours)**

**June:** Organize summer family caretakers - emails, training; weed and mulch the bed in front of ILES. **(20 Hours)**

**July/August:** Oversee summer program in the greenhouse - weekly emails to remind families, answer questions that arise, prepare projects to be completed, send thank you notes for participating, visit weekly to check on the greenhouse. **(2 Hours per Week)**

**September/October:** Work with students and staff in the greenhouse; Open House - share, inspire, celebrate while many visitors come through the Living Classroom; receive and organize supplies donated from Gilford Walmart (thousands of seeds and supplies); put away bed in front of ILES (clip all the dead flowers, etc.) **(10 Hours)**

**November:** Clean beds; put everything away for the season. **(6 Hours)**

**Estimated Above Total = 172 hours**

### **Other Duties:**

- Write articles for the newsletter and newspapers.
- Communicate with staff on happenings in the greenhouse.
- Communicate with the Director of Facilities and the maintenance staff about needs in and around the greenhouse.
- Host other schools that come to our school to see and ask questions about our greenhouse, its operation and functions.
- Coordinate with whomever is managing the compost shed/program.
- Make all purchases, and then request reimbursement from the greenhouse account at the SAU.
- Work with Prescott Farm's Naturalist- tour of facilities, encourage its usage, order supplies.

*"Unapproved"*

**INTER-LAKES SCHOOL DISTRICT  
CENTER HARBOR, MEREDITH, SANDWICH  
INTER-LAKES REGULAR SCHOOL BOARD MEETING  
HUMISTON BUILDING CONFERENCE ROOM  
103 MAIN STREET, MEREDITH, NEW HAMPSHIRE  
TUESDAY, OCTOBER 8, 2013**

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**CALL TO ORDER**

At 6:30 p.m., the meeting was called to order by Chairman Hanson.

**PLEDGE OF ALLEGIANCE**

**RECORD ROLL**

Members Present: Mr. Hanson, Ms. Merrill, Mr. Cunningham, Mr. Martin, Ms. Whalen, Mr. Billings, Student Rep. Mr. Euler

Members Absent: Ms. Baggaley, with notice

Administrators Present: Ms. Ormond, Mr. DiCecca, Dr. Kelley, Mr. Wald, Ms. Temperino, Ms. Hill, Mr. Hansen

Administrators Absent: Ms. Kennelly, Mr. Bennett, Mr. Hale, Ms. Gribben

Others Present: Mr. Mortensen (Laconia Daily Sun)  
Ms. Plummer (Meredith News)  
Mr. Martin (Laconia Citizen)  
Mr. Read, Ms. Anderson, Ms. Mega  
Mr. Chris Kelly

**PRESENTATION**

**A. ILES's Project Proposal:  
"Living Classroom"**

Dr. Kelley presented a greenhouse proposal designed to create a living classroom at Inter-Lakes Elementary School. The idea came about as part of brain storming with the goal of re-engaging disinterested students.

The proposal includes the following: building a 21 by 48 ft. hoop-house with a pipe frame and plastic covering would cost \$25,000. A 30 by 60 ft. ridged frame greenhouse would cost about \$65,000 when fully equipped.

Dr. Kelley said one staff member would have direct oversight and serve as a caretaker. He envisions an intervention teacher being tasked with the job and believes the project is ripe for fostering a collaborative partnership with local residents to engage students in a novel way. All ILES students, pre-kindergarten through grade six, would be able to use the greenhouse which has an estimated annual operating cost of \$1,000.

Dr. Kelley said he plans to launch a fund-raising campaign to pay for the construction.

Mr. Cunningham asked how the longevity of the two designs compare and the potential for vandalism.



**PRESENTATION**

**A. ILES's Project Proposal:  
"Living Classroom" (*cont'd.*)**

Mr. Read said a hoop-house would last about five years while a polycarbonate model would have a 20-year life span and require less maintenance.

Ms. Temperino said the structure would be covered under the district's standard liability policy.

Mr. Billings said two garden clubs based in Meredith have already pledged to donate to the project.

Mr. Hanson expressed concern that the caretaker position would be a lot of work on top of a teacher's already busy schedule. Ms. Ormond said the district does have some money available to pay a stipend.

Mr. Read said the most time-consuming part is watering, and checking for pest infestation. He said he designed an automatic watering system.

Mr. Martin suggested that students be involved in getting the project going.

Ms. Merrill recounted her involvement with students in completing an environmental challenge that won a grant that was used to benefit the district's science program. She said she supported the living classroom project.

Mr. Martin moved and Mr. Billings seconded to approve the concept of a "Living Classroom" for Inter-Lakes Elementary School, as proposed, and to allow Dr. Kelley to begin fund raising. The vote was unanimously in favor.

**B. Next Phase (Lights) for  
ILHS Athletic Field**

Chris Kelly of Meredith addressed the Board, stating his interest in creating a committee to start fund raising to finance the completion of Phase II of the Athletic Complex surrounding the track and artificial turf football field at the high school.

Mr. Kelly said he was asking for the Board's authorization to put together a group of people to explore fund-raising options and to meet with town officials in Meredith, Center Harbor and Sandwich to make them aware of the proposal.

In 2006, Phase II included the installation of grandstand seating for 1,200, as well as the addition of lighting and the required power supply, making additional curb cuts and other adjustments to improve ADA accessibility, and construction of a building to house restrooms and concessions.

Mr. Kelly said additional grandstand seating is not needed as the shape of the track creates a natural amphitheater and fans appear to enjoy spreading blankets or pitching their own chairs to watch sporting events.

Ms. Temperino noted that the needed conduit for the wiring for lighting is already installed.

## Memorandum

To: Inter-Lakes School Board  
From: Mary Moriarty, Superintendent  
Date: May 17, 2023  
Re: Licensed Mental Health Services

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In June 2022, the School Board supported encumbering funds in the amount of \$115,000 to support access to licensed mental health services for students. The School District partnered with [Growing Roots Integrative Health & Wellness](#) of Plymouth, NH to provide twenty-five (25) weekly appointments during the school day. ILES and ILMHS have had services provided by four (4) different clinicians; this has been a benefit as there are areas of specialty and fit. Due to staffing, services were not available for the 2022/2023 school year at Sandwich Central School. Please know that many efforts were made on both the School District and Growing Roots parts to resolve this concern, but to no avail.

To date a total of twenty-eight (28) students have been served and five (5) students are presently on a waiting list. Throughout the school year, Mrs. Vieten, Director of Guidance, Mrs. Dodge, Director of Student Services, and I have met with Growing Roots to monitor the implementation. The relationship between the School District and Growing Roots has been positive and productive for our students; areas needing refinement have been addressed in an effective and timely manner. Growing Roots has demonstrated a high commitment to work with the School District.

The payment model for 2022/2023 school year has been – individual health insurance is used first, and the School District will pay up to half of the available spots for individuals without the ability to use insurance. In meetings with Growing Roots to discuss next year, it was shared that the payment model used this year is not sustainable for Growing Roots. Growing Roots indicated that, “...the growing overhead of paying our senior employees to see children and adolescents on campus (at a reimbursement rate significantly lower than commercial or state subsidized insurance) has made our current contract unsustainable.”

During the budget process, \$125,000 was budgeted to contract with Growing Roots for the 2023/2024 school year. After recently meeting with Growing Roots, the following is proposed for the 2023/2024 school year - School District pays for 30.5 hours per week at \$140/hour for the school year (forty (40) weeks) and for six (6) weeks during the summer months (one (1) week after school ends; three (3) weeks during summer school; and two (2) weeks prior to school starting).

**2023/2024 Budgeted:** \$125,000

**2023/2024 Proposed:** \$140/hour X 30.5 hours X 46 weeks = \$196,420

**Increase Over Budgeted:** \$71,420



Student social emotional wellness continues to be a significant area of concern. The data in the Youth Risk Behavior Survey continues to reflect this level of concern. One's ability to access their learning is dependent on their social emotional wellness. The partnership with Growing Roots provides another layer of support for students and the greater school community.

Additionally, this request connects to the Inter-Lakes School District Mission Statement in two (2) specific areas – “To inspire and sustain learning and achievement by providing: A safe environment; Access to Resources”. Also, the request is supported by the School District Core Values – “We believe that.... the purpose of education is to produce responsible citizens through developing self-aware and self-reliant learners by extending beyond core academics to include the arts, cultural awareness, and physical, **social, and emotional well being**; and people learn best when their intellectual, **social**, and physical **needs are met**, where students feel supported in a structured and collaborative environment.

The following page has a graphic to show our current staffing in Guidance, School Psychologist, Outreach Counselor, and the Contracted Service of Growing Roots proposed for 2023/2024. Mrs. Vieten, Guidance Director, will share on Tuesday evening highlights of the various responsibilities and differences of these roles: School Counselor, School Psychologist, Outreach Counselor and Licensed Mental Health Providers.

A motion to approve the increased cost is not presented for the meeting on May 23<sup>rd</sup>. The purpose for this is to provide the School Board time to consider this request. I anticipate fund balance will be available to address the \$71,420 over the budgeted amount.

Guidance Director  
School District – ILES, ILMHS, SCS, ILSD  
School Counselor Responsibilities – ILMHS – Grades 7 – 12 (A – C)  
Holly Vieten  
1.0 FTE  
Supervised by Superintendent of Schools

Outreach Counselor  
School District – ILES, ILMHS, SCS, ILSD  
Lisa Ransom  
1.0 FTE  
Supervised by Director of Guidance

School Counselor  
ILMHS – Grades 7 – 12  
(Mc - Z)  
Stacey Gagnon  
Supervised by Director of Guidance

School Counselor  
SCS – K - 6  
Sandy Spiro  
0.5 FTE  
Supervised by Director of Guidance

School Counselor  
ILES – Grades 4 - 6  
Kate Clark  
1.0 FTE  
Supervised by Director of Guidance

School Counselor  
ILMHS – Grades 7 – 12  
(D - MA)  
Nick Connell  
Supervised by Director of Guidance

School Counselor  
ILES – Grades PK - 3  
Ashley Shuffleton  
1.0 FTE  
Supervised by Director of Guidance

School Psychologist  
ILMHS & SCS  
Brandi Drinkwine  
1.0 FTE  
(0.5 FTE District Funded,  
0.5 FTE IDEA Grant Funded)  
Supervised by Director of  
Student Services

School Psychologist  
ILES  
Karen Cotreau  
1.0 FTE  
(0.5 FTE District Funded,  
0.5 FTE IDEA Grant Funded)  
Supervised by Director of  
Student Services

Growing Roots 2023/2024  
Licensed Mental Health Contracted Service  
Multiple Providers – 30.5 hours/week – 46 weeks  
Directly Supervised by Stacey Redman & Scott Schinaman (Growing Roots)  
Coordinated by Holly Vieten, Director of Guidance & Elaine Dodge, Director of Student Services

Note: “School Counselor” is the updated term for “Guidance Counselor.”

## Memorandum

To: Inter-Lakes School Board  
 From: Mary Moriarty, Superintendent  
 Date: May 17, 2023  
 Re: Proposed Reduction of ILES Classroom Teacher by 1.0 FTE

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The proposed budget for 22/23 included 26.0 FTE Classroom Teachers for ILES. Due to an unplanned retirement and low enrollment for the entering kindergarten class, this natural attrition point was used to reduce to 25.0 FTE ILES Classroom Teachers for the 22/23 school year. One less ILES Classroom Teacher than ILES Classroom Teachers budgeted.

The proposed budget for 23/24 reduced ILES Classroom Teachers to 24.0 FTE. This was achieved by shifting for 23/24 a current ILES Classroom Teacher (1.0 FTE) to the open ILES Academic Intervention Teacher (1.0 FTE). The 22/23 Academic Intervention Teacher is retiring at the end of the school year, which created the opening for 23/24. Additionally, 23/24 enrollment supported the reduction for ILES Classroom Teachers.

A resignation of an ILES Grade 1 Teacher for the 23/24 school year has presented another natural attrition point for ILES. Projected K – 6 enrollment at ILES for the 23/24 school year supports an additional reduction of 1.0 FTE Classroom Teacher for ILES for the 23/24 school year. In summary, 24.0 FTE ILES Classroom Teachers were budgeted for 23/24 and 23.0 FTE ILES Classroom Teachers are proposed; the resignation is proposed not to be filled. If supported, if ILES Kindergarten enrollment becomes a concern, it is recommended that this reduction be revisited.

Below is a table outlining current (22/23) numbers, budgeted (23/24) numbers and proposed (23/24) numbers. Additionally, attached is Inter-Lakes School Board Policy 6151. The proposed class sizes fit within ILSB Policy 6151.

ILES									
Grade Level	Current Year			Budgeted 23/24			Proposed 23/24		
	FTE	Total Students	Average Class Size	FTE	Total Students	Average Class Size	FTE	Total Students	Average Class Size
Kindergarten	3	44	14.67	3	44	14.67	3	44	14.67
Grade 1	3	51	17.00	3	44	14.67	3	44	14.67
Grade 2	3	37	12.33	3	51	17.00	3	51	17.00
Grade 3	4	61	15.25	3	37	12.33	3	37	12.33
Grade 4	4	64	16.00	4	61	15.25	3	61	20.33
Grade 5	5	76	15.20	4	64	16.00	4	64	16.00
Grade 6	3	45	15.00	4	76	19.00	4	76	19.00
<b>Total</b>	<b>25</b>	<b>378</b>	<b>15.12</b>	<b>24</b>	<b>377</b>	<b>15.71</b>	<b>23</b>	<b>377</b>	<b>16.39</b>



**Class Size**

The Board recognizes the relevancy of goals for instruction, teaching techniques, staff utilization, class size, and effective learning. Accordingly, it is appropriate for the Board to have guidelines for implementing a policy on class size, which takes into account the various factors relating to effective learning.

Therefore, the administration will make every effort to keep class size at an educationally effective level, taking into account the availability of qualified staff, curriculum requirements, facilities (space available and equipment), the particular “chemistry” of a classroom of individuals, the enrollment of sequential grade levels, funds, and state requirements. Particular attention will be given to the placement of children with special needs. In all instances, the district will comply with the N.H. Department of Education’s current standards related to class size. As of January 1, 2009, these standards are:

- Kindergarten – grade 2, 25 students or fewer per teacher, provided that each school shall strive to achieve the class size of 20 students or fewer per teacher;
- Grades 3-5, 30 students or fewer per teacher, provided that each school shall strive to achieve the class size of 25 students or fewer per teacher;
- Middle and senior high school, 30 students or fewer per teacher;
- Class size for laboratory classes shall not exceed 24 students.

When the above state guidelines do not match our grade structure, i.e., a multi-age group in Sandwich, the state guideline for the lowest grade in the combined class will apply.

When a K-8 class size falls at or below the following parameters: Grades K-2 – 8 students; Grades 3-8 - 10 students; the board will provide an opportunity for advice from the administration, any Board-created advisory committee, and the Inter-Lakes community, in determining the appropriate course of action. Consideration will be given to the developmental stage of the students involved, personnel, and financial concerns.

In order for any high school class to be offered with ten (10) or fewer students, the Principal and Superintendent will seek approval from the Board.

If a class is overcrowded, the building principal shall consult with the Superintendent to seek remedies. The Inter-Lakes School Board will be advised of these situations.

Adopted: 12/79  
Adopted: 02/80  
Revised: 07/89  
Adopted: 9/25/89  
Reviewed: 09/09/02  
Rewritten: 05/13/03  
Approved: 09/09/03  
Revised: 07/14/09  
Reviewed: 11/12/13  
Reviewed: 07/11/17

Sandwich Central School Organizational Chart

STUDENTS

STUDENTS

STUDENTS

STUDENTS

STUDENTS

STUDENTS

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STUDENTS

ATTACHMENT #11

CONSTITUENTS OF COMMUNITIES  
Center Harbor, Meredith & Sandwich

INTER-LAKES SCHOOL BOARD

SAU BOARD  
(See SAU Organizational Chart)

SAU #2 ADMINISTRATION  
SUPERINTENDENT'S OFFICE

DISTRICT ADMINISTRATION  
CURRICULUM COORDINATOR  
DEAN OF LEARNING  
DIRECTOR OF FACILITIES  
GUIDANCE DIRECTOR  
DIRECTOR OF TECHNOLOGY

BUILDING ADMINISTRATION  
SCS PRINCIPAL

Teacher  
Primary Multiage (1.00)  
Middle Multiage (2.00)  
Upper Multiage (1.00)  
Sixth Grade (1.00)  
Special Education (0.50)

Specialist  
Art/Computers (0.40)  
Instrumental Music (0.20)  
Interventionist (0.50)  
Performing Arts/World Cultures (0.40)  
Physical Education (0.40)  
Reading Specialist (ILMHS/SCS)

Nurse/ Guidance/SLP  
School Counselor (0.50)  
School Nurse (0.07)  
School Psychologist (ILMHS/SCS)  
Speech Language Pathologist (ILES/SCS)

Office Support  
Secretary (205 days, 7.5 hours)  
**Proposed Change for 23/24:**  
Administrative Assistant (220 days, 7.5 hours/day)  
Multi-Day Substitute (1.00)

Paraeducator  
Special Education Paraeducator (3.92)  
Library Media Paraeducator (0.48)

Maintenance/Facilities  
Custodian (1.00)

Coaches / Advisors  
Volunteers

STUDENTS

STUDENTS

STUDENTS

STUDENTS

STUDENTS

STUDENTS

STUDENTS

STUDENTS

**Line of Responsibility**

Each employee in the District, except the clerk, treasurer, auditor, and counsel, shall be responsible to the Board through the Superintendent.

All personnel shall refer matters requiring administrative action to the administrator immediately in charge of the area in which the problem arises.

Administrators shall refer such matters to the next higher authority when necessary.

All classroom teachers, all special instructional personnel, and all special non-instructional personnel in each school will be primarily responsible to the administrators of that school. Special personnel who work in more than one school will be responsible to the administrators of the school in which they are working at a particular time. Appropriate central office administrators will be available to discuss any problems which may arise with persons who work in more than one school.

Administrators will be responsible to the Superintendent. Administrators will work closely with the superintendent in the overall management of both instructional and non-instructional services and will work directly with the Superintendent in selecting and evaluating professional personnel and in administering personnel policies.

Non-certified employees will be responsible to the Superintendent.

Reviewed: 07/79  
Revised: 10/80  
Revised: 12/15/87  
Approved: 02/08/88  
Reviewed: 07/89  
Adopted: 09/25/89  
Revised: 11/98  
Reviewed: 08/12/14



**Personnel****4200**  
**(GCQB)****Exit Interviews**

The Inter-Lakes School District values the importance of promoting and maintaining personnel practices that foster constructive employee feedback and suggestions.

The purpose of this policy is to identify workplace, organizational or human resources factors that have contributed to an employee's decision to leave employment; to enable the District to identify trends requiring attention or any opportunities for improving the District's ability to respond to employee concerns; and to allow the District to improve and continue to develop recruitment and retention strategies.

**Procedure**

Employees should be encouraged to take part in an exit interview process. Participation is optional. The interview should only be conducted with employees who are either:

- Resigning from their current post to leave the School District
- Retiring from the District

If the employee chooses not to participate in an exit interview, they will be provided the opportunity to complete the Exit Interview Form in writing to be submitted to Human Resources. Completing the Exit Interview Form is optional.

**The Exit Interview Form**

An Exit Interview Form should be completed for each interview. The form will ensure that the information is collected in a fair and consistent manner and will help the School District to identify:

- Patterns as to why employees leave
- Any improvements that could be made to development opportunities within the School District
- Comparisons of remuneration/benefits and areas of benefits that could be considered in the future

**When should the exit interview be carried out?**

Ideally the exit interview should take place in the employee's final weeks of employment.

**Who should carry out the exit interview?**

The ~~Human Resource Director~~ Superintendent or Superintendent's designee should carry out the exit interview with the employee who is leaving. ~~However, if the employee has said that they do not want the Human Resources Director to carry out the interview, then the Superintendent should arrange for another SAU administrator designee within the School District to conduct the interview.~~

**How should the exit interview be conducted?**

The purpose of the interview is to find out information about why the employee is leaving. The Exit Interview Form follows a series of questions to be asked, and as with any interview, responses to questions should be explored as appropriate. Confidentiality must be assured and you should encourage open discussion. It is equally important to find out information of a positive nature to ensure the School District is getting things right and that it continues to do so. You should:

- Explain the purpose of the interview to the employee
- Ensure it is conducted in an informal and relaxed manner
- Reassure the employee that any comments they make will have no bearing on future events, e.g. a request for a reference

**What happens next?**

Any information obtained by the interview process and through the Exit Interview Form should be retained by the Human Resources Director. It will not be placed in an employee's personnel file. This information will serve to support the District's analysis of potential trends relating to retention of staff, Human Resource related training needs, and District professional culture and climate. Annually, the Human Resources Director will compile a summary. This will be presented to the Superintendent, Administrative Team and School Board.

**Exit Interview Form**

Attached

The Human Resource Director is responsible for the Exit Interview Form. A copy of the form may be obtained by contacting the Human Resource Director.

PRC: 04/12/22; 5/24/22; 6/14/22; 5/11/23

**SUPPORT SERVICES  
STUDENTS**

5152

EFA

JLCF

*Category: Priority/Required by Law*

**Wellness Through Nutrition and Physical Activity**

~~The Inter-Lakes School Board is committed to the optimal development of every student. The School Board believes for students to have the opportunity to achieve personal, academic, developmental, and social success, there needs to be a positive, safe, and health promoting learning environment. The Board also recognizes that scientific research has identified a positive relationship among adequate nutrition, hydration, physical activity, and academic success.~~

~~The Inter-Lakes School District seeks to provide a comprehensive learning environment for developing and practicing lifelong wellness behaviors. It is therefore the goal of the Inter-Lakes School Board that the learning environment be aligned to positively influence a student's understanding, beliefs and habits as they relate to good nutrition and physical activity. In accordance with law and this belief, the Board commits to the following:~~

~~The Inter-Lakes School District will identify at least one goal in each of the following areas:~~

- ~~● **Nutrition Education and Promotion:** The District will provide nutrition education and engage in nutrition promotion that helps students develop lifelong healthy eating behaviors.~~
- ~~● **Physical Activity:** The District will provide students with age and grade appropriate opportunities to engage in physical activity.~~
- ~~● **Other School Based Activities that Promote Wellness:** As appropriate, the District will support students and their families, as well as staff, in efforts to maintain a healthy lifestyle.~~

~~The Board recognizes the importance of proper nutrition and developmentally appropriate physical activity as ways of promoting healthy lifestyles, minimizing childhood obesity, and preventing other diet-related chronic diseases. The Board also recognizes that health and student success are inter-related. It is, therefore, the goal of the Board that the learning environment positively influences a student's understanding, beliefs, and habits as they relate to good nutrition and physical activity.~~

~~This policy outlines the District's approach to ensuring environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. This policy applies to all students, staff and schools in the District.~~

**I. DISTRICT WELLNESS COMMITTEE.**

~~The Superintendent or designee will facilitate development of updates to the District Wellness Policy, subject to School Board approval, and will oversee compliance with the policy. In addition, the Superintendent shall designate a Building Wellness Coordinator for each school to help ensure compliance with this policy at the building level.~~

~~The Superintendent shall convene a representative "District Wellness Committee" (or "Wellness Committee"), whose functions will include review and recommendations regarding implementation of and updates to this policy, and establishment of specific goals for nutrition promotion, education and physical activity.~~



The Superintendent or his/her designee shall serve as the Chairperson of the District Wellness Committee, and shall maintain an updated roster of Building Wellness Coordinators and other persons serving on the Committee.

The District Wellness Committee shall meet no less than three times per school year.

The District Wellness Committee should represent each school and the diversity of the community, and to the extent feasible include the Superintendent or her/his designee, the Food Service Director, each Building Representative, parents, students, physical education teachers, health education teachers, school counselors, school administrators, a school board member, outside health professionals, individual school building representatives, and members of the public.

Staff appointments to the Wellness Committee will be made by the Superintendent or designee. The School Board Chair shall appoint the School Board member. Remaining members, other than those who are ex officio, shall be appointed and approved by the Wellness Committee.

As a statutory committee, the Wellness Committee shall comply with the requirements of RSA 91-A regarding meetings.

## **II. WELLNESS POLICY IMPLEMENTATION, MONITORING, ACCOUNTABILITY AND COMMUNITY ENGAGEMENT.**

### **A. Implementation Plan.**

Each Building Wellness Coordinator, with the assistance of the Wellness Committee, will conduct a school level assessment based on the Centers for Disease Control and Prevention's School Health Index, using tools available through such programs as the Alliance for a Healthier Generation *Healthy Schools Program*, and to create an action plan and generate an annual progress report. The school-level assessment/report should be completed by September 30<sup>th</sup> of each school year and provided to the Superintendent.

### **B. Annual Notification of Policy.**

The District will annually inform families and the public of basic information about this policy, including its content, any updates to the policy, and implementation status. The District will make this information available via the district website. This information will include the contact information of the District official(s) chairing the Wellness Committee (i.e., the Superintendent or his/her designee) and any Building Wellness Coordinator(s), in addition to on how the public can get involved with the District Wellness Committee.

### **C. Triennial Progress Assessments.**

Every three years, the Superintendent or Designee will assess:

- The extent to which each of the District's schools are in compliance with the wellness policy;
- The extent to which the District Wellness Policy compares to model wellness policies; and
- A description of the progress made in attaining the goals of the District's Wellness Policy.

The Wellness Committee will make recommendations to update the District Wellness Policy based on the results of the annual School Health Index and triennial assessments and/or as District priorities change; community needs change; wellness goals are met; new health science, information, and technology emerges; and new Federal or state guidance or standards are issued. The Board will review and act upon such assessments as required or as the Board deems appropriate.

### **D. Recordkeeping.**

The Superintendent or designee will retain records related to this Policy, to include at least the following:

- The District Wellness Policy;
- The most recent assessment on the implementation of the local school wellness policy;
- Documentation on how the District Wellness Policy and Policy assessments are/were made available to the public;
- Documentation confirming annual compliance with the requirement that District Wellness Policy, including updates, and the most recent assessment on the implementation of the Policy have been made available to the public; and
- Documentation of efforts to review and update the District Wellness Policy; including who is/was involved in each update and methods the District uses to make stakeholders aware of opportunities to participate on the District Wellness Committee.

#### **E. Community Involvement, Outreach and Communications.**

The District will communicate ways in which representatives of DWC and others can participate in the development, implementation and periodic review and update of the wellness policy through a variety of means appropriate for that district. The District will also inform parents/guardians of the improvements that have been made to school meals and compliance with school meal standards, availability of child nutrition programs and how to apply, and a description of and compliance with Smart Snacks in School nutrition standards.

#### **Nutrition Guidelines**

The following nutritional guidelines for food available on the school campus will be adhered to:

- Meals served through the National School Lunch and School Breakfast Program will meet, at a minimum, nutrition requirements established by state and federal law.
- The Inter Lakes School District providing access to healthy foods outside the reimbursable meal programs before school, during school and thirty minutes after school shall meet the United States Department of Agriculture ("USDA") Smart Snacks in Schools nutrition standards, at a minimum. This includes such items as those sold through ala carte lines, vending machines, student run stores, and fundraising activities.
- The Inter Lakes School District will promote that snacks provided to students during the school day without charge (e.g., class parties) should meet standards set by the district in accordance with law. The Inter Lakes School District will provide parents a list of foods and beverages that meet nutrition standards for classroom snacks and celebrations.
- Classroom celebrations which include snacks will be held after lunch, to avoid decreasing students' appetites prior to scheduled meals.
- The Inter Lakes School District will only allow marketing and advertising of foods and beverages that meet the Smart Snacks guidelines in school nutritional standards on campus during the school day.

The Inter Lakes School District also operates additional nutrition programs and activities which include:

- The Fresh Fruit and Vegetable Program, when available through federal funding, which provides daily mid-morning snacks for students.
- Encouraging water consumption throughout the day, with the Inter Lakes School District making sure water is available at all times.

### **III. NUTRITION.**

### **A. School Meals.**

All schools within the District participate in USDA child nutrition programs, including the National School Lunch Program (NSLP) and the School Breakfast Program (SBP). District schools are committed to offering school meals that:

- Are accessible to all students;
- Are appealing and attractive to children;
- Are served in clean and pleasant settings;
- Promote healthy food and beverage choices; and
- Meet or exceed current nutrition requirements established by local, state, and Federal statutes and regulations. The District offers reimbursable school meals that meet USDA nutrition standards, which may be found at:

<https://www.fns.usda.gov/school-meals/nutrition-standards-school-meals>

### **B. Staff Qualifications and Professional Development.**

All school nutrition program directors, managers and staff will meet or exceed hiring and annual continuing education/training requirements in the USDA professional standards for school nutrition professionals, which may be found at:

<https://www.fns.usda.gov/school-meals/professional-standards>

### **C. Water.**

To promote hydration, free, safe, unflavored drinking water will be available to all students at every school throughout the school day, including mealtimes.

### **D. Competitive Foods and Beverages and Marketing of Same in Schools.**

“Competitive foods and beverages” (i.e., foods and beverages sold and served or marketed during the school day, but outside of the school meal programs) must meet the USDA Smart Snacks in School nutrition standards, which may be accessed at:

<https://www.fns.usda.gov/school-meals/smart-snacks-school>

These standards will apply in all locations and through all services where foods and beverages are sold, which may include, but are not limited to, à la carte options in cafeterias and vending machines.

Except as may be provided elsewhere in this Policy, any foods and beverages marketed or promoted to students on the school campus during the school day will meet or exceed the USDA Smart Snacks in School nutrition standards. Food and beverage marketing is defined as advertising and other promotions in schools, including, but is not limited to:

- Brand names, trademarks, logos or tags, except when placed on a physically present food or beverage product or its container.
- Displays, such as on vending machine exteriors.
- Corporate brand, logo, name or trademark on school equipment, such as marquees, message boards, scoreboards or backboards (*note: immediate replacement of these items are not*



required; however, districts will replace or update scoreboards or other durable equipment when existing contracts are up for renewal or to the extent that is in financially possible over time so that items are in compliance with the marketing policy.).

- Corporate brand, logo, name or trademark on cups used for beverage dispensing, menu boards, coolers, trash cans and other food service equipment; as well as on posters, book covers, pupil assignment books or school supplies displayed, distributed, offered or sold by the District.
- Advertisements in school publications or school mailings.
- Free product samples, taste tests or coupons of a product, or free samples displaying advertising of a product.

Corporate brand names, logos, and trademarks for companies that market products that comply with the USDA Smart Snacks in School nutrition standards will not be prohibited because they offer some non-compliant food or beverage items in their product line. Likewise, the marketing restrictions do not apply to clothing or other examples of expression which include brand information for non-compliant food or beverage items.

As the District, school athletic department, and parent teacher associations review existing contracts and consider new contracts, equipment and product purchasing (and replacement) decisions should reflect the applicable marketing guidelines established by the District wellness policy.

#### **E. Celebrations and Rewards.**

All foods offered during the school day on the school campus will meet or exceed the USDA Smart Snacks in School nutrition standards. Foods and beverages will not be used as a reward or withheld as punishment for any reason. The District's School Nutrition Services will make available a list of healthy party ideas to parents and teachers, including non-food celebration ideas, and a list of foods and beverages which meet Smart Snack nutrition standards.

#### **F. Food Sale Fundraising.**

Foods and beverages that meet or exceed the USDA Smart Snacks in Schools nutrition standards may be sold through fundraisers on the school campus during the school day. Fundraising groups are encouraged to choose non-food fundraisers, and to consider healthy fundraising ideas. Notwithstanding this provision, each school may allow up to nine bake sales or other fundraising food sales of non-compliant foods (i.e., that do not meet Smart Snack standards), which are no more than one day in duration each.

#### **G. Nutrition Promotion.**

The District will promote healthy food and beverage choices for all students throughout the school campus, as well as encourage participation in school meal programs. This promotion will include.

- Implementation of at least \_\_\_\_\_ or more evidence-based healthy food promotion techniques in the school meal programs using methods included in the Smarter Lunchroom Movement, which may be found at:  
<https://www.smarterlunchrooms.org/scorecard-tools/smarter-lunchrooms-strategies>
- Ensuring 100% of foods and beverages promoted to students during the school day meet the USDA Smart Snacks in School nutrition standards. Additional promotion techniques that the District and individual schools may use are available through the Smart Food Planner of the Alliance for a Healthier Generation, available at:

<https://www.healthiergeneration.org/our-work/business-sector-engagement/improving-access-to-address-health-equity/smart-food-planner>.

## **H. Nutrition Education.**

The District will teach, model, encourage and support healthy eating by all students.

- Nutrition education shall be included in the health curriculum so that instruction is sequential and standards-based and provides students with the knowledge, attitudes, and skills necessary to lead healthy lives.
- Nutrition education posters will be displayed in each school cafeteria.
- Consistent nutrition messages shall be disseminated throughout the school.

Schools should provide additional nutrition education that:

- Is designed to provide students with the knowledge and skills necessary to promote and protect their health;
- To the extent practicable is integrated into other classroom instruction through subjects such as math, science, language arts, social sciences and elective subjects;
- May include enjoyable, developmentally-appropriate, culturally-relevant and participatory activities, such as cooking demonstrations or lessons, promotions, taste-testing, farm visits and school gardens;
- Promotes fruits, vegetables, whole-grain products, low-fat and fat-free dairy products and healthy food preparation methods;
- Emphasizes caloric balance between food intake and energy expenditure (promotes physical activity/exercise);
- Links with school meal programs, cafeteria nutrition promotion activities, school gardens, Farm to School programs, other school foods and nutrition-related community services;
- Teaches media literacy with an emphasis on food and beverage marketing; and
- Includes nutrition education training for teachers and other staff.

## **Physical Education/ Health**

~~The Inter-Lakes School District will offer physical education opportunities that:~~

- ~~• Emphasize and promote participation in lifelong physical activities and reaching a health-enhancing level of physical fitness among all students.~~
- ~~• Are aligned with standards, benchmarks, and grade-level expectations that keep students active for at least half of the class time develop students' self-confidence to choose activities that allow them to be successful.~~
- ~~• Provide equal opportunity to participate in a variety of fitness training, motor skill practice, and teamwork activities in physical education.~~
- ~~• Exhibit responsible personal and social behavior that respects self and others.~~
- ~~• Co-curricular sports teams for middle school students that provide additional fitness training.~~
- ~~• Promote winter activities.~~

~~The Inter-Lakes School District will offer health education opportunities that:~~

- ~~• Explain and identify the three parts of health (physical, mental/emotional, and social).~~
- ~~• Model, encourage, and support healthy eating for all students throughout the Inter-Lakes School District.~~
- ~~• Provide nutrition education experiences that support the instructional component to improve students' eating behaviors and help develop healthy lifestyle practices.~~

## **IV. PHYSICAL ACTIVITY.**

The District will provide physical education consistent with national and state standards. Physical activity during the school day (including but not limited to recess, classroom physical activity breaks or physical education) will not be withheld as punishment for any reason.

### **A. Classroom Physical Activity Breaks.**

In addition to any recess periods provided in the ordinary daily schedule, students will be offered periodic opportunities to be active or to stretch throughout the day. The District recommends teachers provide short (3-5-minute) physical activity breaks to students during and between classroom time at least three days per week. These physical activity breaks will complement, not substitute, for physical education class, recess, and class transition periods.

**B. Before and After School Activities.**

The District offers opportunities for students to participate in physical activity after school through interscholastic and intramural sports and clubs.

**C. Walking and Biking to School.**

The District will support walking or biking to school by students or faculty only if determined safe by the building principal.

**Other Activities to Promote Wellness**

The Inter-Lakes School District will work to build community partnerships to enhance wellness not just during school hours, but to promote healthy lifestyles throughout the town.

**V. OTHER ACTIVITIES TO PROMOTE STUDENT WELLNESS.**

The District will endeavor to integrate wellness activities across the entire school setting, not just in the cafeteria or physical education and athletic facilities. In furtherance of this objective, each school in the District will encourage movement breaks each school year.

**VI. PROFESSIONAL LEARNING.**

When feasible, the District will offer annual professional learning opportunities and resources for staff to increase knowledge and skills about promoting healthy behaviors in the classroom and school (e.g., increasing the use of kinesthetic teaching approaches or incorporating nutrition lessons into math class).

**VII. School Wellness Committee/Policy Implementation, Monitoring and Accountability**

- The Inter-Lakes School District will convene Wellness Committee meetings quarterly. This group will set measurable goals; assess progress on the current goal targets; recommend any new goal targets and identify strategies to achieve them.
- A triennial review of this policy will recommend updates for School Board approval.
- The wellness policy can be found on the District's website: [www.interlakes.org/school-district-policies.html](http://www.interlakes.org/school-district-policies.html)
- The Building Principal will be responsible for oversight of this policy.

**Legal References:**

42 U.S.C. 1751, Richard B. Russell National School Lunch Act

42 U.S.C. 1771, Child Nutrition Act of 1966

Section 204 of Public Law 108-265, Child Nutrition and WIC Reauthorization Act of 2004

Healthy, Hunger-Free Kids Act of 2010 (HHFKA)

7 C.F.R 210, National School Lunch Program

7 C.F.R 220, School Breakfast Program

RSA 189:11-a, Food and Nutrition Programs

Ed 306.04(a)(20), Wellness



*Ed 306.401, Health and Wellness Education Program*

*N.H. Dept. of Education Administrative Rule – Ed 306.38 (b)(1)b, Family and Consumer Science Education Program (middle schools)*

Written: 06/13/06  
Approved: 09/12/06  
Reviewed: 10/25/11  
Amended: 05/12/20  
PRC: 08/30/22; 5/11/23

**STUDENTS  
INSTRUCTION****IHCA  
5138***Category: Priority – Required by Law***Summer Activities**

The Board recognizes that student learning is an ongoing process and that it is important for students to engage in learning activities even when not attending school. Therefore, the Board encourages students to have a plan for summer activities that support student learning. Such activities may include a summer book reading list, attending an education-themed summer camp, engaging in extended learning opportunities, or other activities that support student learning.

*Legal Reference:*

~~*NH Code of Administrative Rules, Section Ed. 306:14(h), Instructional Program; Summer Activities  
— that Support Student Learning*~~

*Ed 306.14(b)(7), Summer Activities That Support Student Learning (until July 1, 2015)*

*ED 306. 14(a)(7), Summer Activities That Support Student Learning (after July 1, 2015)*

Approved: 01/14/14

PRC: 5/11/23

## INSTRUCTION

ILD

6184

Category: Priority/Required by Law

**Non-Educational Surveys and Questionnaires**

Separate federal and state laws require that written consent be obtained from a parent or guardian before a student participates in a non-educational survey or questionnaire that asks about information not directly related to a student's academics. While similar, the two laws are not co-extensive, with slightly different scope, procedures and exceptions.

~~Federal law, the Protection of Pupil Rights Amendment, imposes the prior written consent requirement only if the survey, analysis, or evaluation or its administration is paid for or in any way uses federal funds from the federal Department of Education and reveals information concerning the following:~~

- ~~1. Political affiliations;~~
- ~~2. Mental and psychological problems potentially embarrassing to the student or the family;~~
- ~~3. Illegal, anti-social, self-incriminating, and demeaning behavior;~~
- ~~4. Critical appraisals of other individuals with whom respondents have close family relationships;~~
- ~~5. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;~~
- ~~6. Religious practices, affiliations, or beliefs of the student or student's parent; or~~
- ~~7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).~~

~~State law, RSA 186:11, IX d, imposes the prior written consent requirement on questionnaires, or other documents designed to elicit information about:~~

- ~~1. A student's social behavior;~~
- ~~2. family life;~~
- ~~3. religion;~~
- ~~4. politics;~~
- ~~5. sexual orientation;~~
- ~~6. sexual activity;~~
- ~~7. drug use; or~~
- ~~8. any other information not related to a student's academics.~~

**A. General.**

1. For the purpose of this policy, "non-academic survey" shall include a survey, questionnaire, analysis, evaluation or any other document which seeks any information in the categories listed in sections B (as to state law) or C (as to federal law), below. However, non-academic surveys should not be deemed to include questions directed to an individual student by a school counselor, nurse or appropriate personnel under circumstances indicating such questions are reasonably necessary for such person's compliance with applicable laws or regulations, and the discharge his or her duties.
2. All non-academic surveys must have the prior approval of the Superintendent or his/her designee.
3. Non-academic surveys conducted for other agencies, organizations or individuals must

have both the recommendation of the Superintendent and the approval of the School Board as to content and purpose. The results of such approved non-academic surveys must be shared with the School Board.

4. No non-academic survey requesting sexual information will be administered to any student in kindergarten through grade six unless required by federal or state law or regulation. School personnel administering any such questionnaire or survey will not disclose personally identifiable information.
5. As used below, the consent and notification provisions apply to a child's parent/legal guardian(s), unless the student is an adult or an emancipated minor who consents.

## **B. New Hampshire Law.**

Under RSA 186:11, IX-d, prior notice and prior consent (opt-in) is required for any non-academic survey designed to elicit information about:

1. A student's social behavior;
2. family life;
3. religion;
4. politics;
5. sexual orientation;
6. sexual activity;
7. drug use;
8. or any other information not related to a student's academics.

## **C. Federal Law.**

**1. Protection of Pupil Rights Amendment.** Under the federal Protection of Pupil Rights Amendment, prior written consent is required only if the non-academic survey, analysis, or evaluation or its administration is paid for or in any way uses federal funds from the federal Department of Education and reveals information concerning the following:

- a. Political affiliations;
- b. Mental and psychological problems potentially embarrassing to the student or the family;
- c. Sexual behavior and attitudes;
- d. Illegal, anti-social, self-incriminating, and demeaning behavior;
- e. Critical appraisals of other individuals with whom respondents have close family relationships;
- f. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- g. Religious practices, affiliations, or beliefs of the student or student's parent/guardian;  
or
- h. Income (other than that required by law to determine eligibility for participation in a



program or for receiving financial assistance under such program).

**2. Federal Exception.** Non-academic surveys which do not require consent and notice under New Hampshire law (section B) but might otherwise require notice and consent under the federal law (section C.1 above). However, the federal requirement exempts to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:

- a. College or post-secondary education recruitment, or military recruitment;
- b. Book clubs, magazines, and programs providing access to low-cost literary products;
- c. Curriculum and instructional materials used by schools;
- d. Tests and assessments used by schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students, or to generate other statistical data for educational purposes;
- e. The sale of products or services to raise funds for school-related or education-related activities; and
- f. Student recognition programs.

Caution: This exception only applies if the non-academic survey is otherwise exempt under New Hampshire law (section B, above).

### **School District Approval**

~~For the purpose of this policy, “non-academic survey” shall include a survey, analysis, or evaluation which seeks any information in the categories listed above. All non-academic surveys must have the prior approval of the Superintendent or his/her designee.~~

~~Surveys conducted for other agencies, organizations or individuals must have the recommendation of the Superintendent and the approval of the School Board as to content and purpose. The results of such approved surveys must be shared with the School Board.~~

~~No questionnaire or survey requesting sexual information will be administered to any student in kindergarten through grade six unless required by federal or state law or regulation. School personnel administering any such questionnaire or survey will not disclose personally identifiable information.~~

### **D. Notification and Inspection.**

When school personnel intend on administering a non-academic survey the school shall provide ten (10) day notice to parents/guardians. Included in the notice will be information regarding the purpose of the non-academic survey; how the survey will be administered; how it will be utilized; and the persons or entities that will have access to the results of the completed survey. Parents or guardians wishing to inspect a non-academic survey will be able to do so in the school's administrative office. Parents/guardians may refuse to give consent for their student to participate, with or without first reviewing the non-academic survey. The school will not penalize students whose parents/guardians decline to provide written consent.

The school will take reasonable precautions to protect student privacy during their participation in any non-academic survey.

### **E. Consent Exception for Youth Risk Behavior Survey Developed by the Centers for Disease Control and Prevention.**

Neither state nor federal law requires prior written consent for administration of the Youth Risk Behavior Survey developed by the Centers for Disease Control and Prevention. Guidance issued by the Center for Disease Control, United States Department of Health and Human Services, concludes that federal law, including the Protection of Pupil Rights Amendment, also does not require prior written consent from parents or guardians because students are not required to participate and the survey is not paid for by the United States Department of Education.

However, New Hampshire law nonetheless requires the District to provide parents/guardians with notice at least ten (10) days before the Youth Risk Behavior Survey is administered. Parents may inspect the Youth Risk Behavior Survey at the school's administrative office. Parents or guardians may opt their student out of participating in the Youth Risk Behavior Survey by providing the Principal with written notice. District staff administering the Youth Risk Behavior Survey shall insure students understand that participation is voluntary and that students who opt-out will not be penalized.

#### **Parental Notification**

~~Prior written consent from a parent or legal guardian is required to administer a non-academic survey to a student, unless the student is an adult or an emancipated minor who consents. Parents/Guardians will be notified at least ten (10) days prior to administration when a school intends to administer a non-academic survey. Included in the notice will be information regarding the purpose of the non-academic survey, how the survey will be administered; how it will be utilized; and the persons or entities that will have access to the results of the completed survey. Parents or guardians wishing to inspect a non-academic survey will be able to do so in the administrative office. Parents may refuse to give consent for their student to participate, with or without first reviewing the non-academic survey. The school will not penalize students whose parents/guardians decline to provide written consent. The school will take reasonable precautions to protect student privacy during their participation in any non-academic survey.~~

#### **~~Youth Risk Behavior Survey Developed by the Centers for Disease Control and Prevention~~**

~~State law does not require prior written consent from a parent or guardian for administration of the Youth Risk Behavior Survey developed by the Centers for Disease Control and Prevention. Guidance issued by the Center for Disease Control, United States Department of Health and Human Services, concludes that federal law, including the Protection of Pupil Rights Amendment, also does not require prior written consent from parents or guardians because students are not required to participate and the survey is not paid for by the United States Department of Education. As required by both New Hampshire and federal law, the District shall provide parents and guardians with notice at least ten (10) days before the Youth Risk Behavior Survey is administered. Parents may inspect the Youth Risk Behavior Survey at the school's administrative office. Parents or guardians may opt their student out of participating in the Youth Risk Behavior Survey by providing the Principal with written notice. District staff administering the Youth Risk Behavior Survey shall insure students understand that participation is voluntary and that students who opt-out will not be penalized.~~

#### **Miscellaneous Provisions**

~~This policy does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:~~

- ~~College or post-secondary education recruitment, or military recruitment;~~
- ~~Book clubs, magazines, and programs providing access to low-cost literary products;~~
- ~~Curriculum and instructional materials used by schools;~~
- ~~Tests and assessments used by schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students, or to generate other statistical data for educational purposes;~~
- ~~The sale of products or services to raise funds for school-related or education-related activities; and~~
- Student recognition programs.

Legal References:

20 U.S.C. § 1232h; 34 CFR Part 98, Protection of Pupil Rights Amendment  
RSA 186:11, IX-d  
2017 CDC YRBS Guidance Manual

Adopted: 06/05/18  
PRC: 09/06/22 (no recommended changes); 5/11/23  
Board Review: 10/04/22

**COMMUNITY RELATIONS**  
**SCHOOL BOARD GOVERNANCE AND OPERATIONS**

**BEA**  
 (1120)

*Category: Recommended*

**School Board Meetings**

~~School Board meetings shall be open to the public, but said Board may hold Non-Public Sessions at which sessions only the members of such Board or the persons invited shall be present.~~

**Regular and Special Meetings**

~~The date, time and place of all regular and special meetings and the major topics to be discussed thereat shall be announced whenever practicable through the newspapers and such other means as may appear appropriate. It shall be the duty of the Clerk to supervise the execution of this policy.~~

**Budget Hearings**

~~All citizens shall be encouraged by a variety of means to attend all budget hearings of the School Board.~~

**Annual District Meetings**

~~The Board shall encourage attendance at the Annual District Meeting by the use of various communication media sufficient to reach every resident of the District. The Board welcomes the assistance of interested individuals and groups in this endeavor.~~

~~Among appropriate channels of communication shall be the following:~~

- ~~1.—— Distributing a readable budget statement designed for wide public consumption.~~
- ~~2.—— Furnishing special news or feature stories to the press.~~
- ~~3.—— Announcing the event and describing its purpose in meetings of interested local organizations.~~
- ~~4.—— Posting notices at prominent places throughout the District.~~

The Board shall meet at least once every two months. Unless otherwise determined by Board action, regularly scheduled Board meetings will be held on the second Tuesday of the month.

Notice of all Board meetings will be posted in accordance with the provisions of RSA 91-A. The Superintendent is authorized to post notice of the meeting on the District website. Minutes of all meetings will be taken and provided in accordance with the provisions of RSA 91-A.

All meetings shall be open to the public. Agendas will be established and posted at least twenty-four hours prior to meetings, absent an emergency. The Board reserves the right to amend the agenda during the meeting, upon majority vote. Public comments will be allowed per Board Policy BEDH.

Additional meetings may be scheduled at the call of the Chair. Emergency meetings may be



called in accordance with the provisions of RSA 91-A:2.

The School Board recognizes that the consistent attendance of Board Members at Board Meetings is essential for the efficient, effective operation of the Board's duties as well as fulfilling our individual obligations as elected officials.

**Legal References:**

*RSA 91-A, Access to Public Records and Meetings*

*N.H. Code of Administrative Rules, Section Ed. 303.01(f), Substantive Duties of School Boards*

Adopted: 11/19/68

Reviewed: 09/79

Approved: 08/01/86

Revised: 12/15/87

Reviewed: 07/89

Adopted: 09/25/89

Amended: 01/13/97

Reviewed: 05/13/14

PRC: 05/11/23

**COMMUNITY RELATIONS  
INSTRUCTION  
SCHOOL-COMMUNITY GOALS**

**KA  
IJO**

(1211)

*Category: Priority/Required by Law*

**Strong Family and Community Partnership**

The school board recognizes the importance of having a strong partnership between the school system and the parents of our students, as well as the community at large. It is, therefore, the policy of the board to define standards for involvement between the schools, the community, and the parents of all students enrolled in district schools. The superintendent is directed to implement these standards. For the purposes of this policy, the term “parent” refers to mother, father, or legal guardian who plays a significant role in the care of a student or students enrolled in District schools.

- ~~District schools are a welcoming place, clearly accessible to parents and the community.~~
- ~~Communication between home and school is regular, two-way and meaningful.~~
- ~~Parents are full partners in the educational decisions that affect children and families.~~
- ~~Parents will be encouraged to visit their schools for beginning of the year events such as "Open House" and new student orientations. These events will be used to disseminate information on school policies, discipline procedures, assessment tools and school goals.~~
- ~~Opportunities are provided to guide parents on ways to assist with homework, give feedback to teachers, and how parents can help their children improve skills and perform well on assessments.~~
- ~~Reasonable efforts will be made to communicate with parents in their primary language or in the language in which they feel comfortable.~~
- ~~The district will make available information regarding cultural, recreational, academic, health, social and other resources that serve families within the community.~~
- ~~Partnerships will be developed with local organizations, local city and county governments, and talented individuals to strengthen school programs, family practices and student learning.~~
- ~~Student participation in community service will be encouraged.~~
- ~~Business partnerships will also be developed to assist students in the successful transition to employment or further education.~~

District schools are a welcoming place. Communication between home and school is regular, two-way and meaningful. Parents are full partners in the educational decisions that affect children and families. Parents will be encouraged to visit their schools for beginning of the year events such as "Open House" and new student orientations. These events will be used to disseminate information on school policies, discipline procedures, assessment tools and school goals. Opportunities are provided to guide parents on ways to assist with homework, give feedback to teachers, and how parents can help their children improve skills and perform well on assessments.

Parents are encouraged to attend school-sponsored parent workshops to learn about parenting skills, health, safety, nutrition, home environments that support education and other topics of child and

adolescent development throughout the year. Reasonable efforts will be made to communicate with parents in their primary language or in the language in which they feel comfortable. Students and parents will receive information regarding cultural, recreational, academic, health, social and other resources that serve families within the community.

The support of area businesses, agencies and faith-based organizations will be sought through financial, goods and services, and volunteer contributions. Partnerships will be developed with local organizations, local city and county governments, and talented individuals to strengthen school programs, family practices and student learning. Student participation in community service will be encouraged. Business partnerships will also be developed to assist students in the successful transition to employment or further education.

*Legal References:*

*NH Code of Administration Rules, Section Ed 306.04(a)(11), Community Partnerships*  
*NH Code of Administration Rules, Section Ed 306.04(k), Community Partnerships*

Written: 12/12/06  
Approved: 02/13/07  
Amended: 04/08/14  
PRC Review: 09/14/21 (no change); 05/11/23

COMMUNITY RELATIONS  
PERSONNEL  
STUDENTS

1335 (ADC)  
4335 (GBED)  
5335 (JICG)

Category: Priority/Required by Law

**Use and Possession of Tobacco Products Banned in/on School Facilities and Grounds**  
**Prohibitions Regarding Use and Possession of Tobacco Products, E-Cigarettes and E-Liquids**  
**in and on School Facilities and Ground**

No person shall use any tobacco product in any facility maintained by the School District, nor on any of the grounds of the District.

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

**A. Definitions. These definitions shall also include any amendments to the referenced statutes as the same may be amended or replaced from time to time.**

**"Tobacco product(s)"** means any product containing tobacco including, but not limited to, cigarettes, smoking tobacco, cigars, chewing tobacco, snuff, pipe tobacco, smokeless tobacco, and smokeless cigarettes, as well as any other product or item included in RSA 126-K:2, XI.

**"Device"** means any product composed of a mouthpiece, a heating element, a battery, and electronic circuits designed to be used to deliver any aerosolized or vaporized substance including, but not limited to, nicotine or cannabis. Device may include, but is not limited to hookah, e-cigarette, e-cigar, e-pipe, vape pen, e-hookah, as well as any other object or item defined in RSA 126-K:2, II-a.

**"E-cigarette"** means any electronic smoking device composed of a mouthpiece, a heating element, a battery, and electronic circuits that *may or may not contain* nicotine *or e-liquid*. This term shall include such devices whether they are manufactured as e-cigarettes, e-cigars, or e-pipes, or under any other product name as well as any other product or item included in RSA 126-K:2, II-b.

**"E-liquid"** means any liquid, oil, or wax product containing, but not limited to, nicotine or cannabis intended for use in devices used for inhalation as well as any other substance included or defined in RSA 126-K:2, II-c.

**"Liquid nicotine"** means any liquid product composed either in whole or in part of pure nicotine and propylene glycol and manufactured for use with e-cigarettes, as well as any other product or item included in RSA 126-K:2, III-a.

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

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

~~It is the responsibility of the Building Principal(s), or designee, to initially enforce this policy by requesting that any person who is violating this policy to immediately cease the use of tobacco products. After this request is made, if any person refuses to refrain from using tobacco products in violation of this policy, the principal or designee may call the local police who shall then be responsible for all enforcement~~



~~proceedings and applicable fines and penalties.~~

#### **B. Students**

No student shall purchase, attempt to purchase, possess or use any tobacco product, *device*, e-cigarette, *e-liquid*, or liquid nicotine, in any facility in any school vehicle or anywhere on school grounds maintained by the District.

Enforcement of this prohibition shall initially rest with Building Principal, or their designees, who may report any violation to the local police department. In accordance with state law, the police department shall be responsible for all proceedings and applicable fines and penalties.

The Principal will develop regulations which cover disciplinary action to be taken for violations of this policy. These regulations will be communicated to students by means deemed appropriate by the Principal. In addition to disciplinary actions taken by the school, criminal penalties or fines may result from violations of this policy.

#### **C. Employees**

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

Initial responsibility for enforcement of this prohibition shall rest with Building Principal, or their designees. The Principal may report violations to the local police department. In accordance with state law, the police department shall be responsible for all proceedings and applicable fines and penalties.

The Principal will develop and implement the appropriate means of notifying employees of the possible disciplinary consequences of violating this policy. Any employee(s) who violate(s) this policy is subject to disciplinary action which may include warning, suspension or dismissal. In addition, fines or other penalties may result from enforcement of these prohibitions by other law enforcement officials.

#### **D. All Other Persons**

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

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

#### **E. Implementation and Notice**

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

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

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

**Statutory References:**

*RSA 155:64 – 77, Indoor Smoking Act*

**RSA 126-K:2, Definitions**

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

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

Written: 11/90  
Approved: 03/10/97  
Approved: 01/14/91  
Reviewed: 09/95  
Revised: 02/11/97  
Reviewed: 08/08/2000  
Amended: 11/14/17  
Amended: 09/14/21  
**PRC: 05/11/23**

## ADMINISTRATION

BDD-R  
2112Board-Superintendent Relations

The Superintendent will keep the Board currently informed in all areas pertaining to the operation of the schools. He/she will prepare or cause to be prepared reports to the Board to facilitate its decisions. He/she will prepare the agenda for each Board meeting and will attend all meetings and participate in all deliberations except when his contract is being considered.

He/she will administer the schools in conformity with the adopted policies of the Board, the State Board of Education, and state law, making such administrative rules and regulations as may be necessary. He/she will be ultimately responsible for all areas reporting directly to him/her which include instruction, business management, personnel, pupil personnel, technical, vocational and continuing education, employee relations, information and community services, and federal and special programs. He/she will coordinate these functions to obtain the efficient operation of schools for the benefit of the total community.

The responsibilities of the Superintendent in a cooperative climate with the Board are identified as:

<u>Board</u>	<u>Superintendent</u>
1. To select a competent, established, educational leader as Superintendent.	<del>To administer effectively and provide the professional, educational leadership necessary.</del> <u>To recommend sound policy and implement adopted policies by formulating and enforcing rules and regulations.</u>
2. To serve as a policy-making body.	<del>To recommend sound policy and implement adopted policies by formulating and enforcing rules and regulations.</del> <u>To make Board policy effective through efficient Administration.</u>
3. To allow the Superintendent to administer the schools.	<del>To make Board policy effective through efficient Administration.</del> <u>To keep the Board informed on financial matters, do sound long range planning, and keep current expenditures within the approved budget.</u>
4. To exercise sound judgment in business affairs of the school corporation.	<del>To keep the Board informed on financial matters, do sound long range planning, and keep current expenditures within the approved budget.</del> <u>To administer effectively and provide the professional and educational leadership necessary.</u>
5. To deal always in an ethical, honest, straight-forward, open-and-above-board manner with the Superintendent and the community.	To deal always in an honest, professional, straight-forward, open-and-above-board manner with the staff and community.
6. To provide necessary personnel within budget limitations.	To present personnel needs to the Board.
7. To approve an organizational pattern for the Administration.	To make assignments for each position with the Board's authorization.

- |   |   |
|---|---|
| 8. To take legal action required by law.  | To recommend to the Board all action required by law.   |
| 9. To examine and approve an annual budget.   | To recommend an annual budget with necessary supporting data.                                       |
| 10. To function as a Board rather than as individuals.                                    | To deal with the Board as a whole rather than with individual members.                              |
| 11. To carry on communications with members through the Superintendent.                   | To see that the staff can have necessary communication through the Superintendent with the Board.   |
| 12. To hold the Superintendent accountable for results.                                   | To accept responsibility for the results.   |
| 13. To remember that schools exist for the benefit of the students and community.         | To remember that schools exist for the students and community.                                      |
| 14. To fulfill such other duties required by regulations of the State Board of Education. | To fulfill such other duties required by regulations of the State Board of Education and state law. |

Approved: 12/14/98  
PRC: 05/11/23



## STUDENTS

JKAA

(5144)

*Category: Priority – Required by Law***Use of Physical Restraint**

~~School district personnel are responsible for the safety and well being of all students. In doing so, on occasion, trained personnel are authorized to restrain students when they are a danger to themselves or others.~~

**Definitions:**

~~Restraint means bodily physical restriction, mechanical devices, or any device that immobilizes a person or restricts the freedom of movement of the torso, head, arms or legs. It includes physical restraint, mechanical restraint, and medication restraint used to control behavior in an emergency. It is limited to actions taken by persons who are school or facility staff members, contractors, or otherwise under the control or direction of a school or facility. Restraint shall not include:~~

- ~~1. Brief touching or holding to calm, comfort, encourage, or guide a student so long as limitation of freedom of movement of the student does not occur.~~
- ~~2. The temporary holding of the hand, wrist, arm, shoulder, or back for the purpose of inducing a student to stand, if necessary, and then walk to a safe location, so long as the student is in an upright position and moving toward a safe location.~~
- ~~3. The use of seat belts, safety belts, or similar passenger restraints during the transportation of a student in a motor vehicle.~~
- ~~4. Physical devices, such as orthopedically prescribed appliances, surgical dressings and bandages, and supportive body bands, or other physical holding when necessary for routine physical examinations and tests or for orthopedic, surgical, and other similar medical treatment purposes, or when used to provide support for the achievement of functional body position or proper balance or to protect a person from falling out of bed, or to permit a student to participate in activities without the risk of physical harm.~~
- ~~5. The use of force by a person to defend himself/herself or a third person from what the actor reasonably believes to be the imminent use of unlawful force by a student, when the actor uses a degree of such force which he/she reasonably believes to be necessary for such purpose and the actor does not immobilize a student or restrict the freedom of movement of the torso, head, arms, or legs of any student.~~

~~Physical restraint occurs when a manual method is used to restrict a student's freedom of movement or normal access to his/her body.~~

~~Mechanical restraint occurs when a physical device or devices are used to restrict the movement of a student or the movement or normal function of a portion of his/her body.~~

~~Medication restraint occurs when a student is given medication involuntarily for the purpose of immediate control of the student's behavior.~~

~~Seclusion means the involuntary placement of a student alone in a place where no other person is present and from which the particular student is unable to exit, either due to physical manipulation by a person, a~~

~~lock, or other mechanical device or barrier. The term shall not include the voluntary separation of a student from a stressful environment for the purpose of allowing the student to regain self control, when such separation is to an area which a student is able to leave. Seclusion does not include circumstances in which there is no physical barrier between the student and any other person or the student is physically able to leave the place. A circumstance may be considered seclusion even if a window or other device for visual observation is present, if the other elements of this definition are satisfied.~~

**Definitions:**

1. (a) **"Restraint"** means bodily physical restriction, mechanical devices, or any device that immobilizes a person or restricts the freedom of movement of the torso, head, arms, or legs. It includes mechanical restraint, physical restraint, and medication restraint used to control behavior in an emergency or any involuntary medication. It is limited to actions taken by persons who are school or facility staff members, contractors, or otherwise under the control or direction of a school or facility.

(b) "Restraint" shall not include:

(1) Brief touching or holding to calm, comfort, encourage, or guide a child, so long as limitation of freedom of movement of the child does not occur.

(2) The temporary holding of the hand, wrist, arm, shoulder, or back for the purpose of inducing a child to stand, if necessary, and then walk to a safe location, so long as the child is in an upright position and moving toward a safe location.

(3) Physical devices, such as orthopedically prescribed appliances, surgical dressings and bandages, and supportive body bands, or other physical holding when necessary for routine physical examinations and tests or for orthopedic, surgical, and other similar medical treatment purposes, or when used to provide support for the achievement of functional body position or proper balance or to protect a person from falling out of bed, or to permit a child to participate in activities without the risk of physical harm.

(4) The use of seat belts, safety belts, or similar passenger restraints during the transportation of a child in a motor vehicle.

(5) The use of force by a person to defend himself or herself or a third person from what the actor reasonably believes to be the imminent use of unlawful force by a child, when the actor uses a degree of such force which he or she reasonably believes to be necessary for such purpose and the actor does not immobilize a child or restrict the freedom of movement of the torso, head, arms, or legs of any child.

2. **"Medication restraint"** occurs when a child is given medication involuntarily for the purpose of immediate control of the child's behavior.

3. **"Mechanical restraint"** occurs when a physical device or devices are used to restrict the movement of a child or the movement or normal function of a portion of his or her body.

4. **"Physical restraint"** occurs when a manual method is used to restrict a child's freedom of movement or normal access to his or her body.

5. **"Seclusion"** means the involuntary placement of a child alone in a place where no

other person is present and from which the particular child is unable to exit, either due to physical manipulation by a person, a lock, or other mechanical device or barrier. The term shall not include the voluntary separation of a child from a stressful environment for the purpose of allowing the child to regain self-control, when such separation is to an area which a child is able to leave. Seclusion does not include circumstances in which there is no physical barrier between the child and any other person or the child is physically able to leave the place. A circumstance may be considered seclusion even if a window or other device for visual observation is present, if the other elements of this definition are satisfied.

***Limitations on Use of Restraint:***

~~Restraint will only be used to ensure the immediate physical safety of any person when there is a substantial and imminent risk of harm to the student or others.~~

~~Restraint will only be used by trained school staff.~~

~~Restraint will not be used as a punishment for the behavior of a student.~~

~~Restraint will not be imposed for longer than is necessary to protect the student or others from the substantial and imminent risk of serious bodily harm.~~

~~Restrained students shall be the subject of continuous direct observation by personnel trained in the safe use of restraint.~~

***Limitations on the Use of Seclusion:***

~~Seclusion may not be used as a form of punishment or discipline.~~

~~It may only be used when a student's behavior poses a substantial and imminent risk of physical harm to the student or others, and may only continue until that danger has dissipated.~~

~~Seclusion shall only be used by trained personnel after other approaches to the control of behavior have been attempted and been unsuccessful, or are reasonably concluded to be unlikely to succeed based on the history of actual attempts to control the behavior of a particular student.~~

~~Seclusion shall not be used in a manner that unnecessarily subjects the student to the risk of ridicule, humiliation or emotional or physical harm.~~

~~Students in seclusion shall be the subject of continuous direct observation by personnel trained in the safe use of seclusion.~~

***Conditions of Seclusion:***

~~When permitted, seclusion may only be imposed in rooms which:~~

- ~~A. Are the size which is appropriate for the chronological and developmental age, size and behavior of the students placed in them.~~
- ~~B. Have a ceiling height that is comparable to the ceiling height of the other rooms in the building in which they are located.~~
- ~~C. Are equipped with heating, cooling, ventilation, and lighting systems that are comparable to the systems that are in use in the other rooms of the building in which they are located.~~
- ~~D. Are free of any object that poses a danger to the students being placed in the rooms.~~

- ~~E. Have doors which are either not equipped with locks, or are equipped with devices that automatically disengage the lock in case of an emergency. "Emergency" includes but is not limited to:
  - ~~a. The need to provide direct and immediate medical attention to a student;~~
  - ~~b. Fire;~~
  - ~~c. The need to remove a student to a safe location during a building lockdown; or,~~
  - ~~d. Other critical situations that may require immediate removal of a student from seclusion to a safe location.~~~~
- ~~F. Are equipped with unbreakable observation windows or equivalent devices to allow the safe, direct and uninterrupted observation of every part of the room.~~

***Reporting Requirements and Parental Notification:***

~~Unless prohibited by court order, the school shall make reasonable efforts to verbally notify the student's parent or guardian and guardian ad litem whenever seclusion or restraint has been used on a student. Such notification shall be made as soon as practicable and in no event later than the time of the return of the student to the parent or guardian or the end of the business day, whichever is earlier. Notification shall be made in a manner calculated to give the parent or guardian actual notice of the incident at the earliest practicable time.~~

~~School personnel who use restraint or seclusion, with the building principal or his/her designee shall, within 5 business days after the occurrence, submit a written notification containing the following information to the Superintendent or his/her designee:~~

- ~~a. The date, time, and duration of the use of restraint or seclusion.~~
- ~~b. A description of the actions of the student before, during and after the occurrence.~~
- ~~c. A description of any other relevant events preceding the use of restraint or seclusion, including the justification for initiating the use of restraint.~~
- ~~d. The names of the persons involved in the occurrence.~~
- ~~e. A description of the action of the school employees involved before, during and after the occurrence.~~
- ~~f. A description of any interventions used prior to the use of the restraint or seclusion.~~
- ~~g. A description of the restraint or seclusion used, including any hold used and the reason the hold was necessary.~~
- ~~h. A description of any injuries sustained by, and any medical care administered to, the student, employee(s) or others before, during, or after the use of restraint or seclusion.~~
- ~~i. A description of any property damage associated with the occurrence.~~
- ~~j. A description of actions taken to address the emotional needs of the student during and following the incident.~~
- ~~k. A description of future actions to be taken to control the student's problem behaviors.~~
- ~~l. The name and position of the employee(s) completing the notification.~~
- ~~m. The anticipated date of the final report.~~

~~The principal will forward the report to the Superintendent.~~

~~The principal or his/her designee shall, within 2 business days of receipt of the written report, send or transmit by first class mail or electronic transmission to the student's parent/guardian the information contained in the notification. Each report shall be retained by the school in the student's confidential file.~~

**Procedures for Managing The Behavior of Students:**



The Superintendent is authorized to establish procedures for managing the behavior. Such procedures shall be consistent with this policy and all applicable laws. The Superintendent is further authorized to establish any other procedures necessary to implement this policy and/or any other legal requirements.

**Circumstances in Which Restraint May Be Used:**

Restraint will only be used to ensure the immediate physical safety of any person when there is a substantial and imminent risk of serious bodily harm to the student or others.

Restraint will only be used by trained school staff.

Restraint will not be as punishment for the behavior of a student.

Restraint will not be imposed for longer than is necessary to protect the student or others from the substantial and imminent risk of serious bodily harm.

No period of restraint of a student may exceed 15 minutes without the approval of a supervisory employee designated by the director to provide such approval. No period of restraint of a student may exceed 30 minutes unless an assessment of the mental, emotional, and physical well-being of the student is conducted by a trained and authorized employee.

**Circumstances in Which Seclusion May Be Used:**

The School Board recognizes the statutorily imposed conditions of seclusions and hereby adopts those conditions, as defined by RSA 126-U:5-b.

Seclusion may only be used when a student's behavior poses a substantial and imminent risk of physical harm to the student or others.

Seclusion will be used only by trained school staff.

Seclusion will not be used as a form of punishment for the behavior of a student.

**Prohibition of Dangerous Restraint Techniques:**

The School Board recognizes and hereby prohibits the use of "dangerous restraint techniques" as defined in RSA 126-U:4.

**Reporting Requirements and Parental Notification:**

In the event restraint or seclusion is used on a student, the building principal will, within 24 hours, verbally notify the student's parents/guardian of the occurrence.

The building principal will, within 5 business days after the occurrence, submit a written notification/report to the Superintendent. The notification shall contain all the requirements and information as mandated by RSA 126-U:7, II. The Superintendent may develop a reporting form or other documents necessary to satisfy these reporting requirements.

Unless prohibited by court order, the Superintendent will, within 2 business days of receipt of the notification required in the above paragraph, send by first class mail to the child's parent or guardian the information contained in the notification/report. Each notification/report prepared under this section shall be retained by the school for review in accordance with state board of education rules and the department of health and human services rules.

If a school employee has intentional physical contact with a student in response to a student's aggressive misconduct or disruptive behavior, the building principal will make reasonable efforts to inform the student's parent or guardian as soon as possible, but no later than the end of the school day. The building principal will also prepare a written report of the incident within five (5) business days of the incident. The report will include information required under RSA 126-U:7, V.

**Transportation: (RSA 126-U:12)**

The school district will not use mechanical restraints during the transportation of children unless case-specific circumstances dictate that such methods are necessary.

Whenever a student is transported to a location outside the school, the Superintendent or designee will ensure that all reasonable and appropriate measures consistent with public safety are made to transport or escort the student in a manner which:

1. Prevents physical and psychological trauma;
2. Respects the privacy of the child; and
3. Represents the least restrictive means necessary for the safety of the child.

Whenever a student is transported using mechanical restraints, the Superintendent or designee will document in writing the reasons for the use of the mechanical restraints.

**Legal References:**

RSA 126-U, Limiting the Use of Child Restraint Practices

Approved: 04/12/11  
Revised: 06/09/15  
PRC: 05/11/23

### RESTRAINT/SECLUSION NOTIFICATION

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_  
School: \_\_\_\_\_ Grade: \_\_\_\_\_  
Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_ Duration of Incident: \_\_\_\_\_  
Name & Position of Individual completing the notification: \_\_\_\_\_

~~\*\*\*This form will be completed with the assistance of the building principal or designee and submitted to the Superintendent or designee within 5 business days of the occurrence. Please be as detailed as possible, using complete sentences.~~

- ~~1. \_\_\_\_\_ Describe actions of the student before, during and after the occurrence:~~
- ~~2. \_\_\_\_\_ Describe any other relevant events preceding the use of seclusion or restraint, including the justification for initiating the use of restraint:~~
- ~~3. \_\_\_\_\_ Names of the persons involved in the occurrence:~~
- ~~4. \_\_\_\_\_ Describe the actions of the employees involved before, during and after the occurrence:~~
- ~~5. \_\_\_\_\_ Describe any interventions used prior to the use of the seclusion or restraint:~~
- ~~6. \_\_\_\_\_ Describe the seclusion or restraint used, including any hold used and the reason the hold was necessary:~~
- ~~7. \_\_\_\_\_ Describe any injuries sustained by, and any medical care administered (during or after the use of seclusion or restraint) to~~
  - ~~a. \_\_\_\_\_ The student:~~
  - ~~b. \_\_\_\_\_ The employees:~~
  - ~~c. \_\_\_\_\_ Others:~~
- ~~8. \_\_\_\_\_ Describe any property damage associated with the occurrence:~~
- ~~9. \_\_\_\_\_ Describe actions taken to address the emotional needs of the student during and following the incident:~~
- ~~10. \_\_\_\_\_ Describe future actions to be taken to control the student's problem behaviors:~~

**STUDENTS****JI**

(NEW)

*Category: Priority/Required by Law***Student Rights and Responsibilities**

Student rights and responsibilities shall be published annually in the applicable student handbook, and will be made available in another language or presented orally upon request. Student disciplinary procedures will be implemented pursuant to Board Policies JIC (#5131.)

**Legal References:***RSA 189:15, Regulations**NH Code of Administrative Rules, Section Ed 306.04(a)(3), Student Discipline**NH Code of Administrative Rules, Section Ed 306.04(f), Student Discipline**NH Code of Administrative Rules, Section Ed 317.04(b), Disciplinary Procedures*

PRC: 05/11/2023 (New)



**STUDENTS****JLC**  
(NEW)*Category: Priority/Required by Law***Student Health Services & School Nurses**

- A. General Health Services: The Board may appoint one or more school nurses to carry out appropriate school health-related activities.
- B. School Nurse Qualifications and Responsibilities. A school nurse shall be a registered professional nurse licensed in New Hampshire and certified by the New Hampshire Department of Education. The Board may employ or contract with a Licensed Practical Nurse (LPN) or a Licensed Nursing Assistant (LNA) to work under the direct supervision of the school Registered Nurse (RN). As provided by New Hampshire law, the school nurse is responsible for any delegation of health care tasks.

Responsibilities of the 21<sup>st</sup> century school nurse include, but are not limited to: providing direct health care to students; providing leadership, care coordination and qualitative improvement of school health services; promoting a healthy school environment and control/surveillance of infectious diseases; promoting health; serving in a leadership role for health policies and programs; and serving as a liaison between school personnel, family, community, and health care providers. Additionally, the school nurse is responsible for the oversight of other school services, including but not limited to: assessing and responding to individual student health needs through Individual Healthcare Plans, maintaining accurate health records, participating on 504 and IEP teams (as needed or required), health promotion, disease and injury prevention initiatives, student wellness, and other responsibilities and services as dictated by law or Board policy. Finally, the school nurse will assist the administration in developing/updating forms necessary and appropriate for health-related issues (e.g., emergency, individual student health needs, administration of medication, etc.).

- C. Injuries, Illnesses and Medications. Emergency medical care will be provided pursuant to Board Policy EBBC.

Any pupil who is required to take prescribed medication during the school day will do so consistent with the provisions of Department of Education Rule 311.02 and Board Policy JLCD.

Injuries and illnesses occurring during the school day are to be reported to the school nurse or the building principal. Accidents shall be reported in accordance with Board Policy EBBC. Students attending school during the extended day, night, or summer school programs, or any other time when the school nurse is not in the building, are to report all illnesses and injuries to the supervising adult. Students will not be allowed to leave school due to injury or illness without first notifying either the school nurse or principal as well as the student's parent/guardian or other person identified on the student's emergency contact form on file with the school.

**Legal References:**

*RSA 200:27, School Health Services*  
*RSA 200:29, School Nurse*

*RSA 200:31, School Health Personnel*

*RSA 326-B, Nurse Practice Act*

*NH Code of Administrative Rules, Section Ed 306.12(b), School Health Services*

*NH Code of Administrative Rules, Section Ed 311, School Health Services*

PRC: 05/11/2023 (new)

**STUDENTS****JLCK**

(NEW)

*Category: Priority/Required by Law***Special Physical Health Needs of Students**

The School District will meet the special physical health needs of all students, consistent with state and federal law. The school board recommends that all pupils participate in developmentally appropriate daily physical activity, exercise, or physical education as a way to minimize the health risks created by chronic inactivity, childhood obesity, and other related health problems. The School District will encourage developmentally appropriate daily physical activity, exercise, or physical education through curriculum, athletics, and other school programs.

**Legal References:***RSA 189:11-a, V**NH Department of Education Administrative Rule Ed 306.04(a)(2022), Meeting the Special Physical Health Needs of Students*

PRC: 05/11/2023 (new)

**BUSINESS and NON-INSTRUCTIONAL OPERATIONS****3725  
(EBBC)***Category: Priority/Required by Law***Emergency Care and First Aid**

All school personnel have responsibilities in connection with injuries and emergencies occurring in school and at school-sponsored events, which may be classified as follows: (1) administering first aid; (2) summoning medical assistance; (3) notifying administration; (4) notifying parents; and (5) filing accident/injury reports.

School personnel must use reasonable judgment in handling injuries and emergencies. Caution should be exercised not to minimize or maximize any injury or illness. All personnel will understand the proper steps to be taken in the event of an injury or emergency.

The Superintendent will ensure that at least one other person on staff, aside from the school nurse, has current first aid and cardiopulmonary certification (CPR). If the school nurse or licensed practical nurse is not available, the person(s) who have current first aid and CPR certification is authorized to administer first aid and CPR as needed.

The school will obtain at the start of each school year, emergency contact information of parents or legal guardian for each student and staff member.

The school physician, school nurse, or specially trained staff members shall assist in the treatment of injuries or emergency situations. Such individuals have the authority to administer oxygen in case of a medical emergency, if available and if appropriate. This authorization extends to administering oxygen to students without prior notification to parents/guardians.

The school nurse or other designated personnel may administer other medications to students in emergency situations, provided such personnel has all training as required by law. Such medication may also be administered in emergency situations if a student's medical action plan has been filed and updated with the school district to the extent required by law.

Consistent with state law, the school nurse may maintain a supply of asthma related rescue medication and the emergency medication epinephrine. , The school physician, if any, the school nurse, or specially trained staff members may also administer epinephrine to any student in case of a medical emergency, if appropriate. This authorization extends to administering epinephrine without prior notification to parents/guardians. The school nurse or other designated personnel may administer or make available to self-administer a bronchodilator, spacer, or nebulizer to a student who has been diagnosed with asthma for use in emergency or other situations as determined by the school nurse.

The District will maintain all necessary records relative to the emergency administration of medication and will file all such reports as may be required by applicable laws or regulations.

For significant injuries, the staff person witnessing the event must fill out an accident report consistent with Board policy #3720. The District makes it possible for parents to subscribe to student accident insurance at low rates. This program is offered each year during September. The District does not provide student accident insurance.

Records related to the emergency administration of any medication under this policy shall be made and maintained by the school nurse as provided in Board policy #5141.4. The school nurse will follow other first aid reporting protocols, as may be determined by other Board policy or administrative directive.



***Legal References:***

*RSA 200:40 Emergency Care*

*RSA 200:40-a Administration of Oxygen by School Nurse*

*N.H. Code of Administrative Rules, Section Ed. 306.12(b), School Health Services*

Approved: 01/12/16  
Reviewed: 06/11/19 (Category I)  
Amended: 09/14/21

RESCINDED

**STUDENTS****5170***Category: Recommended***Proof of Residency**

Students are eligible under New Hampshire Law to attend schools in the Inter-Lakes School District by being legally residing residents within the boundaries of the district. Parents/Guardians will need to provide at least one of the following documents to verify residency:

- \* A copy of a current lease agreement or a notarized purchase and sales agreement indicating residence within district boundaries.
- \* A copy of a current utility bill, in the name of the parent/guardian, showing a physical address within district boundaries.
- \* A current copy of the town tax bill.
- \* For students not living with parents(s), proof of legal guardianship.
- \* For students of divorced parents, a copy of the written agreement identifying which school the child will attend and proof of one parent's residency in that district. Without a signed, written agreement for residency and school attendance issues, existing residency rules will apply.

Parents/guardians are to keep the district informed of changes in residency status. The district reserves the right to request proof of residency throughout the school year.

A copy of proof of residency shall be maintained in each school office.

Proposed: 07/23/02  
 Adopted: 09/09/02  
 Amended: 01/08/13  
 PRC: 09/28/21 (no action); 08/30/22 – rescind merge with policy #5119 (JFA)  
 Rescind after School Board adopts amended policy JFA, September 27, 2022 mgm