

**Monadnock Regional School District & SAU #93**

**School Board Agenda**

**April 16, 2024**

**In-Person MRMHS Library 7:00 pm**

**Zoom**

**Meeting ID: 88216123137    Passcode: 917699    Phone: (US) +1 312-626-6799**

The public is encouraged to attend MRSD Board meetings.

Comments are welcome during the 'Public Comments' portions of the agenda.

*"We collaborate not just to teach, but also to engage and educate every student in our district in an environment that is challenging, caring, and safe, while fostering lifelong learning."*

1. CALL THE MEETING TO ORDER 7:00
2. PUBLIC COMMENTS (15 minutes)
3. #celebrateMRSD
4. MATTERS FOR SCHOOL BOARD INFORMATION & DISCUSSION
  - a. Standing agenda: Student Government Report
  - b. Career Milestones & Retirement Celebration
  - c. Update on Principal Search Committee
  - d. Superintendent Contract Discussion
  - e. NHSBA Website & Seminar Updates
  - f. Standing agenda: Board Meeting Calendar & Goals Update
  - g. Teacher Appreciation Week
  - h. Policies 1st Read
    - i. BID - Stipend Policy
    - ii. FF - Naming New Facilities
5. MATTERS THAT REQUIRE BOARD ACTION
  - a. \* Approve Committee Charters and Goals
    - i. Policy
    - ii. Extracurricular
    - iii. CRC
    - iv. Finance/Facilities
    - v. Education
  - b. \*PreK - Troy School
  - c. \*Policies for 2nd Read
    - i. JLF - Reporting Child Abuse or Neglect
    - ii. IKL - Academic Honesty & Integrity
    - iii. KCD - Public Gifts/Donations
  - d. \* Approve the Consent Agenda
    - i. April 2, 2024 Minutes
    - ii. Manifest
    - iii. Budget Transfer(s), if any
6. SETTING NEXT MEETING'S AGENDA
7. PUBLIC COMMENTS (15 minutes)
8. NON-PUBLIC SESSIONS under RSA 91-A:3. II
  - a. Additional non-public sessions, TBD as required
9. ADJOURNMENT

*\*Indicates an item requiring action. The order of the agenda is subject to change.*

## SINGLE DISTRICT SCHOOL ADMINISTRATIVE UNITS

**RSA 94-C:3** – Single District School Administrative Units; Exemption. Single district school administrative units shall be considered the same as a single school district and shall be exempt from meeting the requirements of this chapter, except that they shall provide superintendent services pursuant to RSA 194-C:4

## NONPUBLIC SESSIONS

**RSA 91-A:3– II.** Only the following matters shall be considered or acted upon in nonpublic session:

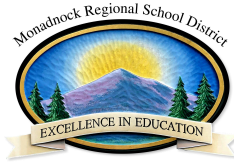
- (a) **The dismissal, promotion, or compensation of any public employee** or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.
- (b) The **hiring** of any person as a public employee.
- (c) Matters which, if discussed in public, would likely adversely affect the **reputation** of any person, other than a member of the public body itself, unless such person requests an open meeting.
- (d) Consideration of the **acquisition, sale, or lease of real or personal property** which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.
- (e) **Consideration or negotiation of pending claims or litigation** which has been threatened in writing or filed by or against the public body or any subdivision thereof, or by or against any member thereof because of his or her membership in such public body, until the claim or litigation has been fully adjudicated or otherwise settled.
- (i) Consideration of matters relating to the **preparation for and the carrying out of emergency functions**, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life.
- (j) **Consideration of confidential, commercial, or financial information** that is exempt from public disclosure under RSA 91-A:5, IV in an adjudicative proceeding pursuant to RSA 541 or RSA 541-A.
- (k) Consideration by a school board of entering into a **student or pupil tuition contract** authorized by RSA 194 or RSA 195-A,
- (l) **Consideration of legal advice provided by legal counsel**, either in writing or orally, to one or more members of the public body, even where legal counsel is not present.

## CALENDAR OF UPCOMING MRSD MEETINGS:

4/15/2024	Education Committee	6:00 pm	SAU Conference Room
4/16/2024	Community Relations Committee	6:45 pm	MRMHS Library
4/16/2024	MRSD/SAU 93 School Board	7:00 pm	MRMHS Library
4/23/2024	Budget Committee	7:00 pm	MRMHS Library
5/7/2024	Community Relations Committee	6:00 pm	SAU Conference Room
5/7/2024	MRSD/SAU 93 School Board	7:00 pm	MRMHS Library
5/8/2024	Finance & Facilities Committee	6:30 pm	SAU Conference Room

Meetings will be in person for all Board & Committee Members. The public is encouraged & welcome to attend either in person or through Zoom. Public comments are welcome in person during the ‘Public Comments’ portions of the agenda.

**\*\* Please note: All Committee Meeting dates, times, and locations are posted in the SAU 93 Reception Lobby, on the MRSD website calendar, and in the schools and towns of MRSD. In the event of a snow day, the school board meeting will be planned for the following school day.\*\***



**MONADNOCK REGIONAL SCHOOL DISTRICT  
SCHOOL BOARD MEETINGS MARCH 2024 THROUGH MARCH 2025  
All Meetings Begin at 7:00 PM**

<u>Date</u>	<u>Location</u>
March 19, 2024	MRMHS Library and Webinar for Public*
April 2, 2024	MRMHS Library and Webinar for Public*
April 16, 2024	MRMHS Library and Webinar for Public*
May 7, 2024	MRMHS Library and Webinar for Public*
<b>May 21, 2024</b>	<b>Joint School Board &amp; Budget Committee Meeting (MRMHS Library)</b>
June 4, 2024	MRMHS Library and Webinar for Public*
July 16, 2024	MRMHS Library and Webinar for Public*
August 20, 2024	MRMHS Library and Webinar for Public*
September 3, 2024	MRMHS Library and Webinar for Public*
September 17, 2024	MRMHS Library and Webinar for Public*
October 1, 2024	MRMHS Library and Webinar for Public*
October 15, 2024	MRMHS Library and Webinar for Public*
November 5, 2024	MRMHS Library and Webinar for Public*
<b>November 16, 2024</b>	<b>Joint School Board &amp; Budget Committee Meeting (MRMHS Library)</b>
	<b>OR</b>
<b>November 19, 2024</b>	<b>( JOINT?) MRMHS Library and Webinar for Public*</b>
	<b>OR</b>
<b>December 3, 2024</b>	<b>(JOINT?) MRMHS Library and Webinar for Public*</b>
December 17, 2024	MRMHS Library and Webinar for Public*
December 31, 2024	MRMHS Library and Webinar for Public
January 7, 2025	MRMHS Library and Webinar for Public*
<b>January 16, 2025</b>	<b>Budget Hearing (Budget Committee) MRMHS Library</b>
January 21, 2025	MRMHS Library and Webinar for Public*
<b>February 4, 2025</b>	<b>Deliberative Session MRMHS Auditorium</b>
February 18, 2025	MRMHS Library and Webinar for Public*
March 4, 2025	MRMHS Library and Webinar for Public*
March 18, 2025	MRMHS Library and Webinar for Public*

\* Webinar Meeting Invitations are posted on the District Website Calendar

NOTE: SNOW DATES FOR ALL REGULAR BOARD MEETINGS WILL BE COORDINATED BY THE BOARD CHAIR.

**Approved: / /2024**




**The MRSD School Board  
and Administration  
invites you to attend the  
Retirements  
and  
Career Awards Evening**

**Papagallos Restaurant  
Monday May 6th, 2024  
4:30 pm - 7:00 pm**

**Buffet Dinner  
followed by  
Retiree & Career Milestones  
honored at 5:30 pm**

**Retiree & Career Award Recipients  
will be able to bring (1) guest.**

**R.S.V.P by Friday, April 26th  
Lillian Sutton 903-6951  
lsutton@mrsd.org**



## Policy Motions and Actions from April 9, 2024

### **BID- Stipend Policy**

**MOTION:** *To send policy BID back to full board for discussion.*

- Committee put preliminary numbers in to Scott's draft and feels the full board needs to weigh in
  - There could be a slight budgeting change with the proposed
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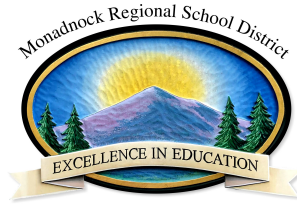
### **FF- Naming New Facilities**

**MOTION:** *To adopt policy FF with NHSBA sample and committee edits.*

- Slight edits by committee
  - Timely considering the renovation of the elementary schools
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**MOTION:** *To accept Committee Charter and Goals as written.*

- The committee reviewed and made edits to both documents
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Book	B: School Board Governance and Operations
Section	Series B
Title	Payment of Services Rendered by School District Officers
Code	BID
Status	Active
Adopted	May 3, 1993
Last Revised	November 1, 1999

### **PAYMENT FOR SERVICES RENDERED BY SCHOOL DISTRICT OFFICERS**

- A. All School District officers will be reimbursed in accordance with fees as established by the District. Such fees will be provided for in the School District budget and will be plainly indicated in the annual report.
- B. Payment for services rendered in the fiscal year will be included on the payroll manifest immediately following the annual School District meeting. It is the assigned responsibility of the Superintendent of Schools to make certain that all statements are in the hands of the school office personnel to ensure payment on the aforementioned manifest.

#### **Policy References:**

Category - Optional

Statutory References:

RSA 194:10

RSA 194:11

RSA 195:5 (Cooperative School Districts)

Kondrat v Freedom School Board, 138 NH 683 (1994)

**PROPOSED POLICY:****PAYMENT FOR SERVICES RENDERED BY SCHOOL DISTRICT OFFICERS**

- A. School District officers will be reimbursed in accordance with fees as established by the District. Such fees will be provided for in the School District budget and will be plainly indicated in the annual report.
- B. Annually during the Board Organizational Meeting (Policy BDA), the board shall establish a schedule of payments to be made to each participating Board Member

a.

<b>Meeting Event</b>	<b>Board Member</b>	<b>Chair of the Committee</b>	<b>School Board Chair</b>
Regular, Special, or Emergency Board Meeting (In Person) *	\$25	N/A	\$35
Standing or Ad-Hoc Committee Meeting**	\$25	\$35	\$25
Attending Public Events as an Official Board Representative***	\$25	N/A	\$25
Attending Other Community Meetings****	\$0	\$0	\$0

- b. \* Includes the annual deliberative session, which is a regular meeting of the board
- c. \* Includes any joint meetings with the district's Budget Committee, which is a regular meeting of the board
- d. \*\* Includes the Negotiations Committee. Although minutes are not kept by the committee, attendance shall be tracked and filed with Administration
- e. \*\*\* Includes the Wellness Committee, Cheshire Career Center Meetings, NHSBA Delegate Assembly, or attending the district's Budget Committee meetings as the appointed board representative
- f. \*\*\*\* Includes Board Advisory committees, or attending the district's Budget Committee meetings as a citizen
- C. Upon completion of the board's annual term (following the first board meeting in March, but before the district vote), each board member's meeting attendance shall be tallied to calculate a payment for the year
- a. Unless/until the State of NH modifies the rules for boards and committees to meet in person to achieve quorum, eligibility for payment is limited to in-person attendance at all events listed in the schedule
- b. Board members who resign or cannot complete their term of office shall still be paid for any meetings attended prior to vacating the office
- c. Board members who fill a vacant office mid-term shall be eligible to receive payment for all meetings they attend once they are sworn in
- D. By the final Board meeting in April, the presiding board shall validate the attendance tally and approve payment to the prior year's board. Payment shall be made by the end of the current fiscal year
- E. Any Board member who attends a public event in an official capacity shall be eligible to submit for travel and expense reimbursement in accordance with district policy. Examples include the NHSBA delegate assembly, award dinners, training, seminars, etc.
- F. For budgeting purposes, Administration shall factor maximum possible attendance as follows:
- a. 12 board members attending 24 regular board meetings = \$7,200
- b. 1 Board Chair attending 24 regular board meetings = \$840
- c. 5 Committee Chairs attending 12 committee meetings = \$2,100
- d. 18 committee members attending 12 committee meetings = \$5,400
- e. Public event attendance and other miscellaneous = \$300
- f. TOTAL = \$15,840

Policy FF: Naming New Facilities <sup>Status: ADOPTED</sup> Original Adopted Date: 05/01/2022 | Last Reviewed Date:  
05/01/2022

**Category: Optional**

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

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

**NHSBA history:** New policy – May 2022. **NHSBA revision notes, May 2022,** NHSBA created policy FF in response to multiple requests from member school districts.

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**~~~ A. PURPOSE AND GENERAL POLICY**

The purpose of this policy is to establish a process and guidelines for the naming of School District school buildings or facilities, and dedication of areas of buildings or facilities.

The naming of a building or facility, or the designation of an area of a building or facility, is an extraordinary and rare event falling within the authority of the School Board as the District’s governing body. The Board should not consider such actions lightly nor base them on recent notable events.

For purposes of this policy, “buildings and(or) facilities” shall mean and include every school, school district building, [stadium], athletic field, playground, or other real estate owned or leased by the District, or otherwise under the jurisdiction of the School Board.

“Area of buildings or facilities” refers to identifiable spaces/core areas within a building or facility, including but not limited to such spaces as media centers, gymnasiums, auditoriums, hallways, wings, etc.

The Board retains the authority in its sole discretion to name, rename or change, in whole or in part, the name of any building or facility, or the designated name of any area of a building or facility. Such naming, renaming, or changing may be considered at any time the Board so chooses, including, without limitation, naming proposals recommended prior to construction, when construction is in progress, or after being acquired, by the district.

**B. GENERAL GUIDELINES FOR NAMING OF BUILDINGS OR FACILITIES OR FOR DEDICATION OF SPACES.**



1. The naming of school buildings or facilities or dedication of building/facility spaces is the ultimate responsibility of the School Board. Individuals or groups may submit a written naming or dedication proposal to the Superintendent. Naming or dedication proposals should include any information relating to the guidelines below, along with any other information the person/group making the proposal deems appropriate to enable the Board to make an informed decision.
2. The Superintendent will place the proposal on a Board<sup>1</sup> meeting agenda, with his/her [the committee's] recommendation as to how to proceed.
3. If the Board determines that further study is required, or if the naming/dedication is at the

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initiative, the Board may establish a committee or may delegate to the Superintendent the responsibility of evaluating the proposal, or for determining a process for naming a specific building or facility, or dedicating an area of a building or facility.

4. Whether included in an original proposal or not, the Board will consider required fiscal or personnel resources that might be associated with the naming/renaming or dedication.
5. Before making any final decision regarding naming/renaming or dedication, the Board shall solicit input from the students and staff of the particular building or facility as well as from the public at large.
6. The final decision to name/rename a building or facility, or to dedicate/re-dedicate any building or facility area shall be made by the Board by way of formal resolution, which may simply be an approval of a written proposal or recommendation.

### C. GUIDELINES FOR NAMING OF BUILDINGS AND FACILITIES

The School Board recognizes that the official names of district buildings and facilities are vital to the district's public image and must stand the test of time. Accordingly, when selecting names for facilities, the Board will emphasize effective public communication and the honor and integrity that the name will reflect upon the building or facility.

A name for building or facility shall be that of:<sup>2</sup>

1. The community, location, road or street where the public school building is located;
2. A significant and distinguishable landmark or geographical feature which will identify the school's location;
3. An educational practice, concept or aspiration;
4. A deceased person<sup>3</sup> who made significant contributions to the nation, the State of New Hampshire, the Monadnock Regional School District or the town in which the school building/facility is located] taking into account the following criteria:
  - a. Outstanding and exceptional support of and service to or on behalf of public school students or schools;

- b. Outstanding citizenship and character;
- c. General service to the community;
- d. Superior ethical standards; and/or
- e. Philanthropic or financial contributions made by the person to the school district.

The person shall have been deceased a minimum of \_\_\_ years.

5. The mascot of a District school.

#### **D. GUIDELINES FOR DEDICATION OF A BUILDING OR FACILITY AREA**

Dedication of spaces or areas in a building or facility may be made using the same criteria for naming of buildings or facilities but may also recognize the outstanding service of a living school district employee, school district official, volunteer or community leader provided a minimum of \_\_\_ years has elapsed from the date of completion of service of the person to be honored.

<sup>1</sup> [Delete fn.] If a District has a “facilities” or some such committee, the policy could assign the review/recommendation step to that committee.

<sup>2</sup> [Delete fn.] Boards considering using for profit companies for sponsorship or naming rights should consult with private counsel, especially when the facilities to be named were/are constructed or improved with proceeds of tax

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exempt bonds or a tax-exempt lease/purchase. Similarly, naming of a building or facility “in consideration” for a financial contribution should be reviewed by counsel to determine and establish a formal understanding/agreement of the extent of the naming rights (e.g., term of years, upkeep, etc.).

<sup>3</sup> [Delete fn.] As with the balance of this policy, the “deceased” requirement is optional. Some districts merely have an “X numbers of years since retirement” option as well.

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

*First reading:*

*Second reading/adopted:*

***District revision history:***



# Monadnock Regional School District

## Policy Committee Charter

*Committee Last Approved: 4/09/2024*

*Board Last Approved: XX/XX/2024*

The purpose of the Policy Committee is to develop and support the following initiatives:

1. To ensure and conduct regular reviews of MRSD policies, they should:
  - a. Develop, document, and maintain a process for policy review
  - b. Align with the district's overarching mission, vision, and strategic goals
  - c. Honor State and Federal laws
2. To routinely review the New Hampshire School Board Association Bulletins:
  - a. And recommend updates or adoption of policies to the full board accordingly
3. Field requests of policy change from administration, committees, board members, and other community members:
  - a. Research requests
  - b. Make recommendations to the full board
4. To make sure policies are accessible to the public

## **Policy Committee Goals for 2024/25**

*Committee Last Approved: 4/09/2024*

*Board Approved **mm/dd/yyyy***

1. By 03/04/2025 - ensure that all policies in Student Book J are up to date.
2. To oversee a successful transition to the BoardDocs upgrade
3. Develop a public facing training on how to access policies post BoardDocs to Community Upgrade
4. Endeavor to follow plain language principles when updating policies



# Policy Committee Review

Date: 4/09/2024

## Policies reviewed by the Committee

- 36 policies were taken up by the committee. This is 9 more than last year. The policies covered require thought and research as we move out of “clean up mode”
  - 19 Existing policies Updated
  - 5 New policies Adopted
  - 6 Outdated policies Retired
  - 6 Reviewed with no edits
- The committee focuses on policies required by law
  - All required policies are in our books
  - Because of ever changing legislation and the need for admin input, these policies are often updated but typically, some are out of date
  - Out of 74 policies required by law, 64 are up to date
- NHSBA had only one bulletin of updates this year totaling 12 policies changed. The organization changed where sample policies were housed and therefore the database was unavailable or difficult to search through for a large part of the year
- One committee goal focused on updating books “A” which is a smaller book with the title “Foundations and Basic Commitments” and B (Board Governance)
  - All 18 policies from book A are now up to date
  - Out of 58 policies in book B, 25 are up to date
- Our goals to train policy committee members on new upgrades for BoardDocs and communicating to the public how to access district policies were premature

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as it was determined the upgrade would be an endeavor for later. These continue to be goals

- All together, there are 563 policies in our Log if Withdrawn Policies are not counted. There are still hundreds of policies that are either
  - Missing but not required (102)
    - i. This means they are in the NHSBA guide of sample policies, but not required by law
  - Out of Date (176)
    - i. These have been updated by NHSBA, but have not been reviewed by MRSD since that update
  - Possibly Unnecessary (99)
    - i. These are in the MRSD book of policies, but not in the NHSBA guide of samples. Some of these could correspond with the NHSBA policies that are missing and just have a different code

## Policy Motions and Actions from February 8, 2024

### JLF- Reporting Child Abuse or Neglect

**MOTION:** *Update policy JLF with NHSBA sample plus edits from administration and committee.*

- NHSBA was contacted to ensure these edits were legal
  - The report should be made orally to expedite it
  - Admin explanation: Administration would like to refer Policy JLF to the Policy Committee for revision. This policy deals with how to make referrals to DCYF for expected abuse or neglect. Specifically, we would like to remove all references to the requirement that an employee write and submit a report to building or district administration. Simply -the issue is that if a report is written and submitted it becomes part of the child's educational record. Under federal and state law, we have no right to withhold any part of a child's educational record if it is requested by a parent. As you can imagine, a report like this being seen by someone who is being investigated for child abuse or neglect may create an unsafe situation for the child and/or for the school.
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### IKL- Academic Honesty and Integrity

**MOTION:** *To adopt policy ILK with NHSBA sample and committee edits.*

- Recommended
- NHSBA Rationale: *The use of generative artificial intelligence ("AI ") tools is ever-present and becoming more so. Obvious concerns exist that students use such tools in place of their own work to the detriment of the development of their own critical thinking , writing and other skills, not to mention as a means of cheating or otherwise gaining an unfair advantage . Nonetheless, NHSBA recommends against a complete ban on AI tools due not only to their ubiquity and the constantly evolving difficulty in managing a ban. Perhaps more importantly, an outright ban fails to recognize that properly used, AI is a powerful tool both for teachers and students. With this in mind, NHSBA revised Section B of the policy to include a paragraph specific to improper use of AI, as well as language in some of the other examples of prohibited conduct to include reference to AI. The new section, B.3 "Improper Use of Artificial Intelligence", however, also allows for use within parameters established by a particular instructor or by district or school rules. NHSBA encourages school administrators, IT directors and teachers to consider such parameters.*
- Slight edits by committee



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## **KCD- Public Gifts/Donations**

**MOTION:** *To update policy KCD with NHSBA sample and committee edits.*

- Revisions to state already agreed upon procedure for school board members who wish to participate in meetings remotely
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## **OTHER ACTIONS NOT REQUIRING BOARD APPROVAL**

### **JICJ- Unauthorized Communication Devices**

**MOTION:** *To send policy back to Education Committee.*

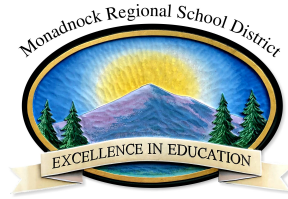
- Policy on the MRSD books is close to the NHSBA policy for cell phones
- Need more guidance from Education on what they would like to see in the policy
- Administration needs to be contacted as to the enforcement of this existing policy

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### **BID- Stipend Policy**

**MOTION:** *To send policy back to full board for discussion.*

- Committee could not come to a consensus and feels the full board needs to weigh in



Book	J: Students
Section	Series J
Title	Reporting Child Abuse/Neglect
Code	JLF
Status	Active
Adopted	November 5, 2019

## **REPORTING CHILD ABUSE/NEGLECT**

### *A. Statutorily Mandated Reporting – All Persons.*

Under New Hampshire law (RSA 169-C:29), every person who has “reason to suspect” that a child has been abused or neglected is required to report that suspicion to DCYF (Division of Children, Youth and Families of the New Hampshire Department of Health and Human Services) or directly to the police. Under RSA 169-C:30, the initial report “shall be made immediately via telephone or otherwise.”

The requirement to report is not dependent on whether there is proof of the abuse or neglect, nor is it dependent upon whether the information suggests the abuse or neglect is continuing or happened in the past. Any doubt regarding whether to report should be resolved in favor of reporting. Failure to report may be subject to criminal prosecution, while a report made in good faith is entitled to both civil and criminal immunity. Additionally, a “credential holder”, as defined in New Hampshire Department of Education Rule 501.02(h), who fails to report suspected abuse or neglect risk having action taken by the New Hampshire Department of Education against his/her credential. See N.H. Code of Conduct for Educators, Ed. 510.05 (e).

The report should contain:

- a. the name and address of the child suspected of being abused or neglected,
- b. the person responsible for the child's welfare,
- c. the specific information indicating neglect/abuse or the nature and extent of the child's injuries (including any evidence of previous injuries),
- d. the identity of the person or persons suspected of being responsible for such neglect or abuse; and
- e. any other information that might be helpful in establishing neglect or abuse.

To report child abuse or neglect to DCYF, call 24/7 (800) 894-5533 (in-state) or (603) 271-6562. In cases of current emergency or imminent danger, call 911.

### *B. Additional provisions relating to school employees, volunteers and contracted service providers.*

Each school employee, designated volunteer or contracted service provider having reason to suspect that a child is being or has been abused or neglected must also immediately report his/her suspicions to the building Principal or other building supervisor. This initial report may be made orally, but must be supplemented with a written report as soon as practicable after the initial report, but in no event longer than one calendar day.

#### 1. Request for Assistance in Making Initial Report.

The initial report to the Principal/building supervisor may be made prior to the report to DCYF/law enforcement, but only if:

- (a) the initial report is made for the purpose of seeking assistance in making the mandated report to DCYF/law enforcement, and
- (b) reporting to the Principal, etc. will not cause any undue delay (measured in minutes) of the required report to DCYF/law enforcement.

When receiving a request for assistance in making a report, the Principal or other person receiving the request is without authority to assess whether the report should be made, nor shall he/she attempt in any way to dissuade the person from making the legally mandated report. Once the Principal/building supervisor receives the information, the law would impose a reporting requirement upon both the original reporter and the Principal.

#### 2. Principal's Action upon Receiving Report.

Upon receiving the report/request from the employee, volunteer or any other person, the Principal/building supervisor shall immediately assure that DCYF/law enforcement is or has been notified, and then notify the Superintendent that such a report to DCYF has been made.

A written report shall be made by the Principal to the Superintendent within twenty-four (24) hours, with a copy provided to DCYF if requested. The report shall include all of the information included in the initial oral report, as well as any other information requested by the Superintendent, law enforcement or DCYF.

#### 3. Requirements for Reporting of Other Acts.

Employees/contract providers are also reminded of the requirements to report any act of "theft, destruction, or violence" as defined under RSA 193-D:4, I (a), incidents of "bullying" per Board Policy {\*\*}JICK, and hazing under RSA 671:7. See also Board Policy {\*\*}GBEBA. A single act may simultaneously constitute abuse, bullying, hazing, and/or an act of theft, destruction or violence.

#### C. Signage and Notification.

The Superintendent is directed to assure that the Principal or administrator of each school shall post a sign within the school that is readily visible to students, in the form provided by the, Division for Children, Youth, and Families, that contains instructions on how to report child abuse or neglect, including the phone number for filing reports and information on accessing the Division's website. Additionally, information pertaining to the requirements of section A of this policy shall be included in each student handbook or placed on the district's website.

#### D. Training Required.

The Superintendent shall assure that all District employees, designated volunteers and contracted service providers receive training (in-person or online) upon beginning service with the District, with annual refreshers thereafter, on the mandatory reporting requirements, including how to identify suspected child abuse or neglect.

*Legal References:*

*NH Code of Administrative Rules, Ed 306.04(a)(10), Reporting of Suspected Abuse or Neglect*

*NH Code of Administrative Rules, Code of Conduct for NH Educators, Ed 510.05(e), Duty to Report  
RSA 169-C, Child Protection Act*

*RSA 169-C:29-39, Reporting Law*

*RSA 189:72, Child Abuse or Neglect Information*

*RSA 193-D:4, Safe School Zones, Written Report Required*

*Related Policies: GBEBA, IJOC & JICK*

Original Adopted Date: 07/01/1998 | Last Revised Date: 07/01/2019 | Last Reviewed Date: 07/01/2019

**Category: Priority/Required by Law**



**ADOPTION/REVISION NOTES –**

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

- a. *Section D of this draft policy includes language mandating annual training for all employees, designated volunteers and third-party providers. Cost effective or free training programs are available through such organizations as the Granite State Children’s Alliance (e.g., “Know and Tell”). Though advisable, the law does not mandate annual training. The board may consider removing the word “annual” or changing the mandate to something more aspirational.*
- b. *General – As with all sample policies, NHSBA recommends that each district carefully review this sample prior to adoption/revision to assure suitability with the district’s own specific circumstances, internal coding system, current policies, and organizational structures.*
- c. **Highlighted language** or blank, underscored spaces indicate areas which Boards should review, change or complete to reflect local personnel titles, internal/ external policy references, duty assignments etc.
- d. **{\*\*}** indicates a reference to another NHSBA sample policy. A district should check its own current policies and codes to assure internal consistency.
- e. *Withdrawn & earlier versions of revised policies should be maintained separately as part of the permanent records of the District.*

**NHSBA history:** Revised – July 2019, May 2008, October 2004, November 1999, and July 1998

**NHSBA note, July 2019,** Sample policy JLF was revised to (a) more closely track the requirements RSA 169-C, (b) clarify the participation of the Principal, (c) include reference to the NH Code of Conduct for Educators, and (d) provide a mandate for annual training. See adoption notes above for further information.

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**A. Statutorily Mandated Reporting – All Persons.**

**Under New Hampshire law (RSA 169-C:29), every person who has “reason to suspect” that a child has been abused or neglected is required to report that suspicion to DCYF (Division of Children, Youth and Families of the New Hampshire Department of Health and Human Services) or directly to the police. Under RSA 169-C:30, the initial report “shall be made immediately via telephone or otherwise.”**

The requirement to report is not dependent on whether there is proof of the abuse or neglect, nor is it dependent upon whether the information suggests the abuse or neglect is continuing or happened in the past. Any doubt regarding whether to report should be resolved in favor of reporting. Failure to report may be subject to criminal prosecution, while a report made in good faith is entitled to both civil and criminal immunity. Additionally, a “credential holder”, as defined in New Hampshire Department of Education Rule 501.02(h), who fails to report suspected abuse or neglect risk having action taken by the New Hampshire Department of Education against his/her credential. See N.H. Code of Conduct for Educators, Ed. 510.05 (e).

The report should contain:

- a. the name and address of the child suspected of being abused or neglected,
- b. the person responsible for the child's welfare,
- c. the specific information indicating neglect/abuse or the nature and extent of the child's injuries (including any evidence of previous injuries),
- d. the identity of the person or persons suspected of being responsible for such neglect or abuse; and
- e. any other information that might be helpful in establishing neglect or abus

To report child abuse or neglect to **DCYF**, call **24/7 (800) 894-5533** (in-state) or (603) 271-6562. **In cases of current emergency or imminent danger, call 911.**

**B. Additional provisions relating to school employees, volunteers and contracted service providers.**

Each school employee, designated volunteer or contracted service provider having reason to suspect that a child is being or has been abused or neglected must also immediately report his/her suspicions to the building Principal or other building supervisor. This initial report may be made orally, but must be supplemented with a written report as soon as practicable after the initial report, but in no event longer than one calendar day.

1. Request for Assistance in Making Initial Report.

The initial report to the Principal/building supervisor may be made prior to the report to DCYF/law enforcement, but only if:

- a. the initial report is made for the purpose of seeking assistance in making the mandated report to DCYF/law enforcement, **and**
  - b. reporting to the Principal, etc. will not cause any undue delay (measured in minutes) of the required report to DCYF/law enforcement.
- 2.

When receiving a request for assistance in making a report, the Principal or other person receiving the request is without authority to assess whether the report should be made, nor shall he/she attempt in any way to dissuade the person from making the legally mandated report. Once the Principal/building supervisor receives the information, the law would impose a reporting requirement upon both the original reporter and the Principal.

3. Principal's Action upon Receiving Report.

Upon receiving the report/request from the employee, volunteer or any other person, the Principal/building supervisor shall immediately assure that DCYF/law enforcement is or has been notified, and then notify the Superintendent that such a report to DCYF has been made.

A written report shall be made by the Principal to the Superintendent within twenty-four (24) hours, with a copy provided to DCYF if requested. The report shall include all of the information included in the initial oral report, as well as any other information requested by the Superintendent, law enforcement or DCYF.

#### 4. Requirements for Reporting of Other Acts.

Employees/contract providers are also reminded of the requirements to report any act of “theft, destruction, or violence” as defined under RSA 193-D:4, I (a), incidents of “bullying” per Board Policy **{\*\*}JICK**, and hazing under RSA 671:7. See also Board Policy **{\*\*}GBEAB**. A single act may simultaneously constitute abuse, bullying, hazing, and/or an act of theft, destruction or violence.

#### **C. Signage and Notification.**

The Superintendent is directed to assure that the Principal or administrator of each school shall post a sign within the school that is readily visible to students, in the form provided by the, Division for Children, Youth, and Families, that contains instructions on how to report child abuse or neglect, including the phone number for filing reports and information on accessing the Division's website. Additionally, information pertaining to the requirements of section A of this policy shall be included in each student handbook or placed on the district's website.

#### **D. Training Required.**

The Superintendent shall assure that all District employees, designated volunteers and contracted service providers receive training (in-person or online) upon beginning service with the District, with annual refreshers thereafter, on the mandatory reporting requirements, including how to identify suspected child abuse or neglect.

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

*First reading:*

*Second reading/adopted:*

***District revision history:***



**Legal References Disclaimer:** *These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.*

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## **NH Statutes**

## **Description**

RSA 169-C

Child Protection Act

RSA 169-C:29-39

Reporting Law

RSA 189:72

Child Abuse or Neglect Information

RSA 193-D:4

Safe School Zones, Written Report Required

**NH Dept of Ed  
Regulation**

**Description**

NH Code of Admin. Rules, Ed  
510.05(e)

Code of Conduct for NH Educators, Duty to Report

NH Code of Administrative  
Rules, Ed 306.04(a)(10)

Reporting of Suspected Abuse or Neglect

## Cross References

**Code**

**Description**

ACAC

Title IX Sexual Harassment Policy and Grievance Process

GBCE

Training and Information Relative to Child Sexual Abuse Prevention

GBEAB

Mandatory Code of Conduct Reporting - All Employees

IJOC

Volunteers

IJOC-R(1)

Volunteers - Confidentiality Agreement

JICK

Pupil Safety and Violence Prevention

JICK-R(1)

Pupil Safety and Violence Prevention - Report Form

JICK-R(2)

Pupil Safety and Violence Prevention - Bullying Report Form

JICK-R(3)

Pupil Safety and Violence Prevention - School Board Notification  
of Bullying Report

JIHD

Student Interviews and Interrogations

JKAA

Use of Restraints and Seclusion

Original Adopted Date: 05/01/2022 | Last Revised Date: 09/18/2023 | Last Reviewed Date: 09/18/2023

**Category: Optional**



**ADOPTION/REVISION NOTES –**

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

- a. **ADOPTION NOTE** - *The use of generative artificial intelligence ("AI ") tools is ever-present and becoming more so. Obvious concerns exist that students use such tools in place of their own work to the detriment of the development of their own critical thinking , writing and other skills, not to mention as a means of cheating or otherwise gaining an unfair advantage . Nonetheless, NHSBA recommends against a complete ban on AI tools due not only to their ubiquity and the constantly evolving difficulty in managing a ban. Perhaps more importantly, an outright ban fails to recognize that properly used, AI is a powerful tool both for teachers and students. With this in mind, NHSBA revised Section B of the policy to include a paragraph specific to improper use of AI, as well as language in some of the other examples of prohibited conduct to include reference to AI. The new section, B.3 “Improper Use of Artificial Intelligence”, however, also allows for use within parameters established by a particular instructor or by district or school rules. NHSBA encourages school administrators, IT directors and teachers to consider such parameters.*
- b. **General** – *As with all sample policies, NHSBA recommends that each district carefully review this sample prior to adoption/revision to assure suitability with the district’s own specific circumstances, internal coding system, current policies, and organizational structures.*
- c. **General – Highlighted language** or blank, underscored spaces indicate areas which Boards should review, change or complete to reflect local personnel titles, internal/ external policy references, duty assignments etc.
- d. **General – {\*\*}** indicates a reference to another NHSBA sample policy. A district should check its own current policies and codes to assure internal consistency.

- e. *General – Withdrawn & earlier versions of revised policies should be maintained separately as part of the permanent records of the District.*

**NHSBA history: Revised - Sept. 2023; New policy – May 2022**

**NHSBA revision notes, August 2023**, revised Section B to include provisions concerning use of AI, also revised section B.6 (formerly B.5). **May 2022**, new policy prepared at the request of multiple NHSBA member boards.



**A. Statement of Policy.** All students are expected to demonstrate academic integrity and honesty. Students are expected to put forth their best effort on tests and assignments. Students are expected to demonstrate respect towards their instructors and peers by encouraging and facilitating learning. Engaging in various forms of cheating or academic dishonesty does not permit students to realize the full extent of their educational experience or their full academic potential. These expectations are directly related to the Board’s educational objectives for students to learn to be responsible for and accept the consequences of their behavior.

**B. Prohibited Behavior.** In addition to any standards or rules established by individual classroom teachers, the following behaviors are in violation of the standards of academic integrity and honesty and are specifically prohibited:

1. **Cheating.** Cheating is any act of academic dishonesty, which includes such things as receiving or communicating information to another student during a test or other assessment; looking at another’s test or assessment during the exam; using notes or obtaining information during a test or assessment when prohibited; obtaining information about the questions or answers for an assessment prior to the administration of the exam; or whatever else is deemed contrary to the rules of fairness with respect to school work or assessment, including special rules developed by the instructor of the course.
2. **Improper Use of AI Tools.** Improper use of artificial intelligence (“AI”) tools (e.g., ChatGPT, Google Bard, Harvey.AI, etc.) is use which is inconsistent with the purpose, spirit, or specific instructions for assigned school work or homework. **Students may only use AI tools in accordance with the teacher’s specific instructions or pre-existing class, school or District guidelines.** When use is permitted, students must state their use of the AI tools and, where applicable, find a legitimate,



independent source to cite information. Teachers will provide general instructions related to the acceptable use of AI tools, but students are expected to obtain clarification from the teacher if they are uncertain of whether and how AI tools may be used on any given assignment.

3. **Plagiarism.** Plagiarism is the representation of someone else's ideas or words as one's own without crediting the source. It is the use, whether by paraphrase or direct quotation, of the published or unpublished work of another without full and clear acknowledgment through proper citation format. Sources of work that must be cited or otherwise acknowledged in order to avoid plagiarism include, but are not limited to, books, articles, websites, work of classmates/others, and AI tools (such as ChatGPT, Google Bard, Harvey.AI, etc.). Teachers should provide clear instructions related to the applicable standards of attribution and citation for a given assignment, but students are expected to obtain clarification from the teacher if they are uncertain of the applicable standards.
4. **Academic Misrepresentation.** Academic misrepresentation occurs when a student has another student or individual substitute for himself or herself during the taking of a test or other assessments.
5. **Academic Collusion.** Academic collusion is the sharing of test or other assessment questions or answers with another student without the instructor's permission. Academic collusion includes copying another student's homework without the instructor's permission or allowing another student to copy one's work. It also includes group collaboration on individual assignments without the instructor's permission.
6. **Dishonesty in Papers or Other Academic Work.** Dishonesty in papers or other academic work occurs when one submits work prepared by a writing service, an AI tool, or any another person. All work submitted for a course must be the student's own original work unless the sources are cited, or are otherwise in compliance with the teacher's instructions, or school or District guidelines.
7. **Self-Plagiarism (Work Done for One Course and Submitted in Another).** Self-Plagiarism occurs when a student for a class refers to work previously submitted in another class in order to fulfill the academic requirements in that latter class. In

some instances, instructors may allow a certain amount of work from a prior course to be repurposed; students who wish to do this must seek express approval from the instructor in advance.

8. **Unfair academic advantage.** Unfair academic advantage occurs when a student acts in such a way as to prevent or hinder another student's performance with respect to an academic activity. Examples include: concealing, destroying, or stealing research or library materials with the purpose of depriving others of their use; sabotaging another student's work; or attempting intimidation for academic advantage.
9. **Facilitating academic dishonesty.** Facilitating academic dishonesty occurs when one student completes an academic activity (e.g., homework, test, paper, etc.) for another student, or collaborates with another student on an academic activity when instructions have called for independent work.
10. **Other Academic Dishonesty.** This policy also prohibits any intentional act that violates the spirit of academic integrity and this policy. Such prohibited conduct includes, but is not limited to, stealing assessments; tampering with academic records; including inaccurate academic information on any application or resume; altering academic tests or assessments, grades or other student records; distributing materials for the purpose of cheating or facilitating; inappropriate or unethical use of technology (pre-program of graphing calculator, smart phones, etc.); or feigning illness or personal circumstances to avoid an academic activity (e.g., test, quiz, paper, homework, lecture, etc.).

### **C. Consequences.**

The disciplinary consequences for violations of this policy shall be consistent with Board policy and the Student **Code of Conduct** \_\_\_\_\_. The minimum consequence **[should/shall]** be a zero relative to the specific assignment, test or quiz, and a conference with the student's parent/guardian. The Superintendent or designee shall list in the applicable **Code of Student Conduct** the specific range of additional consequences that may be imposed on a student for violations of this policy. **For a high school student, violations of academic integrity and honesty are cumulative during the student's high school years.**

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### **District Policy History:**

*First reading:*

*Second reading/adopted:*

***District revision history:***

***Legal References Disclaimer:*** *These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.*

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## Cross References

| <b>Code</b> | <b>Description</b>                        |
|-------------|-------------------------------------------|
| EGAD        | <u>Copyright Compliance</u>               |
| EGAD-R(1)   | <u>Copyright Compliance</u>               |
| JICD        | <u>Student Discipline and Due Process</u> |

JICD-R(1)

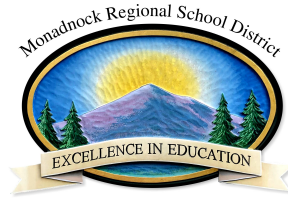
Student Discipline and Due Process - Memorandum of Understanding

JICL

School District Internet Access for Students

JICL-R(1)

School District Internet Access for Students - Acceptable Internet Use Procedures - Students



|              |                                    |
|--------------|------------------------------------|
| Book         | K: School-Community-Home Relations |
| Section      | Series K                           |
| Title        | Public Gifts/Donations             |
| Code         | KCD                                |
| Status       | Active                             |
| Adopted      | July 9, 2011                       |
| Last Revised | August 8, 2017                     |

## **PUBLIC GIFTS / DONATIONS**

Gifts from organizations, community groups and/or individuals, which will benefit the District, shall be encouraged. A gift shall be defined as money, real or personal property, and personal services provided without consideration.

Individuals or groups contemplating presenting a gift to a school or the district shall be encouraged to discuss in advance with the Building Principal or the Superintendent what gifts are appropriate and needed.

The Board reserves the right to refuse any gift that does not contribute to the achievement of the district's goals, or in which the ownership of the gift would tend to deplete the resources of the district. In determining whether a gift will be accepted, consideration shall be given to district policies, school district goals and objectives (with particular emphasis on the goal of providing equal educational opportunities to all students) and adherence to basic principles outlined in the regulation that accompanies this policy.

The Superintendent may accept gifts in the amount of \$1,000 or less. Gifts in excess of \$1,000 may only be accepted by the Board. Additionally, pursuant to RSA 198:200-b, gifts in the amount of \$5000 or more shall require the Board to hold a public hearing regarding any action to be taken with the gift. For gifts of between \$ 1,000 and \$5,000, the Board will include a notice in the minutes of the meeting in which the gift is discussed. The acceptance of all gifts will be made in public session.

Any gift accepted shall become the property of the district, may not be returned without the approval of the Board, and is subject to the same controls and regulations as are other properties of the district. The Board shall be responsible for the maintenance of any gift it accepts.

At the time of acceptance of the gift, there will be a definite understanding with regard to the use of the gift, including whether it is intended for the use of one particular school or all schools in the district. The Board will make every effort to honor the intent of the donor in its use of the gift but reserves the right to utilize any

gift it accepts in the best interest of the educational program of the district. In no case shall acceptance of a gift be considered to be an endorsement by the Board of a commercial product or business enterprise or institution of learning.

**Acceptance of a gift does not entitle the donor to exemption from any policy or imply special consideration.**

It is the responsibility of the Superintendent or designee to process the appropriate forms to update inventory and to notify the donor of acceptance or rejection of a gift.

Policy References:

Sample policy from NHSBA; modifications in RED

Category O

Original Adopted Date: 03/01/2005 | Last Revised Date: 09/18/2023 | Last Reviewed Date: 09/18/2023

**Category: Recommended**



**ADOPTION/REVISION NOTES –**

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

- a. **Adoption note:** *While this notation was added with the 2023 revisions, it applies equally to the pre-2023 versions as well. This sample policy allows the District to accept gifts - which generally will fall into the classification of "unanticipated revenue" and are therefore subject to the provisions of RSA 198:20-b. Under that statute, the board may accept gifts of money if the legislative body of a district (i.e., the annual meeting - or, in some cities, the city council/alderboard, etc.), approves a warrant article authorizing the school board to accept AND expend unanticipated revenue. However, such a vote has occurred, the only way money may be accepted and expended is through a warrant approved by the legislative body. This policy presumes that the district has approved such an article. If a board has questions about whether it has that authority/approved such an article, it should consult with the Dept of Revenue Administration, or the DOE, or its own annual meeting records.*
- b. **Adoption note:** *Many districts have gift/unanticipated revenue policies structured differently than this sample, policies which were likely prepared in consultation with legal or financial advisors. There is no requirement that a board adopt this sample. Boards with differently structured gift/unanticipated revenue policies may want to review the dollar amounts in their policies and determine whether such amounts should be modified to reflect the increase in the amounts that the board may accept without notice and hearing.*
- c. **General –** *As with all sample policies, NHSBA recommends that each district carefully review this sample prior to adoption/revision to assure suitability with the district’s own specific circumstances, internal coding system, current policies, and organizational structures.*



- d. **General – Highlighted language** or blank, underscored spaces indicate areas which Boards should review, change or complete to reflect local personnel titles, internal/ external policy references, duty assignments etc.
- e. **General – {\*\*}** indicates a reference to another NHSBA sample policy. A district should check its own current policies and codes to assure internal consistency.
- f. **General – Withdrawn & earlier versions of revised policies should be maintained separately as part of the permanent records of the District.**

**NHSBA history: Revised** - Sept. 2023, Sept. 2017, Feb. 2008, March 2005

**NHSBA revision notes, September 2023**, sample was revised principally to reflect 2023 passage of HB207, which amended RSA 198:20-b, and increased the amount from \$5,000 to \$20,000 of unanticipated revenue a school board may accept without the need for 7 day notice and public hearing. Additional revisions made included: (1) change the classification from optional to recommended, (2) increasing amount Superintendent may accept from \$500 to \$2,500 (this amount is not one set by statute, but rather policy, so the board can allow any amount here up to \$19,999), and (3) language added to better coordinate the sample with the sample DFGA relative to crowdfunding efforts. **See also adoption notes a and b, above.** **September 2017:** Sample was revised to include and clarify the treatment of small "gifts" by staff and to provide that pre-approval is required for soliciting gifts that will be made to the District, including use of web sites like [donorchoose.org](http://donorchoose.org).



Gifts from organizations, community groups and/or outside individuals, which will benefit the District, shall be encouraged. A gift shall be defined as money, real or personal property, and personal services provided without consideration.

Individuals or groups contemplating presenting a gift to a school or the District shall be encouraged to discuss in advance with the Building Principal or the Superintendent what gifts are appropriate and needed.

The Board reserves the right to refuse any gift that does not contribute to the achievement of the District's goals, or in which the ownership of the gift would tend to deplete the resources of the District. In determining whether a gift will be accepted, consideration shall be given to District Policies, School District goals and objectives (with particular emphasis on the goal of providing equal educational opportunities to all students) and adherence to basic principles outlined in the regulation that accompanies this policy.

The Superintendent may accept gifts subject to the terms of this policy in the amount of \$2,500 or less. The Superintendent will advise the Board in advance of acceptance if

possible, or if after acceptance, at the next regularly scheduled Board meeting. Gifts in excess of \$2,500 may only be accepted by the Board. Additionally, pursuant to RSA 198:20-b, III, gifts in the amount of \$20,000 or more shall require the Board to hold a public hearing regarding any action to be taken with the gift. For gifts of less than \$20,000, the Board will post notice of the gift in the agenda of the next regularly scheduled Board meeting and will include notice in the minutes of the meeting in which the gift is discussed. The acceptance of all gifts will be made in public session.

Any gift accepted shall become the property of the district, may not be returned without the approval of the Board, and is subject to the same controls and regulations as are other properties of the District. The Board shall be responsible for the maintenance of any gift it accepts.

At the time of acceptance of the gift, there will be a definite understanding with regard to the use of the gift, including whether it is intended for the use of one particular school or all schools in the District. The Board will make every effort to honor the intent of the donor in its use of the gift, but reserves the right to utilize any gift it accepts in the best interest of the educational program of the District. In no case shall acceptance of a gift be considered to be an endorsement by the Board of a commercial product, business enterprise or institution of learning.

It is the responsibility of the Superintendent or designee to process the appropriate forms to update the District's inventory and to notify the donor of acceptance or rejection of a gift.

Voluntary contributions by District employees of supplies or other minor items of personal property to be used in classrooms or school programs with an aggregate value over the school year of less than \$250 are permitted without further approval or documentation. Receipt of voluntary contributions being made by District employees with a value of \$250 or more must be approved as required in this policy for gifts from individuals not employed by the District.

Active solicitation of gifts to be received by the District, including by any school, classroom, or extra/co-curricular program in the District, through online crowd funding or donor web sites (e.g, donorschoose.org, classful.com, etc.) must be approved in accordance with Board policy {\*\*} DFGA..

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**District Policy History:**

*First reading:*

*Second reading/adopted:*

***District revision history:***

**Legal References Disclaimer:** *These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.*

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## **NH Statutes**

## **Description**

RSA 189:70

[Educational Institution Policies on Social Media](#)

RSA 198:20-b

Appropriation for Unanticipated Funds Made Available During  
Year

#### Cross References

#### **Code**

#### **Description**

DFGA

Crowdfunding

JJE

Student Fund-Raising Activities

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Version: 25.0.0.10

**Monadnock Regional School District (MRSD)**  
**School Board Meeting Minutes**  
**April 2, 2024 (Not Yet Approved)**  
**Monadnock Regional Middle/High School, Swanzey, NH**

**Members Present:** Scott Peters, Edmond LaPlante, Lisa Steadman, Stephanie Lawlor, Betty Tatro, Cheryl McDaniel-Thomas, Eric Stanley, Jeff Cesaitis, Dan LeClair, Kristen Noonan, Gina Carraro and Brian Bohannon. **Absent:** Jennifer Strimbeck.

**Administration Present:** J. Rathbun, Superintendent and J. Morin, Business Administrator.

1. **CALL THE MEETING TO ORDER at 7:00 PM:** S.Peters called the meeting to order at 7:00 PM.
2. **PUBLIC COMMENTS:** There were no public comments.
3. **Celebrate # MRSD:** On April 13, 2024 the MRMHS Band will be hosting a Spaghetti Dinner fundraiser. There are over 130 6th grade students attending the Ecology School this year. Registration is closed for summer camp. There are 254 students signed up. Title One will offer tutoring for the MRMHS students over the summer. K. Noonan reported that Beyond the Bell held a 5th grade/6th grade dance at Cutler. It was well attended and a nice time.
4. **MATTERS FOR SCHOOL BOARD INFORMATION & DISCUSSION:**
  - a. **Recap from First Budget Committee Meeting:** E. Sheldon was voted in as the Chair of the Budget Committee and N.Carney was voted in as the Vice Chair. The next meeting is on April 23, 2024. The committee has asked for a presentation from J. Morin regarding the information on the documents she supplies to the committee. The Budget Committee will discuss the joint meeting coming up in May. S. Peters let the Board know that Richie HKS Thackston has given his resignation from the Budget Committee. *L.Steadman arrives. D. LeClair arrives.*
  - b. **Board Meeting Calendar Update:** The CRC met this evening. The Board reviewed the calendar of committee meetings.
  - c. **Student Government Report:** O. Higgins reported that the Student Government is working on electing a president for the next school year. The committee is still pursuing AP Class opportunities that are not available at Monadnock. O. Higgins had spoken to the principal at Hinsdale regarding the AP Classes that they have. O.Higgins will be speaking to L. Spencer regarding this issue. J.Rathbun explained that the classes in question will be available next year.
  - d. **Educational Report: Annual Spec. Education State of the District:** C.Woods explained the history of Special Education. She explained what an IEP is and explained that there is parent involvement in the team meetings. The meetings are based on data to determine if an

IEP is needed. She then listed all of the educational disabilities that would allow an IEP. The district is required to provide special education to children with disabilities from Pre K to age 22. C. Woods presented the total students by disabilities at all schools. Out of District placement is a team decision and reviewed and approved by C. Woods. Some of the placements are due to unsafe behavior. There are no out of district placements due to poor academic behavior. S. Peters asked if there was more staff could we keep the kids here. C. Woods said she is not sure. The district had them stay but then had to leave. She is not sure that there was proper training. Some of the students had dangerous behaviors. S. Lawlor would like to look at the cost to keep the students in the district. C. Woods said it would depend on the placement. J. Rathbun said there are too many unique needs. There would be a need for a separate building. C. Woods said in the coming year currently there are two new out of district students, some will graduate and some will leave the placement. They are hopeful that it will even out. C. Woods presented a list of placement sites. The NH rates are set by the State. The district does provide the transportation to the out of district placements. We are obligated to provide transportation. C. Woods explained that the district has received a letter from the State that says the district meets their requirements for IDEA. B. Tatro thanked C. Woods for the presentation. C. Woods said that continued training will help with making sure the district is in compliance. J. Rathbun mentioned that the administration is in the process of starting to write the district's internal monitoring procedures. C. Woods explained that transportation is an issue for the district as well as staffing. In preschool we need to discuss spacing. This is a growing population. J. Rathbun explained the administration has been brainstorming and will give ideas at the next meeting.

**e. Educational Report: IReady Trimester 2:** J. Rathbun explained that IReady is one of the many vendors that offer growth data through the CARES funds. It shows intervention and intervention components. You can not compare it year to year and can not look at student growth. Our kids are growing throughout the year. They are staying at the same level of growth each year but not with a big improvement. This is only one test. The principals and teachers review the data. The PLCs will review the data at each grade level. It was explained that there are very few students that opt out of this test. More information on student improvement was asked for by Board Members. J. Rathbun will prepare a report on the report card information. He reported that there is improvement in grades K-4 but there is concern in the middle school. The SAT and PSAT results will not be back until the summer. J. Rathbun will follow up on the absenteeism and behavior report at a future meeting.

**f. FY2025 Federal Funds & General Assurance Notification:** J. Rathbun explained that every year the district will receive Federal Funds. Title 1 Funds, Title 2 Funds, Title 3 Funds, Title 4 Funds, 4a and 4b and Title 5 Funds. J. Rathbun explained each of the amounts of each fund that the district will be receiving as well as where the funds are used. J. Rathbun and S. Peters will sign off to indicate that we have federal compliance policies.

**g. Policies for First Read:**

- i. JLF-Reporting Child Abuse and Neglect:**
- ii. IKL-Academic Honesty & Integrity:**

iii. **KCD-Public Gifts?Donations:** K. Noonan explained that the committee would like to have the administration review the cell phone policy. The committee does not believe that it is being followed. The committee would like to send Policy JICJ back to the Education Committee. They would also like to send the stipend policy back to the Board.

h. **Q & A of the Auditor's Annual Report:** C.McDaniel-Thomas commented that this was a favorable report. J. Morin commented on the new GASB Accounting Methods. She said there is no change and all districts will follow this. There are new standards. The district does not have to adopt but will follow. J. Morin commented that the report cited the Gilsum and MRMHS Student Activity Account. *E.Stanley leaves the meeting.* J. Morin explained that the Business Office does not oversee the student activity accounts, the schools do. She said it is not a finding. They were reaching. We do not need to make improvements. S.Peters asked J. Morin a few questions about the auditor's report.

**5. MATTERS THAT REQUIRE BOARD ACTION:**

a. **MS-22 Signatures:** The MS-22 was passed to the Board Members to be signed.

b. **Long-Term Sub Rate-Paraprofessional: MOTION:** S.Lawlor **MOVED** to set the paraprofessional sub-rate pay to \$125.00 a day. **SECOND:** B. Bohannon. **VOTE:** Unanimous for those present. **Motion passes.**

c. **Eclipse:** L.Steadman suggested an early release day on April 8, 2024 due to the Eclipse. **MOTION:** L. Steadman **MOVED** to have an early release day on April 8, 2024. **SECOND:** C. McDaniel-Thomas. **DISCUSSION:** K. Noonan felt that it would be a hardship to the parents. C. McDaniel-Thomas said that it was a better notice than a snow day. S. Lawlor agreed with K. Noonan. C. McDaniel-Thomas said the students should not be on the buses because they may look into the sun. **VOTE:** 2.126/9.040/0/ 1.834. **Motion fails.**

d. **Approve the Consent Agenda:**

i. **March 19, 2024 Minutes**

ii. **Manifest: MOTION:** S.Peters **MOVED** to approve the Consent Agenda:March 19, 2024 School Board Meeting Minutes as presented and the manifest in amount of \$1,240,309.89. **SECOND:** B.Tatro. **VOTE:** 11.166/0/0/1.834. **Motion passes.**

e. **MOTION:**S.Lawlor **MOVED** to approve the March 19, 2024 Sealed Non-Public Meeting Minutes as amended. **SECOND:** C. McDaniel-Thomas **VOTE:** 11.166/0/0/1.834. **Motion passes.**

**6. SETTING NEXT MEETING'S AGENDA:**

a. **Non-compete clause in Superintendent Contracts during window of payout.**

b. **Overview of Fine Arts Program**

c. **Policy BID Board Stipends**

7. **Public Comments:** There were no public comments.

8. **9:29 PM Motion to Enter into Non-Public Session under RSA 91-A:3, II (b) The**



**hiring of any person as a public employee. MOTION:** K. Noonan **MOVED** to Enter into Non-Public Session under RSA 91-A:3, II (b) The hiring of any person as a public employee. **SECOND:** S. Lawlor **VOTE:** 11.166/0/0/1.834. **Motion passes.**

**9. 9:34 PM Motion to Enter into Non-Public Session under RSA 91-A:3, II ( c ) Matters which, if discussed in public, would likely adversely affect the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. MOTION:** K. Noonan. **MOVED** to Enter into Non-Public Session under RSA 91-A:3, II ( c ) Matters which, if discussed in public, would likely adversely affect the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. **SECOND:** C. McDaniel-Thomas. **VOTE:** 11.166/0/0/1.834. **Motion passes.**

**10. ADJOURNMENT: MOTION:** K. Noonan **MOVED** to adjourn the meeting at 9:39 PM. **SECOND:** C. McDaniel-Thomas **VOTE:** 11.166/0/0/1.834. **Motion passes.**

**Respectfully submitted,**

**Laura L. Aivaliotis**  
**Recording Secretary**

**VOTING KEY:Yes/No/Abstain/Absent**

**Monadnock Regional School District  
School Board Meeting Minutes  
Non-Public Session (Not Yet Approved)  
April 2, 2024  
Monadnock Middle/High School Library, Swanzey, NH**

**Members Present:** Scott Peters, Kristen Noonan, Jeff Cesaitis, Lisa Steadman, Betty Tatro, Gina Carraro, Edmond LaPlante, Dan LaClair, Brian Bohannon, Stephanie Lawlor and Cheryl McDaniel-Thomas. **Absent:** Eric Stanley and Jennifer Strimbeck.

**Administration Present:** J. Rathbun, Superintendent and J. Morin, Business Administrator.

**9:29 PM Non-Public Session RSA 91-A:3 II (b) The hiring of any person as a public employee:**

**Issue #1:** Superintendent J. Rathbun presented to the Board the Licensed Certified Staff nominations. Taylene Givetz was not on the License Certified Staff nomination list but should have been.

**MOTION:** K. Noonan **MOVED** to leave Non-Public Session. **SECOND:** C. McDaniel-Thomas **VOTE:** 111.166/0/0/1.834. **Motion passes.**

**Respectfully submitted,**

**Laura L. Aivaliotis  
Recording Secretary**

**Monadnock Regional School District  
School Board Meeting Minutes  
Non-Public Session  
April 2, 2024 (Not Yet Approved)  
Monadnock Middle/High School Library, Swanzey, NH**

**Members Present:** Scott Peters, Jeff Cesaitis, Lisa Steadman, Betty Tatro, Cheryl McDaniel-Thomas, Edmond LaPlante, Stephanie Lawlor, Kristen Noonan, Brian Bohannon, Dan LeClair and Gina Carraro. **Absent:** Jennifer Strimbeck and Eric Stanley

**Administration Present:** J. Rathbun, Superintendent and J. Morin, Business Administrator.

**9:34 PM Non-Public Session RSA 91-A:3 II ( c ) Matters which, if discussed in public, would likely adversely affect the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting.**

**Issue #1: MOTION:** S. Lawlor **MOVED** to approve the unpaid leave request of Susan Rice as presented by the Superintendent. **SECOND:** K. Noonan **VOTE:** 11.166/0/0/1.834. **Motion passes.**

**Issue #2: MOTION:** S. Lawlor **MOVED** to approve the unpaid leave request of Monique Rieth as presented by the Superintendent. **SECOND:** C. McDaniel-Thomas **VOTE:** 10.680/0/1.098/1.834. **Motion passes.**

**Issue #3:** Tammy Kendall requested unpaid leave. The administration denied the request. The Board took no action.

**Issue #4:** Mandy Johnson will resign from her position at the end of the 2023-2024 school year.

**MOTION:** K. Noonan **MOVED** to leave Non-Public Session. **SECOND:** C. McDaniel-Thomas **VOTE:** 11.166/0/0/1.834. **Motion passes.**

**Respectfully submitted,**

**Laura L. Aivaliotis  
Recording Secretary**