

Monadnock Regional School District & SAU #93
School Board Agenda
July 18, 2023
In-Person MRMHS Library & Webinar Link 7:00 pm

Join [Zoom](#) Meeting:

ID: 81519954643 (US) +1 929-205-6099 Passcode: 496045

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 pm
2. PUBLIC COMMENTS (15 minutes)
3. #celebrateMRSD
4. MATTERS FOR SCHOOL BOARD INFORMATION & DISCUSSION
 - a. Safety Security Projects Update
 - b. Board Meeting Schedule / Meeting at Elementary Schools
5. MATTERS THAT REQUIRE BOARD ACTION
 - a. Policies for 1st:
 - i. BID - Payment of Services Rendered by School District Officers
 - ii. Memorandum (Bond Issuance)
 - iii. DCA (Bond Post Issuance)
 - iv. JLCF - Wellness
 - b. * Policy Committee Charter & Goals
 - c. * Policy DFA Annual Review & Approval
 - d. * June 20, 2023 Minutes
 - e. * Manifest
 - f. * Student Tuition Rate for FY23/24
 - g. * Approve Independent Auditor for FY23 Audit
 - h. * NHSBA Call for Resolutions
 - i. * Superintendent Search
 - j. * 2024/25 Budget Proposals
 - k. * 2023/24 School Board Goals
 - l. * 2023/24 Superintendent Goals
6. SETTING NEXT MEETING’S AGENDA
7. PUBLIC COMMENTS (15 minutes)
8. NON-PUBLIC SESSIONS under RSA 91-A:3. II
 - a. * TBD as needed
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:

7/18/2023	MRSD/SAU 93 School Board	7:00 pm	MRMHS Library
7/19/2023	Education Committee	6:00 pm	SAU Conference Room
8/8/2023	Finance & Facilities Committee	7:00 pm	SAU Conference Room
8/10/2023	Extra-Curricular Committee	6:00 pm	SAU Conference Room
8/10/2023	Policy Committee	7:00 pm	SAU Conference Room
8/22/2023	MRSD/SAU 93 School Board	7:00 pm	MRMHS Library
8/29/2023	Budget Committee	7:00 pm	MRMHS Library

Other Dates:

- 8/21/2023 New Staff Orientation
- 8/23/2023 Superintendent Picnic & Awards
- 8/30/2023 First Day of School

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.****

Policy Motions and Actions from June 27, 2023

JLCF – Wellness

MOTION: *To update policy JLCF with committee edits.*

- Recently the board voted to update this policy to align with the NHSBA. Upon meeting with the district Wellness Committee and speaking with the head of Nutritional Services, these edits were recommended.
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BID- Payment of Services Rendered by School District Officers

MOTION: *To update policy BID with committee edits.*

- These edits should have been made in 2009. The committee will take up the work of further edits, but would like to start with the correct base policy were supposed to be paid. The next meeting is on Oct. 1, 2009.
 5. **Policy Committee:** W. Wright reported that the committee met. The committee presented the stipend draft to the Board. The Board commented on the paying of the stipends in March. They prefer the stipends be paid in December. The Board discussed the 70 % attendance at the meetings and the amount of the stipends. **MOTION:** R. Thackston. **MOVED** that the Board reconsider the 70% attendance issue regarding the Board stipends. **SECOND:** E. Stanley. **DISCUSSION:** E. Stanley stated that he did like it but it maybe an issue. W. Felton asked if this is going to make a change. Are people coming on the Board to make money due to the fact that the position is more attractive? **VOTE:** 9.399/2.358/1.114/2.129. **Motion passes.** **MOTION:** R. Thackston. **MOVED** to have the stipend amount for the Board Members at \$1000.00 and the Chair would receive \$1200.00 all stipends for the Board Members and the Chair would be paid in December of each year. **SECOND:** W. Wright. **VOTE:**
 - See above excerpt from the 9/15/2009 meeting
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DCA – Post-issuance Compliance Policy and DCA-R - Post-issuance tax compliance memo

MOTION: *To adopt policy DCA and appendix DCA-R with bond counsel sample.*

- This policy DCA is recommended by bond counsel as we enter into the bond agreement.
- The resolution is also attached for informational purposes as the board should adopt this as well, but does not need to be included in our policy book.

CURRENT POLICY:

BookB: School Board Governance and Operations

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 Board Members ~~officers~~ will be receive a stipend of \$1,000, the Board Chair will receive an additional \$500. ~~reimbursed in accordance with fees as established by the District.~~ Such stipends ~~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 first payroll manifest in December of each year ~~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)

MEMORANDUM

To: Monadnock Regional School District, New Hampshire (the “District”)
From: Renelle L. L’Huillier, Devine, Millimet & Branch, P.A. (“Bond Counsel”)
Re: Post-Issuance Tax Compliance Policies and Procedures
Date: June 16, 2023

At the closing of a tax-exempt bond or note issuance, the District’s governing board signs a No Arbitrage and Tax Certificate. This document provides Bond Counsel with the information necessary to make a determination that the bond or note is tax exempt at the time of issuance. However, there are a number of things that can occur “post-issuance” that could adversely affect the tax-exempt status of the bonds or notes, such as (i) the direct or indirect use of the proceeds by a non-governmental person that might cause the bonds or notes to be taxable private activity bonds; or (ii) the District’s potential liability for rebate payments to the federal government due to the failure to expend funds quickly enough to qualify for one of the spending exceptions to the rebate rules.

Over the past few years, the Internal Revenue Service (the “IRS”) has focused on the post-issuance tax compliance of municipal bond issuers. During that time, we have seen an increased number of IRS examinations of bonds and tax notes to determine compliance with the requirements of the Internal Revenue Code of 1986, as amended (the “Code”). One of the questions posed by the IRS in such examinations is whether the issuer has adopted written procedures to ensure compliance with the Code provisions applicable to tax-exempt bonds and notes.

In addition, the IRS includes guidance on its website that makes it evident that written procedures are an important part of an issuer’s tax-exempt bond program. Moreover, in the fall of 2011, the IRS updated its Form 8038-G to add questions about whether the issuer has established written procedures to address private activity concerns and to monitor the requirements of section 148 related to arbitrage rebate. The IRS also now requests more detail about an issuer’s reimbursement for pre-issuance expenditures on this form.

In order to address this increased level of review by the IRS, we have prepared a form of Post-Issuance Tax Compliance Policies and Procedures. This form of policy names a “Coordinator” who has the responsibility to monitor compliance with the policy. It follows the requirements of the Code and closely tracks the information included in the No Arbitrage and Tax Certificate that is signed at the closing of a bond or tax note financing.

We have also included a form of resolution that the governing board may pass in order to adopt this formal policy.

As the District is planning to finance a project with tax exempt bonds in the near future, we recommend implementing these policies as soon as possible. As a result, the District would be able to answer “yes” to the questions on the Form 8038-G, thereby showing the IRS that it is aware of its post-issuance obligations under the Code and that it intends to meet those

obligations. An additional reason for the timely adoption of these policies is the IRS's indication that an issuer who discloses a compliance issue that is discovered as a result of its own internal review will be looked upon favorably by the IRS in determining a resolution to the problem.

If you have questions about the policy or the resolution or would like to review these materials together, please let us know. Once the governing board adopts the policy, please send us a copy of the minutes of the meeting at which the board voted and a copy of the policy as adopted.

EXHIBIT A

POST-ISSUANCE TAX COMPLIANCE POLICIES AND PROCEDURES

DCA

MONADNOCK REGIONAL SCHOOL DISTRICT, NEW HAMPSHIRE

POST-ISSUANCE TAX COMPLIANCE POLICY AND PROCEDURES

FOR TAX-EXEMPT OBLIGATIONS

The purpose of this Post-Issuance Tax Compliance Policy and Procedures is to establish policies and procedures in connection with tax-exempt bonds and notes (the “Bond” or “Bonds”) issued by Monadnock Regional School District, New Hampshire (the “Issuer”) so as to maximize the likelihood that all applicable post-issuance requirements of federal income tax law needed to preserve the tax-exempt status of the Bonds are met.

1. Compliance Coordinator:

- a) The Business Administrator ("Coordinator") shall be responsible for monitoring post-issuance compliance.
- b) The Coordinator will maintain a copy of the transcript of proceedings in connection with the issuance of any tax-exempt obligations. The Coordinator will obtain such records as are necessary to meet the requirements of this policy.
- c) The Coordinator shall consult with bond counsel, a rebate consultant, financial advisor, Internal Revenue Service (“IRS”) publications and such other resources as are necessary to understand and meet the requirements of this policy.
- d) Training and education of the Coordinator and his/her staff will be sought and implemented upon the occurrence of new developments and upon the hiring of new personnel to implement this policy.

2. Record-Keeping.

a) Financing Transcripts. The Coordinator shall confirm the proper filing with the IRS of an 8038 Series return, and maintain a transcript of proceedings for all tax-exempt obligations issued by the Issuer, including but not limited to all tax-exempt bonds, notes and lease-purchase contracts. Each transcript shall be maintained for as long as the Bonds are outstanding, plus three (3) years after the final redemption date of the Bonds. Said transcript may be maintained in electronic format and shall include, at a minimum:

- 1) Form 8038s;

- 2) minutes, resolutions, and certificates;
- 3) certifications of issue price from the underwriter, if applicable;
- 4) formal elections required by the IRS;
- 5) trustee statements, if applicable;
- 6) records of refunded bonds, if applicable;
- 7) correspondence relating to bond financings;
- 8) reports of any IRS examinations for bond financings;
- 9) documents related to governmental grants associated with construction, renovation or purchase of bond financed facilities, if applicable; and
- 10) publications, brochures, and newspaper articles, where applicable.

b) Modification to Financing Documents. The Coordinator shall determine if there is any “significant modification” to bond documents resulting in reissuance under Treasury Regulations §1.1001-3, in consultation with bond counsel and any other legal counsel and financial advisor. The Coordinator shall retain proof of filing new Form 8038 and relevant documentation plus final rebate calculation on pre-modification bonds.

3. Proper Use of Proceeds. The Coordinator shall review the resolution authorizing issuance for each tax-exempt obligation issued by the Issuer and shall:

- a) obtain a computation of the yield on such issue from the Issuer’s financial advisor;
- b) create a separate Project Fund (with as many sub-funds as shall be necessary to allocate proceeds among the projects being funded by the issue) and a separate Cost of Issuance Fund as necessary to allocate proceeds to Bond issuance costs into which the proceeds of the issue shall be deposited, as applicable;
- c) review all requisitions, draw schedules, draw requests, invoices and bills requesting payment from the Project Fund;
- d) determine whether payment from the Project Fund is appropriate, and if so, make payment from the Project Fund (and appropriate sub-fund if applicable);
- e) maintain records of the payment requests and corresponding records showing payment;
- f) maintain records showing the earnings on, and investment of, the Project Fund;
- g) ensure that all investments acquired with proceeds are purchased at fair market value;

- h) identify bond proceeds or applicable debt service allocations that must be invested with a yield-restriction and monitor the investments of any yield-restricted funds to ensure that the yield on such investments does not exceed the yield to which such investments are restricted;
- i) maintain records related to any investment contracts, credit enhancement transactions, and the bidding of financial products related to the proceeds; and
- j) monitor and maintain records of the reimbursement of costs previously expended by the Issuer to ensure that such reimbursement occurs not more than 18 months after the later of (i) the dates of the expenditures or (ii) the date the project/asset was placed in service (but not more than 3 years after the original expenditures were paid) except with respect to those expenditures for which the Issuer obtained a certificate of licensed engineer/architect to the effect that (I) at least five (5) years was necessary to complete the construction of the part of the project for which such expenditures were required; and (II) such expenditures shall be reimbursed not more than five (5) years after the date that the original expenditures were paid.

4. Arbitrage/Rebate Compliance and Timely Expenditure of Proceeds. The Coordinator shall review the No Arbitrage and Tax Certificate (or equivalent) (the "Certificate") for each tax-exempt obligation issued by the Issuer and the expenditure records provided in Section 2 of this policy, above, and shall ensure that the Issuer takes the following actions:

- a) monitor and ensure that proceeds of each such issue are spent within the temporary period set forth in the Certificate;
- b) if at the time of issuance, it appears that that the Bonds will qualify for the small issuer exception to the rebate requirement, the Coordinator will monitor the amount of subsequent tax-exempt obligations issued or proposed to be issued in the calendar year in which the Bonds closed to ensure that the Issuer does not exceed the \$5 million or \$15 million threshold, as applicable, in such calendar year;
- c) if at the time of issuance, based on reasonable expectations set forth in the Certificate, it appears likely that the issue will qualify for an exemption from the rebate requirement, the Issuer may defer taking any of the actions set forth in subsection (d) below. Not later than the time of completion of construction or acquisition of the project, and depletion of all funds from the Project Fund, the Issuer shall make a determination if the expenditure of the Bond proceeds qualified for an exemption from the rebate requirements based on spending within a 6 month, 18 month or 2 year period after issuance. If a rebate exemption is determined to be applicable, the Issuer shall prepare and keep in the permanent records of the issue a

memorandum evidencing this conclusion together with records of expenditure to support such conclusion. If the transaction does not qualify for rebate exemption, the Issuer shall initiate the steps set forth in (d) below;

- d) if at the time of issuance it appears likely that arbitrage rebate calculations will be required, or upon determination that calculations are required pursuant to (c) above, the Issuer shall:
- i. engage the services of expert advisors (each a “Rebate Service Provider”) to assist in the calculation of arbitrage rebate payable in respect of the investment of Bond proceeds, or else shall ensure that it has adequate financial, accounting and legal resources of its own to make such calculations, and, prior to each rebate calculation date, cause the trustee or other financial institution investing bond proceeds to deliver periodic statements concerning the investment of Bond proceeds to the Rebate Service Provider;
 - ii. provide to the Rebate Service Provider additional documents and information reasonably requested by the Rebate Service Provider;
 - iii. monitor efforts of the Rebate Service Provider;
 - iv. assure payment of required rebate amounts, if any, no later than 60 days after each 5-year anniversary of the issue date of the Bonds, and no later than 60 days after the last Bond of each issue is redeemed;
 - v. during the construction period of each capital project financed in whole or in part by Bonds, monitor the investment and expenditure of Bond proceeds and consult with the Rebate Service Provider to determine compliance with any applicable exceptions from the arbitrage rebate requirements during each 6-month spending period up to 6 months, 18 months or 2 years, as applicable, following the issue date of the Bonds;
 - vi. retain copies of all arbitrage reports, trustee statements and other documents as required herein; and
 - vii. in lieu of engaging an outside Rebate Service Provider, the Issuer may make a determination that it has sufficient capabilities using its own personnel, supported by its regular accounting and legal advisers, to be able to make the required rebate calculations. Such determination shall be evidenced in writing with specific reference to the personnel and advisers to carry out the calculations, and such written determination shall be maintained in the records of the bond transaction.

5. Proper Use of Bond Financed Assets.
- a) The Coordinator shall maintain appropriate records and a list of all bond financed assets. Such records shall include the actual amount of proceeds (including investment earnings) spent on each of the bond financed assets.
- b) With respect to each bond financed asset, the Coordinator will monitor and confer with bond counsel with respect to all proposed:
- i. management contracts,
 - ii. service agreements,
 - iii. research contracts,
 - iv. naming rights contracts,
 - v. leases or sub-leases,
 - vi. joint venture, limited liability or partnership arrangements,
 - vii. sale of property, or
 - . any other change in use of such asset.
- c) Section 141 of the Code sets forth private activity tests for the purpose of limiting the volume of tax-exempt bonds that finance activities of persons other than state and local governmental entities. These tests serve to identify arrangements that actually or reasonably expect to transfer the benefits of tax-exempt financing to non-governmental persons, including the federal government. The Coordinator shall provide to the users of any bond financed property a copy of this Compliance Policy and other appropriate written guidance advising that:
- i. “Private business use” means use by any person other than the Issuer, including business corporations, partnerships, limited liability companies, associations, non-profit corporations, natural persons engaged in trade or business activity, and the United States of America and any federal agency, as a result of ownership of the property or use of the property under a lease, management or service contract (except for certain “qualified” management or service contracts), “naming rights” contract, “public-private partnership” arrangement, or any similar use arrangement that provides special legal entitlements for the use of the bond financed property;
 - ii. No more than 10% of the proceeds of any tax-exempt bond issue (including the property financed with the Bonds) may be used for private business use, of which no more than 5% of the proceeds of the tax-exempt bond issue (including the property financed with the bonds) may be used for any “unrelated” private business use – that is, generally, a private business use that is not functionally related to the government’s purposes of the Bonds; and no more

that the lesser of \$5,000,000 or 5% of the proceeds of a tax-exempt bond issue may be used to make or finance a loan to any person other than a state or local government unit;

- iii. Before entering into any special use arrangement with a non-governmental person that involves the use of bond financed property, the Coordinator will consult with bond counsel, provide bond counsel with a description of the proposed non-governmental use arrangement, and determine whether that use arrangement, if put into effect, will be consistent with the restrictions on private business use of the bond financed property; and
 - iv. In connection with the evaluation of any proposed non-governmental use arrangement, the Issuer will consult with bond counsel to obtain federal tax advice in whether that use arrangement, if put into effect, will be consistent with the restrictions on private business use of the bond financed property, and, if not, whether any “remedial action” permitted under §141 of the Code may be taken as means of enabling that use arrangement to be put into effect without adversely affecting the tax-exempt status of the Bonds.
- d) The Coordinator shall maintain a copy of any such proposed agreement, contract, lease or arrangement, together with the response by bond counsel with respect to said proposal for at least three (3) years after retirement of all tax-exempt obligations issued to fund all or any portion of bond financed assets;
 - e) The Coordinator shall consult with bond counsel and other legal counsel and advisers in the review of any change in use of bond-financed or refinanced assets to ensure compliance with all covenants and restrictions set forth in the Certificate;
 - f) The Coordinator shall confer at least annually with other personnel responsible for bond-financed or refinanced assets to identify and discuss any existing or planned use of bond-financed or refinanced assets, to ensure that those uses are consistent with all covenants and restrictions set forth in the Certificate; and
 - g) To the extent that the Coordinator discovers that any applicable tax restrictions regarding use of bond proceeds and bond-financed or refinanced assets will or may be violated, the Coordinator shall consult promptly with bond counsel and other legal counsel and advisers to determine a course of action to remediate all nonqualified bonds, if such counsel advises that a remedial action is necessary.
6. Bank Qualification. If the Bonds are issued in a par amount of \$10

million or less and designated by the Issuer as “bank qualified” under Section 265(b)(3) of the Code, the Coordinator will monitor the amount of subsequent tax-exempt obligations issued or proposed to be issued in the calendar year in which the Bonds closed to ensure that the Issuer does not exceed the \$10 million threshold in such calendar year.

7. General Project Records. For each project financed with tax-exempt obligations, the Coordinator shall maintain a copy of all material documents relating to capital expenditures financed or re-financed by tax-exempt proceeds, until three (3) years after retirement of the tax-exempt obligations or obligations issued to refund those obligations including (without limitation), the following:

- a) appraisals, demand surveys or feasibility studies,
- b) applications, approvals and other documentation of grants,
- c) depreciation schedules,
- d) contracts respecting the project, including construction contracts,
- e) purchase orders,
- f) invoices,
- g) trustee requisitions and payment records,
- h) documents relating to costs reimbursed with Bond proceeds, and
- i) records identifying the assets or portion of assets that are financed or refinanced with Bond proceeds, including a final allocation of proceeds.

8. Advance Refundings. The Coordinator, shall be responsible for the following current, post issuance and record retention procedures with respect to advance refunding bonds:

- a) Identify and select bonds to be advance refunded with advice from internal financial personnel, and a financial advisor;
- b) The Coordinator shall identify, with advice from the financial advisor and bond counsel, any possible federal tax compliance issues prior to structuring any advance refunding;
- c) The Coordinator shall review the structure with the input of the financial advisor and bond counsel, of advance refunding issues prior to the issuance to ensure (i) that the proposed refunding is permitted pursuant to applicable federal tax requirements if there has been a prior refunding of the original bond issue; (ii) that the proposed issuance complies with federal income tax requirements which might impose restrictions on the redemption date of the refunded bonds; (iii) that the proposed issuance complies with federal income tax requirements which allow for the proceeds and replacement proceeds of an issue to be invested temporarily in higher yielding investments without causing the advance refunding bonds to become “arbitrage bonds”; (iv) that the proposed issuance will not result in the issuer’s exploitation of the difference between tax exempt

and taxable interest rates to obtain a financial advantage nor overburden the tax exempt market in a way that might be considered an abusive transaction for federal tax purposes; and (v) that the proposed refunding complies with applicable State law.

- d) The Coordinator shall collect and review data related to arbitrage yield restriction and rebate requirements for advance refunding bonds. To ensure such compliance, the Coordinator shall engage a rebate consultant to prepare a verification report in connection with the advance refunding issuance. Said report shall ensure said requirements are satisfied.
- e) The Coordinator shall, whenever possible, purchase SLGS to size each advance refunding escrow. The financial advisor and/or bond counsel shall be included in the process of subscribing SLGS. To the extent SLGS are not available for purchase, the Coordinator shall, in consultation with bond counsel and the financial advisor, comply with IRS regulations.
- f) To the extent the Issuer elects to purchase a guaranteed investment contract, the Coordinator shall ensure, after input from bond counsel, compliance with any bidding requirements set forth by the IRS regulations.
- g) In determining the issue price for any advance refunding issuance, the Coordinator shall obtain and retain issue price certification by the purchasing underwriter at closing.
- h) After the issuance of an advance refunding issue, the Coordinator shall ensure timely identification of violations of any federal tax requirements and engage bond counsel in attempt to remediate same in accordance with IRS regulations.

9. Continuing Disclosure. The Coordinator shall assure compliance with each continuing disclosure certificate and annually, per continuing disclosure agreements, file audited annual financial statements and other information required by each continuing disclosure agreement. The Coordinator will monitor material events as described in each continuing disclosure agreement and assure compliance with material event disclosure. Events to be reported shall be reported promptly, but in no event not later than ten (10) Business Days after the day of the occurrence of the event. Currently, such notice shall be given in the event of:

- a) Principal and interest payment delinquencies;
- b) Non-payment related defaults, if material;
- c) Unscheduled draws on debt service reserves reflecting financial

difficulties;

- d) Unscheduled draws on credit enhancements relating to the bonds reflecting financial difficulties;
- e) Substitution of credit or liquidity providers, or their failure to perform;
- f) Adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form 5701-TEB) or other material notices or determinations with respect to the tax-exempt status of the bonds, or material events affecting the tax-exempt status of the bonds;
- g) Modifications to rights of Holders of the Bonds, if material;
- h) Bond calls (excluding sinking fund mandatory redemptions), if material, and tender offers;
- i) Defeasances of the bonds;
- j) Release, substitution, or sale of property securing repayment of the bonds, if material;
- k) Rating changes on the bonds;
- l) Bankruptcy, insolvency, receivership or similar event of the Issuer;
- m) The consummation of a merger, consolidation, or acquisition involving the Issuer or the sale of all or substantially all of the assets of the Issuer, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material;
- n) Appointment of a successor or additional trustee or the change of name of a trustee, if material; and

- o) Incurrence of a financial obligation of the Obligated Person, if material, or agreement to covenants, events of default, remedies, priority rights, or other similar terms of a financial obligation of the Obligated Person, any of which affect security holders, if material*; and
- p) Default, event of acceleration, termination event, modification of terms, or other similar events under the terms of a financial obligation of the Obligated Person, any of which reflect financial difficulties*.

10. Compliance with Continuing Disclosure Filings Under S.E.C. Rule 15c2-12. Under S.E.C. Rule 15c2-12, the Issuer may be required to periodically provide financial documentation, reports, notice and updates of documents to EMMA, the Electronic Municipal Market Access website managed by the Municipal Securities Rulemaking Board. Compliance is required in accordance with the Issuer's Material Events Disclosure Certificate and/or Continuing Disclosure Certificate executed in connection with a bond or note issue.

11. Due Diligence and Remedial Actions. In all activities related to the Issuer's Bonds, the Coordinator and his/her staff will exercise due diligence to comply with the Code provisions governing tax-exempt obligations. The Issuer is aware of (a) the Voluntary Closing Agreement Program (known as "VCAP") operated by the IRS which allows issuers to voluntarily enter into a closing agreement in the event of certain non-compliance with Federal tax requirements and (b) the remedial actions available under Section 1.141-12 of the Income Tax Regulations for private use of bond financed property which was not expected at the time the Bonds were issued.

12. Periodic Review. The Issuer will monitor compliance with the guidelines contained in this policy as well as any other covenants not specifically included herein and will review and update these guidelines at least annually and whenever necessary due to change in law or circumstances.

* For purposes of events (o) and (p), "financial obligation" shall mean (a) a debt obligation, (b) a derivative instrument entered into in connection with, or pledged as security or a source of payment for, an existing or planned debt obligation, or (c) a guarantee of (a) or (b); provided, however, that a "financial obligation" shall not include any municipal security for which a final official statement has been provided to the MSRB consistent with the Continuing Disclosure S.E.C. Rule 15c2-12. "Obligated Person" shall mean the Issuer or any person committed by contract or other arrangement to support payment of all, or part, of the obligations on municipal securities. This definition does not include providers of municipal bond insurance, letters of credit or other liquidity facilities.

BookJ: Students
SectionSeries J
Title Wellness
Code JLCF
Status Active
Adopted May 4, 1993
Last Revised February 7, 2023

WELLNESS

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 interrelated. 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, in consultation with the *Director of NutritionFood Services, Tom Walsh*, will facilitate the 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 the 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 may to the extent, feasible include the Superintendent or her/his designee, *Director of NutritionFood Services, Tom Walsh*, each Building Wellness Coordinator, 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. The School Board Chair shall appoint the School Board member. The 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.

~~It is the goal of the District that each Building Wellness Coordinator, with the assistance of the Wellness Committee, will conduct~~ a school-level assessment will be conducted 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 30th 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 *Director of NutritionFood Service, and the Wellness Committee Tom Walsh*, 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.

A. Recordkeeping.

The Superintendent 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.

B. **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.

I. **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>

A. **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>

B. **Water.**

To promote hydration, free, safe, unflavored drinking water will be available to all students at every school [throughout the school day, including mealtimes,] {OR}[at all places and times that school meals are served mealtimes, at every school].

Students shall be permitted to bring water bottles to school that:

1. Are made of material that is not easily breakable;
2. Have lids to prevent spills; and
3. Are filled exclusively with water

School Principals may discipline students for the misuse of water bottles, consistent with Board policy JICD.

C. **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 not limited to:

- o Brand names, trademarks, logos, or tags, except when placed on a physically present food or beverage product or its container.
- o Displays, such as on vending machine exteriors.
- o 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.).
- o 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.
- o Advertisements in school publications or school mailings.
- o Free product samples, taste tests, 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.

A. 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. For the purpose of this policy, the school day is considered to be from 12:01 am until 30 minutes after students are dismissed. 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.

B. 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); per school year, which are no more than one day in duration each.

A. 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 two 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>.

B. Nutrition Education.

The District strives to reach the following goals which 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~~ **{OR or if no cafeteria, a}** each room in which students regularly eat their lunches].
- Consistent nutrition messages shall be disseminated throughout the school.

Schools ~~strive to~~ **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 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.

Classroom Physical Activity Breaks.

In addition to any recess periods provided in the ordinary daily schedule, students ~~should~~ **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, a physical education class, recess, and class transition periods.

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.

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 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 [identify at least one activity or list of options with a requirement to engage in one or more] each school year.~~

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).

Revision Dates: 02/07/2023, 07/09/2019, 09/04/2012, 5/4/1993

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
The Healthy Hunger-Free Kids Act of 2010
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
N.H. Dept. of Education Administrative Rule - Ed 306.04 (a)(20), Wellness
N.H. Dept. of Education Administrative Rule - Ed 306.11 (g), Food and Nutrition Services
N.H. Dept. of Education Administrative Rule - Ed 306.38 (b)(1)b, Family and Consumer Science Education Program (middle schools)
N.H. Dept of Education Administrative Rule - Ed 306.40, Health Education Progra

Monadnock Regional School District

Policy Committee Charter

Committee Last Approved: 6/27/2023

Board Last Approved:

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

1. To conduct regular reviews of MRSD policies, they should:
 - a. Align with the district's overarching mission, vision, and strategic goals
 - b. 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

Policy Committee Goals for 2023/24

Board Approved mm/dd/yyyy

1. Communicate to the public how to access district policies.
2. All members of the policy committee will be trained in preparation for the BoardDocs upgrade.
3. By 03/05/2024, ensure that all policies in books A and B are up to date.



Book	D: Fiscal Management
Section	Series D
Title	Revenues from Investments
Code	DFA
Status	Active
Adopted	May 4, 1993
Last Revised	January 5, 2016
Last Reviewed	July 7, 2020

REVENUES FROM INVESTMENTS

The purpose of the Policy is to comply with RSA 197:23-a, IV which requires the School Board to at least annually review and adopt an investment policy for the investment of public funds in conformance with the provisions of applicable statutes. The School Board authorizes the School District Treasurer to invest the School District's funds subject to the following objectives and standards of care.

This investment policy applies to all public funds held in the custody of the School District's Treasurer.

OBJECTIVES

The primary object of this investment policy is to provide for, first and foremost, the safety of principal, as well as sufficient liquidity to support operations while generating a reasonable investment yield.

The specific investment policy objectives are:

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

1. STANDARDS OF CARE

Prudence activity carried out under this Investment Policy shall be conducted in accordance with the "prudent person" standard in which investments shall be made with the judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own

affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

2. ETHICS AND CONFLICTS OF INTEREST

The treasurer and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions.

Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio.

Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the School District.

3. INTERNAL CONTROLS

The Treasurer and Superintendent or his/her designee shall design and maintain internal controls to prevent the losses of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, and imprudent actions by employees and officers of the School District.

The Treasurer and Superintendent or his/her designee will be responsible for establishing and maintaining internal controls designed to provide reasonable assurances that these objectives are met.

The internal controls shall be reviewed periodically by the School District's independent auditors and the School Board.

REVIEW

This Policy shall be reviewed at least annually by the School Board with changes made as warranted followed by re-adoption by the Board. The Board reserves the right to implement changes to this Policy if it is deemed in the School District's best interests.

Policy References:

Policy References:

Category – Priority/Required by law

Law References:

RSA 197:23-a, Treasurer's Duties; RSA 383:22, Public Deposit Investment Pool

RSA 197:23-a. 393:22

Policy Cross References:

DFA-R - Investment of School District Funds

Policy Cross References:

» DFA-R - Investment of School District Funds

Monadnock Regional School District (MRSD)
School Board Meeting Minutes
June 20, 2023 (Not Yet Approved)
MRMHS Library/Zoom, Swanzey, NH

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

Administration Present: L. Walker, Superintendent, J. Rathbun, Assistant Superintendent and J. Morin, Business Administrator.

1. **CALL THE MEETING TO ORDER at 7:00 PM.**

2. **PUBLIC COMMENTS:** There were no public comments.

3. **#CelebrateMRSD:** Nothing to report tonight.

4. **MATTERS FOR INFORMATION & DISCUSSION:**

a. **Overview of Staffing Not Administered by the School Board:** L. Walker explained that it is required by statute that the administration bring the nominations of the certified staff to the School. There is no law that requires the administration to bring the other staff nomination to the Board. The Superintendent will bring the notification of the new staff to the Board. It is up to the individual districts regarding the other employees. Grant funded positions are based on experience and the funds available in the grant. The administrator positions are brought by the Superintendent to the Board. MESSA nominations are notifications. *C. McDaniel-Thomas and G. Carraro arrive.* L. Walker explained that the Nutrition Program is self-funded. It is a program similar to a grant. Who is paid and the pay is based on what is available through the program. There is a policy that allows the Superintendent to hire certified staff during the summer. S.Peters explained that the Board had been discussing vacancies and was curious about this topic. It was asked what if an employee has a complaint. L. Walker explained there is a process even if the employee is not in the Collective Bargaining Unit. S. Lawlor asked when the last time the policy was revised. S. Peters explained that the Board's only employee is the Superintendent. There is a process if the staff has a complaint. J.Rathbun explained that the Whistleblower Law defends the person making the complaint. K. Noonan found the policy regarding this issue. It was commented that if an employee wanted to join a Union

there is a process. It would be a Change in Definition.

b. NHSBA Call for Resolutions: It was explained that the Board would need to create a resolution by July 28, 2023 in order to have it discussed on October 14, 2023. S. Peters would like the Board Members to bring a resolution draft if they want to the next Board Meeting. L. Steadman would like to create a resolution regarding voting on inclement weather days. She was not impressed with voting on the snow day. She would support the legislature for voting during inclement weather. Should it be the Moderator who makes the decision for each town? L. Steadman would also support a resolution regarding online voting. C. McDaniel-Thomas said she would need to see it first. S. Peters explained the potential proposals will be proposed by the NHSBA. S. Peters would like to create a resolution for an interstate compact agreement across borders. Candidates would not have to be NH Certified. L. Walker said it is hard and it is being made even harder but also ridiculously easy in some ways. L. Walker explained that we are not losing candidates because they are from other states. S. Peters would like to write a proposal. L. Walker explained she has been asked to speak to the legislature on the shortage of teachers. L. Steadman will present a draft at the next meeting as well as S. Peters regarding their resolution proposals.

c. Superintendent Search: It was reported that Barrett Christina of the NHSBA has been notified as well as the Bryan Group. The process will begin soon.

d. Cutler Principal Search: The Cutler Principal Search Committee met last week. There are 2 Co-chairs M. Suarez and L. Klowak. The process, screening and interviews will begin. The committee knows the timeline. They will report back to J. Rathbun.

e. 2024/25 Budget Proposals: S. Peters would like to include stipends in the 2024/25 Budget proposal. S. Lawlor would like to include social and emotional options. S. Peters explained that the administration will hire the correct people for the support if the proposal passes. S. Peters would like to expand mentoring for new hires. J. Rathbun explained the District has CARES funds for mentoring. S. Peters would like a District wide Curriculum Coordinator. He would like all of the 6th graders to have the same knowledge when entering the 7th grade. All of the elementary schools deliver the same education. C. McDaniel-Thomas commented that she felt that was a proposal and we needed to give the administration time. S. Peters would like to form a committee to study the benefits of non-bargaining employees. J. Morin explained we use the GMR for all the benefits. There is no fixed number; there are 2 different lines in the budget. She explained if there is a decision during the budget process it will go in the budget.

5. MATTERS THAT BOARD ACTION:

a. School Board Stipends: S. Peters created a chart regarding Board Stipends. The amount of the stipend being proposed for each member is based on attendance to the Board Meetings and committee meetings. The Board would like to forward it to the Policy Committee to review. **MOTION:** S.Peters **MOVED** Proposed Policy BID as updated to the Policy Committee for review. **SECOND:** K. Noonan. **DISCUSSION:** It was asked if we are creating a budget impact. S.Peters explained there is a School Board budget line of \$13,000 which is \$1000 for each member. J. Cesaitis would suggest rotating the location of the Board Meetings. S. Peters explained the Board had done that in order to get out to the towns and have participation but there was no public attendance. S. Peters explained they will discuss it at a future meeting. **VOTE:**7.805/1.098/0/4.097. **Motion passes.**

b. Committee to Study Benefits for Non-Bargaining Employees: S. Peters asked if the Finance/Facilities Committee could take this on. L. Steadman commented if the Negotiations Committee finished bargaining quickly they may have time to take this on. **MOTION:** L. Steadman **MOVED** to assign the work of studying the non-bargaining employees to the Negotiating Committee. **SECOND:** B.Tatro. **DISCUSSION:** S. Peters asked if the committee would need the resources of a lawyer. **VOTE:** 8.903/0/0/4.097 **Motion passes.**

c. 2023/24 School Board Goals: J. Rathbun explained that this is such a huge question. He does not have the data sorted or available. He would like to bring it to the Education Committee. *C. McDaniel-Thomas leaves the meeting.* The committee reviewed the goals. J. Cesaitis would like to ensure the safety of the students and staff inside and outside the building. L. Walker will point the new members in the direction of the safety work. L.Steadman would suggest taking # 3 out of the goals. B. Tatro asked J. Cesaitis if he had concerns. He said there were minor concerns such as locked doors. G. Carraro also had concerns at MTC. L. Walker will follow up with the concerns at the schools.

d. Elementary Renovations Bond: J. Morin announced that the Governor signed the budget today. The next step is the loan agreement. The Board has to agree on the resolutions and sign the agreement tonight. B. Tatro explained that the Finance/Facilities Committee recommended that the Board sign the agreement and begin the loan process rather than waiting until January. J. Morin explained she is not sure what the rates are going to be in January. The current rate is 3.44% and the Bond Bank gave the district an estimate with a 5.5% rate. B.Tatro said we will be saving money by going for the bond now. J.Morin explained that the bond funds are not needed at this time so

they will be invested. L. Steadman commented that the Budget Committee recommended that the Board get the bond sooner than later at the Joint Meeting. J. Morin explained that the Board needs to read the resolutions. She also explained that if the interest rate earned is higher than what the District is paying for the bond even though we are tax exempt, if we do not spend it in 2 years the District may have to pay a rebate, interest over the payment. It will be tracked and it is put into place to make sure that the Districts do not use the funds to make money. J. Morin has been in contact with the NH Public Investment Pool and TD Bank. Both institutions will be able to insure a significant amount of funds. S.Peters read the resolutions that were displaced on the screen tonight.

MOTION: S.Peters **MOVED** to accept and adopt the resolutions presented in the loan agreement with the NH Municipal Bond Bank as follows: **RESOLVED:** That under and pursuant to the Municipal Finance Act, Chapter 33, N.H.R.S.A., as amended, the New Hampshire Municipal Bond Bank Law, Chapter 35-A, N.H.R.S.A., as amended, and other laws in addition thereto, and to votes of the Issuer duly adopted on March 14, 2023 under Article 1 of the Warrant for such annual meeting of the Issuer there be and hereby is authorized the issuance of a \$21,500,000 Bond of the Issuer (the "Bond") which is being issued by the Issuer for the purpose of renovating and consolidating the district elementary schools by constructing an addition to Mt Caesar Elementary School and renovating Troy Elementary, Emerson Elementary and Gilsum STEAM Academy. The Bond shall be dated as of its date of issuance, shall be in such numbers and denominations as the purchaser shall request, shall mature in accordance with the schedule set forth in Exhibit A to a certain Loan Agreement hereinafter described (the "Loan Agreement"), shall bear a net interest cost rate (as defined in the Loan Agreement) of four and one quarter percent (4.25%) per annum or such lesser amount as may be determined by a majority of the Board. The Bond shall be substantially in the form set forth as Exhibit B to the Loan Agreement and otherwise shall be issued in such manner and form as the signatories shall approve by their execution thereof.

RESOLVED: That the Bond shall be sold to the Bond Bank at the par value thereof plus any applicable premium.

RESOLVED: That in order to evidence the sale of the Bond, the Treasurer of Issuer and a member of the Board are authorized and directed to execute, attest and deliver, in the name and on behalf of the Issuer, a Loan Agreement in substantially the form submitted to this meeting, which is hereby approved, with such changes therein not inconsistent with this vote and approved by the officers executing the same on behalf of the Issuer. The approval of such changes by said officers shall be conclusively evidenced by the execution of the Loan Agreement by such officers.

RESOLVED: That all things heretofore done and all action heretofore taken by the Issuer and its officers and agents in its authorization of the project to be financed by the Bond are hereby ratified, approved and confirmed.

RESOLVED: That the Clerk and the signers of the Bond are each hereby authorized to take any and all action necessary and convenient to carry out the provisions of this vote, including delivering the Bond against payment therefor.

RESOLVED: That the useful life of the project being financed is in excess of twenty (20) years. I further certify that said meeting was open to the public; the aforesaid vote was not taken by secret ballot nor in executive session; that notice of the time and place of said meeting was posted in at least two (2) appropriate public places within the territorial limits of the Issuer, or published in a newspaper of general circulation in said area, at least twenty-four (24) hours, excluding Sundays

and legal holidays, before said meeting; that no deliberations or actions with respect to the vote were taken in executive session; and that the minutes of said meeting have been promptly recorded and have been or will be made open to inspection within five (5) business days of a request for said minutes, all in accordance with Chapter 91-A, N.H.R.S.A., as amended.

SECOND: K. Noonan. **VOTE:** 7.771/0/0/5.229. **Motion passes.**

e. Budget Transfers: There are no budget transfers.

f. Manifest: MOTION: B.Tatro **MOVED** to approve the manifest in the amount of \$2,543,722.91. **SECOND:** K. Noonan. **VOTE:** 7.771/0/0/5.229. **Motion passes.**

g. Encumbrances of Unallocated Funds:

i. Diligent Modern Governance Seminar: S.Peters explained that he has been asked to speak at the Seminar. He will receive a free ticket and free hotel. S.Peters presented an information sheet with the cost of the trip for 4 people. J. Morin explained you must know the exact amount of the meals and the plane tickets in order to encumber. It was suggested that the meals could be based on the federal per diem. J. Morin explained you cannot do the airfare. J. Rathbun explained it might be possible to use Title Two funds. He also said that the airfare could come out of the Professional Development line. J. Morin commented that if you do not know the 4 people that are going you cannot do this. S.Lawlor asked how it got to be 4 people attending the Seminar. J. Rathbun said if L. Sutton was attending she would like an administrator and then the 2 Board Members. L. Walker commented that the Board should not tell L. Sutton and the administrator how to use their professional development funds. You should use the encumbered funds. **MOTION:** G. Carraro **MOVED** to encumber 2022/23 budget funds to send 4 people to the Diligent Modern Governance Seminar in the amount of \$5268.00 based on the fixed cost of registration, hotel and the federal per diem rate of meals. **SECOND:** L.Steadman. **VOTE:** 1.2/2.229/4.00/5.229. **Motion fails. MOTION:** S. Lawlor **MOVED** to encumber 2022/23 budget funds to send 2 members of the administration to the Diligent Modern Governance Seminar in the amount of \$3157.00 based on the fixed cost of the registration, hotel and federal per diem rate for meals. **SECOND:** J. Cesaitis. **DISCUSSION:** It was commented that L. Sutton and K. Noonan are the two that mostly log into Board.docs. B. Tatro would like to know the cost to add the funds in order to send S.Peters. S. Lawlor commented that K. Noonan should attend. She is the Chair of the Policy and does the work. **MOTION to amend:** B. Tatro **MOVED** to encumber the cost of the Board Chair or equivalent to in the amount of \$3690.00. **SECOND:** L.Steadman. **DISCUSSION:** S. Peters commented that this Board has been recognized and asked to speak. K.Noonan commented that there is new training that needs to be done. **VOTE on amendment:** 7.771/0/0/5.229. **Amendment passes. VOTE on amended motion:** 6.777/.995/0/5.229. **Motion passes.** The Board approved

sending 2 administrators and a Board Member.

ii. Any other Encumbrances Identified by Administration:

MOTION: K.Noonan **MOVED** to encumber 2022/23 budget funds to complete the Gymnasium Upgrade in the amount of \$7639.00. **SECOND:** S.Lawlor. **DISCUSSION:** J. Morin explained that there will be a surplus but she does not want to give an exact number until the auditors do the field work. The amount left has a lot to do with the open vacancies. **VOTE:** 7.771/0/0/5.229. **Motion passes.** **MOTION:** G. Carraro **MOVED** to encumber 2022/23 budget funds to complete the Emerson window project in the amount of \$46,390.00. **SECOND:** K. Noonan. **DISCUSSION:** J. Morin had checked and because this was a warrant article everything is ok to move forward. **VOTE:** 7.771/0/0/5.229. **Motion passes.**

h. June 6, 2023 Meeting Minutes: MOTION: B.Tatro **MOVED** to approve the June 6, 2023 Public and Non-Public Meeting Minutes as presented. **SECOND:** G.Carraro **VOTE:** 7.771/0/0/5.229. **Motion passes.**

6. SETTING NEXT MEETING'S AGENDA:

- a. Policy Charter and Goals**
- b. Superintendent Goals**
- c. Board Meetings in the Elementary Schools**
- d. Board Goals**
- e. Cutler Principal**
- f. DFA Policy**
- g. Instructional Plan**
- h. External Auditor**

7. Public Comments: S.Lawlor wished the staff a great summer.

G. Carraro asked about the funding of the bond. S.Peters explained the Board does not respond to public comments. He will email her to let her know where the information on the Elementary School Renovations Project is and the bond information are.

8. 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:** B. Tatro. **VOTE:** 7.771/0/0/5.299. **Motion passes.**

9. ADJOURNMENT: MOTION: K. Noonan **MOVED** to adjourn the meeting at 9:16 PM. **SECOND:** S.Lawlor **VOTE:** 7.771/0/0/5.229. **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)
June 20, 2023
MRMHS Library/Zoom, Swanzey, NH**

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

Administration Present: L. Walker, Superintendent, J. Rathbun, Assistant Superintendent and J. Morin, Business Administrator.

9:00 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: Retirement: MOTION: K. Noonan **MOVED** to accept the retirement of Russ Cloutier in Dec. 2024. **SECOND:** S.Lawlor **VOTE:** 7.771/0/0/5.229. **Motion passes.**

Issue #2: Rescind Retirement: MOTION: K. Noonan **MOVED** to approve the request to rescind the retirement of Tom Walsh. **SECOND:** L. Steadman. **VOTE:** 7.771/0/0/5.229. **Motion passes.**

Issue #3: Unpaid Days: MOTION: S. Lawlor **MOVED** to approve up to 3 unpaid days through the end of the fiscal year 2022/2023 for Sharon Duquette. **SECOND:** K. Noonan. **VOTE:** 7.771/0/0/5.229. **Motion passes.**

Issue #4: Superintendent Request: L. Walker is asking to carry 1 day to the next year. **MOTION:** L. Steadman **MOVED** to deduct ½ day of paid time from fiscal 2023/24 for L. Walker. **SECOND:** B. Tatro. **DISCUSSION:** L. Steadman commented that the Board should be aware of the extra time L.Walker has put into the District. She does not believe it should have to be covered. S.Peters would like to address this with the benefits study. **VOTE:** 6.776/.995/0/5.229. **Motion passes.**

MOTION: K. Noonan **MOVED** to leave Non-Public Session. **SECOND:** S.Lawlor **VOTE:** 7.771/0/0/5.229. **Motion passes.**

Respectfully submitted,

**Laura L. Aivaliotis
Recording Secretary**

- **Emergency Operations Plans**
 - New template from Homeland Security and Emergency Mangement
 - No longer submitted to Department of Education - direct to HSEM
 - New template - not required, but we are adopting
 - Due October 15th of each year
- **#1 Lesson from Uvalde**
 - Propping Exterior Doors is Prohibited
 - Progressive Discipline (starting with written warning)
 - Interior Doors Must Be In the Locked Position at All Times
 - Broken and/or older doors are being replaced
- **Security Action for Education (SAFE) Grant funding**
 - Applications submitted for second round of funding
 - Cameras
 - 2-Way Radios
 - Door Alarms
- **Other Safety Updates in Process**
 - Upgrade Magnet Door Systems (where needed)
 - Upgrade Swipe Access (where needed)
 - Door and Window Numbers
 - Window Film (where needed)
 - Visitor Processes



**HOMELAND SECURITY
EMERGENCY MANAGEMENT**
NEW HAMPSHIRE DEPARTMENT OF SAFETY

**SCHOOL EMERGENCY
OPERATIONS PLAN CHECKLIST**

2022

School Emergency Operations Plan Outline

Overview

The school emergency operations plan (EOP) outline should have the following sections:

- **Basic Plan** – The basic plan provides an overview of the school’s approach to operation before, during, and after an incident. Addresses the overarching activities the school undertakes regardless of the threat or hazard.
- **Functional Annexes** – Functional annexes detail goals, objectives, and courses of action for functions that apply across hazard specific annexes.
- **Hazard Specific Annexes** – Hazard specific annexes detail goals, objectives, and courses of action for a particular threat, hazard, or incident type.
- **Appendices** – These appendices could be any other plans that support managing a critical school-based incident.

Color Key

- **RED TEXT** – Items required by [NH RSA 189:64](#) with updates in [HB1125](#).
- **BLUE TEXT** – Items suggested to meet guidance outlined in the FEMA Comprehensive Preparedness Guide 101 ([CPG 101 V3](#)).
- **GREEN TEXT** – Items suggested by HSEM for schools to include in their EOP.
- **PURPLE TEXT** – Items required by FEMA, Document NUREG-0654 for schools in the Seabrook Station Emergency Planning Zone.
- **ORANGE TEXT** – Item required by NH Department of Education per RSA 200:40-c.

What is new in 2022?

- Collaboration and streamlined approach with the Local Emergency Operations Plans to assist with local planners to be more familiar with planning documents.
- Functional annexes only include the eight recommended response actions.
- Additional hazard specific annexes added due to legislative changes:
 - Biological Incident(s)
 - Civil Unrest
 - Cyber Incident(s)
 - Drought Incident(s)
 - Extreme Temperature(s)
 - Hurricane(s)/Severe Storm(s)
 - Winter Storm
- Communication, behavioral health, security, and school climate moved to appendices recommended to be included within the school EOP.



- Date of required submission changed from September 1st to October 15th due to legislative changes in RSA 189:64

The Basic Plan Should Include:	Yes	No	Remarks
Cover Page	<input type="checkbox"/>	<input type="checkbox"/>	
Section 1: Introductory Material <ul style="list-style-type: none"> <input type="checkbox"/> Document Classification Notice <input type="checkbox"/> Introduction <input type="checkbox"/> Foreword <input type="checkbox"/> Notice of Promulgation <input type="checkbox"/> Letter of Agreement <input type="checkbox"/> Record of Changes <input type="checkbox"/> Proposal for Changes, Corrections, Additions, and Deletions Form <ul style="list-style-type: none"> <input type="checkbox"/> Construct of Plan 	<input type="checkbox"/>	<input type="checkbox"/>	
Section 2: Purpose, Scope, Situation Overview, and Planning Assumptions <ul style="list-style-type: none"> <input type="checkbox"/> Purpose <input type="checkbox"/> Scope <input type="checkbox"/> Overview <input type="checkbox"/> Planning Assumptions 	<input type="checkbox"/>	<input type="checkbox"/>	
Section 3: Concept of Operations <ul style="list-style-type: none"> <input type="checkbox"/> Overview <input type="checkbox"/> National Incident Management System / Incident Command System (ICS) <input type="checkbox"/> Emergency Management Mission Areas 	<input type="checkbox"/>	<input type="checkbox"/>	
Section 4: Organization and Assignment of Responsibilities <ul style="list-style-type: none"> <input type="checkbox"/> Organization <input type="checkbox"/> Responsibilities When Implementing a Functional and/or Hazard Annex <input type="checkbox"/> Responsibilities When Recovering from a Hazard Annex <input type="checkbox"/> Assignment of Responsibilities <input type="checkbox"/> Department / Agency Support <input type="checkbox"/> ICS Responsibilities 	<input type="checkbox"/>	<input type="checkbox"/>	
Section 5: Direction, Control, and Coordination <ul style="list-style-type: none"> <input type="checkbox"/> Continuity of Operations 	<input type="checkbox"/>	<input type="checkbox"/>	



<input type="checkbox"/> Continuity of Government			
Section 6: Information Collection, Analysis, and Dissemination	<input type="checkbox"/>	<input type="checkbox"/>	
Section 7: Communication and Coordination <input type="checkbox"/> Communication <input type="checkbox"/> Coordination	<input type="checkbox"/>	<input type="checkbox"/>	
Section 8: Administration, Finance, and Logistics <input type="checkbox"/> Interface with State and Federal <input type="checkbox"/> Agreements and Understanding <input type="checkbox"/> Expenditures and Record-Keeping <input type="checkbox"/> Consumer Protection <input type="checkbox"/> Protection of the Environment <input type="checkbox"/> Non-Discrimination	<input type="checkbox"/>	<input type="checkbox"/>	
Section 9: Plan Development, Maintenance, and Testing <input type="checkbox"/> Development <input type="checkbox"/> Maintenance <input type="checkbox"/> Testing	<input type="checkbox"/>	<input type="checkbox"/>	
Section 10: Authorities and References <input type="checkbox"/> Authorities and Activation <input type="checkbox"/> References	<input type="checkbox"/>	<input type="checkbox"/>	

Functional Annexes Should Include:	Yes	No	Remarks
Drop, Cover, and Hold	<input type="checkbox"/>	<input type="checkbox"/>	
Secure Campus	<input type="checkbox"/>	<input type="checkbox"/>	
Shelter-in-Place	<input type="checkbox"/>	<input type="checkbox"/>	
Lockdown	<input type="checkbox"/>	<input type="checkbox"/>	
Evacuation	<input type="checkbox"/>	<input type="checkbox"/>	
Reverse Evacuation	<input type="checkbox"/>	<input type="checkbox"/>	
Scan	<input type="checkbox"/>	<input type="checkbox"/>	
Clear Hallways	<input type="checkbox"/>	<input type="checkbox"/>	



Hazard Specific Annexes Should Include:	Yes	No	Remarks
Acts of Violence	<input type="checkbox"/>	<input type="checkbox"/>	
Biological Incident(s)	<input type="checkbox"/>	<input type="checkbox"/>	
Civil Unrest	<input type="checkbox"/>	<input type="checkbox"/>	
Cyber Incident(s)	<input type="checkbox"/>	<input type="checkbox"/>	
Drought Incident(s)	<input type="checkbox"/>	<input type="checkbox"/>	
Earthquake	<input type="checkbox"/>	<input type="checkbox"/>	
External Hazardous Material Release	<input type="checkbox"/>	<input type="checkbox"/>	
Extreme Temperature(s)	<input type="checkbox"/>	<input type="checkbox"/>	
Flood	<input type="checkbox"/>	<input type="checkbox"/>	
Hurricane(s)/Severe Storm(s)	<input type="checkbox"/>	<input type="checkbox"/>	
Internal Hazardous Material Release	<input type="checkbox"/>	<input type="checkbox"/>	
Medical Response	<input type="checkbox"/>	<input type="checkbox"/>	
Radiological Response <i>(only required if in Seabrook EPZ)</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Structural Fire	<input type="checkbox"/>	<input type="checkbox"/>	
Threat	<input type="checkbox"/>	<input type="checkbox"/>	
Tornado	<input type="checkbox"/>	<input type="checkbox"/>	
Wildfire	<input type="checkbox"/>	<input type="checkbox"/>	
Winter Storm	<input type="checkbox"/>	<input type="checkbox"/>	

BOLD ITALICS – new hazard annexes effective 06/2022

Suggested Appendices to Include:	Yes	No	Remarks
<p>Appendix A:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Reunification Plan <input type="checkbox"/> Communication Plan <input type="checkbox"/> Behavior Health Plan <input type="checkbox"/> Security Plan <input type="checkbox"/> Seabrook Station Radiological Emergency Plan <input type="checkbox"/> Cybersecurity Plan <input type="checkbox"/> Supplemental Biological / Pandemic Plan <input type="checkbox"/> Community Shelter Plan <input type="checkbox"/> Voting Center Plan <input type="checkbox"/> Medical Point of Distribution Plan <input type="checkbox"/> Sport Related Injuries – Emergency Action Plan 	<input type="checkbox"/>	<input type="checkbox"/>	



Appendix B: Department / Agency Providing Emergency Support – Contact List	<input type="checkbox"/>	<input type="checkbox"/>	
Appendix C: Abbreviations and Acronyms	<input type="checkbox"/>	<input type="checkbox"/>	
Appendix D: Glossary	<input type="checkbox"/>	<input type="checkbox"/>	

Notes:

- All text that is *italicized and in green font* is meant to be an explanation of the purpose and intent of the subsequent section and is not part of the document.
- **All highlighted text should be deleted and replaced with the appropriate and relevant information for your school.**
- An EOP shall be site specific for each school, according to NH RSA 189:64, and this template is here to assist you in developing your school’s EOP and should strictly be used for reference.
- EOP development should be coordinated with local emergency response agencies, emergency management director (EMD), SAU leadership, and other schools in the district.
- Ensure access and functional needs in the school are incorporated in the planning process.
 - Readiness and Emergency Management for Schools (REMS) Technical Assistance published a [fact sheet](#) on this subject which may be helpful.
- Plans shall be reviewed annually and updated as necessary, then submitted to NH Homeland Security and Emergency Management by October 15th of each year using the [secure portal](#).
- Additional tools to aid in developing and implementing an EOP may be found at https://prd.blogs.nh.gov/dos/hsem/?page_id=2529.
- To request technical assistance with the development, implementation, or review of your school EOP contact your School Readiness Liaison. If you are unsure of who your School Readiness Liaison is please visit: https://prd.blogs.nh.gov/dos/hsem/?page_id=1262.

Total Vacancies 2023/24	Count	Current Vacancies 2023/24	Count
Paraprofessional	16	Paraprofessional	11
Special Ed Teacher	7	Special Ed Teacher	3
Social Worker	2	Social Worker	2
Science Teacher	2	Science Teacher	2
Speech Pathologist	2	Speech Pathologist	2
Math Teacher	3	Math Teacher	1
Art Teacher	1	Art Teacher	1
Buildings & Grounds	1	Buildings & Grounds	1
Elementary Teacher	5	Elementary Teacher	1
Nurse	2	Nurse	1
Reading Specialist	1	Reading Specialist	1
School Psychologist (.5)	1	School Psychologist (.5)	1
Spanish Teacher	1	Spanish Teacher	1
Administrative Assistant	1	Administrative Assistant	1
School Psychologist	2	School Psychologist	0
ASL Interpreter	1	ASL Interpreter	0
School Counselor (.6)	1	School Counselor (.6)	0
Principal	1	Principal	0
Assistant Principal	1	Assistant Principal	0
Social Studies Teacher	1	Social Studies Teacher	0
Woodworking Teacher	1	Woodworking Teacher	0
Grant - School Counselor (.5)	1	Grant - School Counselor (.5)	0
English Teacher	2	English Teacher	0
School Counselor	2	School Counselor	0
District Data Specialist	1	District Data Specialist	0
		Contracted Services: School Psychologist (2), ASL Interpreter (1), Speech Pathologist (2)	
7/17/2023	59	7/17/2023	29

Incoming	Position	Location
Craig Roach	Elementary Teacher	Cutler
Richelle Greer	Nurse	Cutler
Quinn Underwood	Paraprofessional	Cutler
Lauren Allain	Paraprofessional	Cutler
Brett Gottheimer	Principal	Cutler
Jessica Woods	Special Ed Teacher	Cutler
Contract	ASL Interpreter	District
Sandy Jepson	District Data Specialist	District
Contract	School Psychologist	District
Contract	School Psychologist	District
Rachel Gantt	Elementary Teacher	Emerson
Jacqueline Sheehan	Paraprofessional	Emerson
Mandy Phillips	Paraprofessional	Emerson
Lori Guyette	Paraprofessional	Emerson
Robin Guyette	School Counselor (.6)	GSA
Paul Goodhind	Assistant Principal	MRMHS
Jeffrey Weber	English Teacher	MRMHS
Lauren Simmons	English Teacher	MRMHS
Deb Eklund	Grant - School Counselor (.5)	MRMHS
Keagan Donohue	Math Teacher	MRMHS
Trevor Weiman	Math Teacher	MRMHS
Kelsey Kilburn	School Counselor	MRMHS
Anna McGuinness	Social Studies Teacher	MRMHS
Sarah Stewart	Special Ed Teacher	MRMHS
Madelyn Leonard	Special Ed Teacher	MRMHS
Richard Wallace	Woodworking Teacher	MRMHS
Allison Mangan	Elementary Teacher	Mt. Caesar
Casey Sault	Elementary Teacher	Mt. Caesar
MaKenzie Rokes	School Counselor	Mt. Caesar
Kate Ells	Special Ed Teacher	Mt. Caesar
Contract	Speech Pathologist	Mt. Caesar
Contract	Speech Pathologist	Troy/Emerson/GSA
	Reading Specialist	Cutler
	School Psychologist (.5)	District
	Elementary Teacher	GSA
	Paraprofessional	GSA
	Paraprofessional	GSA
	Administrative Assistant	MRMHS
	Math Teacher	MRMHS
	Nurse	MRMHS
	Paraprofessional	MRMHS
	Paraprofessional	MRMHS

Incoming	Position	Location
	Paraprofessional	MRMHS
	Paraprofessional	MRMHS
	Paraprofessional	MRMHS
	Science Teacher	MRMHS
	Social Worker	MRMHS
	Spanish Teacher	MRMHS
	Special Ed Teacher	MRMHS
	Special Ed Teacher	MRMHS
	Science Teacher	MRMHS
	Paraprofessional	Mt. Caesar
	Art Teacher	MTC/Cutler
	Social Worker	MTC/Cutler
	Buildings & Grounds	Troy
	Paraprofessional	Troy
	Paraprofessional	Troy
	Paraprofessional	Troy
	Special Ed Teacher	Troy

School Safety Task Force [Recommendations](#) Summary

Updated 2/26/2020

Under Review Summer 2023 (notes/updates in [blue](#) and still in process as of 7/17/2023)

Recommendation 3: Replace 4 of the 10 required emergency egress drills (fire drills) with all-hazards drills, at least one of which should test emergency response to an armed assailant.

All of our schools have conducted emergency drills in accordance with District policy and best practice. A total of 40 drills across our 6 schools have been held so far this year, and have included Fire Drills, Lock Down Drills, and Earthquake Drills. A common letter template has been developed that generates a notification letter automatically once the required Drill Notification Form is complete, and Principals have discretion on if/how to notify families as drills are held.

Recommendation 4: Improve school culture by expanding social and emotional learning programs in schools at all levels state wide.

We are implementing “Responsive Classroom” throughout elementary (PK - 6) which promotes social/emotional learning. We are also focusing on the “Choose Love” initiative, which is a social and emotional learning program that teaches educators and students how to choose love in any circumstance and helps them become connected, resilient, and empowered. We have proposed adding an additional 1.5 school counselors in our elementary schools.

[We did add additional school counselors as proposed \(above\), and we have expanded school counseling services at MRMHS as well. We also added a grant-funded district-wide wellness facilitator who, along with a second Wellness Interventionists, will be teaching direct instruction SEL and Wellness classes during the 23-24 school year.](#)

Recommendation 5: Develop an age appropriate school outreach program that educates staff and students on reducing the stigma of mental illness and what to do when someone is in crisis.

MRMHS has been the most proactive in this area. Justice John Broderick visited and shared his experiences and the work he is promoting across the state to address the stigma of mental illness, which included a poster campaign. We have also used social media to raise awareness of mental illness and the change direction initiative. We now have three social workers in the District, and we have proposed adding an additional 1.5 school counselors in our elementary schools.

[We have developed and implemented suicide prevention training and protocols as required under state law. We did add additional school counselors as proposed \(above\), and we have expanded school counseling services at MRMHS as well. We also added a grant-funded district-wide wellness facilitator who, along with a second Wellness Interventionists, will be teaching direct instruction SEL and Wellness classes during the 23-24 school year.](#)

Recommendation 6: Increase and promote Mental Health First Aid to school staff, students, and families to provide the school community with the resources to effectively manage a mental health incident.

Through our partnership with the Southwest Center at Keene State, we have two trained Mental Health First Aid trainers in the district who are working to schedule classes. We have had many staff members (and some students) complete training in Youth Mental Health First Aid. In January, 2020, we trained our entire district in Know and Tell in which ensures that all employees understand their role in reporting incidents of concern to proper authorities.

[We have developed and implemented suicide prevention training and protocols as required under state law. We also implemented a District-Wide Wellness Facilitator position whose purpose is to work in all our schools, partnering with local organizations to support mental health awareness and wellness.](#)

Recommendation 7: Develop a threat assessment task force at the community or district level that engages the local public health network, including an intervention and reporting protocol that evaluates students quickly and efficiently and provides a plan to help appropriately return students to school.

We have done some of this work with drug and alcohol issues, but less with mental health issues. We have basic protocols in place for threats and events that is in the process of being reviewed and further developed.

[We added a Director of School Counseling who will be assigned to coordinate/facilitate this work.](#)

Recommendation 8: Increase and promote evidence-based best practice suicide prevention training in schools to provide school staff with the knowledge and skills to recognize individuals at risk, and connect that individual with help. All schools should have specific protocols in place for responding to an individual who is suicidal and for responding to a suicide death in a manner which reduces risk and promotes healing for students and the school community.

Suicide is a part of our health curriculum. We have basic protocols in place for threats and events that are in the process of being reviewed and further developed. In accordance with state law, we will be providing a half-day training for all staff in the beginning of the 2020/21 school year.

[We have developed and implemented suicide prevention training and protocols as required under state law.](#)

Recommendation 9: Expand programs that focus on creating a positive school climate and atmosphere with structured support for students, such as the Multi-Tiered System for Support and Behavioral Health (MTSS-B) or Positive Behavior Intervention System (PBIS).

We continue to work with Polly Bath in all of our schools to develop school-specific behavior intervention and prevention processes and protocols.

[We have implemented the ALMA student management system, which has a robust data collection relative to student behaviors which we are working to fine-tune to support MTSS.](#)

Recommendation 11: Following a critical school incident, school administrators should consult with the New Hampshire Disaster Behavioral Health Coordinator to ensure an appropriate and trauma-informed post incident response.

We have done this in the past and will continue to do so as incidents occur.

Recommendation 12: All school plans submitted under RSA 189:64 shall be reviewed by the State every three years based on current best practices. A feedback report shall be forwarded to the school for voluntary changes.

We have submitted our plans on time for the past two years (2018/19 and 2019/20) as required by law, but have not received any feedback from the State.

[We have continued to submit our plans on time, and did receive feedback on them during the 2020/21 school year - all requirements were noted as being 'met' for each school's plan.](#)

Recommendation 13: Continue with the current, voluntary New Hampshire Homeland Security and Emergency Management school assessment process. Provide reassessments at least every three years or when significant changes to the facility, staff, or policy occur.

All of our schools have had these assessments, and MRMHS had a reassessment in the fall. Cutler and Mt. Caesar reassessments are scheduled for the spring. Additionally, we have had active shooter trainings at MRMHS and one is scheduled for Gilsum - both during times when students are not present. MRMHS also recently engaged with NHSEM for a tabletop exercise, which is designed to simulate an emergency and evaluate our plans and response.

[We continue to engage in this process.](#)

Recommendation 15: Develop, implement, communicate, and exercise a reunification plan that clearly establishes where and how students will be reunited with their families.

This is the next phase of our local emergency operations plans that we need to develop.

Recommendation 16: Develop a detailed plan that focuses on keeping students safe when local elections are held in the school building, understanding that individuals will be present on school property who have not been vetted.

Only one school has voting in the building (Gilsum). Voting starts at 1:00pm, which is after lunch and that portion of the building is locked and separate from the school for the remainder of the school day.

MRMHS now also has voting in the building. In order to ensure student safety, we have adjusted the school calendar to have no school on voting days district wide.

Recommendation 18: Develop a building specific response plan for active shooter incidents for first responders to reduce response times by increasing efficiency, coordination, and addressing anticipated problems.

This is an aspect of our local emergency operations plans that are in place.

Recommendation 19: Current blueprints (i.e., floor plans) must be submitted to local law enforcement and the Department of Safety in hardcopy or a commonly used digital format. After the initial submission, updates will be provided in a timely manner when changes are made to a building.

These are a part of our Local Emergency Operations Plans, which are shared with both entities as required. We are planning to update all our floor plans to a common format within the next year.

Recommendation 20: Schools should consider installing a secure lock box in a safe location away from the building, such as near the driveway entrance that allows the school to store entrance keys, access cards, and critical documents (e.g., blueprints, floor plans, pre-fire plans, evacuation procedures, shut off valve locations, disclosures of hazardous materials, etc.).

We have a Knox box at each of the buildings for the fire department and the police department have a key and a card for access. Maps are not yet included in the box (see Recommendation 19) and shut off valves for propane are marked on the exterior of each building.

Recommendation 21: Develop an inventory list for emergency go-kits that schools should create, keep in classrooms, examine and update quarterly such that each teacher will be prepared to evacuate.

This was a major initiative this school year, and was complete and operationalized in the late fall. Building level emergency planning teams have developed inventories for GoBags in their buildings. The District level team compiled those lists into a master list, and purchased uniform GoBags for all buildings across the district. These bags are all the same color and have similar inventory, and are located in similar areas in all of the District buildings.

Recommendation 22: Ensure that school safety and communications technologies have maintenance and upgrade plans and all technologies not used frequently are tested quarterly.

We are in the process of identifying which buildings have 'panic buttons' and, of those that do, which are functional. We plan to ensure all buildings have panic buttons in critical locations. We have also been improving our radios, both availability and usage, at all of our schools. Troy School has the InForce 911 program installed and is working with the police department in Troy to test and evaluate this program.

Recommendation 23: Develop a working group comprised of school leaders to share best practices in school safety and establish mentor relationships between schools.

This is in place. Safety Teams continue to meet at each building on a regular basis. We have several different leadership teams that meet regularly as well, and school safety is discussed frequently.

Recommendation 24: All school staff and students, including part-time staff, full-time staff, contracted staff and services, coaches, bus drivers, and volunteers should receive training to recognize: 1) behavioral warning signs and pre-incident indicators, and 2) the appropriate steps to evaluate the behavior, provide services, and alert appropriate stakeholders. School staff should receive the training during workshop days.

"Youth Mental Health First Aid (YMHFA) is designed to teach parents, family members, caregivers, teachers, school staff, peers, neighbors, health and human services workers, and other caring citizens how to help an adolescent (age 12-18) who is experiencing a mental health or addictions challenge or is in crisis." We have had many staff members (and some students) complete training in Youth Mental Health First Aid, including two staff members who are trained as trainers. "Know and Tell" focuses on training for staff to recognize the signs of neglect or abuse and responsibility as a mandatory reporter. We have implemented the 'Know and Tell' program, including training for all staff district-wide in January, 2020. All staff are currently required to have yearly anti-bullying training.

Recommendation 25: All school staff and students, including part-time staff, full-time staff, contracted staff and coaches should receive crisis training that is age appropriate for the students and addresses the mental, emotional, and physiological responses they will experience during the onset of a crisis and how to respond to those experiences in a manner that increases their chance of survival.

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Recommendation 26: All staff and students should receive training on a school's emergency operations plan on a regular basis to ensure staff and students have a clear understanding of roles and responsibilities. Changes and adaptations to the plan should be made as gaps and weaknesses are identified.

Training for staff occurs during staff meetings or professional development days. Training for students is through regular drills (fire/evacuation drills, lock-down drills, etc). To date, 40 drills of various types have been conducted across all of our schools.

Recommendation 27: School staff should receive a level of Incident Command System training appropriate for their level of interaction with first responders during an event (e.g., teachers may take only IS-100.SCA, Introduction to the Incident Command System for Schools, while administrators would take IS-100.SCA and IS-362.A, Multi-Hazard Emergency Planning for Schools, etc.).

We have started to implement this recommendation in the 19/20 school year. In the fall of 2019, we held a joint training with the Swanzev Fire Department on IS-100.SCA. Our goal is to have all administrators trained in IS-100.SCA by the end of this school year, and IS-362.A for the 2020/21 school year.

Recommendation 28: School staff who will perform in a leadership role during an incident should be trained in the predetermined emergency response actions so they know what steps first responders will be taking upon notification of the incident and how to best coordinate efforts with those first responders as they arrive on scene.

This is part of the ICS training and model (see Recommendation 27).

Recommendation 29: Develop a training program for current and future school administrators to receive training in school emergency management and participate in practical exercises. New school administrators should receive this training prior to assuming their new role.

In the fall of 2019, we held a joint training with the Swanzev Fire Department on IS-100.SCA. Our goal is to have all administrators trained in IS-100.SCA by the end of this school year, and IS-362.A for the 2020/21 school year.

Recommendation 31: Where resources allow, each school should have a school resource officer that does not perform other non-school related duties and for which a suitable replacement is available when the school resource officer is unavailable or required to be out of the school.

The District does not currently have a school resource officer (SRO) - the District employs a school security officer (SSO). We have proposed the position of SRO for the 2020/21 school year.

[We now have an SRO at MRMHS in addition to the SSO.](#)

Recommendation 32: Develop and implement specialized training for school resource officers in addition to their law enforcement training. Training should focus on unique school issues and its population demographic as well as response to active shooter events.

The District does not currently have a school resource officer (SRO) - the District employs a school security officer (SSO). We have proposed the position of SRO for the 2020/21 school year.

[We now have an SRO at MRMHS in addition to the SSO.](#)

Recommendation 34: Each school should exercise its emergency operations plan on a regular basis to ensure staff and students have a clear understanding of roles and responsibilities. Changes and adaptations to the plan should be made as gaps and weaknesses are identified.

All of our schools have conducted emergency drills in accordance with District policy and best practice. A total of 40 drills across our 6 schools have been held so far this year, and have included Fire Drills, Lock Down Drills, and Earthquake Drills.

[39 drills were held across all of our schools during the 2022/23 school year.](#)

Recommendation 35: Each school should exercise its active shooter functional annex on a regular basis to ensure staff and students have a clear understanding of roles and responsibilities. Changes and adaptations to the plan should be made as gaps and weaknesses are identified.

This functional annex is still under development.

Recommendation 36: School resource officers should exercise their roles in the school's active shooter functional annex on a regular basis to ensure they have a clear understanding of their roles and responsibilities during an event. If used, school marshals should also conduct these exercises. Changes and adaptations to the plan should be made as gaps and weaknesses are identified.

This functional annex is still under development.

Recommendation 37: Increase communication capabilities and the interoperability of communication systems to convey information during an emergency to first responders both inside and outside the school. This includes cell phone coverage boosters, radio repeaters, and radio frequency standardization.

After our joint meeting with law enforcement this past summer, we started the process to standardize radio frequencies.

Recommendation 38: Ensure all phones are clearly labeled with 9-1-1, or 9-1-1 preceded by the appropriate prefix to dial out to ensure that anyone will be able to reach E911 quickly and efficiently.

All of our phones can dial 9-1-1 without a prefix. We are working on an inventory of all phones to ensure they are clearly labelled with the appropriate dialing pattern to reach 9-1-1.

Recommendation 39: Grant school staff members explicit authority to contact 9-1-1 directly to ensure that E911 is contacted with speed and efficiency.

This authority already exists.

Recommendation 40: Ensure classroom phone lines are set up with a unique code (i.e., Direct Inward Dial) and that these codes are recorded in a database shared with E911 so that when a 9-1-1 call is placed, the E911 emergency medical dispatcher will be able to tell exactly which room in the school the call is coming from.

We are continually reviewing our current phone system and lines to ensure we meet this recommendation.

Recommendation 41: When schools replace, upgrade, or install fire alarms, they should consider the potential of having multifunctional alarms (e.g., separate fire and lockdown alarms) to clearly and quickly inform building occupants of how to take action.

As we consider fire alarm upgrades, this will be considered.

Recommendation 42: Install or issue panic buttons or other communication technology to directly notify first responders of an incident.

We are in the process of identifying which buildings have 'panic buttons' and, of those that do, which are functional. We plan to ensure all buildings have panic buttons in critical locations. We have also been improving our radios, both availability and usage, at all of our schools. Troy School has the InForce 911 program installed and is working with the police department in Troy to test and evaluate this program.

Recommendation 43: Establish a system to alert parents, staff, and non-first responders during an emergency to quickly and efficiently notify them of current incident and safety information.

Swift K-12 is our go-to, followed closely by social media using Hootsuite, an application that allows quick posting to multiple sites at once.

Recommendation 44: Continue with the current Emergency Management Performance Grant (EMPG) to assist public schools and local law enforcement agencies with funding for emergency notification software that will improve and enhance school safety.

About five years ago, we explored this but ultimately did not complete either the grant or the notification software because of concerns regarding the implementation of such software (both District personnel and law enforcement had concerns). Troy School has the InForce 911 program installed and is working with the police department in Troy to test and evaluate this program.

Recommendation 45: Have local law enforcement increase their visibility at schools (e.g., complete reports and other paperwork on school grounds, eat lunch with students in the cafeteria, etc.) to increase informal interactions and trust with the students.

We have worked closely with our local departments with implementing our safety plans, especially in the areas of conducting drills. All schools have an open door to local law enforcement, and many have had officers speak with students about various topics. We will continue to seek out opportunities for officers to increase their visibility and interact in positive ways with students.

Recommendation 46: Launch an age appropriate See Something, Say Something™ style campaign in schools to inform students about warning signs and pre-incident indicators, and the need to report them to appropriate adults, as well as helping students feel comfortable when alerting appropriate adults.

We have had various initiatives and campaigns along this theme, and we currently employ the strategies and recommendations as part of “Choose Love” and “Know and Tell”. We are always seeking additional ways to help promote this message and support students.

Recommendation 47: Establish a confidential or anonymous tip line to increase information sharing from students.

We have implemented an incident reporting form at MRMHS that can be viewed at this link: <https://goo.gl/forms/QWj1BtvolzGoLHYE2> This format could be used as a platform for a similar, District-Wide reporting system.

Recommendation 50: Develop clear best practice guidelines for school safety that should be included in all new construction to ensure newly built schools have all the necessary safety and security features. The Homeland Security School Readiness Program provides clear safety and security suggestions for school buildings.

As we renovate and/or build and/or rebuild, we can refer to the self-assessment checklist and/or previously completed School Security Assessments for guidance.

Recommendation 51: For times other than the beginning and end of the school day when the vast majority of students are entering or exiting the school building(s), establish a single point of entry into the school

with a security vestibule, meaning a vestibule with two sets of doors that is used to prevent further access into the school building(s) without staff approval.

We have a single, designated entry point for all buildings. Not all currently have a security vestibule, which has been noted on our Department of Homeland Security School Security Assessments. This is a recognized area of need.

Recommendation 52: Install a perimeter fence around the school facility or utilize environmental design to prevent unauthorized access to school grounds and to deter criminal activity.

This is not an item we have discussed at this time.

Recommendation 53: All exterior windows that could be used to gain easy access, including those in doors, should use ballistic glass or security window film. Additionally, all interior windows, including those in doors where students or staff may shelter should use ballistic glass or security window film.

This is complete for all schools with the exception of Cutler.

Recommendation 54: Secure all interior doors with a Columbine lock such that the door can be locked from both sides and unlocked from inside without a key, tool, or special knowledge.

All interior doors can be locked, and keeping them locked at all times is an expectation.

Recommendation 55: Implement a visible door and window numbering system that allows students, teachers, administrators, and first responders to effectively comprehend maps and become easily acclimated to the school buildings.

This has been discussed and will be implemented. We have met as a team to review recommendations for door and window numbering systems with an eye to installing appropriate numbering systems in the near future.

Recommendation 56: Enhance monitoring capabilities and deter potential assailants by installing surveillance cameras. Cameras should be monitored during school hours and other activities at the facility.

Every elementary school has been updated with a new system, and the HSMS has been budgeted for system replacement this summer.

Recommendation 57: Consider replacing issued keys with door access cards issued to all staff to monitor, track, and control access to the school building.

We currently have swipe card access for all exterior doors to school buildings.

Recommendation 58: Consider issuing identification badges to all staff annually with discernable differences from year to year. Additionally, issue identification badges to all authorized visitors and establish and enforce policies that badges remain visible in order to identify individuals in the school building. We require all staff to wear a photo ID badge in a visible location. We have improved our process for identifying substitutes and volunteers with ID tags or stickers.

Recommendation 59: Any future facility changes or upgrades should be promptly shared with local law enforcement and fire departments prior to implementation so they maintain situational awareness and can make any necessary changes to their plans.

This is important and part of our emergency preparedness and Local Emergency Operations Plans. As we renovate and/or build and/or rebuild, we will update those plans and local emergency management agencies.