

ASHLAND SCHOOL BOARD
Policy Review Committee
Ashland Elementary School – Heffernan Media Center
September 3rd, 2024 @ 5:30 p.m.

AGENDA

➤ **Minutes**

August 6, 2024 Policy Review Committee Meeting Minutes – Review

➤ **Priority**

AC-2 **Prohibition of Discrimination/Harassment on the Basis of Race - CROWN Act**

Recommended by legal counsel; new policy based on recently updated legislation.

Recommendation: Move forward to Board.

EFAA **School Lunch Program Meal Charge**

Updated to match NHSBA sample policy.

Recommendation: Adopt redline changes; move forward to Board.

➤ **3+ Year Review**

BAAA **Policies and Rules Development Involvement**

Updated to match NHSBA sample policy.

Recommendation: Adopt redline changes; move forward to Board.

BBB **Term of Office**

Updated to match NHSBA sample policy.

Recommendation: Adopt redline changes; move forward to Board.

BBB-1 **Number of Board Members**

Review only. Note: No corresponding NHSBA sample policy.

Recommendation: Review.

BBBA **Qualifications**
Updated to match NHSBA sample policy.
Recommendation: Adopt redline changes; move forward to Board.

BBBC **Resignation**
Updated to match NHSBA sample policy.
Recommendation: Adopt redline changes; move forward to Board.

BBBD **Removal from Office**
Review only.
Recommendation: Review.

BBBE **Unexpired Term**
Updated to match NHSBA sample policy.
Recommendation: Adopt redline changes; move forward to Board.

BCB **Board Member Conflict of Interest**
Review only.
Recommendation: Review.

BDF **Advisory Committee**
Updated to match NHSBA sample policy.
Recommendation: Adopt redline changes; move forward to Board.

BGC **Policy Review**
Updated to match NHSBA sample policy; kept previous language, specific to Ashland School District policy committee/procedures.
Recommendation: Adopt redline changes; move forward to Board.

BEDC

Quorum

Review only.

Recommendation: Review.

EBBC-1

Blood Borne Pathogens Policy

Review only. Note: No corresponding NHSBA sample policy.

Recommendation: Review.

EBBC-2

Emergency Care – Staff

Review only. Note: No corresponding NHSBA sample policy.

Recommendation: Review.

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Attendees: Stephen Felton, Jennifer Foote, Guy Donnelly, Mary Moriarty

Notes

- The Board reviewed the policies on the agenda.
- Next meeting: September 3, 2024 @ 5:30pm

Action items

- Adopt all Title IX updated policies and procedures.
- All other policies: Move forward to Board as presented.
- Rescind as policy:
 - AC-R (retain as procedure)
 - GBAA-R
 - JBAA-R

Prohibition of Discrimination/Harassment on the Basis of Race – CROWN Act

The school district prohibits discrimination, including harassment, of school employees and students on the basis of race, including immutable traits associated with race, including hair texture and protective hairstyles such as braids, locs, tight coils or curls, cornrows, Bantu knots, Afros, twists and headwraps).

Legal References:

RSA 275:37-e, The CROWN Act.

PRC: 09/03/2024

Free and Reduced Price Lunch Policy

~~The school will follow the established procedure for securing lunches in accordance with federal regulations. Parents who believe their child(ren) are eligible may fill out a Free and Reduced Application and turn it in to the staff member designated by the Building Principal for review. A determination will be made by following the Federal and State guidelines. Parents may appeal a negative determination to the Superintendent of Schools or designee.~~

~~This information will be confidential, thus, the children will remain anonymous.~~

School Lunch Program Meal Charge

Belief

The Ashland School District recognizes that the basic primary need of nourishment is essential not only for one's wellbeing, but also a key factor for learning. As a result of this belief, no student will be excluded from receiving school breakfast and/or school lunch based on the status of their student meal account.

Definitions

A la carte choices are items not considered to be part of the published main meal as well as additional servings of the published main meal.

School breakfast and lunch are defined as the published main meal for breakfast and lunch and does not include a la carte items.

School Lunch Program references the School District program for providing school breakfast and lunch.

Student meal account is associated with each student who accesses the School Lunch Program; funds can be added by cash received, personal checks, and/or by parents/guardians adding funds through the School District's online student meal account program (information on the online account program can be found on the School District website <http://www.interlakes.org/district-departments/food-services.html> or <https://www.schoolpaymentportal.com/Default.aspx>)

Purpose

The purpose of this policy is to establish consistent meal account procedures throughout the School District. The goals of this policy are to:

- treat all students and families with dignity regarding meal accounts;
- establish a consistent School District Policy regarding charges and collection of charges;
- support positive situations with School District staff, School District business policies, students and parents/guardians to the maximum extent possible;
- establish policies that are age-appropriate;
- encourage parents/guardians to assume responsibility of meal payments and to promote self-responsibility of the student; and
- encourage an understanding that the Federal regulations prevents school districts from having negative account balances associated with school lunch programs.

Responsibilities

- The Food Service Contractor is responsible for maintaining charge records and notifying the School District of outstanding balances.
- The School District:
 - Is responsible for collaborating with the Food Service Contractor and families to settle outstanding balances.

- Recognizes that there are many life events that impact families and when made aware of such situations that may impact a family's ability to pay outstanding balances the School District will work to find means to support the family.
- Parent(s)/Guardian(s) are responsible:
 - when possible for maintaining account balances and settling outstanding balances; and
 - for establishing with their child(ren) any restrictions they choose to place on use of their child(ren)'s account.

Free or Reduced-Price Meals

See Policy #3540, Free and Reduced-Price Lunch Policy; School Board policies are available online through the School District's website or by contacting the Superintendent's Office at (603) 279 – 7947.

Administration

Elementary, Middle and High School Students

- Notices of low or balances owed will be sent to parents/guardians.
- When a student's account reaches a negative balance, the student shall still receive a school breakfast and/or lunch which will be charged to the student's account.

Middle and High School Students Only

- If a student has an account with a negative balance, the student will not be able to access a la carte items while the account remains outstanding.
- Students with a balance owed will be reminded at the counter to have their parent(s)/guardian(s) add funds to their account.

Negative Balances

- Parents/guardians shall be notified by either letter, email, phone, online payment system, or School District notification system stating that the student's meal account balance is negative and will be asked to resolve the debt and replenish the student's meal account either by cash, check or through the School District student meal account online payment system.
- Included in communication regarding negative balances will be contact information for the School District's Outreach counselor with an offer of assistance to the family.
- It is the hope that by working together, the food service contractor, School District and parents/guardians' negative debts can be resolved in a positive manner. If the negative debt balance is not resolved, the parents/guardians may be requested to meet with School District administration to resolve the matter. If there is no attempt to resolve the negative debt balance and/or seek assistance, the School District may take further action, including legal action.
- All accounts must be settled at the end of the school year. If any account has a negative balance on July 1, the School District may take legal action.

Checks Returned for Non-Sufficient Funds (NSF)

- When a check is returned to the School District for NSF, a notification will be sent to inform the parents/guardians from the District Business Office.
- Payment for the NSF check must be in the form of cash, cashier's check, or money order.
- Payment must be received within ten (10) days of the date of the letter.
- A NSF fee will be incurred and will be included in the notification from the food service contractor. The NSF fee and the amount of the check will be deducted from the student's lunch account upon notice from the bank and the above-mentioned rules will take effect.

Staff Policy/Training

- Annually a copy of this Policy and associated training will be provided to all Food Service and School Staff responsible for serving meals and enforcing this Policy.
- New staff with these responsibilities shall be provided with a written copy of the Policy and associated training during their initial training or orientation.
- In accordance with federal requirements, a record of receipt of the Policy and associated training will be maintained by the Food Service Contractor.

Student with Special Dietary Needs

Nothing in this policy prohibits providing an appropriate meal to a student with special dietary needs such as, but not limited to, diabetes, provided these needs have been documented in a health plan, Section 504, or Individual Education Plan. If the meal is medically required, and the student has a balance owed on the student's meal account or does not have cash to purchase the meal, the necessary dietary needs will be met.

To request meal accommodations for students whose dietary needs qualify them for accommodation under law or to file a school meal program please contact your child's School Nurse.

Non-Discrimination

See Policy #1161, Non-Discrimination Policy Statement (All Individuals); School Board policies are available online through the School District's website or by contacting the Superintendent's Office at (603) 279 – 7947.

Complaints Regarding School Lunch Program

- Complaints regarding the School Lunch Program should be directed to SAU #2 Assistant Superintendent by contacting (603) 279 - 7947
- To file a program complaint of discrimination with the USDA, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:
 1. mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW, Washington,
D.C. 20250-9410;
 2. fax: (202) 690-7442; or
 3. email: program.intake@usda.gov.

Legal Reference:

15 USC. § 1692-1695 federal Fair Debt Collection Practices Act (FDCPA)

42 USC. 1758(b)(6), Use or disclosure of information

Civil Rights Act of 1964 & 7 C.F.R. Part 15, Subpart A & B

2 C.F.R. §200.426

7 C.F.R. §210.09

7 C.F.R. §210.10

7 C.F.R. §210.15

7 C.F.R. §245.5

USDA SP 46-2016- No later than July 1, 2017, all SFA's operating the Federal school meal program are required to have a written meal charge policy.

USDA Guidance SP37-2016: Meaningful Access for Persons with Limited English Proficiency (LEP)

in the School Meal Programs
RSA 189:11-a
RSA 358-C, New Hampshire's Unfair, Deceptive or Unreasonable Collection Practices Act; NH Dept. of Education Technical Advisory- Food and Nutrition Programs

Adopted: 11/06/18
PRC: 09/03/24

School Board Policies and Administrative Procedures Policies and Rules Development and Involvement

~~It is the policy of the School Board to involve the staff whenever possible in the development of policies and rules for the governing of the School District.~~

~~The Board realizes that persons whose lives, work and welfare are affected by policies, should have a voice in the development of policy recommendations.~~

~~A Board Policy Manual is a dynamic thing; it is constantly being revised. The School Board invites recommendations from the Staff concerning the policy manual.~~

GENERALLY

The policies of the Board are intended to establish the general and overall rules within which day-to-day operations of the School District are to be governed. Procedures for carrying out and implementing the broad policies of the Board on a day-to-day basis are to be fashioned and adopted by the administration, under the direction of the Superintendent. As applicable, members of the District community are expected to comply with both Board policy and administrative procedures, subject to the limitations and exceptions set forth herein. However, the failure of the Board or the Administration to comply with policy shall not invalidate any lawful action taken.

CONTENTS OF BOARD POLICY AND ADMINISTRATIVE PROCEDURE

The policies of the Board shall be composed of (1) the policies contained in this Policy Manual; (2) the contents of administrative job descriptions adopted by the Board; (3) all formal Student Handbooks; and (4) all formal Employee Handbooks.

Administrative procedure is not part of Board policy and may be altered by the administration without Board action. Administrative procedure, however, may not conflict with Board policy.

LIMITATIONS OF POLICY

Neither the policies of the Board nor the procedures of the administration are intended, nor shall they be construed, to supersede or preempt any applicable laws, whether constitutional, statutory, regulatory, or common in origin. Consequently, all Board policies and administrative procedures shall be given both an interpretation and application which is lawful. The Board shall have the final interpretation of its policies and the administration shall have the final interpretation of its procedures.

As the Board policies and administrative procedures are limited by legal constraints, so too are the rights of those to whom the Board policies and administrative procedures apply. Neither the policies of the Board nor the procedures of the administration are intended to expand the rights of individuals beyond those established by law or to give to any individual a cause of action not independently established in law. Enforcement of Board policy shall rest exclusively with the Board, and enforcement of administrative procedures shall rest exclusively with the administration.

Board policy and administrative procedure shall not preempt, create, supplant, expand or restrict the rights or liabilities of students, employee, taxpayers, or others within the School District beyond those

that are established in law and are not intended to restrict or limit students, employees, or other members of the School District community from pursuing any claims or defenses available under law.

Exceptions

Exceptions to any policy or the application of any policy may be made if requested or recommended in accordance with the following procedures:

- a. Any person may request an exception to any Board policy or the application of same by submitting a letter to the Superintendent. The request shall identify: (1) the name, address and telephone number of the person making the request; (2) the policy for which the exception is being requested; (3) the action that the requesting individual desires, and (4) the rationale supporting the need for an exception.
- b. The Superintendent or his/her designee, shall conduct a sufficient investigation of any request for an exception so as to be able to formulate a recommendation for the Board. Among the factors to be evaluated are the relevant facts related to the request, the rationale of both the policy and the request for the exception; and the disposition of prior requests for exceptions to the same or similar policies.
- c. Following the Superintendent's investigation, the Superintendent may place the request for exception on the agenda and shall report to the Board the circumstances surrounding the request and his/her recommended disposition. The person requesting the exception shall be notified in advance of this agenda item, and shall be given a reasonable opportunity to address the Board before the Board determines whether to grant the request for an exception.
- d. The Board shall have final and exclusive authority to determine whether to grant any request for an exception and shall be the sole judge of whether the rationale for the exception is sufficient, taking into consideration the recommendation of the Superintendent. Moreover, the granting of exceptions in the same or similar cases shall not constitute binding precedent or practice inasmuch as the prior grant of an exception may establish that the granting of an exception is ill-advised.
- e. Exceptions to administrative procedure shall be made in accordance with the procedures established by the Superintendent.

Reviewed: 08/84
Revised: 08/92
Reviewed: 12/03/02
Reviewed: 04/06/04
Reviewed: 02/05/13
PRC Review: 09/05/17
PRC: 08/04/2020 (No Change)
Board: 09/01/2020

Term of Office School Board Elections

~~The members of the School Board are elected for a term of three years and until his or her successors are chosen and qualified.~~

~~The School Board shall consist of an odd number of members elected by the qualified voters of the District at the annual District elections.~~

~~The term of office of each member of the School Board shall be for a period of three (3) years. Vacancies that occur before the expiration of a member's term shall be filled pursuant to Board policy BBBC. A member appointed to fill a vacancy shall serve only until the next annual election, at which point the seat will be open for election to serve the remainder of the original term.~~

Legal References:

RSA 197:18

Revised: 08/84
Reviewed: 08/92
Reviewed: 12/03/02
Reviewed: 04/06/04
Reviewed: 02/05/13
PRC: 01/03/17
PRC: 08/04/20 (No Change)
Board: 09/01/20
PRC: 09/03/24

Number of Board Members

State law RSA 671:4 states: “A school district which is not a cooperative school district as defined in RSA 195:1 may have a school board of 3, 5, 7 or 9 members, as it shall determine by vote at any annual meeting.” They shall serve for a term of 3 years.

By local option, the Ashland School District has a School Board consisting of five (5) members.

Legal Reference:

RSA 671:4 Board

Revised: 09/80
Revised: 08/84
Reviewed: 08/92
Reviewed: 12/03/02
Reviewed: 04/06/04
Reviewed: 02/05/13
Reviewed: 10/04/16
Amended: 11/17/20

Board Member Qualifications

A candidate for election to the School Board must be a registered voter in the district. A person cannot serve as a moderator, auditor, or treasurer while a member of the Board. No person employed on a salaried basis by a school administrative unit or by any school district within a school administrative unit shall be a school board member in any district of the school administrative unit. Salaried positions shall include, but are not limited to, the following: teacher, custodian, administrator, secretary, school bus driver (if paid by the district), school lunch worker (if paid by the district), and paraeducator.

Candidates for the School Board should be mindful that the position requires significant time, effort and commitment to the school and community. Individuals who do not feel they will be able to provide significant time, effort and commitment are discouraged from seeking candidacy.

The same qualifications shall exist when the School Board seeks to fill vacancies.

Legal References:

RSA 671:18

Revised: 08/84
Reviewed: 08/92
Reviewed: 12/03/02
Revised: 02/04/03
Approved: 08/05/03
Reviewed: 04/06/04
Reviewed: 02/05/13
Amended: 09/05/17
PRC: 08/04/2020 (No Change)
Board: 09/01/2020
PRC: 09/03/2024

Board Member or District Officer Resignation

~~A school board member may resign at any time by submitting a letter of resignation to the school board and filing a copy with the school district office. If the chair resigns, the letter will be submitted to the vice chair.~~

~~A member must resign if they change their legal residence and no longer resides in the district.~~

~~Vacancies shall be filled in accordance with Policy BBBE, School Governance and Operations.~~

~~Any citizen who files for and seeks election to the Board or other District office should do so with full knowledge of and appreciation for the investment in time, effort, and dedication expected for District officers and that the citizen's intent is to serve a full term of office.~~

~~However, if, for reasons of health, change in domicile, or any other compelling reason a Board member or other officer does decide to terminate service, the Board requests earliest possible notification of intent to resign so that the Board may plan appropriately for filling the vacancy per Board policy {**}/BBBE (relative to filling vacancies).~~

- ~~A. **Tender of Resignation.** Ideally, a board member intending to resign will provide a written letter of resignation to the School District Clerk, c/o the Superintendent¹, with a copy to the School Board Chair (or Vice Chair if the Chair is the one submitting the resignation). Alternatively, a board member may submit a letter of resignation at a meeting of the Board. In the event that a board member tenders a resignation orally, outside of a public meeting, the Board member will be requested to confirm the resignation in writing, and submit the same as stated above.~~
- ~~B. **Board Acknowledgement.** Whether submitted in writing or not, the Board shall address the tendered resignation either at the meeting at which the tender is received or at the next public meeting of the Board. There is no need for the Board to formally “approve” the resignation, as a Board may not compel a member to serve a full term by way of a negative vote on a motion to “accept”. However, the Board, through the Chair or presiding officer, should acknowledge the tendered resignation at the meeting and assure that the same is reflected in the minutes.~~
- ~~C. **Effective Date.** The letter/statement of resignation should indicate when the resignation will be effective. If the tendered resignation does not state a date, then the letter shall be deemed to express an intent that the resignation take immediate effect. Also, pursuant to RSA 652:12, some vacancies (e.g., moving out the district, conviction of a felony while in office, etc.) arise by operation of law upon a specific occurrence, and therefore are effective upon the occasion of that occurrence.~~
- ~~D. **Withdrawal of a Resignation.** A tendered resignation, whether made in writing or orally, may not be withdrawn after the Board’s acknowledgement without the consent of a majority of remaining Board members upon vote taken in a public meeting prior to a successor being appointed.~~
- ~~E. **Copies to District Clerk.** The Superintendent shall as soon as practicable assure that the District Clerk is provided with a copy of any letter of resignation and/or of the minutes of the meeting at which the resignation is acknowledged by the Board.~~

F. Filling of Vacancy Upon Resignation. Board member vacancies shall be filled in accordance with Board policy ~~7**~~BBBE and applicable law.

Legal References:

RSA 652:12 Vacancy (applicable by way of RSA 652:1, Elections).
RSA 671:33 Vacancies

Adopted: 11/80
Revised: 08/84
Reviewed: 08/92
Reviewed: 03/04/03
Reviewed: 04/06/04
Reviewed: 02/05/13
Amended: 08/01/17
Amended: 11/17/20
PRC: 09/03/24

Removal from Office

Regardless of his/her performance in office, a Board member remains in office until the expiration of his/her term or until he/she resigns. School Board members can only be removed from office as provided in RSA 32:12 and RSA 42:1-a. RSA 32:12 prohibits School Board members from violating the provisions of RSA 32 relating to the expenditures of school district money. RSA 42:1-a prohibits School Board members from breaching confidentiality standards. Violations of these statutes may result in the Board member being removed from office.

Legal References:

RSA 32:12, Municipal Budget Law: Penalty

RSA 42:1-a, Oaths of Town Officers: Manner of Dismissal, Breach of Confidentiality

Adopted: 11/27/73
Reviewed: 11/80
Revised: 08/84
Reviewed: 08/92
Revised: 06/03
Approved: 09/02/03
Reviewed: 04/06/04
Reviewed: 02/05/13
Amended: 09/05/17
PRC: 08/04/2020 (No Change)
Board: 09/01/2020
PRC 09/03/2024

Vacancies and Unexpired Term Fulfillment

~~If a vacancy occurs on the Board or in any other district office except that of moderator, the School Board shall fill the vacancy by appointment (decided by a majority of the remaining Board members) until the next annual district meeting. In the event of the inability of the remaining members to agree upon an appointment, the selectmen, upon application of one or more voters in the district, shall fill the vacancy(ies) until the next Annual District Meeting.~~

A. Definition and Occurrence of a Vacancy. A vacancy on the School Board or other District office is defined in RSA 652:12, and occurs when subsequent to election but prior to the expiration of that person's term, the office holder/office holder elect, either:

- i. Resigns (see Board policy {**}BBBC for resignation process);
- ii. Dies;
- iii. Ceases to have domicile in the district or town from which he/she was elected;
- iv. Is determined by a court to be mentally incompetent;
- v. Is/has been convicted which disqualifies him/her holding office (e.g., bribery, willful violation of election laws) or sentenced while in office after conviction for a felony;
- vi. Has the election voided by a court or the ballot law commission; or
- vii. Fails to take the oath of office within 30 days of the election, or fails to give/renew a bond required by law

Although a formal resignation best serves the district when possible, many of the reasons cause a vacancy to occur by operation of law (e.g., death or relocation). In circumstances that are unclear (e.g., relocation out of district), the Superintendent and/or Board Chair should consult with counsel.

A temporary absence does not constitute a vacancy.

B. Authority to Fill Vacancy.

1. Vacancy other than Moderator and Budget Committee Member. The Board shall fill a vacancy occurring (1) on the board, (2) in any position generally appointed by the Board, or (3) in any other elected district office with the exception of moderator and budget committee member. If the remaining members refuse or are unable to agree upon a replacement, or in the event there are no remaining school board members, then the Select Board may make the appointment. See RSA 671:33 and RSA 197:26.
2. Moderator Vacancy. Vacancies in the office of moderator shall be filled by vote at a school meeting or election, provided that, until a replacement is chosen, the school District Clerk shall serve as moderator or shall appoint a moderator pro tempore. See RSA 671:33, III and RSA 197:20.
3. Budget Committee Vacancy. A vacancy on a municipal budget committee is filled by the town moderator or budget committee in accordance with RSA 32:15, VII.

C. Duration of Appointment. For positions normally elected by the voters, a person appointed to fill a vacancy will serve only until the next election, at which point the voters will vote for a replacement to serve for the remainder of the original holder's term. For non-elected positions (i.e., those ordinarily

appointed by the board), the person appointed to fill the vacancy will serve until the expiration of the original holder's term. See RSA 671:33.

D. Vacancy Arising During Filing Period. Other than a seat that is already open (for election or re-election) as of the beginning of the filing period, a vacancy which occurs between the beginning of the filing period and the district election shall be filled by appointment. See RSA 671:33, V.

E. Process to Fill Vacancies by the Board. The Board will generally employ the following process when there is a vacancy on the Board, or in other office for which the Board has authority to fill the vacancy. Except as required by RSA 91-A:2 and 3, the Board reserves the right to waive, supplement or otherwise amend any part of the process.

Discussion by the Board of the process to be used to fill a vacancy, and the appointment process itself, including candidate interviews, shall occur in public session during a duly noticed meeting. The only possible exception could be a limited discussion regarding a potential candidate wherein that part of the discussion is likely to adversely affect the reputation of a person other than a board member. See RSA 91-A:3, II(c).

Once the Board has confirmed or acknowledged the vacancy, the Board will advertise/post notice of the vacancy on the District web-site and in such other manner as the Board deems appropriate. Among other things, the notice shall invite interested persons to submit a letter of interest to the Board Chair, with a copy to the Superintendent. All such letters shall be included in the public meeting materials for the meeting at which the appointment is to be considered.

Interviews of candidates for vacant positions will take place in a meeting open to the public.

After motion and second, vote shall occur by voice or hand in public session (secret ballots are not allowed under RSA 91-A:2, II).

Legal Reference:

RSA 197:26, School Meetings & Officers: Vacancies; RSA 671:33, School District Elections: Vacancies

Legal References

<u>Pt 1, Art. 11</u>	<u>New Hampshire Constitution, Elections and Elective Franchises</u>
<u>RSA 197:20</u>	<u>Clerk</u>
<u>RSA 197:26</u>	<u>Vacancies</u>
<u>RSA 607-A:2</u>	<u>Rights Lost</u>
<u>RSA 652:12</u>	<u>Vacancy (applicable by way of RSA 652:1, Elections).</u>
<u>RSA 671:33</u>	<u>Vacancies</u>

Adopted: 11/27/73
Reviewed: 11/80
Revised: 08/84
Reviewed: 08/92
Reviewed: 03/04/03
Reviewed: 04/06/04

Reviewed: 11/05/13
To PRC: 01/03/17
PRC: 08/04/2020 (No Change)
Board: 09/01/2020
PRC: 09/03/2024

Board Member Conflict of Interest

The Ashland School Board declares that a conflict of interest is a personal, pecuniary interest that is immediate, definite, and demonstrable and which is or may be in conflict with the public interest.

A board member shall not have any direct personal and pecuniary interest in a contract with the school district nor shall s/he furnish directly any labor, equipment, or supplies to the district for recompense.

A board member who has a personal or private interest in a matter proposed or pending before the Ashland School Board will disclose such interest to the Board, will not deliberate on the matter, will not vote on the matter, and will not attempt to influence other members of the Board regarding the matter. Further, board members should refrain from engaging in conduct or actions that give the appearance of a conflict of interest.

In the event a board member is employed by a corporation or business or has a secondary interest in a corporation or business which furnishes goods or services to the school district, the board member shall declare his or her interest and refrain from debating, discussing, or voting upon the question of contracting with the company. It is not the intent of this policy to prevent the district from contracting with corporations or businesses because a board member is an employee of the firm; but, rather, to prevent placing a board member in a position where his or her interest in the public schools and his or her interest in his/her place of employment (or other indirect interest) might conflict, and to avoid appearances of conflict of interest even though such conflict may not exist. RSA 95:1 requires that "No person holding a public office, as such, in state or any political subdivision governmental service shall, by contract or otherwise, except by open competitive bidding, buy real estate, sell or buy goods, commodities, or other personal property of a value in excess of \$200 at any one sale to or from the state or political subdivision under which he holds his public office." Through the use of open competitive bidding or recusal of any Board member who has a conflict of interest, the Board will seek to obtain the best value for the district while avoiding impropriety or the appearance of impropriety.

Any board member shall be able to raise a concern related to a perceived or real conflict of interest on the part of another board member. The conflict shall be identified and brought before the Board for discussion.

Nepotism

The Board may employ any teacher or other employee if such teacher or other employee is the father, mother, brother, sister, wife, husband, son, daughter, son-in-law, daughter-in-law, sister-in-law, or brother-in-law of the Superintendent or any member of the Board. This paragraph shall also apply to any other person who shares the expenses of daily living with the Superintendent or any member of the Board. Such a relationship will not automatically disqualify a job applicant from employment with the school district. However, if a conflict of interest arises, the board member shall declare his/her interest and refrain from debating, discussing, or voting on a nomination or other issue. In the case where the relationship is with the Superintendent, the Superintendent shall disclose the relationship to the Board as early as possible in the recruitment/selection process for the open position or in the case of someone currently employed by the district, before recommending any job related action pertaining to the individual. The Board shall determine whether, were the candidate selected, the supervisor - subordinate relationship between the Superintendent and the prospective employee will be sufficiently indirect, to not disqualify the candidate. If not disqualified, and prior to candidates for the position being screened and a

nominee being selected, or the Board approving any job related action, the Superintendent and the Board shall agree on a mechanism to address the conflict of interest. Where practical, the Board may designate another district staff member to fulfill the role of the Superintendent for the selection of a nominee for the position or take appropriate alternative steps. The job applicant is expected to declare his/her relationship with the Board member or Superintendent as well.

This shall not apply to any person within such relationship or relationships who has been regularly employed by the Board prior to the inception of the relationship, the adoption of this policy, or a Board member's election.

Legal References:

Marsh v. Hanover, 113 NH 667 (1973) and
Atherton v. Concord, 109 NH 164 (1968)
RSA 95:1, Public Officials Barred From Certain Private Dealings

Approved: 06/05/12
Reviewed: 11/05/13
Amended: 12/05/17
Reviewed: 11/17/20
PRC: 09/03/24

Advisory Committees

- ~~A.~~ ~~Advisory committees to the Board will be appointed by the Board only when there is a definite function to be performed and this function should be assigned by the Board to a committee when it is appointed. Reappointment will be at the discretion of the Board.~~
- ~~B.~~ ~~Advisory committees are limited by law to fact finding and the making of recommendations since the policy making authority of the Board may not be limited or assigned. In general, members of such committees shall not be requested to perform specific services for the Board. Unique talents of members will be utilized on a consultative basis.~~
- A. The Board may rely on advisory committees to counsel it as a means of discerning the needs and desires of the School District and its residents. The central purpose of all advisory committees is to contribute to the educational program by conducting studies, identifying problems, and developing recommendations that enhance the effectiveness of the decision-making process.
- B. Any advisory committee shall have only those duties and powers as the Board determines. The ultimate authority to make decisions will continue to reside with the Board. No advisory committee's recommendations shall have any limiting effect on appropriations, unless all the procedures of RSA 32 have been followed.
- C. Specific topics for study or activity shall be assigned in writing to each committee. Upon completing its assignment, each committee shall either be given new problems or be dissolved. Advisory committees shall not be allowed to continue for prolonged periods without a definite assignment. Each committee shall be instructed as to the length of time each member is being asked to serve, the service the Board wishes it to render, the resources the Board intends to provide, the approximate dates on which the Board wishes it to submit reports, and the approximate date on which the Board wishes to dissolve the committee. The committee shall be instructed as to the relationship it has to the Board, to individual Board members, to the Board member(s) assigned to provide liaison, to the Superintendent, the committee assistant, and the remainder of the professional staff.
- ~~C.~~D. The Board shall have the sole power to establish or dissolve any of its advisory committees and shall reserve the right to exercise this power at any time during the life of any committee.
- E. The Board may seek the advice of the Superintendent before establishing or dissolving any advisory committee.
- ~~D.~~F. The Board shall make all appointments of citizen to the advisory committees. The Superintendent shall make all appointments of staff members to advisory committees after Board approval.
- ~~E.~~G. The School Board shall see that the public is made aware of services rendered by such advisory committees as it may appoint and shall see that the public is informed of the major conclusions and recommendations made by such committees. All public announcements

concerning the organization, membership, operation, recommendations and dissolution of such committees shall be made at such time and in such manner as the Board may choose.

Legal References: RSA 32:24, Other Committees

Written:	11/80
Reviewed:	10/83
Revised:	09/92
Revised:	10/92
Revised:	12/97
Reviewed:	01/03/02
Revised:	04/02/02
Reviewed:	07/01/03
Reviewed:	05/04/04
Reviewed:	10/07/08
Amended:	08/01/17
Reviewed:	11/17/20
PRC:	09/03/24

Policy Review and Evaluation/Manual Accuracy Check

In an effort to keep its written policies up-to-date so that they may be used consistently as a basis for Board action and administrative decision, the Board will review its policies on a continuing basis.

The Board will evaluate how the policies have been executed by the school staff and weigh the results. It will rely on the school staff, students, and the community for providing evidence of the effect of the policies which it has adopted.

The Superintendent is given the continuing responsibility of calling to the Board's attention all policies that are out of date or appear to need revision for other reasons.

The Board directs the Superintendent to recall all policy and regulations manuals annually for purposes of administrative updating and Board review.

On a reoccurring basis of no less than every three years, all policies will be reviewed by a sub-committee of the full School Board to determine the viability of all policies. The policy review committee will then publicly recommend changes deemed necessary to the full School Board.

Failure to revise Board policies in compliance with this policy will not render any existing policies invalid.

Written: 09/92
Reviewed: 06/03/03
Reviewed: 04/06/04
Reviewed: 02/05/13
Reviewed: 05/03/16
PRC: 08/04/2020 (No Change)
Board: 09/01/2020
PRC: 09/03/2024

Blood Borne Pathogens

The purpose of this policy is to protect employees from hazards associated with contact, clean-up, disposal and handling of human body fluid wastes. To provide understanding of universal precautions, an approach to infection control in which all human blood and certain human body fluids are treated as if known to be infectious where the potential exists for contact with blood or other potentially infectious material. To ensure compliance with NH Administrative Rules.

Responsibilities

The District shall:

1. Identify job classifications where employees have occupational exposure to blood or other potentially infectious materials.
2. Identify job classifications where some employees have exposure based on certain tasks.
3. Train the above-identified employees in proper response procedures for situations involving blood and other potentially infectious materials.
4. Train employees to treat all blood and other body fluids with universal precautions.
5. Supply first aid and potentially infectious material cleanup kits that contain:
 - a. One time use disposable gloves such as surgical or examination gloves;
 - b. Eye/face protection to protect the face against splashing of body fluids;
 - c. Material to absorb blood or other potentially infectious material;
 - d. Device(s) to scoop up the absorbent and body fluid (two pieces of stiff cardboard will suffice).
 - e. Disinfectant to clean all surfaces which blood or other potentially infectious material has contacted. For some surfaces a 1:10 bleach/water mixture is appropriate.
 - f. Biohazard containers/bags or specific containers for the disposal of needles, sharps, used bandages, and all other emergency items that come in contact with blood or other potentially infectious materials. These containers must be marked so that they are not confused with other similar containers in the workplace used for other purposes.
 - g. Waterless, disinfectant hand cleaners.

The Employee shall:

1. Respond to all situations involving blood or other human body fluids with universal precautions.
2. Follow the procedure listed in this policy when responding to any situation involving blood or other potentially infectious materials.

Procedural Overview

1. Protection measures when responding to a medical emergency:
 - a. Before attending to a victim medically, don the following personal protective equipment if possible:
 - i. Single use disposable gloves
 - ii. Eye and face protection to protect from splashed body fluids.

- b. Attend to victim and perform needed medical measures.
 - c. Clean up and dispose of contaminated sharps and dressings as outlined below.
2. Clean-up of blood or any other potentially infectious material:
- a. Before cleaning up any human blood or other potentially infectious material don the following protective equipment:
 - i. Single use disposable gloves
 - ii. Eye and face protection to protect from splashed body fluids.
 - b. Pour absorbent over the entire fluid spill and wait until the fluid absorbs into the material.
 - c. Scoop up the fluid soaked absorbent using a designated device or two pieces of cardboard into a biohazard container or another container specified only for disposal of body fluids, etc.
 - d. Once all the absorbent and body fluids are scooped up, dispose of the devices into the same container.
 - e. Dispose of sharps (needles, lancets, etc.) in puncture resistant containers that are appropriately marked and designated for such purposes.
 - f. Dispose of used bandages, gauze, linens and all other items that come in contact with blood or other potentially infectious materials.
 - g. Thoroughly wash hands immediately following clean-up and disposal using an appropriate disinfectant soap and warm water (waterless hand cleaners can provide for immediate washing, but are not a substitute for appropriate washing.)
3. Procedures following an unprotected critical exposure or suspected unprotected exposure to blood and/or body fluids:
- a. Wash the affected area immediately. If exposure involves the eye, flush copiously with running water.
 - b. Do not suck or “force bleed” the exposed area.
 - c. Report the exposure to your supervisor.
 - d. Fill out a first report of injury.

Legal References:

N.H. Code of Administrative Rules, Section Lab 1403.08 Blood Borne Pathogens.

Approved: 03/01/16
PRC Reviewed: 06/04/19; 04/06/23

Emergency Care – Staff

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

The School District Safety Committee will promote and encourage staff to have current first aid and cardiopulmonary (CPR) certification.

Emergency information will be collected for all staff members. The emergency information for staff shall include, but not be limited to the following information:

- Physical address
- Mailing address
- Emergency Contact name and phone number(s)
- Additional Emergency contact information

Adopted: 09/04/18