

INTER-LAKES SCHOOL BOARD
Policy Review Committee
Humiston Building – Conference Room
September 20, 2024 @ 8:30 a.m.

AGENDA

- **Minutes** - September 13, 2024 Policy Review Committee Meeting Minutes – Review
- **Review Only**

GF-2	Continuing Employee Benefits
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GF-3	Retirement Benefits for Non-Bargaining Staff
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GN	Non-Bargaining Support Staff Insurance Benefits
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- **Rescind**

GDF	Hiring Policy - Non-Certified Positions
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Recommendation: Rescind as policy; add to new hiring procedural manual.

GEA	Hiring for Athletic Assignments (Coaching)
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Recommendation: Rescind as policy; add to new hiring procedural manual.

GF	Hiring Policy - Teaching Positions
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Recommendation: Rescind as policy; add to new hiring procedural manual.

GF-1	Continuing Contract for Teachers
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Recommendation: Rescind as policy; already covered by CBA.

GI	Part-Time Personnel Job and Fringe Benefits
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Recommendation: Rescind as policy; already covered by CBAs and Non-Bargaining Benefits Overview.

GJ	Emergency Care <u>Recommendation:</u> Rescind as policy; add to Employee Handbook and Safety Program as procedure.
GL	Call-In Pay for Custodians and Maintenance Personnel <u>Recommendation:</u> Rescind as policy; move to procedure and broaden to apply to all non-bargaining personnel; add to Non-Bargaining Benefits Overview.
GO	Evaluation of Non-Certified Personnel <u>Recommendation:</u> Rescind as policy; move to procedure.
GQ	Staff Identification <u>Recommendation:</u> Rescind as policy; move to procedure.
➤ <u>Updates</u>	
GCE	Establishment of Hiring Procedural Manual (New) Establishes the Superintendent or designee's responsibility to create and maintain a manual of all hiring procedures. <u>Recommendation:</u> Move forward to Board.
GM	Temporary Alternative Duty Incorporates Attorney Gorrow's recommendations to update legal references and maintain legal compliance. <u>Recommendation:</u> Adopt redline changes; move forward to Board.
IKF	Graduation Requirements Redlining incorporates Dr. Downing's changes. <u>Recommendation:</u> Adopt redline changes; move forward to Board.

Sep 13, 2024 | 📅 I-L Policy Review Committee

Attendees: Duncan Porter-Zuckerman Charley Hanson Siobhán Connelly Mary Moriarty
Heather Bullimore

PRC Review Only:

- **IKB** - Homework
- **IK** - Earning of High School Credit
- **GBEAA** - Confidentiality
- **IHCD** - Community College System of New Hampshire - Dual and Concurrent Enrollment:
Minor edits to reflect updated vocabulary and inclusion of Grade 10 per NH RSA; no substantive changes.

To Board:

- **GBEBC** - Gifts to School Personnel: Update legal reference to include NH Code of Conduct; change \$250 to \$100; move forward to Board for 1st reading.
- **GCA** - Professional Personnel - Teacher: Move to rescind as policy; retain as procedure. This will become a procedure within HR, with the addition of the following language: “all positions will have a job description that is current and accurate and maintained by the HR department and approved by the superintendent.”
- **GCG** - Substitute Teachers: Replace Superintendent with HR or designee; remove criminal background check; cross out “insofar as possible and keep substitute pay” and change it to “set by the Superintendent or their designee annually.” Make changes & move forward to Board for 1st reading.
- **GCG-1** - Long Term Substitutes: Rescind and consolidate with **GCG**. Add language: “superintendent will annually establish compensation for long-term substitutes.”

Return:

- **IKF** - Graduation Requirements: Add redlining from Dr. Downing & return to PRC.
- **GCCBC** - Family & Medical Leave Act: To be reviewed by Mrs. Dolloff.

Notes

- The Board discussed streamlining the policy review process. Minutes will be included with the Inter-Lakes School Board Agenda and policies that were reviewed with no changes will be provided as informational items only. The date of the PRC review will be added to these policies.
- Dr. Downing, ILMHS Principal, spoke to policies **IKB**, **IK**, **IKF**, and **IMBC**.

Continuing Employee Benefits

Individuals employed by the School District at the end of one school year (June), who have signed contracts to return and resume their duties in the ensuing school year (September), will have the appropriate amount of their medical and dental benefits paid by the District over the course of the summer.

However, individuals leaving the District's employment at the end of any given school year (June), who are not returning for the ensuing year (September), will have their benefits discontinued at the end of the current school year (June 30), or their last month of employment (which ever occurs first).

Individuals going on leave during the school year and returning at the beginning of the ensuing year will have their benefits re- as of September of the ensuing school year provided they have completed necessary paperwork (and meet timeline requirements) to re-enroll.

Individuals on unpaid leaves of absence may, at their own expense, continue payment for any benefits available to full time school employees of a similar classification.

All benefits entitlements as required by law, or the collective bargaining agreement, will be applied equally to all employees.

The Board reserves the right to waive the above policy or parts thereof as a result of extenuating circumstances made known to them in a timely manner by either the school superintendent and/or by a direct employee request for waiver.

Written: 07/17/92
Revised: 02/01/93
Approved: 02/08/93
Adopted: 03/08/93
Reviewed: 10/10/00

Retirement Benefits for Non-Bargaining Staff

The following retiring District employees: custodians, technicians, secretaries, office managers, and the athletic director, shall have their health and dental benefits continued with the following provisions:

Pursuant to the New Hampshire Retirement System policies, employees retiring from the Inter-Lakes School District must have a combination of years of service and age equal to a total of 70. To receive this benefit, employees must meet a minimum age requirement of 55 and a minimum requirement of ten (10) years of service to the Inter-Lakes School District.

Employees must be employed by the District at the time of retirement, qualify for District contribution to the health plan, and be actively enrolled in the health plan. Retiring employees may elect to pay the difference between a two-person plan and a family plan.

If retirement is due to a medical disability, the above age requirement may be disregarded as long as the employee has at least ten 10 years of service to the District.

This benefit is not available to any new employee hired after July 1, 2012.

Approved: 10/14/97

Revised: 10/10/00

Revised: 12/12/00

Revised: 04/09/13

Non-Bargaining Support Staff Insurance Benefits

As of July 1, 2012, all newly-hired, non-certified employees who work at least 35 hours per week for the school year shall be eligible for a single membership in a health (medical and dental) plan determined by the Inter-Lakes School Board. Additional coverage may be purchased at a cost to the employee equal to the difference between the single coverage cost and the two-person or family plan cost.

All year-round, non-certified employees will be eligible for a single, two-person or family health (medical and dental) plan offered by the district. Those employees who work less than full time will be eligible for a medical plan on a pro-rated basis commensurate with the percentage of time worked.

It is not the intent of this policy to adversely affect the health benefits current employees receive; therefore, those employees hired prior to July 1, 2012 will not experience a loss or reduction of benefits.

All employees shall participate in a cost sharing of the respective plans as determined by the Inter-Lakes School Board.

Adopted:	09/92
Revised:	02/01/93
Approved:	02/8/93
Revised:	10/94
Approved:	01/09/95
Revised:	10/10/00
Approved:	12/12/00
Revised:	08/14/12

Hiring for Athletic Assignments (Coaching)

Vacancies for school athletic assignments (coaching positions) will be announced by the building principal(s) and posted throughout the school district as the need arises. Such positions will be advertised (posted) within the schools for a period of five (5) days prior to seeking non-school employees to fill the specific position.

Individuals interested in assuming the responsibility of an athletic assignment as outlined in the Coaches' Handbook and as defined by the building principal or his/her designee (Athletic Director) will notify the principal in writing of his/her interest and qualifications for that coaching position.

Vacancies that occur during the summer which must be filled prior to the opening of school shall be posted on the District's website. Individuals may also submit letters of interest for specific positions to the appropriate building principal in advance of the summer break.

The principal, after review of all interested applicants, will bring the name of the recommended applicant before the superintendent for approval of that assignment.

Contracts will be offered to the respective individuals prior to the beginning of the academic year or the team's scheduled season of competition. Every attempt shall be made to fill vacancies at the earliest possible convenience.

Each coach will be evaluated each year by the building principal or the principal's designee.

If an offered contract is not returned signed within fifteen (15) days of issuance, or if the contract is altered, the position will be considered vacant.

Reviewed: 07/89
Approved: 09/25/89
Revised: 12/91
Approved: 02/10/92
Revised: 02/13/01
Approved: 07/24/01
Reviewed: 08/13/02
Reviewed: 11/12/13
Amended: 11/14/17

PERSONNEL

**GEA
(4211)**

Hiring Policy – Non-Certified Positions

The hiring of non-certified personnel shall be the responsibility of the Superintendent of Schools. The Superintendent may delegate said responsibility to others for screening applicants. Final recommendation shall be made to the Superintendent.

The Superintendent need not inform the Board of the hiring of non-certified personnel.

The Inter-Lakes School District is an equal opportunity employer and does not discriminate on the basis of race/ethnicity, color, religion, national origin, age, sex, disability, sexual orientation, or numbers of years of experience.

Adopted: 09/26/77
Reviewed: 10/79
Revised: 07/89
Adopted: 09/25/89
Revised: 08/93
Approved: 10/93
Revised: 09/12/00
Revised: 04/08/14

Hiring Policy – Teaching Positions

Applicants for a teaching position shall be reviewed by the building principal. The building principal will forward his/her candidate to the Superintendent with all paperwork completed. The Superintendent will nominate the final candidate to the Board.

All nominations shall be accompanied by specific background and other pertinent information about each candidate and the position for which he/she is being nominated.

The Board shall have sole right to hire and shall do so by a majority vote. The Board shall also have the right to refuse to hire a candidate nominated by the Superintendent and shall do so by a majority vote.

The Inter-Lakes School District is an equal opportunity employer and does not discriminate on the basis of race/ethnicity, color, religion, national origin, age, sex, disability, sexual orientation, or numbers of years of experience.

Adopted: 09/26/77

Reviewed: 10/79

Reviewed: 07/89

Adopted: 09/25/89

Revised: 08/93

Approved: 10/93

Revised: 03/07/97

Approved: 05/12/97

Approved: 10/13/15

Continuing Contract for Teachers

1. The School Board will determine, no later than March 15 of each year, or as is required by school statutes (RSA's) whether or not to re-employ a teacher for the next school year.
2. The Superintendent will notify each principal in writing of any probationary teachers on his/her staff due to receive continuing contracts.

Each principal will be asked to forward to the Superintendent a written recommendation for each of these probationary teachers before the first week in March stating:

- 1) that he/she is recommending without reservation the re-employment of said teacher, realizing the teacher will receive a "continuing contract" if given a contract for the following year, or,
 - 2) that he/she cannot recommend re-employment for said teacher.
3. The Superintendent will review all annual teacher evaluations conducted by the principals together with previous evaluations and determine those teachers who will be recommended for re-employment.
4. A notification will be sent to all teachers who are to be recommended for re-employment.
5. The Superintendent will assume responsibility for official notification of teachers not to be recommended.

Adopted: 06/01/71
Reviewed: 10/79
Revised: 10/80
Reviewed: 07/89
Adopted: 09/25/89
Revised: 08/09/99
Reviewed: 08/08/2000

Part-Time Personnel Job and Fringe Benefits

Individuals employed by the District on a continuous part-time basis will be entitled to all job and fringe benefits under the following circumstances.

- 1) Non-certified employees who are employed thirty-five (35) hours or more per week, e.g., secretaries, custodians.
- 2) Educational Assistants as outlined in the master agreement between the Inter-Lakes School Board and the Inter-Lakes Support Staff Association. Participation in the New Hampshire Employees' Retirement System is mandatory for individuals employed thirty (30) hours or more a week.
- 3) Certified employees in a half-time position as contracted by a pro-rated annual teaching contract. This will apply to teachers who are employed on a contractual basis for more than ninety-one (91) continuous school days, or through the remainder of the school year. Pro-ration is defined in the master agreement between the Inter-Lakes School Board and the Inter-Lakes Education Association. Participation in the New Hampshire Teachers' Retirement System is mandatory for individuals contracted at .8 FTE or more.
- 4) Benefits for non-certified employees who are contracted for less than thirty (30) hours per week will be entitled to only the following benefit(s):
 - Ten (10) pro-rated sick days accumulative to forty-five (45) days.
 - Two (2) pro-rated personal days.

Revised: 09/81
Revised: 07/89
Reviewed: 10/00
Revised: 11/14/00
Approved: 01/10/01
Revised: 08/12/14

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 administration; (4) notifying parents; and (5) filing accident/injury reports.

Emergency information will also 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
- Contact person's name and phone number(s)
- Additional contact information

Adopted: 08/14/18

PERSONNEL

GL

Call-in Pay for Custodians and Maintenance Personnel

When it is necessary to call in custodians or maintenance personnel for weather-related or facility emergencies, the employee(s) shall be paid on a time-and-a-half basis. No employee who is called in shall receive less than three hours' pay.

Written: 12/97
Approved: 01/12/98
Reviewed: 08/08/00
Revised: 03/24/09
Revised: 08/12/14

PERSONNEL

GO

Evaluation of Non-Certified Personnel

Evaluation of maintenance, custodial, and secretarial personnel will be performed by the immediate supervisor or the building level administrator on an annual basis. A written summary of job performance shall be submitted to the Superintendent annually.

Adopted: 11/16/87

Revised: 07/89

Reviewed: 09/25/89

Approved: 12/11/89

Revised: 09/12/00

Approved: 11/14/00

Revised: 04/08/14

Staff Identification

As one strategy to help keep the Inter-Lakes schools safe, all district employees are to wear photo identification throughout the workday. Clearly visible identification tags will be provided to all school visitors and visitors shall be required to wear the identification while on school grounds.

Written: 03/09/04
Approved: 08/10/04
Reviewed: 08/12/14

Hiring Procedural Manual

The Superintendent or his/her designee is responsible for establishing and maintaining a manual of all hiring procedures.

PRC: 9/20/24

Temporary Alternative Duty

In compliance with RSA 281-A:23-b, the Inter-Lakes School District will provide temporary alternative/transitional work opportunities to all employees temporarily disabled by a work-related injury or illness. Temporarily disabled will be defined as not able to perform tasks related to his/her job.

Purpose

The Inter-Lakes School District adopts the principle that it is important to provide meaningful work during the time of healing and strengthening following a work-related illness or injury; to retain the knowledge and expertise of the employee and maintain the dignity and respect of the employee associated with their respective positions. Temporary Alternative/Transitional Duty is meant to be temporary and transitional in nature to return the employee back to full duty. This program will last as long as the employee continues to transition back to the position at full duty, but not longer than 4 months. Once the transition stops, the temporary/transitional program the employee is participating in will be reevaluated by the Principal or Administrator. This program is not intended to address those situations in which an employee has been deemed to be permanently disabled and unable to resume their previous position.

Procedure

The injured employee shall have the treating physician complete the NH Workers' Compensation Medical Form based on the findings during the initial examination. Upon completion, the injured employee will be responsible for returning the form to the Principal.

The Principal or Administrator shall provide the treating physician with the appropriate outline of the present position with an essential task analysis as soon as possible after the injury occurs if lost time or restrictions are involved.

The District and employee shall have a joint responsibility to obtain needed medical information that will enable the employee to gradually increase the employee's duties to bring the employee back to the employee's original position.

The Principal will work with the employee to facilitate a safe return to work program with limitations listed by the treating physical. If necessary, the Principal may contact the treating physician if additional information is needed regarding the employee's limitation.

The employee will be responsible for obtaining an updated medical form completed by the treating physician following every medical appointment.

Additional modifications will be made to the Temporary Alternative/Transitional Duty as necessitated by the treating physician's NH Workers' Compensation Medical Form. The Principal or Administrator will be responsible for reviewing the appropriateness of continuing the program or duty assignments, as necessary.

Summary

The provisions of this policy are intended to comply with RSA 281-A:23-b, Alternative Work Opportunities as adopted into law on February 8, 1994, and LAB 504.04. To extent that this policy is ambiguous or contradicts the RSA or DOL regulations, the language of the RSA or DOL regulations will prevail.

Legal References:

RSA 281-A:23-b Workers' Compensation: Alternative Work Opportunities

NH Code of Administrative Rules: Lab_504.04 Development of Temporary Alternative Work

Approved: 01/10/17

PRC: 09/20/24

Graduation Requirements

In order for a student to participate in the graduation ceremony and be awarded a high school diploma, the student must have earned a minimum of 26 credits, as delineated below:

English	4 credits
Social Studies	3 ½ credits
<u>Personal Finance/Economics</u>	½ <u>1</u> credit
Science (YOG 2027 and earlier)	2 credits
<u>Science (YOG 2028 and beyond)</u>	<u>2.5 credits</u>
Mathematics	3 credits (including Algebra credit)
Physical Education	1 credit
<u>HealthWellness</u>	½ credit
Arts Education	½ credit
Information and Communications Technology	½ credit
Electives	<u>10</u> -10 ½ remaining credits

Total 26 credits

Students advance towards graduation by credits earned, not by years.

The principal shall determine the number of credits for students entering from other educational programs.

All Inter-Lakes High School students satisfactorily completing one year of an area vocational center program shall have their Inter-Lakes High School diploma requirement reduced by one and three-quarter (1.75) credits for each year of participation for a total not to exceed three (3) years or five and one-quarter (5.25) credits. This reduction in credits may only be applied to the student's elective credits.

A student satisfactorily completing an area vocational center program designed for one-half year shall have his/her diploma requirement reduced by three-quarters (.75) of a credit.

Revised: 03/83
 Revised: 07/89
 Adopted: 09/25/89
 Revised: 01/96
 Approved: 05/13/96
 Revised: 05/00
 Approved: 06/12/01
 Revised: 05/14/02
 Approved: 07/23/02
 Revised: 09/27/11
 PRC 09/20/24