



Pelham School Board Meeting Agenda
September 2nd, 2020
Meeting-6:30 pm
PES Library

AGENDA

1. Opening/Call to Order

1. Call to Order
2. Pledge of Allegiance
3. Public input/comment - The Board encourages public participation. Our approach is based on Policy BEDH. This includes these guidelines:
 - Please stay within the allotted three minutes per person.
 - Please give their name, address, and the group, if any, that is represented.
 - We welcome comments on our school operations and programs. In public session, however, the Board will not hear personal complaints of school personnel nor complaints against any person connected with the school system.
 - We appreciate that speakers will conduct themselves in a civil manner.
4. Opening Remarks: Superintendent and Student Representative

2. Presentations (If necessary)

3. Main Issues/Policy Update

1. Returning to Competition - Football and Cheer
 - Action Item: Athletic Director Todd Kress and Principal Dawn Mead will present the communication protocols now in place for possible COVID cases related to athletics. The Superintendent is seeking Board support for the recommendation to develop an interscholastic schedule for cheer and football for the fall 2020 season.
 - Materials Included:
 - Pelham High Athletics High Risk Sports Return to Competition
2. Reopening Update
 - Action Item: Superintendent McGee will update the Board on the work complete to reopen schools safely on September 9.
 - Materials Included:
 - Memorandum regarding Reopening Update 09.02.2020
3. Budget Review
 - Action Item: Business Administrator Deb Mahoney and Superintendent McGee will begin the presentation of the FY22 budget.
 - Materials Included:

- Action Sheet and FY2022 Budget Review

4. Policy Revision

- Action Item: The Policy Committee recommends is recommending these policies be adjusted as presented based on advice of the NHSBA and feedback from administration. This is a first read.
- Materials Included:
 - GBEAB - Mandatory Code of Conduct Reporting
 - GBEB-Staff Conduct
 - JLF-Reporting Child Abuse or Neglect
 - JICK-Pupil Safety and Violence Prevention
- Action Item: The Policy Committee recommends the Board immediately approve Policy ACAC to replace Policy GBAA and Policy JBAA. This is based on the NHSBA strong recommendation that school districts adopt this policy immediately. This is a first reading the the policy Committee
- Materials Included:
 - ACAC-Title IX Sexual Harassment and Grievance Process
 - JBAA-Sexual Discrimination
 - GBAA-Sexual Discrimination
- Action Item: The Policy Committee recommends these policies be reviewed with no changes. The district annual audit process recommends these policies be reviewed every five years. Deb Mahoney has reviewed then and recommends no changes. This is a first reading.
 - BBBA-Board Member Qualifications Policy
 - DA-Fiscal Management Goals
 - DB-Annual Budget
 - DBC-Budget Preparation
 - DEA-Revenues from Local Tax Sources
 - DFH-Student Activities Fund Management
 - DGA-Authorized Signatures
 - DG-Depository of Funds
 - DH-Bonded Employees
 - DID-Capital Assets Policy
 - DI-Fiscal Accounting and Reporting
 - DIH-Fraud Prevention and Fiscal Management
 - DJ-Purchasing
 - DKA-Payroll Procedures
 - DKC-Expense Reimbursements
 - DM-Cash in School Buildings
 - DO-Fund Balance

5. EFAA Policy Amendum

- Action Item: Business Administrator Deb Mahoney and Food Service Director Kelly Rambeau will present a proposed addendum to Policy EFAA
- Materials Included:

- Action Sheet and Policy EFAA

6. PESPA Memorandum of Agreement

- Action Item: Brenda Hobbs, PESPA President, and Superintendent McGee reached a tentative memorandum of agreement for impacts the changes in educational programming will have on terms and conditions for PESPA membership for the 2020-21 school year. PESPA membership approved the memorandum on Friday, August 28. The Memorandum aligns with the PEA agreement with adjustments made to fit the terms of the PESPA contract. No new language has been added that was not already adopted in the PEA agreement. We are seeking Board approval of this agreement.
- Materials Included:
 - PESPA Memorandum of Agreement

7. First Draft District Goals

- Action Item: Superintendent McGee will present a first draft of school district goals for the 2020-21 school year. He is seeking Board feedback on these goals.
- Materials Included:
 - DRAFT 2020-21 Pelham School District Goals and Objectives

8. Special Education Instructional Assistants Request

- Action Item: The Director of Student Services Kimverley Lessard and Superintendent McGee are requesting support for six additional Instructional Assistants that are a part of individual students' IEPs. These will be funded through offsets in the special education operating budget including in out of district placements.
- Materials Included:
 - Special Education IA Request

4. Old Business

- Board Member Reports – Committee reports, school activities and events, or other school related programs that board members have attended or participated in.

5. Housekeeping

- Adoption of Minutes
 - 8-5-20 SB Retreat Meeting Minutes
 - 8-19-20 Public Meeting Minutes
- Vendor and Payroll Manifests
 - AP090220 - \$566,291.10
 - 106 - \$501,249.90
- Correspondence & Information
 - NH State Annual Findings for Special Education
- Staffing Updates
 - Resignations:
 - Andrea Meyer-PMS-Part Time Computer Teacher

- Retirement:
 - Stephen Scaer-PHS-Special Education Teacher
- Medical Leave:
 - Leigh Ann Rosse-PHS-Foreign Language Teacher
- Nominations:
 - Kim Cloutier-PMS-Special Education Coordinator
 - Annette Zandieh-PES-LTS Grade 1
 - Nicole Covart-PES-Special Education Coordinator
 - Cheyanne DeMattia-PES-Grade 5 Interm Teacher
 - Mark MacDonald-PHS-Special Education Teacher
Case Manager
 - Christopher Mazzone-PMS-Interim Principal
 - Angela Portalla-PES Special Education Teacher

6. Future Agenda Planning

7. Future Meetings:

- | | | |
|-----------|-----------------------|-----|
| ● 9/9/20 | Board Meeting 6:30 PM | PES |
| ● 9/16/20 | Board Meeting 6:30 PM | PES |

8. Non-Public Session* (if necessary)

***Rules for a non-public session 91-A:3 Nonpublic Sessions.**

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 affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant.

(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. Any application filed for tax abatement, pursuant to law, with any body or board shall not constitute a threatened or filed litigation against any public body for the purposes of this subparagraph.

(f) Consideration of applications by the adult parole board under RSA 651-A.

(g) Consideration of security-related issues bearing on the immediate safety of security personnel or inmates at the county or state correctional facilities by county correctional superintendents or the commissioner of the department of corrections, or their designees.

(h) Consideration of applications by the business finance authority under RSA 162-A:7-10 and 162-A:13, where consideration of an application in public session would cause harm to the applicant or would inhibit full discussion of the application.

(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, which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general public or the school district that is considering a contract, including any meeting between the school boards, or committees thereof, involved in the negotiations. A contract negotiated by a school board shall be made public prior to its consideration for approval by a school district, together with minutes of all meetings held in nonpublic session, any proposals or records related to the contract, and any proposal or records involving a school district that did not become a party to the contract, shall be made public. Approval of a contract by a school district shall occur only at a meeting open to the public at which, or after which, the public has had an opportunity to participate.

(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.



**PELHAM HIGH
ATHLETICS HIGH RISK
SPORTS RETURN TO
COMPETITION**

PREFACE:

The following proposal is put forth on behalf of Pelham High Athletics to assist the Pelham School Board and the Superintendent in determining the best possible approach to the upcoming Fall 2020 athletic season.

The uncertainty that exists at this time creates a challenge as to whether or not to return to competition under the NHIAA Phase 3 Guidelines. Pelham High School acknowledges that athletic participation is voluntary, and for many, it is a critical part of the educational experience for both physical and psychological development and well-being.

The Pelham High Athletic Dept. has considered several factors when making the decision as to whether or not to return to competition this Fall. The safety of our athletes, coaches and spectators is our top priority.

- Considering the current active cases in our area, what is the current risk of contracting COVID-19 for our student-athletes? Coaches? In our community? At other schools?
- What are the risks to the health of our student-athletes if they don't have athletics?
 1. Grades decline
 2. Mental Health (depression, anxiety)
 3. Unhealthy lifestyle, weight gain
 4. Social development

Currently statewide athletics and athletic competitions within New Hampshire are allowed under the Governor's Youth Sports NH Guidelines. Additionally, we believe that our student-athletes will benefit more both physically and mentally by playing for PHS, being a Python again.

- We will monitor practices for safety protocols
- We will educate our coaching staffs correctly
- We will control physical distancing whenever possible
- We will decrease the amount of exposure they have to outside communities by creating a regional, limited schedule.

The Pelham High Athletic Department recognizes that accurate and prompt communication between athletes, families, coaching staffs, administration, superintendent and town health officials is vital to the success of this plan.

Protocol: Regards Covid Positive Student Athlete

Proper Reporting, Documentation, and Communication

Safety is our primary concern. It is imperative that we have the correct documentation and information for our student athletes. This will allow us to communicate in a timely and consistent method.

We will use the following practice:

1. The coach will have the following information readily available: the student athlete's email, the student athlete's cell phone number, the parent of the student athlete's email, a home phone number, and a parent's cell phone number.
2. Upon a student athlete or family confirming a positive test or symptoms, the coach will immediately contact the Athletic Director. If not available, contact the Principal.
3. The coach will provide the Athletic Director with a list of student athletes in the 'pod' that had contact with or exposure to the 'positive' student athlete.
4. The AD or principal will coordinate with the Superintendent (or designee) who works with Pelham Public Health to determine a course of action.
5. The Athletic Director will contact all student athletes that were possibly exposed and their parents. **An email with:** the Superintendent's letter, a summary of the safety protocols and practices that have been used by the team, and any other pertinent and shareable information about potential risk of exposure. This will be sent to all student athletes and their parents.
6. The Athletic Director will contact via phone call all above mentioned parties.
7. The Athletic Director will meet with the identified Coach and Team after quarantine to review all protocols.
8. A coaches meeting to review safety protocols, face coverings, and physical distancing will be scheduled by the Athletic Director for the week of August 24th. The Principal will be in attendance.

Protocol: Documentation of Athletes - Preseason, During Season, and Postseason

Documentation and Communication

It is imperative that we have the correct documentation and information for our student athletes. This will allow us to communicate in a timely and consistent method.

1. As of 8/19/2020 the expectation is that any student athlete participating in a practice and/or workout on campus whether it be preseason, during season, or post season will provide the coach or supervisor the following information: student email, student cell phone number, parent email, a parent cell phone number, and a home phone number.
2. This information will be shared with the Athletic Director who will keep a master list and provide a copy to the Office of the Principal (or designee).
3. Coaches are responsible for having this information available at all times.
4. Any injury or illness will be communicated to the Athletic Director who will follow the protocol in place for communication and dissemination of information.

NHIAA HIGH RISK SPORTS

FOOTBALL:

Pelham High Athletics understands that at times football does not allow for physical distancing. Nevertheless, NHIAA and NH DHHS both support our position that screening, physical distancing when possible, educated coaching staff and cleaning protocols will be sufficient for student-athletes to be safe. Steps that Pelham High Athletics will take to minimize the risks associated with football will be:

- Schedule as regional a schedule as possible, still allowing for fair and safe competition.

- Limit practice sessions to a 2 hour maximum, allowing for sanitizing and hydration breaks.
- Require athletes to wear masks while changing in the locker room, heading out to practice and leaving practice.
- Require coaches to wear masks when they have to address/work with athletes closer than 6 feet.
- Do not allow athletes to re-enter the locker room after practices, but to go immediately home.
- Have coaches run physical distancing drills and exercises in practice, whenever possible.
- Limit the weight room to 50% capacity and require athletes and coaches to wear masks unless they are the one on the apparatus. Follow NHIAA protocols for spotting to be done from the sides and not behind the active lifter.
- Assign Mondays to be a full social distance practice each week with no contact, game film (via zoom meeting), weight room and cardio drills allowed with social distancing in place throughout.
- Limit the football team to travel with 40 or less athletes to away games, 20 per bus maximum. Require masks, as is true for all our fall teams.
- Assign one coach to be responsible for physical distancing at home games. Require each athlete to stand 6 feet from each other while not on the field of play.
- Do not allow sharing of water bottles or community water stations.
- Disinfect all shared equipment after each practice session.

FALL COMPETITION CHEERLEADING:

Pelham High Athletics understands that at times competition cheer does not allow for full physical distancing. Nevertheless, NHIAA and NH DHHS both support our position that screening, physical distancing when possible, educated coaching staff and cleaning protocols will be sufficient for student-athletes to be safe. Steps that Pelham High Athletics will take to minimize the risks associated with competition cheer will be:

- Require athletes to wear masks while changing, walking into practice and when leaving practice.
- All practices will take place either outside or in the Pelham High gymnasium to maximize space. No cafeteria or hallway practices will be allowed.
- Require coaches to wear masks at practices when they can not maintain physical distancing from their athletes.
- Limit practice sessions to a 2 hour maximum, allowing for sanitizing and hydration breaks.

- After stunting, each member of any stunt group must either wash their hands or sanitize their hands immediately before returning to the mat.
- Stunt groups should be kept consistent once the coach has decided on them for the season. This will limit exposure within each practice.
- Stunting will be limited to 2 practices a week.
- Coaches will run physical distancing drills and exercises in practice, whenever possible.
- Do not allow sharing of water bottles or community water stations.
- Do not allow athletes to re-enter the locker room after practices, but to go immediately home.
- Cheer mats will be disinfected each day after practice.
- Cheerleaders will not cheer at away football games. At home football games they will sideline cheer with no stunting while maintaining physical distancing.

Participation in Pelham High Athletics

Release, Waiver and Hold Harmless Form

No student will be allowed to participate in athletics until this form is returned to the coach or Athletic Director.

As the parent/ legal guardian I authorize my child's full participation in athletics, band, chorus, and other extracurricular activities (collectively, "activities") at Pelham High School and acknowledge that participation in these activities is completely voluntary. I further understand that my or my child's failure to comply with the guidelines established by Pelham School District regarding safety, including guidelines related to limiting the spread of COVID-19, or to comply with the instructions of coaches, trainers, advisors, and activity leaders regarding such guidelines, will result in my child's removal from participation in these activities at Pelham High School.

Assumption of Risk and Medical Clearance

I agree and understand that participating in activities with other students carries inherent risks including potential exposure to or contraction of COVID-19 or other infectious diseases, injuries (whether severe or minor), permanent damage, or even death. This assumption of risk includes participation in activities on or off the campus of Pelham School District, and includes the risks associated with participation athletics during the COVID-19 pandemic. My child is covered with family insurance in the event of an accident or injury. I attest my child is in good health and has no restrictions covering participation in the activities, including any symptoms of COVID-19. I agree that if my child experiences any symptoms related to COVID-19, including cough, shortness of breath or difficulty breathing, nasal congestion, fatigue, fever, chills, muscle aches, headaches, sore throat, nausea or vomiting, diarrhea, and/or loss of taste or smell, my child will not participate in activities until their symptoms have cleared and they produce a negative test for COVID-19.

I agree and understand there are specific guidelines in place in order to participate in activities and understand that even if coaches, trainers, advisors, activity leaders, and students follow these guidelines, Pelham School District cannot guarantee that students will not contract COVID-19 while participating in activities.

Release, Waiver, and Hold Harmless Agreement

In consideration for my child's participation in activities at Pelham High School, I, (for myself and on behalf of my minor child), agree to forever release and discharge Pelham School District and its Administration, faculty, employees, volunteers and other agents and representatives (together, the "Released Parties") from, and agree not to sue for any and all liability or claims I (or my child) may have for any causes of action, liability, losses, or damages arising or resulting from property damage and loss, personal injury, emotional distress, illness, disability, or death, related to my child's participation in activities, including participation in activities during the COVID-19 pandemic. This release, waiver and hold harmless agreement is for any type of claim, including breach of contract, negligence, fraud, or any other type of suit and includes losses alleged to be caused by the negligence of Pelham School District and the Released Parties, to the fullest extent permitted by law but does not include claims for intentional wrongdoing.

Activity: _____

Student Name: _____

Student Signature: _____ Date: _____

Parent Name: _____

Parent Signature: _____ Date: _____

To: Pelham School Board
From: Chip McGee, Superintendent
Re: Reopening Plans
Date: September 2, 2020

We are in the midst of a very complex and exhilarating reopening process here in Pelham. This memo shares some key details about changes in processes to keep the Board up to date.

Key Details

- High School Study Hall - In order to fill some schedules for ninth graders at the high school, we have had to include study hall as an option. This will be for 2020-21 only.
- Middle School Study Hall - Due to complex staffing for Unified Arts and an unfilled position, Middle School students may have a study hall to begin the year and Remote students will begin the year with one UA instead of two.
- COVID Classroom Capacity - We are posting a COVID capacity for classrooms, break rooms and meeting rooms throughout the district. Teachers have been working on room layouts and have had unnecessary furniture removed. Administrators are reviewing the layout and determining room capacity based on physical distancing guidelines and instructional needs. At Pelham Elementary School, some classrooms can accommodate up to 24 students.
- CTE Access - Our CTE programs at Pinkerton and Alvirne High School are planning to be operational. Both schools have offered increased flexibility on parking and student transportation. We are striving to coordinate ways for all students to provide their own ride or to carpool. Both require parental permission.

**PELHAM SCHOOL DISTRICT
SCHOOL BOARD MEETING DATE 2020.09.02**

AGENDA ITEM: FY2022 REQUESTED BUDGET REVIEW

ACTION PRESENTATION X INFORMATION

=====

BACKGROUND:

Tonight's meeting begins the School Board's review of the Principals and Directors budgetary requests for Fiscal Year 2022. These Level 1 requests will be presented at the functional account level of responsibility by members of the leadership team over three board meeting dates. This is the schedule.

- Sept 2: SAU, School Board, Curriculum and Transportation
- Sept 9: PES, PMS and PHS
- Sept 16: Nutrition Services, Facilities, Technology, Special Services, Salary Guidelines
- Sept 30: All Salaries and Benefits will be included in the Superintendent Budget presentation.
- Oct 7: The School Board will consider and vote on their Recommended Budget.
- Oct 16: The budget committee will receive their electronic version of the budget book.

The budget development guidelines were distributed to the leadership team at the start of the process in June. They are included for reference.

Budget Development Guidelines

For FY22, the Superintendent-Elect has provided guidance to prepare a level-services budget. This means that the initial budget development should only include increases and decreases based on anticipated increases (or decreases) in cost and enrollment fluctuations. This is because the negative economic impact of the pandemic is unknown and potentially significant.

Additionally, the Superintendent-Elect has asked that the budget process also include a separate itemized list of the items needed to deliver our desired programs of study. Each of these additional items should contain a cost of implementation and a brief justification.

We will take a district-wide approach to ensure that our limited resources are allocated in such a manner as to allow each school to successfully deliver their programs. Our goal will be to match our budget to the economic reality of the community as it emerges in September and October of 2020.

We have set a goal to stay within inflationary increases as much as possible unless the increase can be justified as being related to a strategic goal. In addition, the Board will see items that are “deferred” from the current fiscal year 2021 based on COVID emergency impacts.

The Board will hear the requests as presented by the administrator responsible for that area (Level 1). The Superintendent will post changes to those requested budgets (Level 2) and present to the Board on September 30. We will take a district-wide approach to ensure that our limited resources are allocated in such a manner that will allow each school to successfully deliver their programs.

FISCAL IMPLICATIONS: To be presented at Superintendent Level (after Salaries and Benefits have been included).

RECOMMENDATION: None at this time.

Presented by: Leadership team members.

PELHAM SCHOOL DISTRICT
FY 2022 BUDGET DETAIL REPORT BY FUNCTION

Budget Unit	Account	Account Title	FY 2019 EXPENDITURES	FY 2020 ADJUSTED BUDGET	FY 2020 EXPENDITURES	FY 2021 ADJUSTED BUDGET	2022 REQUESTED BUDGET	BUDGET INCREASE/ (DECREASE)
10 - GENERAL FUND								
2321 - SUPERINTENDENT SERVICES								
<u>SUPERINTENDENT SERVICES</u> <u>90 - SAU #28</u>								
1090232100	130	OVERTIME SALARIES	\$ 0.00	\$ 0.00	\$ 278.51	\$ 0.00	\$ 0.00	\$ 0.00
1090232100	275	WORKSHOPS NON-UNION	\$ 2,759.00	\$ 3,985.00	\$ 2,140.00	\$ 3,985.00	\$ 3,235.00	(\$ 750.00)
		STATE CONFERENCE	\$ 685.00					
		OTHER WORKSHOPS	\$ 500.00					
		NHSAA SEASON PASS	\$ 2,050.00					
1090232100	330	PROFESSIONAL SERVICES	\$ 22,462.07	\$ 12,500.00	\$ 13,709.67	\$ 12,500.00	\$ 12,500.00	\$ 0.00
		OUTSIDE SPEAKERS	\$ 1,500.00					
		PUBLIC RELATIONS SUPPORT	\$ 1,000.00					
		WEBSITE DESIGN AND MAINTENANCE SERVICES	\$ 10,000.00					
1090232100	421	UTILITIES-DISPOSAL	\$ 0.00	\$ 250.00	\$ 37.49	\$ 250.00	\$ 250.00	\$ 0.00
		DOCUMENT SHREDDING	\$ 250.00					
1090232100	433	CONTRACTED REPAIR & MAINT	\$ 5,640.96	\$ 5,460.00	\$ 4,166.87	\$ 5,460.00	\$ 5,460.00	\$ 0.00
		ANNUAL COPIER SERVICE AGREEMENT FOR SAU	\$ 0.00					
		INCLUDES SERVICE AND TONER	\$ 5,460.00					
1090232100	442	RENTAL/LEASE EQUIPMENT	\$ 6,034.87	\$ 5,735.00	\$ 4,775.10	\$ 4,700.00	\$ 4,700.00	\$ 0.00
		CANNON 8585I COPIER ANNUAL LEASE PAYMENT	\$ 4,700.00					
1090232100	534	POSTAGE/GENERAL EXPENSES	\$ 3,190.46	\$ 4,500.00	\$ 2,440.56	\$ 3,850.00	\$ 3,850.00	\$ 0.00
		BASED ON AVERAGE OF PRIOR YR ACTUALS	\$ 3,850.00					
1090232100	540	ADVERTISING	\$ 270.00	\$ 1,050.00	\$ 771.30	\$ 650.00	\$ 0.00	(\$ 650.00)
		THIS LINE HAD BEEN USED FOR SPECIAL ED-CHILD FIND	\$ 0.00					
		ANNUAL ADVERTISING REQUIREMENT. MOVED TO SPECIAL ED	\$ 0.00					
1090232100	550	PRINTING	\$ 300.00	\$ 1,200.00	\$ 213.98	\$ 1,200.00	\$ 1,200.00	\$ 0.00
		SAU PRINTING	\$ 1,200.00					
1090232100	580	TRAVEL & MILEAGE	\$ 4,277.03	\$ 3,750.00	\$ 529.81	\$ 3,750.00	\$ 1,200.00	(\$ 2,550.00)
		STATE CONFERENCE	\$ 500.00					
		MILEAGE REIMBURSEMENT	\$ 700.00					
1090232100	610	SUPPLIES	\$ 601.82	\$ 1,000.00	\$ 403.50	\$ 1,000.00	\$ 1,000.00	\$ 0.00
		SUPERINTENDENT SUPPLIES	\$ 1,000.00					
1090232100	644	PUBLICATIONS	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 200.00	\$ 200.00
		EAGLE TRIBUNE DISTRICT SUBSCRIPTION	\$ 200.00					

PELHAM SCHOOL DISTRICT
FY 2022 BUDGET DETAIL REPORT BY FUNCTION

Budget Unit	Account	Account Title	FY 2019 EXPENDITURES	FY 2020 ADJUSTED BUDGET	FY 2020 EXPENDITURES	FY 2021 ADJUSTED BUDGET	2022 REQUESTED BUDGET	BUDGET INCREASE/ (DECREASE)
2321 - SUPERINTENDENT SERVICES								
1090232100	810	DUES AND FEES	\$ 2,711.00	\$ 3,550.00	\$ 2,634.00	\$ 3,560.00	\$ 3,060.00	(\$ 500.00)
		NHSAA MEMBERSHIP	\$ 2,000.00					
		AASA MEMBERSHIP	\$ 460.00					
		SOUTH CENTRAL NHSAA	\$ 200.00					
		OTHER ORGANIZATIONS: ASCD	\$ 400.00					
1090232100	890	MISCELLANEOUS	\$ 10,115.48	\$ 8,600.00	\$ 11,862.76	\$ 8,600.00	\$ 8,600.00	\$ 0.00
		OPENING DAY BREAKFAST EXPENSE, LEVEL FUNDED	\$ 1,000.00					
		LEADERSHIP MEETING EXPENSES	\$ 1,100.00					
		LEADERSHIP RETREAT	\$ 2,750.00					
		ANNUAL DISTRICT COOKOUT, LEVEL FUNDED	\$ 3,500.00					
		20 YEAR STAFF RECOGNITION	\$ 250.00					
<u>TOTAL SUPERINTENDENT SERVICES</u>			\$ 58,362.69	\$ 51,580.00	\$ 43,963.55	\$ 49,505.00	\$ 45,255.00	(\$ 4,250.00)
TOTAL 2321 - SUPERINTENDENT SERVICES			\$ 58,362.69	\$ 51,580.00	\$ 43,963.55	\$ 49,505.00	\$ 45,255.00	(\$ 4,250.00)
2510 - BUSINESS/FINANCE SERVICES								
<u>DW BUSINESS & FINANCE</u>								
<u>00 - DISTRICT-WIDE</u>								
1000251000	446	RENTAL/LEASE SOFTWARE	\$ 5,643.80	\$ 5,200.00	\$ 4,909.60	\$ 5,177.00	\$ 13,407.00	\$ 8,230.00
		SCHOOL MESSENGER -NOTIFICATION SYSTEM	\$ 4,000.00					
		SCHOOL MESSENGER -SECUREFILE SYSTEM	\$ 1,177.00					
		ZOOM SERVICE, WITH LARGE GROUP ADD ON	\$ 5,640.00					
		PANDADOC, 6 LICENSES, 1 BUSINESS PLAN WITH BULK FEATURE	\$ 2,590.00					
1000251000	550	PRINTING	\$ 540.00	\$ 400.00	\$ 464.58	\$ 400.00	\$ 400.00	\$ 0.00
		PRINTING OF DISTRICT SAFETY MANUAL FOR NEW HIRES	\$ 400.00					
1000251000	610	SUPPLIES	\$ 500.00	\$ 1,000.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 0.00
		SAFETY COMMITTEE (JLMC) SUPPLIES, LEVEL FUND	\$ 500.00					
1000251000	650	SOFTWARE	\$ 2,930.35	\$ 1,650.00	\$ 3,256.00	\$ 3,417.00	\$ 3,417.00	\$ 0.00
		STUDENT ACTIVITY FUNDS SOFTWARE SUPPORT	\$ 0.00					
		SILVER, UP TO 8 USERS, INCLUDES 20% DISCOUNT	\$ 3,417.00					
1000251000	890	MISCELLANEOUS	\$ 4,905.89	\$ 2,614.00	\$ 102.56	\$ 3,063.00	\$ 4,063.00	\$ 1,000.00
		ANNUAL PUBLIC PERFORMANCE LICENSE, LEVEL FUND	\$ 1,563.00					
		STAFF IMMUNIZATION HEP A/B	\$ 500.00					
		NUTRITION MEALS UNCOLLECTIBLE FUNDS	\$ 2,000.00					

PELHAM SCHOOL DISTRICT
FY 2022 BUDGET DETAIL REPORT BY FUNCTION

Budget Unit	Account	Account Title	FY 2019 EXPENDITURES	FY 2020 ADJUSTED BUDGET	FY 2020 EXPENDITURES	FY 2021 ADJUSTED BUDGET	2022 REQUESTED BUDGET	BUDGET INCREASE/ (DECREASE)
2510 - BUSINESS/FINANCE SERVICES								
TOTAL DW BUSINESS & FINANCE			\$ 14,520.04	\$ 10,864.00	\$ 9,232.74	\$ 12,557.00	\$ 21,787.00	\$ 9,230.00
2510 - BUSINESS/FINANCE SERVICES								
BUSINESS/FINANCE SERVICES 90 - SAU #28								
1090251000	130	OVERTIME SALARIES	\$ 656.87	\$ 750.00	\$ 545.25	\$ 750.00	\$ 750.00	\$ 0.00
		FINANCE STAFF OVERTIME (MAY BE PAID AS EXTRA HOURS)	\$ 750.00					
1090251000	275	WORKSHOPS NON-UNION	\$ 3,695.00	\$ 5,825.00	\$ 3,008.08	\$ 5,825.00	\$ 5,825.00	\$ 0.00
		NHSAA SEASON PASS	\$ 2,050.00					
		TRI-STATE ASBO & NNE FACILITY MASTERS CONFERENCES	\$ 375.00					
		ASBO INTL CONFERENCE REQUIRED BY CONTRACT	\$ 750.00					
		EFINANCEPLUS TRAINING	\$ 1,000.00					
		SUNGARD USER CONFERENCE	\$ 900.00					
		MISC BUSINESS/FINANCE STAFF WORKSHOPS	\$ 750.00					
1090251000	330	PROFESSIONAL SERVICES	\$ 7,200.00	\$ 7,200.00	\$ 7,200.00	\$ 7,300.00	\$ 5,300.00	(\$ 2,000.00)
		FULL GASB 75 VALUATION FOR AUDIT	\$ 5,300.00					
1090251000	446	RENTAL/LEASE SOFTWARE	\$ 37,355.43	\$ 44,000.00	\$ 45,468.39	\$ 44,030.00	\$ 45,400.00	\$ 1,370.00
		E-FINANCEPLUS ANNUAL ASP SERVICES PER CONTRACT (CURRENT RATE PLUS ESTIMATED PRICE INCREASE)	\$ 0.00					
		EFP CUSTOMIZATION SUPPORT SERVICES	\$ 2,800.00					
		EFP CUSTOMIZATION/CONSULTING SUPPORT	\$ 4,000.00					
1090251000	580	TRAVEL & MILEAGE	\$ 4,706.66	\$ 4,600.00	\$ 1,207.35	\$ 4,600.00	\$ 4,600.00	\$ 0.00
		TRI-STATE ASBO AND FACILITIES CONFERENCES	\$ 700.00					
		ASBO INTL CONFERENCE REQUIRED BY CONTRACT	\$ 1,800.00					
		SUNGARD USER CONFERENCE	\$ 1,200.00					
		MILEAGE REIMBURSEMENT	\$ 900.00					
1090251000	610	SUPPLIES	\$ 5,465.86	\$ 6,335.00	\$ 6,027.14	\$ 6,899.00	\$ 6,300.00	(\$ 599.00)
		BUSINESS/FINANCE AND ALL SAU GENERAL SUPPLIES BASED ON PRIOR YEAR	\$ 0.00					
			\$ 6,300.00					
1090251000	738	EQUIPMENT-REPLACEMENT	\$ 1,545.71	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
1090251000	810	DUES AND FEES	\$ 2,083.53	\$ 2,207.00	\$ 2,212.17	\$ 2,245.00	\$ 2,245.00	\$ 0.00
		NHASBO/ASBO INTL MEMBERSHIP, LEVEL FUNDED	\$ 430.00					
		NHSAA MEMBERSHIP, LEVEL FUNDED	\$ 1,340.00					
		AMERICAN PAYROLL ASSOCIATION	\$ 250.00					

PELHAM SCHOOL DISTRICT
FY 2022 BUDGET DETAIL REPORT BY FUNCTION

Budget Unit	Account	Account Title	FY 2019 EXPENDITURES	FY 2020 ADJUSTED BUDGET	FY 2020 EXPENDITURES	FY 2021 ADJUSTED BUDGET	2022 REQUESTED BUDGET	BUDGET INCREASE/ (DECREASE)
2510 - BUSINESS/FINANCE SERVICES								
		SUNGARD NATIONAL USER GROUP MEMBERSHIP	\$ 225.00					
1090251000	890	MISCELLANEOUS	\$ 0.00	\$ 0.00	\$ 225.25	\$ 0.00	\$ 0.00	\$ 0.00
TOTAL BUSINESS/FINANCE SERVICES			\$ 62,709.06	\$ 70,917.00	\$ 65,893.63	\$ 71,649.00	\$ 70,420.00	(\$ 1,229.00)
TOTAL 2510 - BUSINESS/FINANCE SERVICES			\$ 77,229.10	\$ 81,781.00	\$ 75,126.37	\$ 84,206.00	\$ 92,207.00	\$ 8,001.00
2830 - HR STAFF SERVICES								
HR STAFF SERVICES _____ 90 - SAU #28								
1090283000	130	OVERTIME SALARIES	\$ 437.90	\$ 0.00	\$ 400.63	\$ 500.00	\$ 500.00	\$ 0.00
		NEEDED FOR PEAK PERIODS, BASED ON HISTORY	\$ 500.00					
1090283000	275	WORKSHOPS NON-UNION	\$ 949.00	\$ 1,825.00	\$ 716.76	\$ 1,825.00	\$ 1,825.00	\$ 0.00
		NATIONAL CONFERENCE REQUIRED BY CONTRACT	\$ 750.00					
		EFP POWERSCHOOL CONFERENCE	\$ 750.00					
		LEGAL SEMINAR AND MISC. WORKSHOPS	\$ 325.00					
1090283000	280	NEW HIRE EXPENSES	\$ 9,037.15	\$ 12,100.00	\$ 4,800.75	\$ 9,100.00	\$ 9,100.00	\$ 0.00
		NEW HIRE EXPENSES, BASED ON FY19 ACTUALS	\$ 0.00					
		PRE-EMPLOYMENT PHYSICALS	\$ 4,600.00					
		CRIMINAL RECORDS CHECK FEES	\$ 4,500.00					
1090283000	330	PROFESSIONAL SERVICES	\$ 497.50	\$ 1,500.00	\$ 1,777.60	\$ 1,500.00	\$ 1,700.00	\$ 200.00
		CONTRACTED HR SERVICES, 403B ADMINISTRATION FEES	\$ 0.00					
		INCREASE BASED ON EMPLOYEE PARTICIPATION	\$ 1,700.00					
1090283000	446	RENTAL/LEASE SOFTWARE	\$ 2,450.00	\$ 11,854.00	\$ 13,319.58	\$ 13,595.00	\$ 14,355.72	\$ 760.72
		APPLITRACK RECRUITING SOFTWARE	\$ 0.00					
		LEVEL FUNDED	\$ 2,524.00					
		ABSENCE MANAGEMENT, SUBSTITUTE MANAGEMENT	\$ 0.00					
		SOFTWARE SUBSCRIPTION, FY21 PLUS EST INCREASE	\$ 11,831.72					
1090283000	540	ADVERTISING	\$ 0.00	\$ 1,500.00	\$ 1,100.00	\$ 750.00	\$ 750.00	\$ 0.00
		RECRUITING ADVERTISING, REDUCED	\$ 750.00					
1090283000	580	TRAVEL & MILEAGE	\$ 1,179.78	\$ 3,500.00	\$ 1,192.75	\$ 3,500.00	\$ 3,500.00	\$ 0.00
		NATIONAL CONFERENCE REQUIRED BY CONTRACT	\$ 1,800.00					
		EFP POWERSCHOOL CONFERENCE	\$ 1,200.00					
		MILEAGE REIMBURSEMENT	\$ 500.00					
1090283000	610	SUPPLIES	\$ 23.58	\$ 300.00	\$ 479.03	\$ 300.00	\$ 300.00	\$ 0.00

PELHAM SCHOOL DISTRICT
FY 2022 BUDGET DETAIL REPORT BY FUNCTION

Budget Unit	Account	Account Title	FY 2019 EXPENDITURES	FY 2020 ADJUSTED BUDGET	FY 2020 EXPENDITURES	FY 2021 ADJUSTED BUDGET	2022 REQUESTED BUDGET	BUDGET INCREASE/ (DECREASE)
2830 - HR STAFF SERVICES								
		SUPPLIES, LEVEL FUNDED	\$ 300.00					
1090283000	737	FURNITURE-REPLACEMENT	\$ 436.54	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
1090283000	810	DUES AND FEES	\$ 290.60	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 0.00
		SHRM MEMBERSHIP	\$ 225.00					
		MAHRA MEMBERSHIP	\$ 75.00					
<u>TOTAL HR STAFF SERVICES</u>			\$ 15,302.05	\$ 32,879.00	\$ 24,087.10	\$ 31,370.00	\$ 32,330.72	\$ 960.72
TOTAL 2830 - HR STAFF SERVICES			\$ 15,302.05	\$ 32,879.00	\$ 24,087.10	\$ 31,370.00	\$ 32,330.72	\$ 960.72
TOTAL 10 - GENERAL FUND			\$ 150,893.84	\$ 166,240.00	\$ 143,177.02	\$ 165,081.00	\$ 169,792.72	\$ 4,711.72

PELHAM SCHOOL DISTRICT
FY 2022 BUDGET DETAIL REPORT BY FUNCTION

Budget Unit	Account	Account Title	FY 2019 EXPENDITURES	FY 2020 ADJUSTED BUDGET	FY 2020 EXPENDITURES	FY 2021 ADJUSTED BUDGET	2022 REQUESTED BUDGET	BUDGET INCREASE/ (DECREASE)
10 - GENERAL FUND								
2311 - SCHOOL BOARD SERVICES								
<u>SCHOOL BOARD SERVICES</u> <u>01 - SCHOOL BOARD</u>								
1001231100	275	WORKSHOPS NON-UNION	\$ 85.00	\$ 215.00	\$ 250.00	\$ 215.00	\$ 215.00	\$ 0.00
		SCHOOL BOARD MEMBER WORKSHOPS	\$ 215.00					
1001231100	540	ADVERTISING	\$ 1,146.37	\$ 1,500.00	\$ 1,499.50	\$ 1,500.00	\$ 1,500.00	\$ 0.00
		ADVERTISEMENTS FOR SCHOOL BOARD NOTICES	\$ 500.00					
		MAILERS -VOTING	\$ 1,000.00					
1001231100	550	PRINTING	\$ 2,488.19	\$ 1,300.00	\$ 1,826.12	\$ 1,350.00	\$ 1,350.00	\$ 0.00
		MAILERS -VOTING	\$ 1,100.00					
		INFORMATION BROCHURES	\$ 250.00					
1001231100	610	SUPPLIES	\$ 82.95	\$ 1,100.00	\$ 196.13	\$ 1,100.00	\$ 1,100.00	\$ 0.00
		SUPPLIES	\$ 1,100.00					
1001231100	734	EQUIPMENT-ADDITIONAL	\$ 0.00	\$ 0.00	\$ 3,585.00	\$ 745.00	\$ 0.00	(\$ 745.00)
1001231100	810	DUES AND FEES	\$ 5,569.85	\$ 6,350.00	\$ 5,319.85	\$ 5,350.00	\$ 5,350.00	\$ 0.00
		NHSBA MEMBERSHIP	\$ 4,900.00					
		NHSBA POLICY SUBSCRIPTION	\$ 450.00					
1001231100	890	MISCELLANEOUS	\$ 108.40	\$ 2,500.00	\$ 154.40	\$ 2,500.00	\$ 1,500.00	(\$ 1,000.00)
		COMMITTEE EXPENSES	\$ 1,000.00					
		DISTRICT MEETING COSTS	\$ 500.00					
<u>TOTAL SCHOOL BOARD SERVICES</u>			\$ 9,480.76	\$ 12,965.00	\$ 12,831.00	\$ 12,760.00	\$ 11,015.00	(\$ 1,745.00)
TOTAL 2311 - SCHOOL BOARD SERVICES			\$ 9,480.76	\$ 12,965.00	\$ 12,831.00	\$ 12,760.00	\$ 11,015.00	(\$ 1,745.00)
2312 - DISTRICT CLERK SERVICES								
<u>DISTRICT CLERK SERVICES</u> <u>01 - SCHOOL BOARD</u>								
1001231200	610	SUPPLIES	\$ 0.00	\$ 200.00	\$ 0.00	\$ 200.00	\$ 200.00	\$ 0.00
		DISTRICT CLERK SUPPLIES	\$ 200.00					
<u>TOTAL DISTRICT CLERK SERVICES</u>			\$ 0.00	\$ 200.00	\$ 0.00	\$ 200.00	\$ 200.00	\$ 0.00
TOTAL 2312 - DISTRICT CLERK SERVICES			\$ 0.00	\$ 200.00	\$ 0.00	\$ 200.00	\$ 200.00	\$ 0.00
2313 - DIST TRESURER SERVICES								

PELHAM SCHOOL DISTRICT
FY 2022 BUDGET DETAIL REPORT BY FUNCTION

Budget Unit	Account	Account Title	FY 2019 EXPENDITURES	FY 2020 ADJUSTED BUDGET	FY 2020 EXPENDITURES	FY 2021 ADJUSTED BUDGET	2022 REQUESTED BUDGET	BUDGET INCREASE/ (DECREASE)
2313 - DIST TREASURER SERVICES								
<u>DISTRICT TREASURER SERVIC 01 - SCHOOL BOARD</u>								
1001231300	580	TRAVEL & MILEAGE	\$ 206.80	\$ 100.00	\$ 190.54	\$ 100.00	\$ 100.00	\$ 0.00
		TREASURER MILEAGE REIMBURSEMENT	\$ 100.00					
1001231300	610	SUPPLIES	\$ 1,102.15	\$ 1,500.00	\$ 125.97	\$ 1,500.00	\$ 1,500.00	\$ 0.00
		TREASURER SUPPLIES	\$ 1,500.00					
<u>TOTAL DISTRICT TREASURER SERVIC</u>			\$ 1,308.95	\$ 1,600.00	\$ 316.51	\$ 1,600.00	\$ 1,600.00	\$ 0.00
TOTAL 2313 - DIST TREASURER SERVICES			\$ 1,308.95	\$ 1,600.00	\$ 316.51	\$ 1,600.00	\$ 1,600.00	\$ 0.00
2314 - ELECTION SERVICES								
<u>ELECTION SERVICES 01 - SCHOOL BOARD</u>								
1001231400	442	RENTAL/LEASE EQUIPMENT	\$ 225.00	\$ 250.00	\$ 363.00	\$ 250.00	\$ 250.00	\$ 0.00
		ELECTION BALLOT BOXES	\$ 250.00					
1001231400	610	SUPPLIES	\$ 1,582.00	\$ 1,700.00	\$ 1,300.90	\$ 1,700.00	\$ 1,700.00	\$ 0.00
		ELECTION SUPPLIES -BALLOTS AND MACHINE CALIBRATION	\$ 1,700.00					
<u>TOTAL ELECTION SERVICES</u>			\$ 1,807.00	\$ 1,950.00	\$ 1,663.90	\$ 1,950.00	\$ 1,950.00	\$ 0.00
TOTAL 2314 - ELECTION SERVICES			\$ 1,807.00	\$ 1,950.00	\$ 1,663.90	\$ 1,950.00	\$ 1,950.00	\$ 0.00
2317 - AUDIT SERVICES								
<u>AUDIT SERVICES 01 - SCHOOL BOARD</u>								
1001231700	331	AUDIT SERVICES	\$ 19,384.00	\$ 22,000.00	\$ 19,681.00	\$ 22,000.00	\$ 22,000.00	\$ 0.00
		AUDIT SERVICES	\$ 22,000.00					
<u>TOTAL AUDIT SERVICES</u>			\$ 19,384.00	\$ 22,000.00	\$ 19,681.00	\$ 22,000.00	\$ 22,000.00	\$ 0.00
TOTAL 2317 - AUDIT SERVICES			\$ 19,384.00	\$ 22,000.00	\$ 19,681.00	\$ 22,000.00	\$ 22,000.00	\$ 0.00
2318 - LEGAL SERVICES								
<u>LEGAL SERVICES 01 - SCHOOL BOARD</u>								
1001231800	335	LEGAL SERVICES	\$ 24,219.50	\$ 54,000.00	\$ 21,690.10	\$ 44,685.50	\$ 50,000.00	\$ 5,314.50
		NON-SPEC ED LEGAL FEES	\$ 50,000.00					

PELHAM SCHOOL DISTRICT
FY 2022 BUDGET DETAIL REPORT BY FUNCTION

Budget Unit	Account	Account Title	FY 2019 EXPENDITURES	FY 2020 ADJUSTED BUDGET	FY 2020 EXPENDITURES	FY 2021 ADJUSTED BUDGET	2022 REQUESTED BUDGET	BUDGET INCREASE/ (DECREASE)
2318 - LEGAL SERVICES								
<u>TOTAL LEGAL SERVICES</u>			\$ 24,219.50	\$ 54,000.00	\$ 21,690.10	\$ 44,685.50	\$ 50,000.00	\$ 5,314.50
TOTAL 2318 - LEGAL SERVICES			\$ 24,219.50	\$ 54,000.00	\$ 21,690.10	\$ 44,685.50	\$ 50,000.00	\$ 5,314.50
TOTAL 10 - GENERAL FUND			\$ 56,200.21	\$ 92,715.00	\$ 56,182.51	\$ 83,195.50	\$ 86,765.00	\$ 3,569.50

PELHAM SCHOOL DISTRICT
FY 2022 BUDGET DETAIL REPORT BY FUNCTION

Budget Unit	Account	Account Title	FY 2019 EXPENDITURES	FY 2020 ADJUSTED BUDGET	FY 2020 EXPENDITURES	FY 2021 ADJUSTED BUDGET	2022 REQUESTED BUDGET	BUDGET INCREASE/ (DECREASE)
10 - GENERAL FUND								
1260 - BILINGUAL PROGRAMS								
<u>DW BILINGUAL PROGRAMS</u> <u>00 - DISTRICT-WIDE</u>								
1000126000	580	TRAVEL & MILEAGE	\$ 0.00	\$ 400.00	\$ 330.29	\$ 400.00	\$ 400.00	\$ 0.00
		TRAVEL RELATED TO JOB RESPONSIBILITIES (ESOL)	\$ 400.00					
1000126000	610	SUPPLIES	\$ 557.46	\$ 250.00	\$ 33.63	\$ 250.00	\$ 250.00	\$ 0.00
		MATERIALS FOR ESOL PROGRAM, LEVEL FUNDED	\$ 250.00					
1000126000	640	TEXTBOOKS - REPLACEMENT	\$ 393.25	\$ 250.00	\$ 229.61	\$ 250.00	\$ 250.00	\$ 0.00
		NEWCOMER BOOKS	\$ 250.00					
<u>TOTAL DW BILINGUAL PROGRAMS</u>			\$ 950.71	\$ 900.00	\$ 593.53	\$ 900.00	\$ 900.00	\$ 0.00
TOTAL 1260 - BILINGUAL PROGRAMS			\$ 950.71	\$ 900.00	\$ 593.53	\$ 900.00	\$ 900.00	\$ 0.00
2210 - IMPROVEMENT- INSTRUCTION								
<u>DW IMPROVEMENT INSTRUC</u> <u>00 - DISTRICT-WIDE</u>								
1000221000	275	WORKSHOPS NON-UNION	\$ 597.00	\$ 1,250.00	\$ 830.00	\$ 1,250.00	\$ 1,250.00	\$ 0.00
		NATIONAL CONFERENCE PER CONTRACT	\$ 750.00					
		WORKSHOPS PER CONTRACT	\$ 500.00					
1000221000	446	RENTAL/LEASE SOFTWARE	\$ 6,627.50	\$ 8,250.00	\$ 7,300.00	\$ 7,250.00	\$ 7,250.00	\$ 0.00
		FRONTLINE-TEACHSCAPE (EVALUATION OF STAFF TOOL)	\$ 1,500.00					
		TEACHPOINT-SUPERVISION/PD (REPLACES MLP)	\$ 5,750.00					
1000221000	550	PRINTING	\$ 1,947.32	\$ 2,000.00	\$ 0.00	\$ 2,000.00	\$ 2,000.00	\$ 0.00
		STUDENT REPORTS FOR SBAC AND IREADY	\$ 0.00					
		VIA SCHOOL MESSENGER	\$ 2,000.00					
1000221000	580	TRAVEL & MILEAGE	\$ 6,102.64	\$ 2,800.00	\$ 2,572.81	\$ 2,800.00	\$ 2,800.00	\$ 0.00
		NATIONAL CONFERENCE FOR DIR CIA PER CONTRACT	\$ 1,800.00					
		TRAVEL OUT OF DISTRICT RELATED TO JOB DUTIES	\$ 1,000.00					
1000221000	610	SUPPLIES	\$ 6,448.84	\$ 1,500.00	\$ 1,713.52	\$ 1,500.00	\$ 1,500.00	\$ 0.00
		SUPPLIES FOR DIR OF CIA	\$ 1,500.00					
1000221000	810	DUES AND FEES	\$ 1,353.92	\$ 1,500.00	\$ 1,355.00	\$ 2,046.00	\$ 2,046.00	\$ 0.00
		DUES AND FEES FOR DIR OF CIA -NHSAA	\$ 1,296.00					
		DUES AND FEES FOR DIR OF CIA -ASCD	\$ 750.00					
1000221000	890	MISCELLANEOUS	\$ 1,286.86	\$ 1,000.00	\$ 362.48	\$ 1,000.00	\$ 1,000.00	\$ 0.00

PELHAM SCHOOL DISTRICT
FY 2022 BUDGET DETAIL REPORT BY FUNCTION

Budget Unit	Account	Account Title	FY 2019 EXPENDITURES	FY 2020 ADJUSTED BUDGET	FY 2020 EXPENDITURES	FY 2021 ADJUSTED BUDGET	2022 REQUESTED BUDGET	BUDGET INCREASE/ (DECREASE)
2210 - IMPROVEMENT- INSTRUCTION								
		REFRESHMENTS FOR PROFESSIONAL DEVELOPMENT WKSHP	\$ 1,000.00					
TOTAL DW IMPROVEMENT INSTRUC			\$ 24,364.08	\$ 18,300.00	\$ 14,133.81	\$ 17,846.00	\$ 17,846.00	\$ 0.00
TOTAL 2210 - IMPROVEMENT- INSTRUCTION			\$ 24,364.08	\$ 18,300.00	\$ 14,133.81	\$ 17,846.00	\$ 17,846.00	\$ 0.00
2212 - INSTR/CURRIC DEVELOPMENT								
<u>INSTR & CURRICULUM LEVEL 00 - DISTRICT-WIDE</u>								
1000221200	580	TRAVEL & MILEAGE	\$ 0.00	\$ 250.00	\$ 0.00	\$ 250.00	\$ 0.00	(\$ 250.00)
		SUMMER INSTITUTE NO LONGER REQUIRES TRAVEL	\$ 0.00					
1000221200	610	SUPPLIES	\$ 250.00	\$ 250.00	\$ 0.00	\$ 250.00	\$ 250.00	\$ 0.00
		SUPPLIES (SUMMER INSTITUTE)	\$ 250.00					
1000221200	890	MISCELLANEOUS	\$ 819.24	\$ 1,000.00	\$ 59.00	\$ 1,000.00	\$ 1,000.00	\$ 0.00
		MISCELLANEOUS (SUMMER INSTITUTE)	\$ 1,000.00					
TOTAL INSTR & CURRICULUM LEVEL			\$ 1,069.24	\$ 1,500.00	\$ 59.00	\$ 1,500.00	\$ 1,250.00	(\$ 250.00)
TOTAL 2212 - INSTR/CURRIC DEVELOPMENT			\$ 1,069.24	\$ 1,500.00	\$ 59.00	\$ 1,500.00	\$ 1,250.00	(\$ 250.00)
2213 - INSTRUCTION STAFF TRAIN'G								
<u>DW INSTRUC STAFF TRAINING 00 - DISTRICT-WIDE</u>								
1000221300	271	WORKSHOPS PESPA	\$ 1,347.00	\$ 7,500.00	\$ 250.00	\$ 9,000.00	\$ 9,000.00	\$ 0.00
		PER CBA WORKSHOPS PESPA (18,000 TOTAL PD)	\$ 9,000.00					
1000221300	272	COURSE REIMBURSE PESPA	\$ 6,746.95	\$ 7,500.00	\$ 4,900.00	\$ 9,000.00	\$ 9,000.00	\$ 0.00
		PER CBA COURSES PESPA (18,000 TOTAL PD)	\$ 9,000.00					
1000221300	273	WORKSHOPS PEA	\$ 10,166.98	\$ 22,000.00	\$ 9,803.01	\$ 22,000.00	\$ 22,000.00	\$ 0.00
		PER CBA WORKSHOPS PEA	\$ 22,000.00					
1000221300	274	COURSE REIMBURSEMENT PEA	\$ 43,174.50	\$ 59,000.00	\$ 64,946.75	\$ 59,000.00	\$ 59,000.00	\$ 0.00
		PER CBA COURSES PEA	\$ 59,000.00					
1000221300	275	WORKSHOPS NON-UNION	\$ 1,299.99	\$ 2,500.00	\$ 0.00	\$ 2,500.00	\$ 1,250.00	(\$ 1,250.00)
		WORKSHOPS FOR NON-UNION PROFESSIONAL STAFF	\$ 0.00					
		REDUCED BASED ON USAGE	\$ 1,250.00					
1000221300	276	COURSE REIMBURS NON-UNION	\$ 17,679.00	\$ 25,000.00	\$ 24,235.00	\$ 25,000.00	\$ 25,000.00	\$ 0.00
		COURSES FOR NON-UNION ADMIN AND PROFFESIONAL	\$ 0.00					

PELHAM SCHOOL DISTRICT
FY 2022 BUDGET DETAIL REPORT BY FUNCTION

Budget Unit	Account	Account Title	FY 2019 EXPENDITURES	FY 2020 ADJUSTED BUDGET	FY 2020 EXPENDITURES	FY 2021 ADJUSTED BUDGET	2022 REQUESTED BUDGET	BUDGET INCREASE/ (DECREASE)
2213 - INSTRUCTION STAFF TRAIN'G								
		STAFF PER CONTRACT	\$ 25,000.00					
1000221300	330	PROFESSIONAL SERVICES	\$ 2,500.00	\$ 500.00	\$ 6,000.00	\$ 1,500.00	\$ 8,500.00	\$ 7,000.00
		OUTSIDE SPEAKER	\$ 1,500.00					
		NEW REGULATION, SUICIDE PREVENTION, SPEAKER	\$ 2,500.00					
		OUT OF DISTRICT MENTORS -ADMIN, BASED ON HISTORY	\$ 4,500.00					
1000221300	610	SUPPLIES	\$ 492.82	\$ 550.00	\$ 459.15	\$ 550.00	\$ 550.00	\$ 0.00
		MATERIALS TO SUPPORT NEW TEACHER ORIENTATION	\$ 550.00					
1000221300	890	MISCELLANEOUS	\$ 1,167.11	\$ 1,300.00	\$ 1,306.28	\$ 1,300.00	\$ 1,300.00	\$ 0.00
		REFRESHMENTS FOR NEW TEACHER ORIENTATION	\$ 1,300.00					
TOTAL DW INSTRUC STAFF TRAINING			\$ 84,574.35	\$ 125,850.00	\$ 111,900.19	\$ 129,850.00	\$ 135,600.00	\$ 5,750.00
TOTAL 2213 - INSTRUCTION STAFF TRAIN'G			\$ 84,574.35	\$ 125,850.00	\$ 111,900.19	\$ 129,850.00	\$ 135,600.00	\$ 5,750.00
TOTAL 10 - GENERAL FUND			\$ 110,958.38	\$ 146,550.00	\$ 126,686.53	\$ 150,096.00	\$ 155,596.00	\$ 5,500.00

PELHAM SCHOOL DISTRICT
FY 2022 BUDGET DETAIL REPORT BY FUNCTION

Budget Unit	Account	Account Title	FY 2019 EXPENDITURES	FY 2020 ADJUSTED BUDGET	FY 2020 EXPENDITURES	FY 2021 ADJUSTED BUDGET	2022 REQUESTED BUDGET	BUDGET INCREASE/ (DECREASE)
10 - GENERAL FUND								
2721 - TRANSPORTATION (REGULAR)								
<u>REGULAR TRANSPORTATION</u> <u>00 - DISTRICT-WIDE</u>								
1000272100	519	TRANSPORTATION	\$ 1,076,571.81	\$ 1,055,111.00	\$ 1,028,291.86	\$ 1,171,420.00	\$ 1,205,719.00	\$ 34,299.00
		15 BUS X 180 DAYS X \$412.61 (FY22 RATE)	\$ 1,114,047.00					
		HOMELESS TRANSPORTATION	\$ 25,000.00					
		MID-DAY KINDERGARTEN, 2 BUS X 180 X \$185.20	\$ 66,672.00					
1000272100	626	GASOLINE/DIESEL	\$ 0.00	\$ 25,000.00	\$ 0.00	\$ 25,000.00	\$ 25,000.00	\$ 0.00
		FUEL SURCHARGE ESTIMATED	\$ 25,000.00					
<u>TOTAL REGULAR TRANSPORTATION</u>			\$ 1,076,571.81	\$ 1,080,111.00	\$ 1,028,291.86	\$ 1,196,420.00	\$ 1,230,719.00	\$ 34,299.00
TOTAL 2721 - TRANSPORTATION (REGULAR)			\$ 1,076,571.81	\$ 1,080,111.00	\$ 1,028,291.86	\$ 1,196,420.00	\$ 1,230,719.00	\$ 34,299.00
TOTAL 10 - GENERAL FUND			\$ 1,076,571.81	\$ 1,080,111.00	\$ 1,028,291.86	\$ 1,196,420.00	\$ 1,230,719.00	\$ 34,299.00

GBEAB MANDATORY CODE OF CONDUCT REPORTING

– ALL EMPLOYEES

PSD Policy Draft

A. General.

The Code of Conduct for New Hampshire Educators, sections 510.01- 510.05 of the NH Dept. of Education Administrative Rules (the “NH Code of Conduct”) imposes various reporting requirements upon each “Credential Holder” as that term is defined by NH Dept. of Ed. Administrative Rule 501.02 (h). The reporting requirements include, among others:

1. reporting any “suspected violation of the code of conduct” (see NH Code of Conduct at Ed 510.05 (a)); and
2. self-reporting within five (5) days any arrest for violations of crimes enumerated in RSA 189:13-a, V (“Section V Offenses”) (see NH Code of Conduct, at Ed 510.01 (b)(2)).

By way of District Policy *GBEB*, the Board has adopted the provisions of the NH Code of Conduct as employment rules and standards applicable to all employees and consultant/independent contractor, regardless of whether or not such persons are Credential Holders. Consequently, each District employee designated volunteer, or contracted service provider (collectively referred to in this policy as a “Covered Individual”), is required to report certain acts, incidents and misconduct as provided in this policy.

Reports under this Policy are in addition to other reports as may be mandated by law or other policies (e.g., abuse or neglect of children, required by RSA 169-C:29 and Policy *JLF*; acts of “theft, destruction, or violence” as defined under RSA 193-D:4, I (a), incidents of “bullying” per Board Policy *JICK*, and hazing under RSA 671:7).

B. Reports by Covered Individuals of Suspected Misconduct or Violations.

1. Any Covered Individual having reason to suspect that any other district or SAU employee, designated volunteer, or third-party consultant/contractor has violated any provision of the NH Code of Conduct, and or District Policy *GBEB*, whether on or off duty, shall report the same to such Covered Individual’s building principal, or to the Superintendent.

If the person who is the subject of the alleged misconduct/violation is the Superintendent, then the Covered Individual shall report the suspected violation to the Human Resources Director who is hereby granted authority to consult with the District’s attorney on the matter.

Additionally, if the Covered Individual is also a Credential Holder, he/she shall report the Superintendent’s suspected violation/misconduct directly to the NH Department of Education. Likewise, if a Credential Holder has made a report to the Principal and/or the Superintendent, and believes that the District’s reporting procedures as expressed in this Policy have not been followed, the Credential Holder shall so notify the NH Department of Education directly.

GBEAB MANDATORY CODE OF CONDUCT REPORTING

– ALL EMPLOYEES

PSD Policy Draft

2. Any initial report made relative to A.1 or A.2 above, may be made orally in the first instance, but must be supplemented with a written report as soon as practicable after the initial report, but not longer than two business days. Upon request of the Covered Individual, the recipient of the report shall provide a copy of said report to the Covered Individual with a signed “received” annotation, such that the Covered Individual may document his/her State mandated obligation to report.

C. Self-Reporting of Certain Crimes.

Self-reports of the Section V Offenses as described in A.2 above, shall be made in the same manner as reports under B, above. Because the list of Section V Offenses is subject to change by the NH Legislature, employees, etc. who are arrested for any reason should promptly review the current statute, which may be found online at:

<http://www.gencourt.state.nh.us/rsa/html/XV/189/189-13-a.htm>

D. Provisions Applicable to Principals.

Upon receiving a report of suspected violation of *GBEB* or the NH Code of Conduct, or otherwise has knowledge of a violation, the Principal or any other administrator shall immediately report the same to the Superintendent. If the Superintendent is the subject of report, then the Principal’s report shall be made in the same manner as described in B.2, above.

E. Superintendent’s Report to the Department Regarding Credential Holders.

The Superintendent shall report misconduct by Credential Holders to the NH Department of Education in accordance with section 510.05 (c) of the NH Code of Conduct.

F. Procedures.

The Superintendent may establish such administrative procedures, forms, etc. as he/she may deem necessary or appropriate to implement this policy.

G. Dissemination.

The content or a copy of this policy should be included in every employee/staff member handbook, and/or otherwise provided annually to each employee, designated volunteer, and contracted consultant.

GBEAB MANDATORY CODE OF CONDUCT REPORTING

– ALL EMPLOYEES

PSD Policy Draft

District Policy History:

First reading: 9/2/20

Second reading/adopted:

Legal References:

NH Dept. of Education Administrative Rule – Ed 510.01- 510.05, Code of Conduct for NH Educators

Commented [1]: Copied directly from the NHSBA Policy Sample.

A. General Provisions.

All employees have the responsibility to make themselves familiar with, and abide by, the laws of the State of New Hampshire as they affect their work, all policies and decisions of the Board, and the ~~procedures administrative regulations~~ and directives designed to implement them.

All employees shall be expected to carry out their assigned duties, support and enforce Board policies and ~~procedures administrative regulations~~, submit required reports, protect District property, oversight of students and contribute to the education and development of the District's students.

Employees are advised that failure to abide by this and other School Board policies can lead to disciplinary action, up to and including dismissal, and can result in non-renewal. Any action taken regarding an employee's employment with the District will be consistent with all rules, laws, and collective bargaining agreements, if applicable.

B. Adoption and Incorporation of Standards of Code of Conduct for New Hampshire Educators.

The Board incorporates by reference, and adopts as independent standards of conduct relative to employment in the District, the provisions of the New Hampshire Code of Conduct for New Hampshire Educators (Ed 510.01-510.05) (the "NH Code of Conduct"), as the same may be amended by the State from time to time. The District reserves the right to take employment action against any employee based upon the District's interpretation of the provisions of the NH Code of Conduct and the District's independent assessment of whether an employee has violated said provisions. The District's interpretation, assessment and/or action thereon, are independent of any interpretation by the New Hampshire Department of Education ("DOE") with respect to those standards, and regardless of any investigation by or action taken by the DOE relative to a District employee's conduct.

C. Dissemination.

The content or a copy of this policy should be included in every employee/staff member handbook, and/or otherwise provided annually to each employee, designated volunteer, and contracted party.

District Policy History:

First reading: 9/2/20

Second reading/adopted:

Legal References:

N.H. Dept. of Education Administrative Rule – Ed 303.01

N.H. Dept. of Education Administrative Rule – Ed 510.01- 510.05, Code of Conduct for NH Educators

NH Code of Administrative Rules, Section Ed 511, Denial, Suspension or Revocation of Certified Personnel

N.H. Dept of Education, Code of Ethics for NH Educators

RSA 189:13, Dismissal of Teacher

RSA 189:14-a, Failure to be Renominated or Reelected

RSA 189:14-d, Termination of Employment

Commented [1]: New Policy adapted directly from the NHSBA Policy.

A. Statutorily Mandated Reporting – All Persons.

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

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

The report should contain:

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

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

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

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

1. Request for Assistance in Making Initial Report.

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

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

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

2. Principal's Action upon Receiving Report.

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

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

3. Requirements for Reporting of Other Acts.

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

C. Signage and Notification.

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

D. Training Required.

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

District Policy History:

First reading: 9/2/20

Second reading/adopted: _____

Commented [1]: Adapted from the NHSBA Policy.

Legal References:

*NH Code of Administrative Rules, Ed 306.04(a)(10), Reporting of Suspected Abuse or Neglect
NH Code of Administrative Rules, Code of Conduct for NH Educators, Ed 510.05(e), Duty to Report
RSA 169-C, Child Protection Act
RSA 169-C:29-39, Reporting Law
RSA 189:72, Child Abuse or Neglect Information
RSA 193-D:4, Safe School Zones, Written Report Required*

JICK - PUPIL SAFETY AND VIOLENCE PREVENTION – Bullying PSD Policy Draft

I. Definitions (RSA 193-F:3)

1. Bullying. Bullying is hereby defined as a single significant incident or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another pupil which:

- (1) Physically harms a pupil or damages the pupil's property;
- (2) Causes emotional distress to a pupil;
- (3) Interferes with a pupil's educational opportunities;
- (4) Creates a hostile educational environment; or
- (5) Substantially disrupts the orderly operation of the school.

Bullying shall also include actions motivated by an imbalance of power based on a pupil's actual or perceived personal characteristics, behaviors, or beliefs, or motivated by the pupil's association with another person and based on the other person's characteristics, behaviors, or beliefs.

2. Cyberbullying. Cyberbullying is defined as any conduct defined as "bullying" in this policy that is undertaken through the use of electronic devices. For purposes of this policy, any references to the term bullying shall include cyberbullying.

3. Electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, and websites.

4. School property. School property means all real property and all physical plant and equipment used for school purposes, including public or private school buses or vans.

Any reference in this policy to "parent" shall include parents or legal guardians.

II. Statement Prohibiting Bullying or Cyberbullying of a Pupil (RSA 193-F:4, II(a))

The Board is committed to providing all pupils a safe and secure school environment. This policy is intended to comply with RSA 193-F. Conduct constituting bullying and/or cyberbullying will not be tolerated and is hereby prohibited.

Further, in accordance with RSA 193-F:4, the District reserves the right to address bullying and, if necessary, impose discipline for bullying that:

- (1) Occurs on, or is delivered to, school property or a school-sponsored activity or event on or off school property; or
- (2) Occurs off of school property or outside of a school-sponsored activity or event, if the conduct interferes with a pupil's educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event.

The Superintendent of Schools is responsible for ensuring that this policy is implemented.

III. Statement prohibiting retaliation or false accusations (RSA 193-F:4, II(b))

False Reporting

A student found to have wrongfully and intentionally accused another of bullying may face discipline or other consequences, ranging from positive behavioral interventions up to and including suspension or expulsion.

A school employee found to have wrongfully and intentionally accused a student of bullying shall face discipline or other consequences be determined in accordance with applicable law, District policies, procedures and collective bargaining agreements.

Reprisal or Retaliation

The District will discipline and take appropriate action against any student, teacher, administrator, volunteer, or other employee who retaliates against any person who makes a good faith report of alleged bullying or against any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying.

1. The consequences and appropriate remedial action for a student, teacher, school administrator or school volunteer who engages in reprisal or retaliation shall be determined by the Principal after consideration of the nature, severity and circumstances of the act, in accordance with law, Board policies and any applicable collective bargaining agreements.
2. Any student found to have engaged in reprisal or retaliation in violation of this policy shall be subject to measures up to, and including, suspension and expulsion.
3. Any teacher or school administrator found to have engaged in reprisal or retaliation in violation of this policy shall be subject to discipline up to, and including, termination of employment.
4. Any school volunteer found to have engaged in reprisal or retaliation in violation of this policy shall be subject to measures up to, and including, removal from volunteer duties in designated building or exclusion from school grounds.

Commented [1]: Added at principal suggestion

Process To Protect Pupils From Retaliation

If the alleged victim or any witness expresses to the Principal or other staff member that he/she believes he/she may be retaliated against, the Principal shall develop a process or plan to protect that student from possible retaliation.

Each process or plan may be developed on a case-by-case basis. Suggestions include, but are not limited to, re-arranging student class schedules to minimize their contact, stern warnings to alleged perpetrators, temporary removal of privileges, or other means necessary to protected against possible retaliation.

IV. Protection of all Pupils (RSA 193-F:4, II(c))

This policy shall apply to all pupils and school-aged persons on school district grounds and participating in school district functions, regardless of whether or not such pupil or school-aged person is a student within the District.

V. Disciplinary Consequences For Violations of This Policy (RSA 193-F:4, II(d))

The district reserves the right to impose disciplinary measures against any student who commits an act of bullying, falsely accuses another student of bullying, or who retaliates against any student or witness who provides information about an act of bullying.

In addition to imposing discipline under such circumstances, the board encourages the administration and school district staff to seek alternatives to traditional discipline, including but not limited to early intervention measures, alternative dispute resolution, conflict resolution and other similar measures.

VI. Distribution and Notice of This Policy (RSA 193-F:4, II(e))

Staff and Volunteers

All staff will be provided with a copy of this policy annually. The Superintendent may determine the method of providing the policy (employee handbook, hard copy, etc.)

The Superintendent will ensure that all school employees and volunteers receive annual training on bullying and related district's policies.

Students

All students will be provided with a copy of this policy annually. The Superintendent may determine the method of providing the policy (student handbook, mailing, hard copy, etc.)

Students will participate in an annual education program which sets out expectations for student behavior and emphasizes an understanding of harassment, intimidation, and bullying of students, the District's prohibition of such conduct and the reasons why the conduct is destructive, unacceptable, and will lead to discipline. Students shall also be informed of the consequences of bullying conduct toward their peers.

The Superintendent, in consultation with staff, may incorporate student anti-bullying training and education into the district's curriculum, but shall not be required to do so.

Parents

All parents will be provided with a copy of this policy annually. The Superintendent may determine the method of providing the policy (parent handbook, mailing, etc.). Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:

1. Report bullying when it occurs;
2. Take advantage of opportunities to talk to their children about bullying;
3. Inform the school immediately if they think their child is being bullied or is bullying other students;
4. Cooperate fully with school personnel in identifying and resolving incidents.

Additional Notice and School District Programs

The Board may, from time to time, host or schedule public forums in which it will address the

anti-bullying policy, discuss bullying in the schools, and consult with a variety of individuals including teachers, administrators, guidance counselors, school psychologists and other interested persons.

VII. Procedure for Reporting Bullying (RSA 193-F:4, II(f))

At each school, the Principal (In this section, Principal refers to Principal or designee) shall be responsible for receiving complaints of alleged violations of this policy.

Commented [2]: Update based on the NHSBA Policy.

Commented [3]: Added to reflect realistic practice if principal is out of the building.

Student Reporting

1. Any student who believes he or she has been the victim of bullying should report the alleged acts immediately to the Principal. If the student is more comfortable reporting the alleged act to a person other than the Principal, the student may tell any school district employee or volunteer about the alleged bullying.
2. Any school employee or volunteers who witnesses, receives a report of, or has knowledge or belief that bullying may have occurred shall inform the Principal as soon as possible, but no later than the end of that school day.
3. The Principal may develop a system or method for receiving anonymous reports of bullying. Although students, parents, volunteers and visitors may report anonymously, formal disciplinary action may not be based solely on an anonymous report. Independent verification of the anonymous report shall be necessary in order for any disciplinary action to be applied.
4. The administration may develop student reporting forms to assist students and staff in filing such reports. An investigation shall still proceed even if a student is reluctant to fill out the designated form and chooses not to do so.
5. Upon receipt of a report of bullying, the Principal shall commence an investigation consistent with the provisions of Section XI of this policy.

Staff Reporting

1. An important duty of the staff is to report acts or behavior that they witness that appears to constitute bullying.
2. All district employees and volunteers shall encourage students to tell them about acts that may constitute bullying. For young students, staff members may provide direct assistance to the student.
3. Any school employee or volunteers who witnesses, receives a report of, or has knowledge or belief that bullying may have occurred shall inform the Principal as soon as possible, but no later than the end of that school day.
4. Upon receipt of a report of bullying, the Principal shall commence an investigation consistent with the provisions of Section XI of this policy.

VIII. Procedure for Internal Reporting Requirements (RSA 193-F:4, II(g))

In order to satisfy the reporting requirements of RSA 193-F:6, the Principal or designee shall be responsible for completing all New Hampshire Department of Education forms and reporting documents of substantiated incidents of bullying. Said forms shall be completed within 10

school days of any substantiated incident. Upon completion of such forms, the Principal or designee shall retain a copy for himself and shall forward one copy to the Superintendent. The Superintendent shall maintain said forms in a safe and secure location.

IX. Notifying Parents of Alleged Bullying (RSA 193-F:4, II(h))

The Principal shall report to the parents of a student who has been reported as a victim of bullying and to the parents of a student who has been reported as a perpetrator of bullying within 48 hours of receiving the report. Such notification may be made by telephone, writing or personal conference. The date, time, method, and location (if applicable) of such notification and communication shall be noted in the report. All notifications shall be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

X. Waiver of Notification Requirement (RSA 193-F:4, II(i))

The Superintendent may, within a 48 hour time period, grant the Principal a waiver from the requirement that the parents of the alleged victim and the alleged perpetrator be notified of the filing of a report. A waiver may only be granted if the Superintendent deems such a waiver to be in the best interest of the victim or perpetrator. Any waiver granted shall be in writing.

XI. Investigative Procedures (RSA 193-F:4, II(j))

1. Upon receipt of a report of bullying, the Principal shall, within 5 school days, initiate an investigation into the alleged act. If the Principal is directly and personally involved with a complaint or is closely related to a party to the complaint, then the Superintendent shall direct another district employee to conduct the investigation.
2. The investigation may include documented interviews with the alleged victim, alleged perpetrator and any witnesses. All interviews shall be conducted privately, separately and shall be confidential. Each individual will be interviewed separately and at no time will the alleged victim and perpetrator be interviewed together during the investigation.
3. If the alleged bullying was in whole or in part cyberbullying, the Principal may ask students and/or parents to provide the District with printed copies of e-mails, text messages, website pages, or other similar electronic communications.
4. A maximum of 10 school days shall be the limit for the initial filing of incidents and completion of the investigative procedural steps.
5. Factors the Principal or other investigator may consider during the course of the investigation, including but not limited to:
 1. Description of incident, including the nature of the behavior;
 2. How often the conduct occurred;
 3. Whether there were past incidents or past continuing patterns of behavior;
 4. The characteristics of parties involved, (name, grade, age, etc.);
 5. The identity and number of individuals who participated in bullying behavior;
 6. Where the alleged incident(s) occurred;

Whether the conduct adversely affected the student's education or educational environment;

Whether the alleged victim felt or perceived an imbalance or power as a result of the reported incident; and

The date, time and method in which parents or legal guardians of all parties involved were contacted.

6. The Principal shall complete the investigation within 10 school days of receiving the initial report. If the Principal needs more than 10 school days to complete the investigation, the Superintendent may grant an extension of up to 7 school days. In the event such extension is granted, the Principal shall notify in writing all parties involved of the granting of the extension.

7. Whether a particular action or incident constitutes a violation of this policy shall require a determination based on all facts and surrounding circumstances and shall include recommended remedial steps necessary to stop the bullying and a written final report to the Principal.

8. Students who are found to have violated this policy may face discipline in accordance with other applicable board policies, up to and including suspension. Students facing discipline will be afforded all due process required by law.

9. Consistent with applicable law, the District will not require or request that a student disclose or provide to the District the student's user name, password or other authenticating information to a student's personal social media account. However, the District may request to a student or a student's parent/guardian that the student voluntarily share printed copies of specific information from a student's personal social media account if such information is relevant to an ongoing District investigation.

XII. Response to Remediate Substantiated Instances of Bullying (RSA 193-F:4, II(k))

Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of bullying or retaliation may range from positive behavioral interventions up to and including suspension or expulsion of students and dismissal from employment for staff members.

Consequences for a student who commits an act of bullying or retaliation shall be varied and graded according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim, and take corrective action for documented systematic problems related to bullying.

Examples of consequences may include, but are not limited to:

Admonishment

Temporary removal from classroom

Deprivation of privileges

Classroom or administrative detention

Referral to disciplinarian

In-school suspension

Out-of-school suspension

Expulsion

Examples of remedial measures may include, but are not limited to:

Restitution

Mediation

Peer support group

Corrective instruction or other relevant learning experience

Behavior assessment

Student counseling

Parent conferences

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying. The Board encourages the Superintendent to work collaboratively with all staff members to develop responses other than traditional discipline as a way to remediate substantiated instances of bullying.

XIII. Reporting of Substantiated Incidents to the Superintendent (RSA 193-F:4, II(l))

The Principal shall forward all substantiated reports of bullying to the Superintendent upon completion of the Principal's investigation.

XIV. Communication With Parents Upon Completion of Investigation (RSA 193-F:4, II(m))

1. Within two school days of completing an investigation, the Principal will notify the students involved in person of his/her findings and the result of the investigation.
2. The Principal will notify via telephone the parents of the alleged victim and alleged perpetrator of the results of the investigation. The Principal will also send a letter to the parents within 24 hours again notifying them of the results of the investigation.
3. If the parents request, the Principal shall schedule a meeting with them to further explain his/her findings and reasons for his/her actions.
4. In accordance with the Family Educational Rights and Privacy Act and other law concerning student privacy, the District will not disclose educational records of students including the discipline and remedial action assigned to those students and the parents of other students involved in a bullying incident.

XV. Appeals

A parent or guardian who is aggrieved by the investigative determination letter of the principal or his/her designee may appeal the determination to the Superintendent for review. The appeal shall be in writing addressed to the Superintendent, shall state the reason(s) why the appealing

party is aggrieved, and the nature of the relief they seek. The Superintendent shall not be required to re-investigate the matter and shall conduct such review as he/she deems appropriate under the circumstances.

It is in the best interests of students, families and the District that these matters be promptly resolved. Therefore, any such appeal to the Superintendent shall be made within ten (10) calendar days of the parent/guardian's receipt of the investigative determination letter of the principal or his/her designee. The Superintendent shall issue his/her decision in writing.

If the parent or guardian is aggrieved by the decision of the Superintendent, they may appeal the decision to the school board within ten (10) calendar days of the date of the parent/guardian's receipt of the Superintendent's decision. An appeal to the Superintendent shall be a prerequisite to any appeal to the School Board. The appeal to the School Board shall be in writing, addressed to School Board Chair in care of the Superintendent, shall state the reason(s) why the appealing party is aggrieved, and the nature of the relief they seek.

An aggrieved parent/guardian has the right to appeal the final decision of the local School Board to the State Board within thirty (30) calendar days of receipt of the written decision of the local School Board in accordance with RSA 541-A and State of New Hampshire Department of Education Regulations set forth in ED 200. The State Board may waive the thirty-day requirement for good cause shown, including, but not limited to, illness, accident, or death of a family member.

XVI. School Officials (RSA 193-F:4, II(n))

The Superintendent of schools is responsible for ensuring that this policy is implemented.

XVII. Capture of Audio Recordings on School Buses

Pursuant to RSA 570-A:2, notice is hereby given that the Board authorizes audio recordings to be made in conjunction with video recordings of the interior of school buses while students are being transported to and from school or school activities. The Superintendent shall ensure that there is a sign informing the occupants of school buses that such recordings are occurring.

XVIII. Use of Video or Audio Recordings in Student Discipline Matters

The District reserves the right to use audio and/or video recording devices on District property (including school buses) to ensure the health, safety and welfare of all staff, students and visitors. Placement and location of such devices will be established in accordance with the provisions of Policies EEAA, EEAE and ECAF.

In the event an audio or video recording is used as part of a student discipline proceeding, such video may become part of a student's education record. If an audio or video recording does become part of a student's education record, the provisions of Policy JRA shall apply.

The Superintendent is authorized to contact the District's attorney for a full legal opinion relative in the event of such an occurrence.

District Policy History:

First reading: 9/2/20

Second reading/adopted: _____

District revision history:

Legal References:

RSA 189:70, Educational Institution Policies on Social Media

RSA 193-F:3, Pupil Safety and Violence Prevention Act

RSA 570-A:2, Capture of Audio Recordings on School Buses Allowed

NH Code of Administrative Rules, Section Ed 306.04(a)(8), Student Harassment

Commented [4]: Update based on the NHSBA Policy.

The definition of “Sexual Harassment” is found in Section II.B of this Policy. Instructions for making a report or complaint of sexual harassment are found in Section II.J.1. The “Title IX Grievance Process” is Section III, and the procedure for filing a formal complaint to initiate the grievance process is found in Section III.A

I. RESTATEMENT OF POLICY PROHIBITING DISCRIMINATION ON THE BASIS OF SEX.

Per Board policy AC, Title IX of the Education Amendments Act of 1972 (“Title IX”), as well as RSA 193:38, among others, the District does not discriminate on the basis of sex in its educational programs and activities, including employment and admissions. All forms of sex-based discrimination, including sexual harassment are prohibited in the District.

II. TITLE IX SEXUAL HARASSMENT POLICY.

A. Application of This Policy.

While all forms of sex-based discrimination are prohibited in the district, the purpose of this policy is to address, and only to address, *sexual harassment as defined in Title IX and Sec. II.B*, below, that occurs within the educational programs and activities of the district, and to provide a grievance process for investigating and reaching a final determination of responsibility for a formal complaint of sexual harassment. The “Title IX Grievance Process” is set out in Sec. III below. While the District must respond to all “reports” it receives of sexual harassment, the Title IX Grievance Process is initiated only with the filing of a formal complaint.

The purpose of this Policy, however, is to address, and only to address, sexual harassment as defined in Title IX that occurs within the educational programs and activities of the district. For harassing conduct which does not meet the definition of sexual harassment under Title IX and this Policy, the District’s response will be governed under other applicable laws and policies per Board policy AC, and policies referenced therein.

This Policy shall apply to all students, employees, and any third party who contracts with the District to provide services to District students or employees, upon District property or during any school program or activity.

Nothing in this policy will be construed to confer on any third party a right to due process or other proceedings to which student and employee respondents are entitled under this policy unless such right exists under law.¹ Volunteers and visitors who engage in sexual harassment will be directed to leave school property and/or be reported to law enforcement, the NH Division of Children, Youth and Families (DCYF), as appropriate. A third party under the supervision and control of the school system will be subject to termination of contracts/agreements, restricted from access to school property, and/or subject to other consequences, as appropriate.

The Superintendent shall have overall responsibility for implementing this Policy, and shall annually appoint a District Title IX Coordinator² as that position is described in Section II.C, below. The name and

¹

²

**ACAC PSD DRAFT
TITLE IX SEXUAL HARASSMENT POLICY AND GRIEVANCE PROCESS**

contact information for the Title IX Coordinator is set forth in Board Policy AC-E/**/, which policy shall be updated and disseminated annually with the Title IX Coordinator’s name as set forth in Board policy AC/**/.

B. Definitions.

As used in this Policy and the Title IX Grievance Process, the terms below shall have the meaning ascribed.

“**Actual knowledge**” occurs when the District’s Title IX Coordinator or **ANY** employee of one of the District’s schools (other than a “respondent” or alleged harasser) receives a notice, report or information or becomes aware of sexual harassment or allegations of sexual harassment.

“**Complainant**” is an individual who is alleged to be the victim of conduct that could constitute sexual harassment, whether or not that person files a report or formal complaint.

“**Days**” shall mean calendar days, but shall exclude non-weekend days on which the SAU office is closed (e.g., holidays, office-wide vacations), or any weekday during the school year on which school is closed (e.g., snow days).

“**Decision Maker**” means persons tasked with: the responsibility of making initial determinations of responsibility (at times referred to as “initial decision maker”); or the responsibility to decide any appeal (at times “appeals decision maker”) with respect to formal complaints of sexual harassment in accordance with the Title IX Grievance Process.

“**Determination of Responsibility**” is the formal finding by the decision-maker on each allegation of Sexual Harassment contained in a Formal Complaint that the Respondent did or did not engage in conduct constituting Sexual Harassment Under Title IX.

“**Formal Complaint**” means a document filed by a complainant, the complainant’s parent/guardian, or the Title IX Coordinator, alleging sexual harassment against a respondent, and requesting that the district investigate the allegation of sexual harassment.

“**Respondent**” is an individual who is reported to be the individual accused of conduct that could constitute sexual harassment.

“**Sexual harassment**” prohibited under Title IX and by this policy *is conduct on the basis of sex* (including, without limitation, gender, sexual orientation, and/or gender identity), occurring in a school system education program or activity that satisfies one or more of the following:

1. A school district employee conditioning an aid, benefit, or service of an education program or activity on an individual’s participation or refusal to participate in sexual conduct irrespective of whether the conduct is welcomed by the student or other employee;
2. Unwelcome sex-based/related conduct determined by a reasonable person to be so severe, pervasive, **AND** objectively offensive that it effectively denies a person equal access to the education program or activity (this standard requires consideration of all the facts and circumstances, including, but not limited to, the ages and disability statuses of the harasser and victim and the number of individuals involved and their authority; **OR**

**ACAC PSD DRAFT
TITLE IX SEXUAL HARASSMENT POLICY AND GRIEVANCE PROCESS**

3. Sexual assault, dating violence, domestic violence, or stalking as defined in state or federal law.³

Behaviors that constitute sexual harassment may include, but are not limited to:

- i. Sexually suggestive remarks or jokes;
- ii. Verbal harassment or abuse;
- iii. Displaying or distributing sexually suggestive pictures, in whatever form (e.g., drawings, photographs, videos, irrespective of format);
- iv. Sexually suggestive gesturing, including touching oneself in a sexually suggestive manner in front of others;
- v. Harassing or sexually suggestive or offensive messages that are written or electronic;
- vi. Subtle or direct propositions for sexual favors or activities;
- vii. Touching of a sexual nature or groping; and
- viii. Teasing or name-calling related to sexual characteristics or the belief or perception that an individual is not conforming to expected gender roles or conduct.

Note: incidents of the above conduct would still need to satisfy one or more of the criteria in paragraphs 1-3 of this definition.

Sexual harassment may be directed against a particular person or persons, or a group, whether of the opposite sex or the same sex.

The context of behavior can make a difference between conduct falling within the technical definition of Sexual Harassment Under Title IX, and conduct of a sexual nature that is offensive or hostile in itself, but which does not arise to the level within that definition. **District policies prohibit both, but for purposes of its Title IX obligations the District must address reports or complaints of conduct which may constitute sexual harassment as defined above, under this specific, limited scope Policy and Title IX Grievance Process.** Except as used in other laws (e.g., Title VII) or policies (e.g., Board policy JICK) pertaining to harassment, including of a sexual nature, other than Title IX sexual harassment, all references to “sexual harassment” in this policy mean sexual harassment that meets the above definition.

Conduct that satisfies this definition is not sexual harassment for purposes of this policy if the conduct occurred (1) outside the United States or (2) under circumstances in which the school system did not have substantial control over both the harasser/respondent and the context in which the harassment occurred.

NOTE Regarding Concurrent Enrollment and Dual Enrollment, Extended Learning Opportunities, 3rd Party Distance Learning and Other Alternative Instructional Programs: Under federal regulations, in order for the District to have jurisdiction over conduct that would otherwise meet the definition above of sexual harassment, the District must have substantial control over both the respondent and the context in which the

3

**ACAC PSD DRAFT
TITLE IX SEXUAL HARASSMENT POLICY AND GRIEVANCE PROCESS**

harassment occurred. In general, this will mean that unless such learning program is occurring upon district property, conduct otherwise meeting the definition of sexual harassment within that program, may not be subject to this policy.

“**Supportive Measures**” are free, non-disciplinary, non-punitive, individualized services and shall be offered to the complainant, and may be offered to the respondent, as appropriate. These measures may include, but are not limited to, the following:

1. Counseling;
2. Course modifications;
3. Schedule changes; and
4. Increased monitoring or supervision

Such measures shall be designed to restore or preserve equal access to the District’s education programs and activities without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District’s educational environment and/or deter sexual harassment. Supportive measures shall remain confidential with exclusive exceptions stated required in Sec. II.E, below.

C. Title IX Coordinator.

The Title IX Coordinator shall respond promptly to all general reports as well as formal complaints of sexual harassment. The Title IX Coordinator shall receive general and specific reports of sexual harassment, and coordinate the District’s responses to both reports and formal complaints of sexual harassment so that the same are prompt and equitable. In addition to any other specific responsibilities assigned under this Policy, or as assigned by the Superintendent, the Title IX Coordinator will be responsible for:

1. meeting with a complainant, and informing the parent/guardian once the Title IX Coordinator becomes aware of allegations of conduct that could constitute sexual harassment as defined in this Policy;
2. identification and implementation of supportive measures;
3. signing or receiving formal complaints of sexual harassment;
4. engaging with the parents/guardians of parties to any formal complaint of sexual harassment;
5. coordinating with District and school-level personnel to facilitate and assure implementation of investigations, and remedies, and helping to assure that the District otherwise meets its obligations associated with reports and complaints of sexual harassment;
6. coordinating with the Superintendent with respect to assignment of persons to fulfill the District’s obligations, both general and case specific, relative to this Policy (e.g., investigator, decision makers, etc.; this may involve the retention of third party personnel.);
7. coordinating with District and school-level personnel to assure appropriate training and professional development of employees and others in accordance with Sec. II.D of this Policy; and
8. helping to assure that appropriate systems are identified and maintained to centralize sexual harassment records and data.

**ACAC PSD DRAFT
TITLE IX SEXUAL HARASSMENT POLICY AND GRIEVANCE PROCESS**

In cases where the Title IX Coordinator is unavailable, including unavailability due to a conflict of interest or other disqualifying reason (see Sec. II.G, below), the Superintendent shall assure that another person with the appropriate training and qualifications is appointed as acting Title IX Coordinator for that case, in such instances “Title IX Coordinator” shall include the acting Title IX Coordinators.

D. Training.

All District employees shall receive regular training relative to mandatory reporting obligations, and any other responsibilities they may have relative to this Policy.

Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, must receive training on the definition of sexual harassment, this Policy, the scope of the District’s education program or activity, and how to conduct an investigation (including the requirements of the reporting and the Title IX Grievance Process, including hearings, appeals, and information resolution processes). The training must also include avoiding prejudgment of the facts, conflicts of interest and bias.

Decision-makers must also receive training on issues of relevance of questions and evidence, including when questions about the complainant’s sexual predisposition or prior sexual behavior are not relevant.

Investigators must receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.

Materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, must not rely on sex stereotypes, must promote impartial investigations and adjudications of formal complaints of sexual harassment, and must be made available to the public as provided in Sec. II.H of this Policy.

E. Confidentiality.

The District will respect the confidentiality of the complainant and the respondent as much as possible, however, some information may need to be disclosed to appropriate individuals or authorities. All disclosures shall be consistent with the District’s legal obligations and the necessity to investigate allegations of harassment and take disciplinary action. Examples of required disclosure include:

1. information to either party to the extent necessary to provide the parties due process during the Title IX Grievance Process;
2. information to individuals who are responsible for handling the District’s investigation and determination of responsibility to the extent necessary to complete the District’s grievance process;
3. mandatory reports of child abuse or neglect to DCYF or local law enforcement (per Board policy JLF);
4. information to the complainant’s and the respondent’s parent/guardian as required under this Policy and or the Family Educational Rights and Privacy Act (“FERPA”); and
5. reports to the New Hampshire Department of Education as required under N.H. Code of Administrative Rules Ed 510 regarding violations of the NH Code of Conduct for Education Professionals.

Additionally, any supportive measures offered to the complainant or the respondent shall remain confidential to the extent that maintaining such confidentiality would not impair the ability of the school district to provide the supportive measures.

**ACAC PSD DRAFT
TITLE IX SEXUAL HARASSMENT POLICY AND GRIEVANCE PROCESS**

Except as specified above, the District shall keep confidential the identity of:

1. Any individual who has made a report or complaint of sex discrimination;
2. Any individual who has made a report or filed a formal complaint of sexual harassment;
3. Any complainant;
4. Any individual who has been reported to be the perpetrator of sex discrimination⁴;
5. Any respondent; and
6. Any witness.

Any supportive measures provided to the complainant or respondent shall be kept confidential to the extent that maintaining such confidentiality does not impair the ability of the District to provide the supportive measures.

F. Retaliation Prohibited.

Retaliation against any person who makes a report or complaint, or against any person who assists, participates, or refuses to participate⁵ in any investigation of an act alleged in this Policy is prohibited. Actions taken in response to **materially** false statements made in bad faith, or to submitting **materially** false information in bad faith, as part of a report or during the Title IX Grievance Process do not constitute retaliation. A finding of responsibility alone is insufficient to conclude that a person made a materially false statement in bad faith. Complaints of retaliation with respect to reports or formal complaints of sexual harassment shall be filed under the District's general grievance process.

G. Conflict of Interest.

No person designated as a Title IX Coordinator, investigator, decision-maker, nor any person designated by the District to facilitate an informal resolution process, may have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

H. Dissemination and Notice.

The District shall include in all student and employee handbooks, and shall make *publicly available on the district's website* the following information:

1. The District's policy of non-discrimination on the basis of sex (included in Board policy AC);
2. the title, name, office address, email address, and telephone number of the Title IX Coordinator (to be provided pursuant to Board policy AC and its addendum, updated annually, ACE);
3. the complaint process;
4. how to file a complaint of sex discrimination or sexual harassment;
5. how the District will respond to such a complaint; and
6. a statement that Title IX inquiries may be referred to the Title IX Coordinator or to the Assistant Secretary for Civil Rights.

⁴ 34 CFR 106.71 (a).

⁵ 34 CFR 106.71 (a).

**ACAC PSD DRAFT
TITLE IX SEXUAL HARASSMENT POLICY AND GRIEVANCE PROCESS**

The same information shall be provided to all persons seeking employment with the District, or seeking to enroll or participate in the District’s educational programs or activities.

Additionally, the District will make this Policy, as well as any materials used to train personnel as required under Sec. II.D publicly available on the district’s website.

I. Records and Record Keeping.

1. For each report or formal complaint of sexual harassment, the District, through the Title IX Coordinator, must create, and maintain for seven (7) years, record of:
 - a. Any actions, including any supportive measures,
 - b. The basis for the District’s conclusion that its response was not deliberately indifferent; and
 - c. Documentation which:
 - If supportive measures were provided to the complainant, a description of the supportive measures taken designed to restore or preserve equal access to the District’s education program or activity; or
 - If no supportive measures were provided to a complainant, explains the reasons why such a response was not clearly unreasonable in light of the known circumstances.
2. In addition, the District shall maintain the following records for a minimum of seven (7) years:
 - a. Records for each formal complaint of sexual harassment, including:
 - Any determination regarding responsibility, including dismissals;
 - Any disciplinary sanctions imposed on the respondent;
 - Any remedies provided to the complainant designed to restore or preserve equal access to the District’s education program or activity;
 - Any appeal and the result therefrom;
 - Any informal resolution process and the result therefrom;
 - b. All materials used to train Title IX Coordinators, investigators, and decision-makers.

J. Reports of Sexual Harassment, Formal Complaints and District Responses.

1. Report of Sexual Harassment.

NOTE: A report does not initiate the formal Title IX Grievance Process. That process is begun only upon the filing of a formal complaint under the procedures set out in II.J.3, and III.A, below.

Any person may report sexual harassment whether relating to her/himself or another person. However, if any District employee – other than the employee harasser, or the Title IX Coordinator – receives information of conduct which may constitute sexual harassment

**ACAC PSD DRAFT
TITLE IX SEXUAL HARASSMENT POLICY AND GRIEVANCE PROCESS**

under this Policy, s/he shall, without delay, inform the Title IX Coordinator⁶ of the alleged sexual harassment. Failure to report will subject the employee to discipline up to and including dismissal.

A report of sexual harassment may be made at any time, in person, by mail, by telephone, electronic mail, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Additionally, while the District strongly encourages reports of sexual harassment to be made directly to the Title IX Coordinator, the report may be made to **any** District staff member, including, for instance, a counselor, teacher or principal.

If the Title IX Coordinator is the alleged respondent, the report or formal complaint may be made directly to the Superintendent, who shall thereafter fulfill the functions of the Title IX Coordinator regarding that report/complaint, or delegate the function to another person.

NOTE: For any allegation of sexual assault on a student under the age of 18, such conduct shall be reported immediately to the DCYF per Board policy *JLF*. If the alleged respondent (perpetrator) is a person holding a license or credential from the New Hampshire Department of Education (i.e., "credential holder"), then a report shall also be made pursuant to Board policy GBEAB.

2. District Response to Report of Sexual Harassment.

The district will promptly respond when there is actual knowledge of sexual harassment, even if a formal complaint has not been filed. The district shall treat complainants and respondents equitably by providing supportive measures to the complainant⁷ and by following the Title IX Grievance Process prior to imposing any disciplinary sanctions or other actions that are not supportive measures against a respondent. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

As soon as reasonably possible after receiving a report of alleged sexual harassment from another District employee or after receiving a report directly through any means, the Title IX Coordinator shall contact the complainant to:

- i. discuss the availability of and offer supportive measures;
- ii. consider the complainant's wishes with respect to supportive measures;
- iii. inform the complainant of the availability of supportive measures with or without the filing of a formal complaint; and
- iv. explain to the complainant the process for filing a formal complaint.

3. Formal Complaints.

Pursuant to federal regulations, and this Policy, a formal complaint that contains an allegation of sexual harassment and a request that the District investigate the allegations is required before the District may conduct a formal investigation of sexual harassment or take any action (other than supportive measures) against a person accused of sexual harassment. **Once a formal complaint of sexual harassment is received by the Title IX Coordinator, s/he shall commence the Title IX**

⁶

⁷

**ACAC PSD DRAFT
TITLE IX SEXUAL HARASSMENT POLICY AND GRIEVANCE PROCESS**

Grievance Process set out in Sec. III below. The process for filing a formal complaint is set forth in Sec. III.A.

4. Limitation on Disciplinary Action.

In no case shall the District impose disciplinary consequences or sanctions against a respondent who has been accused of conduct which may constitute sexual harassment, until the Title IX Grievance Process has been completed.

5. Emergency Removal and Administrative Leave.⁸

At any point after receiving a report or formal complaint of sexual harassment, the Title IX Coordinator (or other District official charged with a specific function under this Policy or the Title IX Process: e.g., investigator, decision maker, etc.) may request the Superintendent to direct that an individualized safety and risk analysis be performed to determine whether a respondent student is an immediate threat to the physical health or safety of any person. In the event that the safety and risk analysis determines that the respondent student does present an immediate threat to the physical health and safety of any person, the District may remove that student, provided that such removal is in full compliance with the IDEA, a student’s IEP and or 504 plan if applicable. Such emergency removal shall not be disciplinary. However, the District must provide the respondent with notice and an opportunity to challenge the decision immediately following the removal, and shall continue to offer educational programming until a final determination is made pursuant to the Title IX Grievance Process.

The Title IX Coordinator shall keep the Superintendent of Schools informed of any employee respondents so that he/she can make any necessary reports to New Hampshire Department of Education in compliance with applicable administrative rules and the New Hampshire Code of Conduct for Educational Professionals. In appropriate cases, the Superintendent may place an employee respondent on non-disciplinary administrative leave pursuant to RSA 189:31.

III. TITLE IX GRIEVANCE PROCESS.

The Title IX Grievance Process is used only upon the filing of a formal complaint of sexual harassment as described in Sec. III.A, below. The provisions of Section I of the Policy are incorporated as part of the Title IX Grievance Process. Upon receipt of a formal complaint of sexual harassment, the Title IX Coordinator will coordinate the District’s efforts to comply with its responsibilities related to the Title IX Grievance Process.

A. Process for Filing a Formal Complaint of Sexual Harassment.

The Title IX Grievance Process is initiated by way of a formal complaint (“complaint” or “formal complaint”) filed by the complainant, the complainant’s parent/guardian, or the Title IX Coordinator. The complainant may file a complaint or choose not to file a complaint and simply receive the supportive measures. If the Complainant does not file a complaint, the Title IX Coordinator may sign a formal complaint, but only if initiating the grievance process against the respondent is not clearly unreasonable in light of the known circumstances, and in other cases where, in the exercise of good judgment and in consultation with the District’s attorney as appropriate, the Title IX Coordinator determines that a grievance process is necessary to comply with the obligation not to be deliberately indifferent to known allegations of sexual harassment (e.g., reports of sexual assault, employee on

8

**ACAC PSD DRAFT
TITLE IX SEXUAL HARASSMENT POLICY AND GRIEVANCE PROCESS**

student harassment, repeat reports, or the conduct in the complainant’s report has not been adequately resolved through the provision of supportive measures). If the complaint is filed by the Title IX Coordinator, he/she is not a party to the action, and the District must comply with all of the provisions of the Title IX Grievance Process relative to respondents and complainants.

If no formal complaint is filed by the complainant or the Title IX Coordinator no disciplinary action may be taken against the respondent based upon conduct that would constitute sexual harassment under this policy.

Although there is no time limit per se to filing a formal complaint, for complaints initiated by the complainant or his/her parent/guardian, the complainant must be employed by the District or participating in or attempting to participate in the education program or activities of the District at the time of filing. Additionally, although the District will initiate the Title IX Grievance Process regardless of when the formal complaint is submitted, delays in reporting may significantly impair the ability of school officials to investigate and respond to the allegations.

At a minimum, a formal complaint must:

1. contain the name and address of the complainant and the student’s parent or guardian if the complainant is a minor student;
2. describe the alleged sexual harassment,
3. request an investigation of the matter, and
4. be signed by the complainant or otherwise indicate that the complainant is the person filing the complaint.

The complaint may be filed with the Title IX coordinator in person, by mail, or by email.⁹ Complaint forms may be obtained from the Title IX Coordinator *or on the District and school websites*.

B. Initial Steps and Notice of Formal Complaint.

1. The Title IX Coordinator will provide notice to the complainant and the complainant’s parent/guardian (if the complainant is a non-eligible student under FERPA), and to the respondent (if known) and the respondent’s parent/guardian (if the respondent is a non-eligible student under FERPA), as well as to any other known parties, of the following:
 - a. this Title IX Grievance Process, including any informal resolution process;
 - b. the allegations of sexual harassment potentially constituting sexual harassment, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview; “sufficient details” shall include to the extent known identities of persons involved, the conduct allegedly constituting sexual harassment, and the date and location of the incident;
 - c. a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made at the conclusion of the grievance process;

9

**ACAC PSD DRAFT
TITLE IX SEXUAL HARASSMENT POLICY AND GRIEVANCE PROCESS**

- d. that each party may have an advisor of their choice, who may be, but is not required to be, an attorney;
 - e. that each party is entitled to inspect and review evidence; and
 - f. a reference to any provision in the District’s code of conduct¹⁰ that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.
2. The Title IX Coordinator will contact the complainant to discuss and offer supportive measures.
 3. The Title IX Coordinator may contact the respondent to discuss, and or impose, non-disciplinary supportive measures.
 4. The Title IX Coordinator will examine the allegations in the formal complaint, to determine whether even if assumed true, the allegations are sufficient to sustain a finding of sexual harassment under this Policy. If the Title IX Coordinator was not involved with preparing the formal complaint, the Title IX Coordinator will contact the complainant to discuss the complaint and whether amendment is appropriate, in which case the process of Sec. III.C.4 will apply.
 5. If the formal complaint fails to satisfy the definition of sexual harassment in this Policy, the complaint shall be dismissed as provided in Sec. III.G, below.
 6. If the complaint is not dismissed, then Title IX Coordinator will consult with the Superintendent as to whether the Title IX Coordinator should act as the investigator or whether a different District or other employee shall act in that capacity. At the same time, the Title IX Coordinator and the Superintendent shall appoint the person who shall make the initial determination of responsibility. In all cases, the investigator and the initial decision maker must be properly trained and otherwise qualified (see Sec. II.D “Training”, and Section II.G “Conflict of Interest”).
 7. If the report alleges sexual harassment by the Superintendent, the Title IX Coordinator will inform the School Board Chair and the Human Resources Coordinator, the latter of whom shall have authority to seek guidance from the District’s general counsel, but shall not delay the District’s response to the report as outlined in this Policy.

C. General Provisions and Additional Definitions Relative to Title IX Grievance Process.

1. Copies and Notices. Except as specifically stated elsewhere in this Policy, for any document, information or material required to be delivered to a party or to a person assigned with responsibility under the Title IX Grievance Process, the manner of transmittal may be by electronic mail, regular mail or such other manner reasonably calculated to assure prompt delivery with evidence thereof (such as a commercial carrier or other receipted delivery). Hand delivery will only be permitted if made to the District official charged with the specific function under this Policy (e.g., Title IX Coordinator, Superintendent, investigator, decision maker(s), etc.). Any document required to be delivered to a minor or other non-eligible student, must also be delivered to the minor’s parent/guardian. Copies should also be sent to a party’s advisor if the information for the advisor has been previously communicated to the sending party. (Under federal regulations, copies of the investigative evidence, as well as the investigative report, must be forwarded to a party’s advisor. See Sections III.E.3, and III.E.4).

10

TITLE IX SEXUAL HARASSMENT POLICY AND GRIEVANCE PROCESS

2. Risk Analysis and Emergency Removal. At any point during the Title IX Grievance Process, the Title IX Coordinator may arrange for an individualized safety and risk analysis as described in Sec. II.J.5, following which a student may be removed.
3. Administrative Leave. At any point during the Title IX Grievance Process, the Superintendent, and at his/her own discretion, and with or without consulting the Title IX Coordinator, may place an employee on administrative leave pursuant to RSA 189:31.
4. Additional Allegations. If, in the course of an investigation, the District decides to investigate allegations about the complainant or respondent that were not included in the previous notice, the District shall simultaneously provide notice of the additional allegations to the parties whose identities are known.
5. No Interference with Legal Privileges. At no point in process will the Title IX Coordinator, the investigator, any decision maker, or any other person participating on behalf of the District, require, allow, rely upon, or otherwise use questions or evidence that constitutes, or seeks disclosure of, information protected under a legally recognized privilege (e.g., doctor/patient, attorney/client, clergy, etc.), unless the person holding such privilege (parent/guardian for minor student) has waived the privilege in writing to use the information with respect to the Title IX Grievance Process.
6. Consolidation of Complaints. The District may consolidate formal complaints of allegations of sexual harassment where the allegations of sexual harassment arise out of the same facts or circumstances and the formal complaints are against more than one respondent; or by more than one complainant against one or more respondents; or by one party against the other party. When the District has consolidated formal complaints so that the grievance process involves more than one complainant or more than one respondent, references to the singular "party", "complainant", or "respondent" include the plural, as applicable.
7. Remedies: Range of Disciplinary Sanctions and Remedial Actions Upon Final Determination of Responsibility.
 - a. "Disciplinary sanctions" are consequences imposed on a respondent when s/he is found responsible for sexual harassment under this Policy. Remedial actions are actions intended to restore or preserve a complainant's equal access to the educational programs and activities of the District.
 - b. "Disciplinary sanctions" against an employee respondent may include any available sanction available for the discipline of employees, up to and including dismissal or non-renewal for any other violation of Board policy, NH Code of Conduct for Educational Professionals, applicable individual or collective bargaining contract, or state or federal laws or regulations.
 - c. "Disciplinary sanctions" against a student may include any available discipline or sanction, up to and including expulsion, under the policies, rules and procedures that establish the district's comprehensive student code of conduct.
 - d. "Remedial actions" as to a respondent after a final finding of responsibility, whether employee or student, may include the imposition upon a responsible respondent of any additional non-disciplinary measures appropriate to effecting a remedy for sexual harassment, and may include such measures as no-contact requirements, scheduling adjustments, removal or exclusion from extracurricular activities, class reassignments,

**ACAC PSD DRAFT
TITLE IX SEXUAL HARASSMENT POLICY AND GRIEVANCE PROCESS**

limits on future class registrations, restrictions on access to various spaces in the school buildings, reassignment of attendance, and similar measures fine-tuned to respond appropriately to the circumstances surrounding a successful complainant’s right to access the district’s program and activity.

Additional remedial actions may include recommendations that a school-wide or system-wide response is needed in order to respond to the sexual harassment in a way that is not clearly unreasonable under the circumstances. In such cases, the Superintendent shall provide additional staff training, harassment prevention programs, or such other measures as determined appropriate to protect the safety of the educational environment and/or to deter sexual harassment.

D. Timeframe of Grievance Process.

The District shall make a good faith effort to conduct a fair, impartial grievance process in a timely manner designed to provide all parties with a prompt and equitable resolution. It is expected that in most cases, the grievance process will be concluded through at least the determination of responsibility decision within 80 days after filing the formal complaint.¹¹ In more complex cases, the time necessary to complete a fair and thorough investigation or other circumstances mean that a determination of responsibility cannot reasonably be made within that timeframe.

1. Summary of Grievance Process Timeline.

- a. Investigation 20 +/- days as the complexity of the case demands (Sec. III.E.1)
- b. 10 days for reviewing information prior to conclusion of investigation
- c. 10 days after receiving report to respond to report
- d. 10 days for decision maker to allow initial questions
- e. 10 days for responses to questions
- f. 10 days for questions and responses to follow-up questions.
- g. 10 days for determination of responsibility decision
- h. 10 days for appeal (6 additional days for administrative steps)
- i. 10 days for argument/statement challenging or supporting determination
- j. 10 days for decision on appeal

2. Delays and Extensions of Time. At any stage of the grievance process, the District (through the Superintendent, or if the Superintendent is the respondent, the Title IX Coordinator or designee) may for good cause allow for temporary delays or extensions of time upon request of either party, or on his/her own initiative. Examples of good cause may include such things as availability of parties or witnesses, school or school administrative office holidays or vacations, referral back to an earlier stage of the grievance process, concurrent law enforcement or other agency activity, or need to obtain interpreters or accommodation of disabilities. For any such delay or extension of time, the Superintendent or the Title IX Coordinator will provide written notice to the parties of the delay/extension and the reason(s).

E. Investigation.

The Title IX Coordinator will coordinate the investigation. The investigator shall be as appointed pursuant to Sec. III.B.5.

11

TITLE IX SEXUAL HARASSMENT POLICY AND GRIEVANCE PROCESS

1. The Title IX Coordinator may conduct the investigation, or, in consultation with the Superintendent, designate another qualified person to investigate. The investigation and investigator must:
 - a. Include objective evaluation of all relevant evidence, including inculpatory and exculpatory evidence. (Evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such evidence about the complainant's prior sexual behavior is offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the evidence concerns specific incidents of the complainant's prior sexual behavior with respect to the respondent and is offered to prove consent.)
 - b. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on the District and not on either of the parties;
 - c. Provide an equal opportunity for the parties to present witnesses, and other inculpatory and exculpatory evidence;
 - d. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;
 - e. Provide the parties with the same opportunities to have others present during any interview or other part of the investigation, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice. The investigator may restrict any others from participating, as long as the restrictions apply equally to both parties;
 - f. Provide, to a party (e.g., respondent or complainant – and parent/guardian as appropriate) whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate within the timeframes established in Sec. III.D, below.
 - g. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint;
2. Prior to completion of the investigative report, the District, through the Title IX Coordinator, must send to each party and party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least 10 days to submit a written response, which the investigator will consider prior to completion of the investigative report;
3. The investigator must prepare a written investigative report that fairly summarizes relevant evidence, including, without limitation, witness credibility, discrepancies, inculpatory and exculpatory information, and relevant District policies, rules and regulations, and the manner in which the same were made known to the pertinent school populations or specific parties. The investigative report shall include a description of the procedural steps taken, starting with the receipt of the formal complaint, and continuing through the preparation of the investigative report, including any notifications to the parties, interview with parties and witnesses, site visit, and methods used to gather evidence.
4. The investigator shall provide the investigative report in hard copy or electronic format to the Title IX Coordinator, to each party and each party's advisor, if any. Each party will have 10 days from receipt to provide the Title IX Coordinator a written response to the investigative report.

**ACAC PSD DRAFT
TITLE IX SEXUAL HARASSMENT POLICY AND GRIEVANCE PROCESS**

5. It serves all parties when investigations proceed diligently and conclude within a reasonable time, which may vary case by case. In most cases, it is expected that the investigator will conclude the initial investigation, and provide the parties the evidence and other information required under Sec. III.E.2. Not more frequently than every other week, any party may request the Title IX Coordinator to obtain and provide the parties with a basic status report on the investigator's progress toward completion. In most cases, the investigator should conclude the investigation within 10-20 days after receiving a Formal Complaint.

F. Determination of Responsibility and Initial Decision Maker.

The determination of responsibility of the respondent shall be made by the initial decision maker as appointed pursuant to Section III.B.5.

1. Prior to making a determination of responsibility, the initial decision maker will afford each party 10 days to submit written, relevant questions to the initial decision maker that the party wants asked of any party or witness.
2. The initial decision-maker must explain to the party proposing the questions any decision to exclude a question as not relevant. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the question and evidence concern specific incidents of the complainants prior sexual behavior with respect to the respondent and are offered to prove consent¹².
3. The initial decision maker will provide the questions to the party/witness, with copies to each party, and provide no less than 10 days for written responses, likewise to be provided to each party.
4. The initial decision maker will provide 5 days each for supplementary, limited follow-up questions and 5 days for answers, and may provide for additional rounds of follow-up questions, as long as the provision is extended to both parties equally.
5. The initial decision maker may not make any credibility determinations based on the person's status as a complainant, respondent or witness.
6. The respondent must be deemed to be not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
7. The initial decision maker may impose disciplinary sanctions and remedies as described in Section III.C7, above.
8. The standard to be used for formal complaints in determining whether a violation has occurred and/or that the respondent is responsible is the preponderance of the evidence standard,¹³ which is only met when the party with the burden convinces the fact finder (the initial decision maker) that there is a greater than 50% chance that the claim is true (i.e., more likely than not).

¹²

¹³

ACAC PSD DRAFT
TITLE IX SEXUAL HARASSMENT POLICY AND GRIEVANCE PROCESS

9. The initial decision-maker must issue a written determination/decision within 10 days after the close of the period for responses to the last round of follow-up questions. The written “Initial Determination of Responsibility” must include:
 - a. Identification of the allegations potentially constituting sexual harassment;
 - b. A description of the procedural steps taken from the receipt of the formal complaint through the Initial Determination of Responsibility, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather evidence, and hearings held;
 - c. Findings of fact supporting the determination;
 - d. Conclusions regarding the application of the District’s applicable codes of conduct, policies, administrative regulations or rules to the facts;
 - e. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility (i.e., whether or not the respondent is responsible for sexual harassment), and any disciplinary sanctions or remedies; and
 - f. The District’s procedures and permissible bases for the complainant and respondent to appeal (as set forth in Section III.H, below).
10. The decision maker shall provide the Initial Determination of Responsibility to the Title IX Coordinator, the Superintendent and the parties simultaneously.

G. Dismissal of a Formal Complaint.

1. The District must dismiss a formal complaint with regard to Title IX sexual harassment if the alleged conduct:
 - a. Would not constitute sexual harassment, even if proved;
 - b. Did not occur in the District’s education program or activity; or
 - c. Did not occur against a person in the United States.
2. The District may dismiss a formal complaint with regard to Title IX sexual harassment if at any time during the investigation or determination of responsibility stage(s):
 - a. A complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;
 - b. The respondent is no longer enrolled or employed by the District; or
 - c. Specific circumstances prevent the recipient from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.
3. Prior to dismissal of a complaint, the person responsible at that stage shall consult with the Superintendent.
4. Upon dismissal of a formal complaint, the District must promptly send written notice of the dismissal and the reason(s) therefor simultaneously to the parties.

**ACAC PSD DRAFT
TITLE IX SEXUAL HARASSMENT POLICY AND GRIEVANCE PROCESS**

The dismissal of a formal complaint under Title IX does not preclude the District from continuing any investigation or taking action under other District policies, code of conduct or administrative rules/regulations. In some cases, the District may have an obligation to continue an investigation and proceed under a different policy or mandated process.

H. Appeals Process.

1. Either party may appeal the Initial Determination of Responsibility or the dismissal of a formal complaint or any allegation in a formal complaint by notifying the Superintendent in writing (“written appeal”), with a copy to the Title IX Coordinator. If there are multiple determinations of responsibility, the written appeal shall specify which ones are included in the appeal. The written appeal must be received by the Superintendent within 10 days of the Initial Determination of Responsibility or written notice of dismissal being communicated to the parties.
2. An appeal under this Policy may only be based upon one or more of the following bases, which must be stated specifically in the party’s written appeal:
 - i. Procedural irregularity that affected the outcome of the matter;
 - ii. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; or
 - iii. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

Appeals for any other reason or upon any determination of responsibility not included in the written appeal will not be heard.

Appeals pertain only to the determination of responsibility and non-disciplinary remedies. Once a determination of responsibility is final per Sec. III.I, below, appeals of disciplinary sanctions may be made pursuant to the District’s ordinary review process for discipline, or, to the extent applicable, any statutory or other processes provided under collective bargaining agreements or individual contracts.

3. Within 3 days of receipt of the written appeal, the Superintendent shall appoint a decision maker for appeal (“appeals decision maker”),¹⁴ who must have adequate training as provided in Section II.D, be free from conflict of interest as provided in Section II.G, and may not be the same person as the initial decision maker, the person who ordered dismissal, the investigator(s), or the Title IX Coordinator. Upon the appointment of the appeals decision maker, the Superintendent shall provide a Notice of Appeal to each party and to the Title IX Coordinator, with a copy of the written appeal. The Notice of Appeal must include information about all deadlines and timeframes in the appeal stage.
4. Each party shall have 10 days from the date the Notice of Appeal is delivered to the parties to submit to the appeals decision maker a written statement, with copies to the Superintendent, Title IX Coordinator, and other party a statement (“appeal statement”) in support of, or challenging, the determination of responsibility or dismissal.
5. Each party shall provide copies of the appeal statement to the other party, the Superintendent, and the Title IX Coordinator at the same time the appeal statement is given to the appeals decision

14

**ACAC PSD DRAFT
TITLE IX SEXUAL HARASSMENT POLICY AND GRIEVANCE PROCESS**

maker. If the basis of the appeal is newly available evidence affecting the outcome, the party shall submit such evidence or a summary of such evidence along with the party’s appeal statement.

6. The appeals decision maker may refer an appealed issue back to a prior point in the grievance process, with written notice to the parties, the Superintendent and the Title IX Coordinator.
7. The appeals decision maker shall provide a written appeals decision after considering the record and the parties’ appeal statements. The appeals decision maker will only overturn the Initial Determination of Responsibility upon a conclusion that it was clearly erroneous (i.e., either made on unreasonable grounds, or without any proper consideration of the circumstances). If the basis or one of the bases for the appeal was new evidence, the appeals decision maker may either make a determination of responsibility regarding that evidence, or refer it back to the appropriate stage of the Title IX Grievance Process. The written appeals decision will describe the result(s) of the appeal and the rationale, with copies provided to the parties, Superintendent and Title IX Coordinator, no more than 10 days after receiving the last of the parties’ written statements per Section III.H.5.

- I. Finality of Determination of Responsibility.** The determination regarding responsibility becomes final either on the date that the recipient, through the Superintendent, provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal of the Initial Determination of Responsibility would no longer be considered timely. The final determination shall be identified as the Title IX Decision.

Once the Title IX Decision is final, the District may implement remedies and disciplinary sanctions. The Title IX Coordinator is responsible for effective implementation of any non-disciplinary remedies, with the assistance of building and District administrative personnel, while disciplinary sanctions will be imposed by persons charged with such responsibilities under other Board policies, regulations or administrative procedures. The District may also proceed against the respondent or complainant pursuant to the District’s applicable code of conduct or other Board policies, collective bargaining agreement, individual contract or administrative rules/regulations/procedures. The issue of responsibility for the conduct at issue shall not be subject to further review or appeal within the District.

J. Informal Resolution.

At any time prior to reaching a determination regarding responsibility (but only after the filing of a formal complaint), the District may offer an optional informal resolution process¹⁵ (e.g., mediation, arbitration), provided that the District:

1. Provides written notice to the parties disclosing:
 - a. The allegations of the formal complaint;
 - b. The requirements of the information resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to an informal final resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and

**ACAC PSD DRAFT
TITLE IX SEXUAL HARASSMENT POLICY AND GRIEVANCE PROCESS**

- c. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.
- 2. Obtains the parties' voluntary written consent to the informal resolution process; and

In no event may the District offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

Commented [1]: Copied directly from the NHSBA Policy.

District Policy History:

First reading: _____

Second reading/adopted: _____

Legal References:

- Title IX of the Education Amendments of 1972, 20 U.S.C 1681, et seq 20 U.S.C. §1232g, Family Educational Rights and Privacy Act*
- 34 CFR. Part 99, Family Educational Rights and Privacy Act Regulations*
- 34 CFR 106.8, Designation of responsible employee and adoption of grievance procedures.*
- 34 CFR 106.30, Definitions*
- 34 CFR 106.44, Recipient's response to sexual harassment*
- 34 CFR 106.4, Grievance process for formal complaints of sexual harassment*
- 34 CFR 106.71, Retaliation*
- RSA 193:38, Discrimination in Public Schools*
- NH Dept of Ed. Rules Ed 303.01 (i), School Board Substantive Duties*
- Ed 303.01(j), Substantive Duties of School Boards; Sexual Harassment Policy*

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

I. GENERAL STATEMENT OF POLICY

Sexual harassment is a form of sex discrimination that violates Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. §2000e, et seq., and Title IX. Sexual violence is a physical act of aggression that includes a sexual act or sexual purpose. Sexual harassment includes gender-based harassment based upon a person's gender identity, gender expression, gender transition, transgender status or gender nonconformity.

It is the policy of the District to maintain a learning and working environment that is free from sexual harassment and sexual violence. The District prohibits any form of sexual harassment and sexual violence.

It shall be a violation of this policy for any student or employee to harass a student or an employee through conduct or communication of a sexual nature as defined by this policy.

It shall be a violation of this policy for any student or employee to be sexually violent to a student or employee.

The District will act to investigate all complaints, either formal or informal, verbal or written, of sexual harassment or sexual violence and to discipline any student or employee who sexually harasses or is sexually violent to a student or employee of the District.

II. SEXUAL HARASSMENT/SEXUAL VIOLENCE DEFINED

A. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

1. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
3. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or education environment. Any sexual harassment as defined when perpetrated on any student or employee by any student or employee will be treated as sexual harassment under this policy.

B. Sexual harassment may include but is not limited to:

1. verbal harassment and/or abuse of a sexual nature;
2. subtle pressure for sexual activity;
3. inappropriate patting or pinching;
4. intentional brushing against a student's or an employee's body;
5. demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status;
6. demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status;
7. any sexually motivated unwelcome touching; or
8. sexual violence, which is a physical act of aggression, that includes a sexual act or sexual purpose.

III. REPORTING PROCEDURES

Any person who believes he or she has been the victim of sexual harassment or sexual violence by a student or an employee of the School District, or any third person with knowledge or belief of conduct which may constitute sexual harassment or sexual violence should report the alleged acts immediately to an appropriate School District official as designated by this policy. The School District encourages the reporting party or complainant to use the report form available from the Principal of each building or available from the Superintendent's office.

A. In Each School Building. The building Principal is the person responsible for receiving oral or written reports of sexual harassment or sexual violence at the building level. Upon receipt of a report, the Principal must notify the Superintendent of Schools immediately without screening or investigating the report. A written report will be forwarded simultaneously to the Superintendent. If the report was given verbally, the Principal shall reduce it to written form within 24 hours and forward it to the Superintendent. Failure to forward any sexual -

harassment or sexual violence report or complaint as provided herein will result in disciplinary action. If the complaint involves the building Principal, the complaint shall be filed directly with the Superintendent of Schools.

A. In Each School Building. The building Principal is the person responsible for receiving oral or written reports of sexual harassment or sexual violence at the building level. Upon receipt of a report, the Principal must notify the Superintendent of Schools immediately without screening or investigating the report. A written report will be forwarded simultaneously to the Superintendent. If the report was given verbally, the Principal shall reduce it to written form within 24 hours and forward it to the Superintendent. Failure to forward any sexual harassment or sexual violence report or complaint as provided herein will result in disciplinary action. If the complaint involves the building Principal, the complaint shall be filed directly with the Superintendent of Schools.

B. District-Wide. The School Board hereby designates the Superintendent of Schools as the School District Human Rights Officer to receive reports or complaints of sexual harassment and sexual violence from any individual, employee or victim of sexual harassment or sexual violence and also from the building Principals as outlined above. If the complaint involves the Superintendent, the complaint shall be filed directly with the School Board. The School District shall conspicuously post the name of the Human Rights Officer, including a mailing address and telephone number.

C. Submission of a complaint or report of sexual harassment or sexual violence will not affect the individual's future employment, grades or work assignments.

D. Use of formal reporting forms is not mandatory.

The School District will respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the School District's legal obligations and the necessity to investigate allegations of sexual harassment and sexual violence and take disciplinary action when the conduct has occurred.

IV. INVESTIGATION AND RECOMMENDATION

By authority of the School District, the Human Rights Officer, upon receipt of a report or complaint alleging sexual harassment or sexual violence shall immediately authorize an investigation. This investigation may be conducted by School District officials or by a third party designated by the School District. The investigating party shall provide a written report of the status of the investigation within 10 working days to the Superintendent of Schools. If the Superintendent is the subject of the complaint, the report shall be submitted to the School Board.

In determining whether alleged conduct constitutes sexual harassment or sexual violence, the School District should consider the surrounding circumstances, the nature of the sexual advances, relationships between the parties involved and the context in which the alleged

incidents occurred. Whether a particular action or incident constitutes sexual harassment or sexual violence requires a determination based on all the facts and surrounding circumstances.

The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

In addition, the School District may take immediate steps, at its discretion, to protect the complainant, students and employees pending completion of an investigation of alleged sexual harassment or sexual violence.

V. SCHOOL DISTRICT ACTION

A. Upon receipt of a recommendation that the complaint is valid, the School District will take such action as appropriate based on the results of the investigation.

B. The result of the investigation of each complaint filed under these procedures will be reported in writing to the complainant by the School District. The report will document any disciplinary action taken as a result of the complaint.

* Please refer to Student Rights and Responsibilities

VI. REPRISAL

The School District will discipline any individual who retaliates against any person who reports alleged sexual harassment or sexual violence or who retaliates against any person who testifies, assists, or participates in an investigation, proceeding or hearing relating to a sexual harassment or sexual violence complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

VII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse that may include filing charges with the Commissioner of Education, initiating civil action or seeking redress under state criminal statutes and/or federal law.

VIII. SEXUAL HARASSMENT OR SEXUAL VIOLENCE AS SEXUAL ABUSE

Under certain circumstances, sexual harassment or sexual violence may constitute sexual abuse under New Hampshire law. In such situations, the School District shall comply with said law.

Nothing in this policy will prohibit the School District from taking immediate action to

protect victims of alleged sexual abuse.

IX. DISCIPLINE

The School District will take such disciplinary action it deems necessary and appropriate, including warning, suspension or immediate discharge to end sexual harassment and sexual violence and prevent its recurrence.

X. BY-PASS OF POLICY

Any individual with a sexual harassment complaint may choose to bypass this Policy and accompanying regulation and proceed directly to: N.A. Commission on Human Rights or Office of Civil Rights

Administrative Rules

ED 303.01 (j)

Appendix: GBAA-R, JBAA-R and BBA-R

First Reading: August 10, 2016
Second Reading: August 24, 2016
Adopted: August 24, 2016

I. GENERAL STATEMENT OF POLICY

Sexual harassment is a form of sex discrimination that violates Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. §2000e, et seq., and Title IX. Sexual violence is a physical act of aggression that includes a sexual act or sexual purpose. Sexual harassment includes gender-based harassment based upon a person's gender identity, gender expression, gender transition, transgender status or gender nonconformity.

It is the policy of the District to maintain learning and working environment that is free from sexual harassment and sexual violence. The District prohibits any form of sexual harassment and sexual violence.

It shall be a violation of this policy for any student or employee to harass a student or an employee through conduct or communication of a sexual nature as defined by this policy.

It shall be a violation of this policy for any student or employee to be sexually violent to a student or employee.

The District will act to investigate all complaints, formal or informal, verbal or written, of sexual harassment or sexual violence and to discipline any student or employee who sexually harasses or is sexually violent to a student or employee of the District.

II. SEXUAL HARASSMENT/SEXUAL VIOLENCE DEFINED

- A. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
1. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
 2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
 3. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or education environment. Any sexual harassment as defined when perpetrated on any student or employee by any student or employee will be treated as sexual harassment under this policy.

- B. Sexual harassment may include but is not limited to:
1. verbal harassment and/or abuse of a sexual nature;
 2. subtle pressure for sexual activity;
 3. inappropriate patting or pinching;

 4. intentional brushing against a student's or an employee's body;
 5. demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status;
 6. demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status;
 7. any sexually motivated unwelcome touching; or
 8. sexual violence, which is a physical act of aggression, that includes a sexual act or sexual purpose.

III. REPORTING PROCEDURES

Any person who believes he or she has been the victim of sexual harassment or sexual violence by a student or an employee of the School District, or any third person with knowledge or belief of conduct which may constitute sexual harassment or sexual violence should report the alleged acts immediately to an appropriate School District official as designated by this policy. The School District encourages the reporting party or complainant to use the report form available from the Principal of each building or available from the Superintendent's office.

A. In Each School Building. The building Principal is the person responsible for receiving oral or written reports of sexual harassment or sexual violence at the building level. Upon receipt of a report, the Principal must notify the Superintendent of Schools immediately without screening or investigating the report. A written report will be forwarded simultaneously to the Superintendent. If the report was given verbally, the Principal shall reduce it to written form within 24 hours and forward it to the Superintendent. Failure to forward any sexual harassment or sexual violence report or complaint as provided herein will result in disciplinary action. If the complaint involves the building Principal, the complaint shall be filed directly with the Superintendent of Schools.

B. District-Wide. The School Board hereby designates the Superintendent of Schools as the School District Human Rights Officer to receive reports or complaints of sexual harassment and sexual violence from any individual, employee or victim of sexual harassment or sexual violence and also from the building Principals as outlined above. If the complaint involves the Superintendent, the complaint shall be filed directly with the School Board.

The School District shall conspicuously post the name of the Human Rights Officer, including a mailing address and telephone number.

- C. Submission of a complaint or report of sexual harassment or sexual violence will not affect the individual's future employment, grades or work assignments.
- D. Use of formal reporting forms is not mandatory.

The School District will respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the School District's legal obligations and the necessity to investigate allegations of sexual harassment and sexual violence and take disciplinary action when the conduct has occurred.

IV. INVESTIGATION AND RECOMMENDATION

By authority of the School District, the Human Rights Officer, upon receipt of a report or complaint alleging sexual harassment or sexual violence shall immediately authorize an investigation. This investigation may be conducted by School District officials or by a third party designated by the School District. The investigating party shall provide a written report of the status of the investigation within 10 working days to the Superintendent of Schools. If the Superintendent is the subject of the complaint, the report shall be submitted to the School Board.

In determining whether alleged conduct constitutes sexual harassment or sexual violence, the School District should consider the surrounding circumstances, the nature of the sexual advances, relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes sexual harassment or sexual violence requires a determination based on all the facts and surrounding circumstances.

The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

In addition, the School District may take immediate steps, at its discretion, to protect the complainant, students and employees pending completion of an investigation of alleged sexual harassment or sexual violence.

V. SCHOOL DISTRICT ACTION

- A. Upon receipt of a recommendation that the complaint is valid, the School District will take such action as appropriate based on the results of the investigation.
- B. The result of the investigation of each complaint filed under these procedures will be reported in writing to the complainant by the School District. The report will document any disciplinary action taken as a result of the complaint.

VI. REPRISAL

The School District will discipline any individual who retaliates against any person who reports alleged sexual harassment or sexual violence or who retaliates against any person who testifies assists or participates in an investigation, proceeding or hearing relating to a sexual harassment or sexual violence complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

VII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse that may include filing charges with the Commissioner of Education, initiating civil action or seeking redress under state criminal statutes and/or federal law.

VIII. SEXUAL HARASSMENT OR SEXUAL VIOLENCE AS SEXUAL ABUSE

Under certain circumstances, sexual harassment or sexual violence may constitute sexual abuse under New Hampshire law. In such situations, the School District shall comply with said law.

Nothing in this policy will prohibit the School District from taking immediate action to protect victims of alleged sexual abuse.

IX. DISCIPLINE

The School District will take such disciplinary action it deems necessary and appropriate, including warning, suspension or immediate discharge to end sexual harassment and sexual violence and prevent its recurrence.

X. BY-PASS OF POLICY

Any individual with a sexual harassment complaint may choose to bypass this Policy and accompanying regulation and proceed directly to: N.A. Commission on Human Rights or Office of Civil Rights

Legal Reference:

NH Code of Administrative Rules – Section Ed. [303.01 \(j\), 1-9](#), Substantive Duties of School Boards

Appendix: [GBAA-R](#) [BBA-R](#)

First Reading: August 10, 2016
Second Reading: August 24, 2016
Adopted: August 24, 2016

To become a candidate for any school district office, a person must be a registered voter in the district. No person holding the office of member of the school board shall at the same time hold the office of district moderator, treasurer, or auditor. No person employed on a salaried basis by a school administrative unit or by a 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.

Statutory Reference:

RSA 671:18

Revised: April 17, 2019

Approved November 3, 2010

First Reading: September 2nd, 2020

The Board recognizes the importance of excellent fiscal management in managing public resources to achieve the goals of the educational plan of the district. The Board will be vigilant in fulfilling its responsibilities to see that these funds are used wisely to achieve the purpose for which they are allocated.

The district fiscal management plan seeks to achieve the following goals:

1. Engage in thorough advance planning to develop budgets and guide expenditures to achieve the greatest educational returns and the greatest contributions to the educational program.
2. Establish levels of funding which will provide high quality education for the students of the district.
3. Use the best available techniques and processes for budget development and management.
4. Provide timely and appropriate information to the Board and all staff with fiscal management responsibilities.
5. Establish and implement efficient procedures for accounting, audit, risk management, investing, purchasing delivery, payroll, payment of vendors and contractors, and all other areas of fiscal management.

Reviewed: March, 2004
Revised: November, 1999
New policy April, 1999

Adopted May 10, 2006

First Reading: September 2nd, 2020

One of the primary responsibilities of the Pelham School Board shall be to obtain adequate funds to carry out a high-level program of instruction.

The adopted annual school budget is the financial outline of the District's educational program; it is the legal basis for the establishment of tax rates. The annual school budget process is an important function of District operations and should serve as a means to improve communications within the school organization and with the residents of the community.

The Superintendent or designee shall be responsible for preparing, and presenting to the Board for adoption, the annual school budget. The School Board expects the Superintendent to work closely with the principals and other administrators to assess the needs of the schools. The principals shall confer with appropriate staff in getting budgetary requests and information on requirements.

The Board shall be informed of budget requests that are not included in the proposed budget and the reason those items are not included in the budget.

Legal References:

RSA 32:4, Preparation of Budgets: Estimate of Expenditures and Revenues

RSA 32:5, Budget Preparation

RSA 197:5-a, School meetings and Officers: Budget

First Reading: August 20, 2014

Second Reading: September 3, 2014

Adopted: September 3, 2014

First Reading: September 2nd, 2020

The Superintendent or designee shall establish procedures for the involvement of staff in the development of the budget proposal.

The Pelham School Board shall adopt guidelines and a schedule each year for the timely submission of the budget to the Board, and Budget Committee.

Statutory References

RSA 195:12, Cooperative School District: Budget

RSA 197:5-a, School Meetings & Officers: Budget

RSA 32:4, Preparation of Budgets: Estimate of Expenditures and Revenues RSA

32:54, Budget Preparation

NH Code of Administrative Rules- Section Ed 302:02 (a), Substantive Duties of the Superintendent.

First Reading: August 20, 2014

Second Reading: September 3, 2014

Adopted: September 3, 2014

First Reading: September 2nd, 2020

The Pelham School Board shall explain the objectives and needs of the schools to town bodies that have a role in school budget adoption, and to the public which casts the final vote, so that local support of education can indeed provide for all children equal and suitable education programs.

The major share of all financial support for local school districts is raised by taxing property within the District. Most of the financial support of public education, therefore, is subject to a direct vote of the people.

The Pelham School Board, administration, and the professional staff shall work with the taxpayers toward the solution of problems in the operational funding of the Pelham School District.

The financial condition of the District, along with its needs and goals, shall be communicated to the citizens through an ongoing public information program.

In addition, the Board may:

1. Accept all available state funds to which the District is entitled by law or through regulations of the State Board of Education.
2. Accept all federal funds which are available providing there is a specific need for them and that matching funds required are available.
3. The Board may accept revenues on a case-by-case basis consistent with the goals, policies, and programs of the District.

Statutory Reference:

RSA 198:20-b, Appropriation for Unanticipated Funds Made Available During Year

First Reading: August 20, 2014
Second Reading: September 3, 2014
Adopted: September 3, 2014

First Reading: September 2nd, 2020

STUDENT ACTIVITIES FUND MANAGEMENT

The Principal of the school shall be responsible for the proper administration of the financial activities of the student activities fund in accordance with state law and appropriate accounting practices and procedures. All monies collected shall be deposited to the student body activities account at the local banks.

Monies raised by student organizations or class activities must be expended for the benefit of the students.

Accounting Standards:

1. Student activity funds shall utilize a computerized fund accounting system, maintaining separate funds for each activity.
2. Funds shall only be used in accordance with the stated general purposes of the supporting activity.
3. All school sponsored classes or clubs engaging in financial transactions must maintain its account with the student activity fund of the school.
4. Senior class accounts shall be released to the class president or treasurer within ~~seven~~ six years of the date of class graduation.
5. Scholarship funds shall be held in custody and administered by the Trustees of the Town Trust Funds as required by New Hampshire RSA 31:31.
6. All payments of funds from student activity accounts must be done using bank checks.
7. All checks drawn on a student activity fund require two signatures, one of which must be the building principal or assistant principal. All signatures must be original signatures. Signature stamps are not allowed.
8. Student activity funds shall not be used as a substitute for the School District's normal purchasing process.

The Pelham School District Business Administrator shall have oversight responsibility of all Pelham School District student activity fund accounts. Student activity accounts are subject to auditing at any time by the Business Administrator or designee, and by the School District external auditors on an annual basis.

Statutory Reference:

RSA 31:31, Trust Funds for Districts

First Reading: August 20, 2014
Second Reading: September 3, 2014
Adopted: September 3, 2014

First Reading: September 2nd, 2020

Checks drawn on the general fund or any special fund (with the exception of Student Activity accounts) shall require the signature of the School District Treasurer, or the Deputy Treasurer in the absence of the Treasurer, each of is authorized to release the signed check only after approval of a manifests by the School Board authorizing issuance of the check.

Electronic, ACH, and wire transfers of funds (electronic payments), for payment of accounts payable and all payroll manifests, may be approved by the School District Treasurer provided the payments have been authorized by the School Board's prior approval of a manifest authorizing the payment. The School District Treasurer is authorized to delegate approval authority to make employee salary, employee deduction, and tax electronic payments to the Business Administrator, provided the payment has been authorized by the School Board's prior approval of a manifest authorizing the payment.

Payroll payments, up to the amount of the budget in effect for the fiscal year the payroll payments are disbursed, may be approved in writing by a majority of the School Board annually, no later than July 1, and may then be disbursed by authorization of the District Treasurer or Deputy Treasurer in accordance with this policy.

Checks drawn on a Student Activity Fund shall require two signatures, one of which must be the school principal or assistant principal.

Only employees specifically authorized by the School Board shall sign official documents required of the district. Signatures on all official documents (e.g. checks, state and federal reporting, applications, expense vouchers, time cards) must be original signatures. Use of computer generated signatures or signature stamps are not allowed. The Treasurer and Deputy Treasurer are exempt for the purpose of signing payroll and account payable checks.

Statutory References:

RSA 197:23-a, Treasurer's Duties

Revised: March, 2004

Revised: November, 1999

Revised: July, 1998

First Reading: April 16, 2014

Second Reading: May 7, 2014

Adopted: May 7, 2014

First Reading: September 2nd, 2020

All income payable to the Pelham School District and all revenue received shall be deposited with the School District Treasurer, who will credit it to the appropriate account. The Deputy Treasurer may authorize the direct deposit of funds into approved District accounts.

The Pelham School Board shall determine when other depositories are needed and shall name them by resolution.

Depositories shall be selected only after careful review of fiscal practices and ability to meet the safety and service criteria of the District, and for compliance with RSA 197:23-a.

Statutory Reference

RSA 197:23-a, Treasurer's Duties

Reviewed: March, 2004

Revised: July, 1998

First Reading: April 16, 2014

Second Reading: May 7, 2014

Adopted: May 7, 2014

First Reading: September 2nd, 2020

New Hampshire State law requires that the School District Treasurer and the Assistant Treasurer be bonded. The Pelham School District shall arrange coverage, as required by New Hampshire State laws, to cover the Treasurer and each Assistant Treasurer, if any.

Any employee who administers funds for the Pelham School District shall be protected by a pooled risk crime coverage policy.

Legal References:

RSA 197:22, Treasurer's Bond

First Reading: August 20, 2014
Second Reading: September 3, 2014

Adopted: September 3, 2014

First Reading: September 2nd, 2020

The Pelham School District has invested in a broad range of capital assets that are used in the school system's operations. The Superintendent will designate the person responsible for managing the District's capital assets and maintaining the fixed assets inventory. In accounting for capital assets, the District will implement the standards required by Statement 34 of the Government Accounting Standards Board.

Capital assets are real or personal property that have a value equal to or greater than the capitalization threshold of the particular classification of asset, and have an estimated useful life of greater than one year.

Capital assets include:

- Land
- Land Improvements (not depreciable)
- Land Improvements (depreciable)
- Infrastructure
- Construction in Progress
- Leasehold Improvements
- Buildings and Building Improvements
- Vehicles
- Furniture, Equipment & Machinery

All assets, or at least a representative sampling, including those that are reported on a composite basis, must be evaluated once annually to reflect either an increase or decrease in total value.

CAPITALIZATION THRESHOLD

For financial reporting purposes, capitalization thresholds are set at \$10,000 per item, or for like-kind (aggregate) purchases, for all classes except Infrastructure assets, which are capitalized and depreciated if over \$100,000 per item.

ESTIMATED USEFUL LIFE THRESHOLD

For financial reporting purposes, an asset must have an estimated useful life greater than five years to be considered for capitalization and depreciation.

ACQUISITION OF ASSETS

Capital assets may be acquired through donation, purchase, or may be constructed. The asset value for donations will be the fair market value at the time of the donation. The asset value, when purchased, will be the initial cost plus the trade-in value of any old asset given up, plus all costs related to placing the asset into operation. The asset value of constructed assets will include all costs of construction.

DEPRECIATION OF ASSETS

For all assets that qualify as a depreciable asset, the straight-line, full-year depreciation method should be utilized to depreciate the capital asset, over the estimated useful life of the related asset.

DISPOSITION OF ASSETS

When capital assets are sold or otherwise disposed of, the inventory of capital assets should be relieved of the cost of the asset and the associated accumulated depreciation. Assets will be removed on an annual basis in conjunction with the annual update. The appropriate depreciation will be taken for the year of disposal.

December 4, 2013 – First Reading

Adopted: December 18, 2013

First Reading: September 2nd, 2020

The Pelham School District's financial management system shall be in conformance with the New Hampshire Financial Accounting Handbook published by the State Department of Education. An adequate system of encumbrance accounting will be maintained.

A system shall be implemented to allow for the financial management of all District operations including the integration of human resource data that has a financial impact on the District's operations. The District shall develop a chart of accounts and reporting structure that shall be in conformance with the New Hampshire Financial Accounting Handbook published by the State Department of Education.

Requirements

The following requirements must be satisfied by the financial management system:

1. Administrative Control: The financial records shall guide the making or deferring of purchases, the expanding or curtailing of programs, the hiring or replacement of staff positions, and the controlling of expenses. Current data shall be available and in such form that periodic summaries can be readily made from the data.
2. Budget Preparation: The financial records shall serve as a guide to budget estimates of subsequent years, hold expenditures to the amounts appropriated, and the monitoring of revenues to the budget. Accounts shall be kept for each item for which separate budget or revenue estimates must be made. An adequate chart of accounts shall be used.
3. Accounting for Stewardship: The financial records of the District shall show that those in charge have handled the funds within the framework of the law and in accordance with Board policy.

The Pelham School District's financial records shall provide the following information:

1. For each budgetary account: the appropriation, appropriation transfers, expenditures, encumbrances, and unencumbered balance.
2. For each purchase order: the name of vendor, description of the item involved, the amounts and any call for bids, and an abstract of the bids received, (if bids are required). Purchase orders covering procurement or credit card purchases that do not itemize purchases must have copies of each charge slip as documentary back-up.
3. For each purchase: the purchase order information above, plus the record of receipt and condition of goods (if applicable), or the authorization to pay the invoice, and the record of payment.

4. For each revenue account: the budget estimate, the estimates as revised periodically, the receipts to date, and the balance anticipated.

Reporting

The Pelham School Board shall receive monthly financial management reports and statements showing the financial condition of the School District. These reports shall contain year-to-date actual expenditures to budget, budget adjustments, budget transfers and encumbered expenses, along with a current status on the projected year-end fund balance. This report shall be posted on the district website for public access. The School Board may ask for a statement or report at any time. Due to fiscal year closing procedures, monthly reports are not required for July and August.

Responsibility

The Business Administrator has the primary responsibility for the management and oversight of the financial management system. The Assistant Business Administrator for Human Resources shall be responsible for the personnel components of that system.

Regulatory Reference:

NH Code of Administrative Rules, Section Ed. 302:02(e)(j), Substantive Duties of the Superintendent

First Reading: August 20, 2014
Second Reading: September 3, 2014

Adopted: September 3, 2014

First Reading: September 2nd, 2020

Authority

The Board expects all Board members, district employees, volunteers, consultants, vendors, contractors and other parties that maintain a relationship with the school district to act with integrity, due diligence, and in accordance with law in their duties involving the district's resources. The Board is entrusted with public funds, and no one connected with the district shall do anything to erode that trust.

Definitions

Fraud, financial improprieties, or irregularities include but are not limited to:

1. Forgery or unauthorized alteration of any document or account belonging to the district.
2. Forgery or unauthorized alteration of a check, bank draft, or any other financial document.
3. Misappropriation of funds, securities, supplies, or other assets.
4. Impropriety in handling money or reporting financial transactions.
5. Profiteering because of insider information of district information or activities.
6. Disclosure of confidential and/or proprietary information to outside parties.
7. Acceptance or seeking of anything of material value, other than items used in the normal course of advertising, from contractors, vendors, or persons providing services to the district.
8. Destruction, removal, or inappropriate use of district records, furniture, fixtures, or equipment.
9. Failure to provide financial records to authorized state or local entities.
10. Failure to cooperate fully with any financial auditors, investigators or law enforcement.
11. Other dishonest or fraudulent acts involving district monies or resources.

The Superintendent shall have primary responsibility for conducting necessary investigations of reported fraudulent activity.

Based on his/her judgment, the Superintendent shall coordinate investigative efforts with the district auditor, insurance agent, external agencies, and law enforcement officials, if applicable.

If the Superintendent is involved in the complaint, the Board Chair is authorized to initiate investigation of the complaint and coordinate the investigative efforts with individuals and agencies s/he deems appropriate.

Delegation of Responsibility

The Superintendent or designee shall be responsible to develop and implement internal controls designed to prevent and detect fraud, financial impropriety, or fiscal irregularities within the district, subject to review and approval by the Board.

The Superintendent or designee shall be responsible for maintaining a sound system of internal controls that is designed to identify potential risks, evaluate the nature and extent of those risks, and manage them effectively.

District administrators are responsible to be alert to an indication of fraud, financial impropriety, or irregularity within their areas of responsibility.

The Superintendent shall recommend to the Board for its approval completion of a forensic audit when it is deemed necessary and beneficial to the district.

The Superintendent shall ensure the appropriate authorities are notified, pursuant to state law, when cases of fraud, embezzlement or theft have been identified.

Guidelines**Reporting**

Records shall be maintained for use in an investigation.

An employee who suspects fraud, impropriety, or irregularity shall immediately report his/her suspicions to the Superintendent. If the report involves the Superintendent, the employee shall report his/her suspicions to the Board Chair. Employees who bring forth a legitimate concern or suspicion about a potential impropriety shall not be retaliated against. Those who do retaliate against such an employee shall be subject to disciplinary action.

Investigation

Individuals found to have altered or destroyed records shall be subject to disciplinary action. If an investigation substantiates the occurrence of a fraudulent activity, the Superintendent shall present a report to the Board and appropriate personnel.

The Board shall determine the final disposition of the matter, if a criminal complaint will be filed, and if the matter will be referred to the appropriate law enforcement and/or regulatory agency for independent investigation.

Confidentiality

The Superintendent shall investigate reports of fraudulent activity in a manner that protects the confidentiality of the individuals and facts. All employees involved in the investigation are required to maintain confidentiality regarding all information about the matter during the investigation. Results of an investigation shall not be disclosed to or discussed with anyone other than those individuals with a legitimate right to know, until the results are made public.

Prevention

In order to prevent fraud, the Board directs that a system of internal controls be followed that include but are not limited to the following:

{ } Segregation of Duties - Where possible, more than one (1) person will be involved in pieces of financial transactions. No one (1) person shall be responsible for an entire financial transaction.

{ } Payments - Payments shall be made only by checks. No cash transactions shall be permitted. Check signers shall be approved annually by the Board and will consist of persons not involved in the transaction. All checks shall have at least two (2) signatures.

{ } Bank Reconciliations - Bank statements and cancelled checks shall be reconciled by individuals who are not authorized to sign checks, nor involved in check processing.

{ } Access to Checks - Physical and electronic access to school district checks and accounts shall be limited to those employees with designated business functions.

{ } Capital Assets - The business office shall maintain updated lists of district capital assets.

{ } Training - Administrators shall be responsible for ensuring that employees under their supervision receive training regarding fraud prevention.

First Reading: May 13th, 2009

Second Reading: May 27, 2009

First Reading: September 2nd, 2020

The Pelham School District purchases supplies, equipment, and services necessary to support its educational programs. The District's purchasing goal is to provide the highest quality products and services at the best value and service.

The acquisition of supplies, equipment, and services will be centralized in the business office, which functions under the supervision of the Superintendent, and through whose office all purchasing transactions are conducted.

The Superintendent is responsible for the quality and quantity of purchases made. All purchases shall fall within the framework of budgetary limitations and shall be consistent with the approved educational goals and programs of the District.

The Business Administrator shall be solely responsible for the final approval of all non-educational purchases. The Superintendent or designee shall approve educational purchases beyond budget limitations.

The Business Administrator shall be responsible for all phases of purchasing in accordance with this policy; for requisitions, current order purchasing, writing of specifications for bids, and requests for quotations, deliveries, storage, and other tasks related to the purchases, acceptance and distribution of supplies. It is the responsibility of the Business Administrator to make purchase decisions that, in totality, are in the best interest of the District.

Statutory Reference/Administrative Rule:

*RSA 194-C:4 II (a), Superintendent Services
NH Code of Administrative Rules Section 303.01 (b), Substantive Duties of
School Boards*

See Also: Purchasing Procedures (DJB)

First Reading: May 21, 2014
Second Reading: June 4, 2014

Adopted June 18, 2014

First Reading: September 2nd, 2020

All salaries and supplements paid all full-time and part-time staff members, substitutes, self-funded program staff, and student workers shall be paid through the Business & Finance Office.

Proper payroll procedures are dependent on staff attendance accounting and on the accurate reporting of actual hours and times worked of part-time and hourly staff. The necessary procedures for this shall be established by the Superintendent, or designee, and carried out by the administrative personnel.

Failure to accurately report attendance, or submitting false time cards are grounds for disciplinary action, *up to and including termination*, by the Superintendent.

Compensation records kept by the Business & Finance Office shall reflect an accurate history of the compensation and related benefits paid to each employee, and shall meet all requirements of federal and state reporting.

Pay Day Schedule

The Pelham School District pays salaries on a regular bi-weekly schedule throughout the school year.

There shall be no salary advances for any staff member.

Salary Deductions

Salary deductions are allowed. They are subject to federal and state regulations, and the limitation of the financial management software. Authorized payroll deductions include:

- 403(b) Contributions
- Union Dues
- Insurance Premium Contributions
- Voluntary Contributions to the New Hampshire Retirement System
- Credit Union

All salary deductions, other than those regulated by federal or state laws, shall be deducted only upon written or electronic approval of the employee.

Statutory Reference:

RSA 194-C:4 (II) (a), Superintendent

Services Revised: March, 2004

Revised: November, 1999

Revised: July, 1998

First Reading: April 16, 2014

Second Reading: May 7, 2014

Adopted: May 7, 2014

First Reading: September 2nd, 2020

Pelham School District personnel and officials who incur expenses in carrying out their authorized duties may be reimbursed by the District upon submission of a properly filled out and approved purchase requisition and such supporting receipts as required by the Business Administrator. Such expenses may be approved and incurred in line with budgetary allocations for the specific type of expense.

When official travel by personally owned vehicles has been authorized, mileage payment shall be made at the rate currently set by the Internal Revenue Service.

All travel outside New Hampshire must have the prior approval (written or electronic) of the Superintendent unless that travel is associated with a specific line item in the Board's approved budget, in which case the appropriate administrator must have approved in writing or electronically.

All expense reimbursement forms must be approved by the employee's supervisor and administrator. In the event that reimbursement is being made for multiple employees on a single receipt, the senior supervisor/administrator must expense that receipt. In no case shall an employee pay for expenses of his/her supervisor.

Employees whose responsibilities require regular purchases outside the purchase order process shall be provided a District procurement card (p-card). Any employee with an issued p-card shall not be reimbursed for any purchase unless such purchase is not allowed under the p-card procedures. Any employee who is offered a District p-card, but declines the issuance of a District p-card shall not be allowed reimbursement of any expenses authorized under the p-card procedures. Such purchases must be processed through the District's formal purchase order processing system.

Reviewed: March, 2004
Revised: November, 1999
Revised: July, 1998

First Reading: April 16, 2014
Second Reading: May 7, 2014

Adopted: May 7, 2014

First Reading: September 2nd, 2020

Monies collected by school employees and by student treasurers shall be handled with good and prudent business procedures. All monies collected shall be receipted, accounted for, and deposited daily.

In no case shall monies be left overnight in schools, except in safes provided for safekeeping of valuables, and even then not to exceed more than a few dollars. All schools shall provide for making bank deposits after regular banking hours in order to avoid leaving money in school overnight. This policy shall be well publicized to deter burglary attempts.

Reviewed: March, 2004
Revised: November, 1999
Revised: July, 1998

Adopted May 10, 2006

First Reading: September 2nd, 2020

In accordance with the governmental accounting standard, GASB Statement No. 54, the Pelham School Board recognizes the following five categories of fund balance for financial reporting purposes:

- a. **Non-Spendable Fund Balance:** non-cash assets such as inventories or prepaid items.
- b. **Restricted Fund Balance:** funds legally restricted for specific purposes, such as grant, food service, and expendable trust funds.
- c. **Committed Fund Balance:** amounts that can only be used for specific purposes pursuant to a formal vote of the Pelham School Board or by a vote of the legislative body by official ballot.
- d. **Assigned Fund Balance:** amounts intended by the Pelham School Board for specific purposes. The Board can choose to delegate this authority to the Superintendent or Business Administrator, depending on the situation. Items that would fall under this type of fund balance could be encumbrances.
- e. **Unassigned Fund Balance:** residual spendable fund balance after subtracting all of the above amounts. The unassigned classification also includes negative residual fund balance of any other governmental fund that cannot be eliminated by offsetting of assigned fund balance.

Committed Fund Balance

The Pelham School Board, as the government's highest level of decision-making authority, may commit fund balance by a formal vote prior to the government's fiscal year-end for that fiscal year. Future modification or rescission of committed funds must likewise be accomplished by a formal vote of the School Board prior to fiscal year-end.

Actions approved by the legislative body by official ballot also considered to be a Committed Fund Balance, would include specific approved warrant articles such as a transfer out of the year-end unassigned fund balance for any specific expendable trust or capital reserve account, or non-lapsing warrant articles.

Assigned Fund Balance

The Pelham School Board expressly delegates to the Superintendent, through the Business Administrator, authority under this policy to assign funds for particular purposes. Such balances must be assigned (encumbered) through a contract or purchase order as allowed under RSA 32:7 (Lapse of Appropriations) and Generally Accepted Accounting Principles.

Spending Prioritizations

- When expenditure is incurred that would qualify for payment with either restricted or unrestricted funds, it shall be paid from restricted funds.

- When expenditure is incurred that qualifies for payment from either of the three unrestricted fund balance categories, it shall be applied in the following order: (1) Committed, (2) Assigned, and (3) Unassigned.

Deficit Fund Balance

At year end if any of the special revenue funds (i.e. food service, grants funds, etc.) has a deficit unassigned fund balance then the Superintendent, through the Business Administrator, is authorized to transfer funds from the general fund to cover the deficit, providing the general fund has money to do so.

The Pelham School Board shall turn back any unassigned general fund balance at year-end to offset the next fiscal year's tax rate for the Town, which is in accordance with present state requirements.

Annual Review

Compliance with the provisions of this policy shall be reviewed as a part of the annual budget adoption process.

Statutory References

RSA 32:7, Lapse of Appropriations

Approved June 29, 2011

First Reading: September 2nd, 2020

**PELHAM SCHOOL DISTRICT
SCHOOL BOARD MEETING DATE 9.2.20**

AGENDA ITEM: Reimbursement

ACTION X PRESENTATION _____ INFORMATION _____

=====

BACKGROUND:

The current policy EFAA – SCHOOL NUTRITION PROGRAM MEAL CHARGING states “For students in Grades 6 – 8, when the meal account is past due for 4 meals, the student will be offered an alternative meal until the account is paid in full. For students in Grades 9 – 12, when the meal account is past due for 2 meals, the student will be offered an alternative meal until the account is paid in full.” With the change in our meal program this year and the way we will distributing and charging meals we cannot effectively carry out this section of the policy.

FISCAL IMPLICATIONS: N/A

RECOMMENDATION:

“Effective immediately, there will no longer be alternate meals given out as previously stated in the currently charging policy. This is due to the limitations in place for our current meal program. All other language in the policy will remain as stated ”

Add the above exception to the to the current meal charging policy for the 2020-2021.

Will address further changes as they arise and come back to the board for approval

Presented by: Kelly Rambeau/ Deb Mahoney

EFAA – SCHOOL NUTRITION PROGRAM MEAL CHARGING PSD Policy

The District encourages all parents and guardians (hereinafter "parents") to provide a healthy breakfast and lunch for their student(s). Parents are welcome to send students to school with a "brown bag/lunch box" meal. The District provides the opportunity to purchase breakfast and lunch (as well as after school snacks) from the District. Each meal meets or exceeds the federal nutrition standards. Payment is expected no later than when the meal is served. Payment may be in cash (check) or as a debit against funds deposited into an established student meal account.

School nutrition programs are required by federal law to operate as non-profits which may not incur debt in each fiscal year. Uncollected debt must be paid to the school nutrition fund from the general fund on an annual basis. Therefore, parents of students required to pay the full or reduced price for meals must ensure that the school lunch program is paid for their student's meals. The District's policy is to quickly escalate efforts to bring student meal accounts into a positive balance, to avoid circumstances where these accounts build significant debt. The District may decide to utilize small claims court, pursuant to RSA Chapter 50, etc. to recoup outstanding meal debt. All debt collection efforts shall comply with RSA Chapter 358-C, New Hampshire's Unfair, Deceptive or Unreasonable Collection Practices Act. Credit will not be extended to staff.

Student Meal Accounts

The District uses a point-of-sale computerized meal payment system which has an account for all students. Parents of students who will be purchasing meals using this system are required to establish and maintain a positive balance in the student's meal account.

Funds may be deposited into a student lunch account by cash, check, or on-line payment. Cash or checks made out to: "Pelham School District" should be placed in an envelope with the student's name and grade/teacher written on it, and presented to the classroom teacher (at PES), cashier at the cafeteria, or the Nutrition Service Office. A check may also be mailed to: Attn: Nutrition Department, 61 Marsh Road, Pelham NH 03076. The District utilizes the services of K12 Payment Center system vendor with URL: www.k12paymentcenter.com. The use of checks or on-line payments is encouraged, as each provides a payment record. Parents are responsible for any fees charged by the on-line service. In accordance with United States Department of Agriculture ("USDA") guidance SP 02-2015, there will be no processing fee for deposits to a student meal account made by cash or check.

A fee of \$10.00 will be charged by the District to the parents for each check returned for insufficient funds. The fee may not exceed \$25.00, RSA 358-C:5, I. Parents are responsible for any additional fees assessed by their bank. In accordance with RSA 358-C:5, notice of the fee charged for a check that is returned for insufficient funds shall be included in any letter or verbal communication provided to a Parent to seek payment because the student meal account has a negative balance.

Each notice to parents will include information on how to verify a student meal account balance, to resolve concerns regarding the accuracy of the account balance, or to obtain information on the school meal program, including the name, title, hours when available, phone number, and e-

mail address of an appropriate member of the District staff.

Parental Restrictions on Use of Student Meal Account

Parents who establish a meal account for their student are responsible for establishing with their student any restrictions the parent chooses to place on use of the account. Unless restricted by the parent, a student may purchase a la carte items in addition to the regular meal choices. Some students, as allowed in Grades 6 to 12 may purchase more than one meal at one sitting. After school snacks may also be purchased. Setting and ensuring compliance with limitations on the use of the student's meal account afford families an opportunity to develop their student's understanding of the responsible use of credit and debit accounts, which will benefit the student throughout life. Parents must monitor the student's use of the meal account to ensure that a sufficient balance is available at all times for their student to charge meals. The District's on-line payment system allows a parent to check their students balance at any time.

Balance Statements

The District will work proactively with parents to maintain a positive balance in their student's meal account. The Superintendent shall establish a procedure at each school requiring that a low balance statement be sent to parents whenever the balance in a student's meal account falls to or below \$10.00.

The notices will be sent by e-mail at least twice per week, and by letter provided sealed in an envelope, sent home with the student or mailed weekly. Only those District staff who have received training on the confidentiality requirements of federal and state law, including the United States Department of Agriculture's ("USDA") guidance for school meal programs, and who have a need to access a child's account balance and eligibility information may communicate with parents regarding unpaid meal charges. Volunteers, including parent volunteers will not be used to communicate with parents regarding unpaid meal charges. 42 U.S.C. 1758(b) (6).

The District recognizes that unexpected financial hardships occur and will work with parents in this circumstance to limit the amount of accumulated debt. To do so, it is essential that parents respond to notices and cooperate with district staff efforts. Fairness and equal treatment requires that those able to pay, but who fall behind, must promptly bring their students meal account into a positive balance. The District's proactive approach is intended to help ensure students have healthy meals and that parents do not accumulate significant debt to the school meal program.

Free or Reduced Price Meals

The District participates in the federally supported program to provide free or reduced price meals to students from families whose economic circumstances make paying for meals difficult. Income guidelines for eligibility are based on family size and are updated each year by the USDA. The District will ensure parents are informed of the eligibility requirements and application procedures for free or reduced cost meals as well as the requirements of this policy.

Parents shall be provided with a copy of this policy and an application for free or reduced cost meals annually at the start of the school year, sent home with each student, upon enrollment of a transfer student during the school year, and as a component of all notices sent to parents seeking payment to correct a negative balance in the student meal account. The communication

explaining the availability of the free or reduced price meals shall include all the elements required by federal regulation, 7 C.F.R. 245.5. Each notice shall also identify a member of the District staff, with contact information, who is available to answer questions or assist the parents with applying for free or reduced price meals.

As required by the Civil Rights Act of 1964 and USDA guidance, parents with Limited English Proficiency ("LEP") will be provided with information on this policy and the free and reduced price meal program in a language the parents can understand. The District will utilize USDA and community resources to fulfill this requirement. This policy and links to application materials for the free or reduced price meal program will be posted on the school website and made available to parents at each school.

The District will proactively enroll students found to be categorically eligible into the free or reduced price meal program. The District will seek to enroll eligible students in the free or reduced price meal program upon learning from any source of the student's potential eligibility. When eligibility is established, the District will apply the earliest effective date permitted by federal and state law.

The District will provide a copy of this policy and application materials for free or reduced price meals to town welfare offices/human services offices and other local social service agencies who may have contact with parents who are confronting layoffs or other financial hardship.

In accordance with the PSD USDA compliant procedure, parents may appeal a negative determination to the Business Administration. A second level of appeal may be sought through the Superintendent, who shall make the final determination.

Student's Use of Meal Account

Regardless of whether a student has money to pay for a meal or has a negative balance in the student meal account, a student requesting a meal shall be provided with a meal from among the choices available to all students. An exception will be where the student's parents have provided the District with specific written or verbal direction that the student not be provided with a school lunch program meal, the student has a meal sent from home, or otherwise has access to an appropriate meal.

For students in Grades 6 – 8, when the meal account is past due for 4 meals, the student will be offered an alternative meal until the account is paid in full. For students in Grades 9 – 12, when the meal account is past due for 2 meals, the student will be offered an alternative meal until the account is paid in full. A charge for the alternative meal will be posted to the student's meal account. See Alternative Meal section of this policy.

The District's policy is to ensure the students have access to healthy meals and that no student will be subject to different treatment from the standard school meal or school cafeteria procedures. Therefore, the District will allow students to purchase a meal with cash in hand, even if the student's meal account has insufficient funds. This policy applies to all meal offerings generally available at the cafeteria for breakfast or lunch, as well as a la carte items.

It is the parents' responsibility to provide their student with a meal from home or to pay for school prepared meals. Therefore, the District's policy is to direct communications to parents about student meal debt. When parents chose to provide meals sent from home, it is the parents' responsibility to explain to their student the necessity of the student not using the school meal

program.

Initial efforts to contact parents will be by e-mail or phone, however if those efforts are unsuccessful, letters to parents may be sent home in sealed envelopes with the student or mailed. Where the District has not received a response from the parents or the parents do not cooperate in resolving negative student meal account balances and the student continues to use the school meal program, for students in grade six or higher, the Principal or designee may communicate directly with the student in a manner that is private and which does not publicly identify or stigmatize the student. Resolution of the problem should seek to ensure the student has ongoing access to a complete meal.

Should the student's meal account balance fall below zero, a balance statement requesting immediate payment shall be sent to parents no less than once each week.

If the student's meal account balance debt grows to \$15.00 or more a letter requiring immediate payment shall be sent by US Mail to the parent or the parent shall be contacted by the Principal or designee by phone or in person.

The Superintendent shall try to identify non-profit charities that are willing to contribute funds to the district to assist in keeping a positive balance in the meal account of students whose parents do not qualify for free meals and who due to financial hardship are unable to consistently keep the student meal account in a positive balance. If at the end of the fiscal year uncollected debt in student meal accounts must, as a last resort to fulfill federal requirements, be paid to the school meal program from other District funds, the parents' debt for unpaid meal charges shall be owed to the District.

Staff Enforcement of Policy/Training

A copy of this policy and refresher training shall be provided annually to all food service and school staff responsible for serving student meals or enforcing this policy. New staff with these responsibilities shall be provided with a written copy of the policy and training on the policy during their initial training or orientation. In accordance with federal requirements, a record shall be maintained documenting that new staff receive the policy and training. The record must also document that all applicable staff receive a copy of the policy and refresher training annually.

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, Sec 504, or IEP. If the meal is medically required, and the student has a negative student meal account balance, 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 complaint with the District, contact the Director of Nutrition and Wellness at phone number 603-635-7384.

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.

This District is an equal opportunity provider.

Nondiscrimination

It is the District's policy that in the operation of child feeding programs, no child will be discriminated against because of race, sex, color, national origin, age, or disability. 7 C.F.R. 245.5(a) (1)(viii). Students will not be denied meals due to the existence of other unpaid charges at the school or for disciplinary reasons.

Assessment for Neglect Reporting

If a student who has been determined to be ineligible for free or reduced cost meals or whose parents have refused to cooperate with filing an application for free or reduced cost meals is consistently not provided with meals, either through a meal sent from home or the payment for a meal through the school meal program, the Principal will assess whether a report of child neglect is warranted to the New Hampshire Department of Health and Human Services, Division for Children, Youth, & Families, as required by RSA 169-C:29-31.

Alternative Meals

For students in Grades 6 – 8, when the meal account is past due for 4 meals, the student will be offered an alternative meal until the account is paid in full. For students in Grades 9 – 12, when the meal account is past due for 2 meals, the student will be offered an alternative meal until the account is paid in full.

In accordance with state law, the alternative meal will be one of the meal choices generally available to all students. Alternative meals include the student's choice of a sunbutter and jelly sandwich or ham and cheese sandwich as well as the student's choice of a fruit, a vegetable and a milk from the daily options. The account will be charged for the meal.

The purpose of limiting students with negative balance meal accounts to the alternative meal is to mitigate the losses to the District from providing uncompensated meals, while ensuring that the student has access to a healthy meal. These students will also not be allowed to charge a la carte or extra items, with the exception of water and milk (a la carte) at Pelham Elementary School for up to \$4.00.

It is the parents' responsibility to explain to the student that only alternative meals may be charged. A notice which directs the parent to have their student select only the alternative meal

and not to charge a la carte or extra items, until the student's meal account is brought into positive balance, will be included with the communication requesting payment of the negative balance. The notice will include the information necessary for the parent to explain to the student how to select the alternative meal. For students in grade six and above, if the student continues to select other meal choices, the student may be spoken with privately and advised that in accordance with the notice provided to the parents, the student may only select the alternative meal and may not charge a la carte or extra items until the meal account is brought into a positive balance.

Legal References

- 15 U.S.C. § 1692-1695 federal Fair Debt Collection Practices Act (FDCPA)*
- 42 U.S.C. 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*

FIRST READING/APPROVED: March 4, 2020

See also JLCF, EF, EFA & EFE

MEMORANDUM OF AGREEMENT BETWEEN
THE SCHOOL BOARD OF NH SCHOOL ADMINISTRATIVE
Unit # 28 AND

THE PELHAM EDUCATIONAL SUPPORT PERSONNEL
ASSOCIATION (PESPA)

This Memorandum of Agreement is entered into by the School Board in NH School Administrative Unit # 28 (Board) and the Pelham Educational Support Personnel Association (“Association”) affiliated with NH-NEA within the SAU #28. Hereinafter, the term “Employee” will refer to any employee included in any one of the current collective bargaining agreements between the “Board” and the “Association” noted above.

WHEREAS, the “Board” and the “Association” wish to preserve the health of students, faculty, and community members; and

WHEREAS the transmission and adverse health effects of the novel corona virus known as “COVID-19” are still being studied and information about the transmission and adverse health effects of COVID-19 will evolve rapidly, necessitating the flexibility and rapid response to new information by the parties; and

WHEREAS, the COVID shutdown period has been an unprecedented emergency situation, in which the Board, Teachers, and Support Staff have had to work collaboratively to identify and implement temporary safety measures and protocol during the 2020-2021 school year that will modify “normal” working conditions in order to ensure the safety of employees, students, and the community.

NOW, THEREFORE, in consideration of the mutual covenants and promises set forth below, the parties agree that any plans to re-enter school during the 2020-2021 school year when COVID-19 concerns still exist include the following protocol and safety plans outlined herein:

1. Accommodations: Employees who believe that they have disabilities which put them at high risk for severe illness from COVID-19 and

which require accommodations from in-person instruction, should contact the Human Resources Department as soon as possible. The process for considering accommodations under the Americans With Disabilities Act then will be followed. Employees who believe that they are entitled to leave under the law (e.g. Families First Corona Virus Response Act, Family and Medical Leave Act, etc.) or under the parties' Collective bargaining agreement also should inform the Human Resources Department as soon as possible. Each employee's eligibility for leave will be analyzed based on the facts of his/her case. The District recognizes that some staff members may be unable to perform their assigned duties as a result of circumstances related to COVID-19. The District has a responsibility to those staff members. As a result, all employees will receive a notice about the process the District will follow to determine if an employee qualifies for a leave or other accommodations. Appropriate staff will be assigned to work remotely by Administration based on need, certification, and experience. It would be a positive outcome for students, staff, and the District for students who request remote instruction to match up to staff who are unable to return to work in school but could work remotely. While we recognize that this may not be possible in all circumstances, we will consider that when planning.

2. Positive Cases of COVID-19: If/when any employee or student in one of the District's schools has tested positive for COVID-19, the Superintendent or designee will assess the situation and will coordinate with local health officials as soon as possible. The Superintendent or designee also will communicate with the appropriate staff, parents/guardians, and students as soon as possible concerning whether, in what scope (e.g., classroom, cohort, building, etc.), and for how long staff and students will be reassigned to remote instruction.
3. Sick Leave Due to Exposure to COVID-19: Any employee diagnosed with COVID-19 or expected to "self-quarantine" due to a finding that the employee has been exposed to COVID-19 and/or needs to provide care for an immediate family member diagnosed or exposed, shall notify the Superintendent or designee immediately. Upon request, the employee shall provide Human Resources with documentation of the medical recommendation and any other supporting information required by law, the parties' collective bargaining agreement, or the Board's policies.

During this time, the employee may receive paid leave in accordance with any laws (e.g. Families First Corona Virus Response Act) or collective bargaining agreement provisions for which the employee is eligible.

For 2020-2021 employees in their first year in the District are eligible to access the Catastrophic Illness Bank.

In the case where an employee has exhausted his/her sick leave for the year and subsequently needs to “self quarantine” due to a finding that the employee has been exposed to COVID-19 while at work, the District will provide those additional sick days for the time of “self quarantine” until there is a diagnosis or the self-quarantine ends without charging the Catastrophic Illness Bank or the employee.

4. Supplies: All classrooms and/or learning spaces (including but not limited to mobile teaching carts) will be provided with hand sanitizers, tissues, and sanitizing wipes. There will be no “shared” supplies among students or staff during this COVID-19 period without appropriate cleaning procedures between uses. Each employee will be provided with their own teaching materials such as markers, texts, manipulative etc. and that each student will maintain their own supplies such as pencils, markers, scissors, etc.
5. Clean Workspaces: The District shall provide employees with work locations that are cleaned and sanitized daily. The District will create a cleaning protocol that reflects CDC best practices. The protocol should clearly communicate what is being cleaned, by whom, how often, and what products are to be used. The cleaning protocol will be shared with all staff on Aug. 24th.
6. Safe Working Environment: The District will enforce rules for social distancing and usage of Personal Protective Equipment (PPE) for all staff and students within school buildings, on school grounds, and on school busses as described in the Pelham School District Reopening Safety Plan, approved by the Pelham School Board on July 29, 2020.
7. Face Coverings: The District will have a detailed plan in place to ensure students’ adherence to face coverings usage with the steps of who is to

address such issues and consequences for continued infractions clearly outlined. The District will provide this plan to all employees on August 24th.

8. **Safety Equipment Training:** The District will provide all employees with appropriate training on the usage and care of all PPE prior to the start of the students' school year.
9. **Possible School Closure:** If the District (or a single school or classroom or other instructional unit) switches to remote instruction, the District will strive to have any employee on leave who can work remotely, provided the opportunity to return to work immediately with full pay and benefits.
10. **Posting Requirement:** Relative to Article #6, the parties recognize that the specific circumstances of the COVID-19 pandemic and our reopening plan call for the filling of all vacancies within a shorter period than is typically required in the CBA and therefore waive the posting requirement.
11. **Air Quality:** The District will increase the run time on air circulation by 25% and the air turnover by 25% in all schools. Portable air purifiers with HEPA filters, which capture nearly all airborne particles, should be available to staff.
12. **Heat:** The parties agree that hot weather will have a more significant impact on the schools given the universal precautions being taken. This includes mask wearing and the elimination of fans. As a result, the Superintendent agrees to consider "Heat Days" similar to "Snow Days." The decision making process will include predicted outside temperature, inside air temperature, and humidity as well as other conditions.
13. **Meetings:** Generally, employees will be allowed to attend meetings (staff, or other) remotely from individual classrooms/rooms. All meeting attendees will follow professional norms for remote meetings.
14. **Combining Classrooms:** All reasonable attempts will be made to ensure that classrooms are not combined, whenever possible. There will be a

plan in place to address the circumstances in which combining classrooms may occur, ie teacher absences or classroom evacuations. The plan will be shared with all staff members prior to the start of the contracted school year.

15. COVID Room Occupancy: Rooms will have COVID Room Occupancy Guidelines posted on the door based on the size of the room and physical distancing guidelines. This includes meeting and break rooms.
16. Authority: The parties agree that this Memorandum of Agreement shall set no precedent or past practice and shall not be used in any proceedings except to enforce its terms. The parties agree that this agreement does not replace the current collective bargaining agreements which are still in full force and effect except as explicitly modified by this MOA.
17. Amendment: The parties agree that this agreement may be modified by mutual agreement of the parties.
18. Duration: The parties agree that this agreement is temporary and will only be in effect for the 2020-2021 school year.

The preceding Memorandum of Agreement is subject to ratification by the full memberships of the Pelham School Board and the Pelham Educational Support Personnel Association. By their initials here, the Superintendent and Association President, representing the Association negotiating team, agree to submit the Memorandum of Agreement to their respective full memberships and to recommend that the full memberships ratify the Memorandum of Agreement.

@ Superintendent

hh PESPA
President

8-25-20 Date

8/25/20 Date

WHEREFORE, the "Board" and the "Association" have caused this Memorandum of Agreement to be executed by their duly-authorized representatives this ____ day of 2020.

Chair @ School Board President

PESPA President

To: Pelham School Board
From: Chip McGee, Superintendent of Schools
Re: Draft Pelham School District Goals for the 2020-21 School Year
Date: September 2, 2020
Cc: Sarah Marandos, Director of Curriculum, Instruction and Assessment
Deb Mahoney, Business Administrator

This memorandum provides a first draft set of goals for the 2020-21 school year for the School Board to consider and refine. This is my proposed timeline.

- August 5 Discussion of goals at the School Board Retreat
- August 10-11 Discussion of goals at the School District Leadership Retreat
- Sept 2 Presentation of draft goals to School Board
- Sept 16 Proposed finalization of goals
- Quarterly Reports updating the School Board in October, January, April and July

Goal 1: Health and Safety

Rationale: Our goal is to maintain the health and safety of our staff and students. In the midst of the COVID-19 pandemic, the Pelham School District has prioritized health and safety. We have adjusted educational programming to allow for universal precautions and these changes have affected nearly every part of the district.

Measurements: Implementation of the Reopening Safety Plan will be measured through checklist completion. Given that the public health crisis extends beyond Pelham, measures of success are not whether we fully avoid infections, but rather that we respond to any health and safety event in a safe manner and that we have implemented our plan.

Goal: Renovate Memorial School

Rationale: Pelham Memorial School requires an upgrade to its facilities to allow for appropriate teaching spaces for middle school students. The school facility needs adequate core capacity including the gymnasium, library, and cafeteria. The facility also needs to meet basic accessibility standards. The community came very close to a successful vote in 2020 indicating significant support for this project. The planning process for reopening safely has reinforced the fact that Memorial School presents the most challenges in the district in its physical plant.

Measurements: Sufficient support in the community to pass a warrant article in March 2021 to renovate Pelham Memorial School.

Goal: Culture and Climate

Rationale: Our goal is to continue to improve culture and climate in the Pelham School District. The intended outcome is to help make the Pelham School District a place where staff want to stay, learn, and grow their careers.

Measurement: Quarterly surveys that show a meaningful improvement in culture and climate measures across the district for staff. Annual turnover of administrative and teaching staff as measured on September 1, 2021 will normalize at 10%.

**PELHAM SCHOOL DISTRICT
SCHOOL BOARD MEETING DATE 2020.09.02**

AGENDA ITEM: FY2022 REQUESTED BUDGET REVIEW

ACTION X PRESENTATION _____ INFORMATION

=====

BACKGROUND:

The district budgeted for Instructional Assistants for the current fiscal year (FY21) based on a projection in September of 2019. The actual need for instructional assistants is driven by the Individualized Education Plan (IEP) process. For the current year, the district is required to provide six additional Instructional Assistants: 2.5 FTE at Pelham Elementary School, 3.0 FTE at Pelham Memorial School and 0.5 FTE at Pelham High School.

In general terms, the additional demand is a result of three factors. Of course, information about individual students is not to be shared in a public forum. First, we have had students new to the district whose IEP requires the services of an Instructional Assistant. Second, we have had students return from out of district placements that were unanticipated in September of 2019 who require Instructional Assistants. Third, we did not have any students with Instructional Assistants required in their IEPs exit the program entering this year.

FISCAL IMPLICATIONS: Approximately \$124,000 in salaries and benefits, to be funded through any underspent lines in the special education budget

RECOMMENDATION:

Motion to approve the addition of 6.0 FTE Instructional Assistant positions for FY21 to fulfill the requirements of individual students' IEPs.

Presented by: Superintendent McGee and Director of Student Services Kimberly Lessard

Pelham School Board Meeting
August 5, 2020
Pelham High School
4:00 pm

In Attendance:

School Board Members: Megan Larson, Chair, Debbie Ryan, Vice-Chair, Troy Bressette, Darlene Greenwood, and David Wilkerson (virtual)

Superintendent: Chip McGee

Business Administrator: Deb Mahoney

Director of Curriculum, Instruction & Assessments: Sarah Marandos

Not Present: None

1. Opening:

a. Welcome/Call to Order:

The School Board convened at the Pelham High School Library for its annual summer retreat at 4:00 pm. Chair Megan Larson called the School Board to order.

b. Opening Remarks:

Superintendent Report:

No Report

2. Main Issues / Policy Updates:

a. Team of Six

The School Board discussed that they had accomplished some big things in our short time with the new superintendent. Nevertheless, they discussed norms and values for the year related to making decisions; managing conflict, communications including public announcements, phone calls, email, text messages, public media, social media, emergencies, board meetings including materials distribution, public comment, questions and answers and the chain of command.

b. Policy and Procedure:

The School Board asked Superintendent Chip McGee to discuss a proposed evaluation process. The board discussed Policy CBI Evaluation of Superintendent and Procedure CBI-R Evaluation of Superintendent. The School Board agreed generally to use this practice since there are so many other changes this year. The School Board also requested scheduled quarterly check in meetings to this evaluation system. The quarterly meetings would be time for the superintendent to report progress on goals to the School Board and to present survey feedback from parents, staff, and the community. It would also be time for each board member to provide comment and feedback.

c. Goals:

Director of Curriculum, Instruction & Assessments Sarah Marandos and Business Administrator Deb Mahoney joined the meeting at 5 pm. The School Board brainstormed and prioritized possible goals for the year.

- 48 3. **Adjournment:**
49 a. The board recessed at 5:30 pm to eat dinner and the plan to reconvene at the Pelham
50 Elementary School at 6:30 pm for its regular meeting.
51
52
53 Draft Amendment
54 Submitted by Matthew Sullivan

Pelham School Board Meeting
August 19, 2020
Pelham Elementary School
6:30 pm

In Attendance:

School Board Members: Megan Larson, Chair, Debbie Ryan, Vice-Chair, Troy Bressette, Darlene Greenwood, and David Wilkerson (virtual)

Superintendent: Chip McGee

Business Administrator: Deb Mahoney

Director of Curriculum,

Instruction & Assessments: Sarah Marandos

Student Representative: Joe Wholey

Also in Attendance: Dawn Mead, PHS Principal
Todd Kress, Athletic Director

Not Present: No one absent

Chair Megan Larson called the meeting to order at 6:30 pm, followed by The Pledge of Allegiance.

Acceptance of Unanticipated Revenue for Impact Fees - \$5,344.09

The School Board began by holding a hearing. The members agreed to accept unused Impact Fees per RSA 198:20-b. The Business Administration Deb Mahoney discussed how the school received funds through the town. The unanticipated funds were Impact Fees collected by the town. Ms. Mahoney asked that the School Board members accept the funds into the School District's account. The Public Hearing closed at 6:33 pm.

Public Input:

Ms. Larson informed the public to follow the School Board's BEDH Policy.

Karen Cruz, 26 Jennifer Drive – Ms. Cruz came to the School Board meeting to let the members know how upset she was at the School Board. Ms. Cruz found out on Thursday that a student was diagnosed with COVID-19. The School Board members did not inform her about the diagnosis. She found out about the COVID-19 case from her child's teammate via Snapchat. Ms. Cruz commented that Superintendent Chip McGee wrote an email to the parents of students who were directly affected, but the email was never directly sent to the parents. Some students did not tell their parents. Thus the students did not quarantine for 14 days. The students, who did tell their parents, were required to go through a COVID-19 test, and wait for the results.

Ms. Cruz commented that at no time did the Health Officer Karen McGlynn or Dr. McGee call the families for contact tracing purposes. She wanted to know why there were no safety protocols put in place. Ms. Cruz also wanted to know why no other parents, other than the team member's parents, were informed of the positive COVID-19 case. Ms. Cruz thanked Athletic Director Todd Kress for taking responsibility, but she did not believe it fell entirely on him.

Student Report:

No Report

48 **Superintendent Opening Remarks:**

49 Today was the first day for teacher orientation at PHS. Director of Curriculum, Instruction &
50 Assessments Sarah Marandos heads up the new teacher orientation. Twenty-two new teachers were at
51 the orientation. The Pelham School District has adjusted the screening to self-screening. The questions
52 are the same, but the students and staff are required to self-screen.

53 Dr. McGee discussed, generally, the situation of a student-athlete having a definite case of COVID-19.
54 The information was received on Thursday, and within 45 minutes, a decision was made. The Cheer
55 Team was not to practice for two weeks. The School District contacted the parents whose children were
56 in 'close contact' with someone who had a definite case of COVID-19.

57

58 The School District has hit two important deadlines:

- 59 1. On August 7, 2020, the parents had to choose between remote or in-school learning.
60 2. On August 14, 2020, the professional staff had to let the School District know if they needed
61 any special accommodations or a request for leave.

62

63 The School District will have the teacher assignments for remote students by next week. Dr. McGee will
64 notify parents that the schedules will be delayed.

65

66 **Presentations:**

67 No Presentations

68

69 **Main Issues / Policy Updates:**

70 **Pelham High School Interscholastic Sports Fall 2020**

71 Dr. McGee introduced Mr. Kress, and PHS Principal Dawn Mead. Mr. Kress presented the Pelham High
72 Return to Competition Protocol. The Pelham High Athletic Dept. has considered several factors when
73 deciding whether to return to competition this fall. Safety was the top priority.

74 Currently, statewide athletics and athletic competitions within New Hampshire are allowed under the
75 Governor's Youth Sports NH Guidelines. The School District believes that Pelham student-athletes will
76 benefit more both physically and mentally by playing for PHS.

77

78 **NHIAA'S Three Categories of Risk**

- 79 1. Lower Risk (Golf, Cross Country 'staggered starts', and Sideline Cheer)
80 2. Moderate Risk (Volleyball, Soccer, and Field Hockey)
81 3. Higher Risk (Football, and Competition Cheer)

82

83 The School Board had a discussion. Ms. Mead commented that the coaches have the parent's and
84 student's email and cell phone number. In regards to football and competition cheer, Dr. McGee is in
85 contact with other Superintendents, and Mr. Kress is in contact with other Athletic Directors. Dr. McGee
86 said he wanted to do a District Update based on the sets of decisions that were made. Within the next
87 24 hours, the update will be sent out.

88

89 Ms. Ryan made a motion to accept the Pelham High School Return to Competition Protocol, as written
90 for the fall 2020 season. Troy Bressette seconded the motion. The motion passed unanimously.

91

92

93

94

95

96 **Reopening Status Update:**

97

98 **Request 1: Trigonometry (2020-2021 School Year)**

99 Dr. Marandos mentioned that to meet state math requirements for seniors, the School District is
100 requesting to offer Trigonometry as both a ½ credit and a full credit class instead of only a full credit
101 class. The remote students would be able to take Trigonometry as a ½ credit class. The School District
102 recently made a shift to the full credit option, so the curriculum is already well established. A remote
103 student may need the ½ credit Trigonometry class because the student needs a math elective to
104 graduate from high school. The State requires four years of math. The only two math courses available
105 to seniors are Trigonometry and Statistics. The request was made because of limited staffing.

106

107 **Request 2: Math Lab (2020-2021 School Year)**

108 Dr. Marandos mentioned that to support students in the Pelham Remote Opportunity (PRO), the School
109 District is requesting a 'Math Lab.' The 'Math Lab' will provide support to students that are enrolled in
110 Foundations of Math and Algebra 1 (Full-Year). The School District is not offering either of the courses
111 remotely. The 'Math Lab' will be taught by a math teacher, and earn a general math credit. Members of
112 the School Board agreed with the 'Math Lab' request, as long as the 'Math Lab' was not compromising
113 the other math students and not taking away classes.

114

115 **Request 3: Advisory**

116 Several parents have inquired about the option to have students arrive at school for Block 1 (start time
117 8:50 am) and not have to attend the advisory block if they do not have a teacher request and/or need to
118 be present in advisory (8:00 am until 8:45 am). Mondays would be the "required" day of attendance due
119 to SEL programming and advisory support. Tuesday through Friday will be flexible if the student is in
120 good standing. This does not pertain to students that have a late arrival.

121

122 The families would be responsible for providing transportation if they opted not to utilize the morning
123 bus run. Students will be transported to school on a bus, and will arrive at the beginning of Advisory.
124 School counselors will inform the administration of students who are in danger or are failing courses at
125 the quarter benchmarks. Students at risk of failing will be expected to attend advisory for the remainder
126 of the marking period.

126

127 **Request 4: SAT School Day (12th Graders)**

128 Due to COVID-19, the SAT School Day was not administered to the juniors in the spring. The School
129 District can offer the SAT School Day on September 23 onsite. If the date is approved, the
130 underclassmen will have a "remote" day that teachers are not proctoring, and will be able to provide
131 support on classwork. Note: the SAT requires that students are assessed in school. Students that have
132 chosen remote for semester one can come on that day to take the assessment if they want.
133 The seniors would be the only students onsite. If students are still in school, the School District will have
134 PSAT's in October. If the Pelham School District has to go back to full remote learning, the SAT decision
135 would be made by the college board.

136

137 Ms. Ryan made a motion to approve the changes to programs of study at Pelham High School, as
138 outlined. Mr. Wilkerson seconded the motion. The motion passed unanimously.

139

140 **COVID Staffing Needs:**

141 Dr. McGee acknowledged that he was about to make some extraordinary requests. There were three
142 things that he informed the School Board:

143 The first, Dr. McGee was immediately freezing the Operating Budget of the Pelham School District for
 144 the Fiscal Year. Only purchases that allow for the continued safe operation of the Pelham School District
 145 will be processed.

146 The second, Dr. McGee, requested that the School Board support the COVID-19 Emergency Positions
 147 proposed in the memo. Dr. McGee and Ms. Mahoney have identified appropriate offsets in the budget.
 148 The changes would be only for the 2020-2021 school year.

149 The third, Dr. McGee, requested the School Board to allow Instructional Assistants (IA's) providing
 150 services in special education be allowed to also serve in non-special education roles time-to-time.
 151 Although this would cause some special education funding to 'cross-over' into general education service,
 152 it would allow the School District greater flexibility in staffing and potentially reduce staffing needs.

153
 154

<u>COVID Emergency Positions Needed</u>	<u>Location</u>	<u># of Positions</u>	<u>Estimated Salary</u>	<u>Estimated Benefits</u>	<u>Total of All Positions</u>
Add 1 FT Custodial Position for Each Building	PES/PMS/PHS	3	\$26,118	\$25,370	\$154,464
Expand all 8 Recess / Lunch Monitors by 45 minutes	PES	8	\$10,353	\$842	\$11,195
Add 3 PT School Monitor Positions	PES	3	\$31,122	\$2,532	\$33,654
Add 5 PT School Monitor Positions	PMS	5	\$14,265	\$1,161	\$77,130
Add 10 PT School Monitor Positions	PHS	10	\$14,265	\$1,161	\$154,260
Expand 50% Nurse to 100% Nurse	PES	1	\$26,644	\$29,479	\$56,123
Add 1 Floating Nurse to Support PMS/PHS	PMS/PHS	1	\$47,780	\$30,252	\$78,032
Add 1 Floating Nurse to Support PMS/PHS	PMS/PHS	1	\$18,244	\$8,235	\$26,479
Expand PT SAU for Assistance	SAU	1	\$15,444	\$8,006	\$23,450
					\$614,787

155
 156 The Medical/Dental Election estimates for Full-Time positions total \$103,461. (This actual cost
 157 could be as low as \$15,000 depending on individual election)

158
 159 Mr. Bressette asked Dr. McGee, where he intends on finding some of the funds in the existing budget.
 160 Dr. McGee said that he had just started the process of budgeting for Fiscal Year 2022. He is considering
 161 deferred purchases of items, such as furniture.

162
 163 Mr. Bressette made a motion to approve the COVID staffing needs, as presented. But, also stressing the
 164 importance of the conditional nature of this appropriate offset to the budget. Mr. Wilkerson seconded
 165 the motion. The motion passed unanimously.

166
 167 **Memorandum of Agreement:**
 168 The Pelham School Board reviewed a tentative agreement between the Pelham Education Association
 169 (PEA) and management. Dr. McGee commented the deal was a collaborative process with the Pelham
 170 Education Association and included some significant changes to the instructional program. The Pelham
 171 Education Association members approved the agreement this afternoon. 71% of the members voted to
 172 approve the deal.

173 The School Board discussed specific protocols and safety plans outlined in the agreement. Dr. McGee
174 noted that the schools would not be using fans. If the weather gets too hot to have class, he will call a
175 'Heat Day.' A 'Heat Day' is similar to a 'Snow Day.' Dr. McGee said that the agreement came together
176 through Impact Bargaining. The deal is temporary and will only be in effect for the 2020-2021 school
177 year.

178
179 Ms. Ryan made a motion to approve the PEA Memorandum of Agreement with the Pelham School
180 Board for the 2020-2021 school year. Mr. Wilkerson seconded the motion. The motion passed
181 unanimously.

182

183 **Donation:**

184 Pelham High School is taking part in a five-year Science Education Partnership Award (SEPA) grant
185 program through Dartmouth College, and the Mount Desert Island Biological Laboratory (MDI) titled
186 "Data to Action" providing additional free well water testing to Pelham residents. High School students
187 distributed free well water test kits during the elementary school parent conferences. The well water
188 has been delivered to MDI Lab, who will process the registration forms from parents and will send the
189 water vials to Dartmouth for processing. Residents will receive a letter outlining their water results and
190 highlighting any metal that is above EPA limits. The \$500 is part of the grant to cover the costs of
191 purchasing water vials, shipping the vials, and eventually printing posters to be put up in the Town Hall
192 and other offices.

193

194 Mr. Bressette made a motion to accept the donation to PHS in the amount of \$500 to be used to cover
195 the costs of purchasing water vials, shipping the vials, and eventually printing of posters to be put in
196 Town Offices. Mr. Wilkerson seconded the motion. The motion passed unanimously.

197

198 **Vote to Accept Unanticipated Revenue:**

199 Mr. Bressette made a motion to accept an additional \$5,344.09 from Impact fees to be applied to the
200 PHS Bond Principal payment. David Wilkerson seconded the motion. The motion passed unanimously.

201

202 **Old Business:**

203 **Board Member Reports:**

204

205 1. Mr. Bressette thanked the PES PTA. Mr. Bressette mentioned that he noticed that the adaptive
206 swings had been installed. Mats were placed under all of the swings to ensure that the swings
207 are used more consistently.

208 2. Mr. Wilkerson thanked everyone for the management of the audio portion of the meeting.

209

210 **Housekeeping:**

211

212 **Adoption of Meeting Minutes:**

213 1. July 29, 2020, School Board Meeting

214

215 Ms. Ryan made a motion to accept July 29, 2020, School Board Meeting Minutes, as amended. Mr.
216 Bressette seconded the motion. The motion passed unanimously.

217

218

219

220 2. August 5, 2020, School Board Meeting

221 Ms. Ryan made a motion to accept August 5, 2020, School Board Meeting Minutes, as amended. Mr.
222 Wilkerson seconded the motion. The motion passed unanimously.

223

224 **Vendor and Payroll Manifests:**

225	1.	APO81920	\$208,331.48
226	2.	105	\$156,928.13
227	3.	PAY105P	\$68,012.85

228

229 Ms. Ryan made a motion to accept the Vendor and Payroll Manifests, as written. Mr. Wilkerson
230 seconded the motion. The motion passed unanimously.

231

232 **Correspondence & Information:**

233 1. No Correspondence & Information

234

235 **Staffing Updates:**

236

237 **Nominations:**

238	1.	Greta Frost	PHS	Life Science Teacher
239	2.	Kerry Struth	PES	Interim Assistant Principal

240

241 Mr. Bressette made a motion to approve the nomination of Greta Frost as a Life Science Teacher at PHS.
242 Mr. Wilkerson seconded the motion. The motion passed unanimously.

243

244 Mr. Bressette made a motion to approve the nomination of Kerry Struth as Interim Assistant Principal at
245 PES for the 2020-2021 school year. Mr. Wilkerson seconded the motion. The motion passed (3-1-1). (Ms.
246 Greenwood voted no; Ms. Ryan abstained)

247

248 **Resignations:**

249 1. None

250

251 **Future Agenda Planning:**

252

253 **Future Meetings:**

- 254 1. 09/02/2020 – 6:30 pm School Board Meeting
- 255 2. 09/09/2020 – 6:30 pm School Board Meeting

256

257 **Adjournment:**

258 Ms. Ryan made a motion to adjourn the meeting at 8:47 pm. Mr. Wilkerson seconded the motion. The
259 motion passed unanimously.

260

261

262 Submitted by Matthew Sullivan

Frank Edelblut
Commissioner



Christine M. Brennan
Deputy Commissioner

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
101 Pleasant Street
Concord, NH 03301
TEL. (603) 271-3495
FAX (603) 271-1953

August 26, 2020

Chip McGee, Superintendent
SAU #28 Pelham School District
61 Marsh Road
Pelham, New Hampshire 03076

Dear Superintendent McGee:

The New Hampshire Department of Education (NHDOE) is issuing determination letters for each school district for the FFY 2018 (2018-2019) reporting period. The determinations, required under the Individuals with Disabilities Education Act 2004, are part of the on-going efforts to improve results for children and youth with disabilities.

The NHDOE is required to determine if districts meet the requirements and purposes of IDEA. The NHDOE has reviewed the required information and determined that the Pelham school district **meets the requirements and purposes of the IDEA** based on the established criteria. The NHDOE has enclosed a rubric outlining the compliance status of your school district on each criterion. The determination was made based on the total points earned. Enclosed is the federal description of the four categories of determination. There are specific technical assistance or enforcement actions, consistent with the level of concern signaled by the determination, for any district that does not meet the requirements of the IDEA.

In making our determination for each district, the NHDOE considers the totality of the information we have about each district. This includes the district performance on the factors.

- **State Performance Plan Indicator 4B:** The district does not have a significant discrepancy by race or ethnicity in the rate of suspensions and expulsions of greater than 10 days in a school year for children with IEPs. Data were timely and accurate.
- **State Performance Plan Indicator 9:** The district does not have a disproportionate representation of racial and ethnic groups in special education and related services that is a result of inappropriate identification. Data were timely and accurate.
- **State Performance Plan Indicator 10:** The district does not have a disproportionate representation, by disability category, of racial and ethnic groups in specific disability categories that is a result of inappropriate identification. Data were timely and accurate.
- **State Performance Plan Indicator 11:** Initial evaluations for special education are completed within state established timelines. Data were timely and accurate.
- **State Performance Plan Indicator 12:** Children referred from Family-Centered Early Supports & Services to special education have a determination of eligibility prior to the third birthday. Children who were found eligible have an IEP developed and implemented (signed by the parent) on or before the third birthday. Data were timely and accurate.
- **State Performance Plan Indicator 13:** The district met the requirements for compliance with effective transition for students aged 16 and above. Data were timely, accurate and reliable.
- **State Performance Plan Indicator 7:** Preschool special education child progress data were timely and accurate.
- **Coordinated Early Intervening Services (CEIS): Federal Table 8.** Data were timely and accurate.

- **Audit:** Audit findings regarding special education funds are corrected within timelines.
- **IDEA Grant Management:** The district completes reporting for IDEA funds within timelines. All grants must be closed within 90 days of the project end date.
- **Maintenance of Effort (MOE):** Data were timely and accurate.
- **IDEA Grant Management:** Federal Assurances are submitted as required in the online grant system.

The criteria may change from year to year based on the federal requirements and State data. This does not negate any specific issues regarding compliance that require correction but is an overall determination of the district status with regard to the implementation of IDEA.

The four categories of determination based on the above criterion are:

- Meets the requirements and purposes of the IDEA;
- Needs assistance in implementing the requirements of the IDEA;
- Needs intervention in implementing the requirements of the IDEA; or
- Needs substantial intervention in implementing the requirements of the IDEA or substantial failure to comply with the requirements of IDEA.

School district determinations are made using the same four categories that the Office of Special Education Programs (OSEP) used when making the determination of States. The NHDOE is committed to supporting school district's efforts to improve results for children with disabilities.

Sincerely,



Rebecca Fredette
Administrator, Bureau of Student Support
State Director of Special Education

Cc: Dr. Kimberly Lessard, Director of Student Services

Enclosures:
District Determination
Explanation of Scoring Rubric
616 Determination Sheet

Dear Pelham Team,

Please accept this as my resignation from the Pelham school district as the part time Computer Teacher. I have thoroughly enjoyed being a Pelham Tiger for the past 2 years and had wished the position would have moved into a full time opportunity. I have been awarded a contract with the Hooksett School District teaching computers for grade 6,7 & 8. It is bitter sweet to be able to work only 20 minutes away from home (Pelham was a 50 minute commute) and being full time, but leaving such an amazing community of students, families, teachers and staff. I appreciate the opportunity to learn and grow at Pelham. I am aware that Superintendent Rearick has already spoken with Superintendent McGee and was told that I would be allowed out of my contract. I do very much appreciate that and will do everything to support a smooth transition. I will be organizing / sharing all my lesson plans and budget procedures with Pattie Lamontagne and Ann Marie Nelson who I have collaborated with during my time at Pelham, so that the program can continue moving forward. Would it be possible to come in on Tuesday, August 18th to return the computer and complete any necessary paperwork?

Thank you,
Andrea Meyer

RECEIVED
8/27/2020
Cote

Stephen Scaer
111 East Hobart Street
Nashua, NH 03060
(603) 260-0091

Superintendent Chip McGee
SAU 28
59A Marsh Road
Pelham, NH 03076

Re: Notice of Retirement Severance for 2020-2021 School Year

August 26, 2020

Dear Superintendent McGee:

This is my notice of retirement for the 2020-2021 school year as described in section 10 of the August 18, 2020 Memorandum of Agreement Between the School Board of NH School Administration Unit #28 and the Pelham Education Association. Please note that I am eligible for severance under Article XX of my contract, including a cost contributed annually toward medical and dental insurance equal to the amount paid the year of retirement until I reach the age of 65.

Please respond indicating that you have received this notice. I look forward to learning about the next steps.

Sincerely,



Stephen Scaer

CC Joan Cote, Director of Human Resources, SAU #28

RECEIVED
8/25/2020
Oste

Dear Members of the Pelham School Board,

I am writing this to request a medical leave for the Fall semester as per my doctor and offered through the PEA agreement (no pay or benefits) due to the Covid-19 crisis.

Thank you for your consideration.

Sincerely,

Leigh Ann Rosse

PELHAM SCHOOL DISTRICT, SAU28

Professional Nomination

Academic Year: 2020-2021

School Board Meeting 09/02/2020

NAME	POSITION LOCATION	SALARY GRADE/STEP	POSITION ASSIGNMENT
Mark MacDonald	PHS	\$51,249 M+0 Step 8	Special Education Teacher/Case Manager
Cheyenne DeMattia	PES	\$41,168 B+0 Step 1	Grade 5 Interim Teacher
Angela Portalla	PES	\$41,678 B+0 Step 2	Special Education Teacher
Nicole Covart	PES	\$83,000 (prorated for 9/3 start)	Special Education Coordinator
Christopher Mazzone	PMS	\$26,202	Interim Principal
Kim Cloutier	PMS	\$83,000 (prorated for start date-TBD)	Special Education Coordinator
Annette Zandieh	PES	\$221.33/day	LTS Grade 1

