

Policy Committee Meeting  
Monday, September 27, 2021, 10:00 AM  
SAU 33 Office  
Agenda

I. Call to Order

II. Proof of Posting

III. JICJ Personal Communication Devices

At the last School Board meeting, it was generally agreed to review this policy in relation to student use of cell phones.

For reference, [here is the email](#) written to the School Board by a student expressing her concerns about the policy. For additional reference, [here is the corresponding NHSBA sample policy](#).

IV. BCB Board Member Conflict of Interest and IJOC Volunteers

These policies are brought before the committee at the request of one of our PTO members.

Regarding BCB, she writes: "Regarding volunteers - I had suggested that the policy be reviewed in regards to School Board members being allowed to volunteer. I don't know the current status, but there was an allowance made "due to Covid" that opened up the ability for SB members to volunteer. I'd like to see some consideration made to remove any restrictions as I feel many of the board members would like the opportunity to help, at least during after hours school events as I can appreciate that some staff may not want a SB member in the school/classroom during the day."

For reference, [here is the corresponding NHSBA sample policy](#).

Regarding IJOC, she writes: "Lastly, while I have yet to sit and review the policy (thank you for sending!) I'd hope there would be some language around a designated volunteer's ability to support any building/parent group, not just one." We inquired with our Human Resources Department. Mrs. Stuart tells us that "we do not restrict processed volunteers from working at any of our schools. Once they are vetted, they are good to go." There is no statement either way currently in the policy.

For reference, [here is the corresponding NHSBA sample policy](#).

V. EEA-R Student Transportation Services

The following transportation policy is being brought before the committee at the request of a Board member to consider the amount of time a student is allowed at the stop before boarding the school bus.

For reference, [here is the corresponding NHSBA sample policy](#).

It's also worth noting that the section of our current policy titled "Operation of the School Bus System" does not match our current process.

VI. BDB Board Officers and BEDD Rules of Order

These policies are brought to the committee relative to the Board Chair's ability to make motions. Also included is Attorney Gorrow's advice, previously provided to the School Board.

For reference, corresponding NHSBA policies:

BDB Board Officers

BEDD Rules of Order

BEDD-R Sample Rules of Order

VII. IO Class Size

At their June 2 meeting, after some discussion, the School Board decided to bring this policy to the Policy Committee for review. An excerpt of the draft minutes from that meeting is included below:

Policy IO Class Size: John Harmon shared that he believes the minimum class sizes being 12 should be applicable only to the high school, and should be lowered from 12. Janice Arsenault agreed that the policy should be limited to the high school.

John Harmon stated that he would like to see the minimum class size number lowered to 8, as they are often impacting honors level courses. Janice Arsenault asked if he wanted 8 as the minimum across the Board, or just lower the minimum for honors courses. Mr. Harmon stated that he thinks a minimum class size of 8 is reasonable for a school of our size. Janice Arsenault shared that offering electives every other year has helped with enrollment numbers. Janice Arsenault offered a compromise of changing it to 10 students for all classes, and 8 for honors. Kristen Wallace shared concerns over the minimum class size preventing students from getting the classes and support they deserve for high achieving students. Joe Saulnier expressed concern about how information would be brought to the budget committee as a result of any changes to this policy. Ada Vadeboncoeur stated that she would like to keep working on educating the public and the budget committee on why the decisions are made, and the impacts they have.

John Harmon asked about the honors by exhibition situation as a result of this year (extra time after school) and how he feels that some classes don't lend themselves to honors by exhibition, like physics for example. Janice Arsenault clarified that John was not looking to eliminate embedded honors, but just looking into classes that it may not work for. Mr. Harmon clarified that it was true. Ada asked if it was possible to be more proactive in regards to student schedules, by utilizing students' planned out schedules in Freshman Academy to help create projections. John Harmon feels that it is important for administration to reach out to teachers for feedback on how honors by exhibition worked this year, and discuss those results in the future to see what courses may not lend themselves to this process, or what changes need to be made. The policy committee will look into this policy.

VIII. Continuation of Review of Fiscal Management Policies

Current Raymond School District Policy

Corresponding NHSBA Policy

DIE Audits

DIE Audits

DIH Fraud Prevention and Fiscal Management

DIH Fraud Prevention and Fiscal Management

DJ Purchasing

DJB Purchasing Procedures

DJC Petty Cash Accounts

DJC-R Petty Cash Accounts

*No corresponding policy*

DJE Bidding Requirements

*No corresponding policy*

DJG Vendor Relations

DK Payments, Checks, and Manifests

DKA Payroll Procedures

DKC Expense Reimbursements

DM Cash in School Buildings

DN Equipment and Supplies Sales, Disposal

DP Impact Fees Request

DJ Purchasing

DJB Purchasing Procedures

DJC Petty Cash Accounts

DJC-R Petty Cash Accounts

DJD Cooperative Purchasing

DJE Bidding Requirements

DJF Local Purchasing

DJG Vendor Relations

DK Payments, Checks, and Manifests

DKA Payroll Procedures

DKC Expense Reimbursements

DM Cash in School Buildings

DN Equipment and Supplies Sales

*No corresponding policy*

## Raymond School District Policy - JICJ

### PERSONAL COMMUNICATIONS DEVICES

Student use of cell phones and other handheld electronic and/or communication devices is strictly prohibited during the school day unless approved by a classroom teacher and/or building administrator. Such devices are to be kept stowed away and out of sight (such as in a student's assigned locker, purse, pocket, or bookbag), turned off and silenced when not in use. The use of cell phones during class time is prohibited unless the classroom teacher obtains permission from his or her school administrator to use cell phones for a specific educational purpose.

Upon reasonable suspicion that a school rule or the law has been violated through the use of such a device, an administrator may search for evidence of suspected wrongdoing. Any refusal on the part of a student to comply with a request to surrender the device may result in disciplinary action.

The Board may grant an exception to this policy for medical or emergency reasons. This exception requires a written report from the student's medical provider explaining the need for the exception.

Additionally, it is prohibited for students to take, store, disseminate, transfer, view, or share obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and e-mailing. Any student found to have engaged in such conduct may be reported to local law enforcement authorities and may face criminal penalties in accordance with applicable law. School administrators may refer such matters to local law enforcement if the administrator believes student action in this regard involves illegal activity (e.g., pornography.)

Students participating in extra-curricular activities or athletics must contact their sponsor or coach for his/her rules involving cell/smart phone use after hours or on after-school bus trips. Sponsors and coaches will set their rules and establish their consequences for the use and/or misuse of these devices. Cell phones should be turned off or silenced during all practices, games and contests. They may be checked during breaks.

The school district will not be responsible for loss, damage or theft of any electronic communication device brought to the school.

#### Consequences for Violating this Policy

*First Offense:* Verbal warning; A disciplinary referral will be written if there is violation of another district policy.

*Second Offense:* The electronic communication device will be confiscated and a disciplinary referral will be written. The student must pick up the device from the principal or superintendent's office.

*Third Offense:* The electronic communication device will be confiscated. A disciplinary referral will be written. The student's parent/guardian must pick up the device from the

principal or superintendent's office. At the principal's discretion, the student may receive detention or in-school suspension.

Any further violations of this policy will result in the student's loss of possession of the electronic communication device for the remainder of the school year. The student's parent/guardian must pick up the cell/smart phone from the principal or superintendent's office at the expiration of that length of time. At the principal's discretion, the student may receive detention, in-school suspension, or out-of-school suspension not to exceed ten (10) days.

Adopted: August 1, 2002

Revised: March 21, 2008

Revised: April 20, 2011

Revised: May 6, 2015

Revised: May 20, 2020

also been discussions about the students using their school provided chromebooks instead of their cell phones, but there are things our cell phones are capable of doing that our chromebooks simply are not. What happens if a student has personal family issues that need to be discussed directly with their child? What if there is something important the student needs to discuss with fellow classmates, or family members that can not be accomplished via chromebook? By forcing students to only use their chromebooks it is taking away from our academic opportunities including calculators, a quick google search, or scanning QR codes to receive part of the classes lessons for the day. When in class teachers have learned how to adapt and incorporate technology into their class and it has made it easier not only on the students but the teachers. Also teachers recommend us students to use our chromebooks to listen to music and "do anything on the chromebooks that you would on your phones" but in actuality we cannot do anything on our laptops because everything is blocked!

I am very bothered by the enforcement of this policy and feel this policy needs to be changed to allow cell phone use to be determined by the classroom teacher. We are in high school, some of us are already accepted to college or are 18 and can vote. The fact that we cannot use our cell phones is insulting. Many of us are leaving for college in a year. High school should be a place where we learn responsibility and not be treated as middle aged children. I am all for a cell phone policy that requires consequences for those who abuse their privileges. It is unfair to punish all students for the behaviors of a few. I request the revision of this policy.

Thank you for your time and consideration.

Sincerely, Maggie Paris

## JICJ - UNAUTHORIZED COMMUNICATION DEVICES

(Download policy)

*Category: Recommended*

Student use of cell phones, camera phones, pagers, beepers, and other similar electronic communication devices is strictly prohibited during the school day. This includes lunch periods and passing periods, as well as on school sponsored trips and driver education classes. Such devices are to be kept in a student's assigned locker with the power turned off. The Board recommends that these devices not be brought to school.

Additionally, it is prohibited for students to take, store, disseminate, transfer, view, or share obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and e-mailing. Any student found to have engaged in such conduct may be reported to local law enforcement authorities and may face criminal penalties in accordance with applicable law. School administrators may refer such matters to local law enforcement if the administrator believes student action in this regard involves illegal activity (e.g., pornography.)

The Board may grant an exception to this policy for medical or emergency reasons only. This exception requires a written report from the student's medical provider explaining the need for the exception.

Students participating in extra-curricular activities or athletics must contact their sponsor or coach for his/her rules involving cell phone use after hours or on after-school bus trips. Sponsors and coaches will set their rules and establish their consequences for the use and/or misuse of these devices.

The school district will not be responsible for loss, damage or theft of any electronic communication device brought to the school.

### **Consequences for Violating this Policy**

**First Offense:** Warning and confiscation of the electronic communication device for the remainder of the school day. **Second Offense:** The electronic communication device will be confiscated. A disciplinary referral will be written. The student's parent/guardian must pick up the device from the principal or superintendent's office. **Third Offense:** The electronic communication device will be confiscated. A disciplinary referral will be written. The student's parent/guardian must pick up the device from the principal or superintendent's office. At the principal's discretion, the student may receive detention or in-school suspension.

Any further violations of this policy will result in the student's loss of possession of the electronic communication device for the remainder of the school year. The student's parent/guardian must pick up the cell phone from the principal or superintendent's office at the expiration of that length of time. At the principal's discretion, the student may receive detention, in-school suspension, or out-of-school suspension not to exceed five (5) days.

**NHSBA Note, September 2014:** Deletion of second paragraph, which addressed circumstances under which school officials could search a student's cell phone. Legal standards under which school officials may properly search a student's cell phone are unclear. Contact NHSBA for

more information, if necessary.

Revised: September 2014

Revised: February 2006, May 2006, April 2010

DISCLAIMER: This sample policy manual is copyrighted to the New Hampshire School Boards Association and is intended for the sole and exclusive use of NHSBA Policy Service Subscribers. No portion of this manual may be reproduced, copied, transmitted, distributed, in any form, except as needed for the development of policy by a subscribing district. The materials contained in the manual are provided for general information only and as a resource to assist subscribing districts with policy development. School districts and boards of education should consult with legal counsel and revise all sample policies and regulations to address local facts and circumstances prior to adoption. NHSBA continually makes revisions based on school districts' needs and local, state and federal laws, regulations and court decisions, and other relevant education activity.



## Raymond School District Policy - BCB

### BOARD MEMBER CONFLICT OF INTEREST

A Board member shall not have any direct personal and pecuniary interest in a contract with the District, nor shall he or she furnish directly any labor, equipment, or supplies to the District.

In the event a Board member is employed by a corporation or business or has a secondary interest in a corporation or business which furnishes goods or services to the District, the Board member shall declare his interest and refrain from debating, discussing, or voting upon the question of contracting with the company.

It is not the intent of this policy to prevent the District from contracting with corporations or businesses because a Board member is an employee of the firm. The policy is designed to prevent placing a Board member in a position where his interest in the public schools and his interest in his place of employment (or other indirect interest) might conflict, and to avoid appearances of conflict of interest even though such conflict may not exist.

Without altering the qualifications for School Board Office as outlined in policy BBBA - Board Member Qualifications, contained herein, and as provided in RSA 6711-18, the Raymond School District will not contract with or employ any member of the School Board to serve as a substitute teacher or in any other paid position working for the School District either as a consultant or as a part-time non-salaried employee, or as a designated volunteer on a regular, daily basis while the person serves as a School Board member.

#### Nepotism

The Board will not employ any teacher or other employee if such teacher or other employee is the father, mother, brother, sister, wife, husband, son, daughter, son-in-law, daughter-in-law, sister-in-law, or brother-in-law of the Superintendent or any member of the Board. If a conflict exists, the Board member shall declare his/her interest and refrain from debating, discussing, or voting on a nomination or other issue.

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

#### Statutory-Regulation Reference:

*Marsh v. Hanover, 113 NH 667 (1973) and*

*Atherton v. Concord, 109 NH 164 (1968)*

*RSA 671:18*

Adopted: June 6, 2002

Revised: September 21, 2016

## Raymond School District Policy – IJOC

### VOLUNTEERS

The District recognizes the valuable contribution made to the total school program through the volunteer assistance of parents and other citizens. In working with volunteers, a District staff shall clearly explain the volunteer's responsibility.

The Superintendent is responsible for developing and implementing procedures for the utilization of volunteers. The selection of volunteers will be consistent with those policies and procedures under the direction of the Superintendent or his/her designee.

The voluntary help of citizens should be requested by staff through administrative channels to assist in conducting selected activities and/or to serve as resource persons. Staff members shall receive training in assignment of duties and supervision and evaluation of volunteers.

#### Designated Volunteers

Designated volunteers will be required to undergo a background investigation and a criminal records check. "Designated volunteer" means any volunteer who:

- A. Comes in direct contact with students on a daily basis;
- B. Meets regularly with students;
- C. Meets with students on a one-on-one basis;
- D. Any other volunteer so designated by the School Board or Superintendent.

Designated volunteers are subject to the provisions of Policy GBCD – Background Investigation and Criminal Records Check.

#### Volunteer Duties

- A. Complete an application form describing their skills, interests and availability.
- B. Serve in the capacity of assistants and not be assigned to roles which require specific professional training. Instructional services shall be rendered under the supervision of certified staff.
- C. Sign a confidentiality agreement, and refrain from discussing the performance or actions of a student except with the student's teacher, counselor or Principal.
- D. Refer any student problem that arises, whether of an instructional, medical or operational nature, to a regular staff member.
- E. Receive orientation, including
  1. General job responsibilities
  2. Information about school facilities, routines, and procedures, including safety and evaluation
  3. Work schedule and place of work
  4. Expected relationship to regular staff
- F. Receive appropriate training at the building level, consistent with their tasks and existing District standards. This training shall be developed under the leadership of the Principal in consultation with the volunteer coordinator.
- G. The school district employee with whom the volunteer is working is should

have assignments and activities clearly defined and in writing.

H. Receive evaluation and acknowledgment for their services.

I. Volunteers may be terminated when:

1. Program and/or duties are no longer needed;
2. They are replaced by paid staff; or
3. In the sole judgment of the administration, their conduct does not meet the standards of the District.

### Coaches

Volunteer coaches of individual sports must be certified in that sport and be in compliance with the standards set by NHIAA.

Volunteers should only function under direct supervision of a school employee.

### Statutory/Regulatory Reference:

*RSA 189:13a*

Adopted: August 1, 2002

Revised: August 27, 2008

## Raymond School District Policy - BCB

### BOARD MEMBER CONFLICT OF INTEREST

A Board member shall not have any direct personal and pecuniary interest in a contract with the District, nor shall he or she furnish directly any labor, equipment, or supplies to the District.

In the event a Board member is employed by a corporation or business or has a secondary interest in a corporation or business which furnishes goods or services to the District, the Board member shall declare his interest and refrain from debating, discussing, or voting upon the question of contracting with the company.

It is not the intent of this policy to prevent the District from contracting with corporations or businesses because a Board member is an employee of the firm. The policy is designed to prevent placing a Board member in a position where his interest in the public schools and his interest in his place of employment (or other indirect interest) might conflict, and to avoid appearances of conflict of interest even though such conflict may not exist.

Without altering the qualifications for School Board Office as outlined in policy BBBA - Board Member Qualifications, contained herein, and as provided in RSA 6711-18, the Raymond School District will not contract with or employ any member of the School Board to serve as a substitute teacher or in any other paid position working for the School District either as a consultant or as a part-time non-salaried employee, or as a designated volunteer on a regular, daily basis while the person serves as a School Board member.

#### Nepotism

The Board will not employ any teacher or other employee if such teacher or other employee is the father, mother, brother, sister, wife, husband, son, daughter, son-in-law, daughter-in-law, sister-in-law, or brother-in-law of the Superintendent or any member of the Board. If a conflict exists, the Board member shall declare his/her interest and refrain from debating, discussing, or voting on a nomination or other issue.

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

#### Statutory-Regulation Reference:

*Marsh v. Hanover, 113 NH 667 (1973) and*

*Atherton v. Concord, 109 NH 164 (1968)*

*RSA 671:18*

Adopted: June 6, 2002

Revised: September 21, 2016

## **BCB - BOARD MEMBER CONFLICT OF INTEREST**

(Download policy)

### *Category R*

As elected officials, school board members owe a duty of loyalty to the general public in protecting the school district's interests. Therefore, the Board declares that a conflict of interest is a personal, pecuniary interest that is immediate, definite, demonstrable, and which is or may be in conflict with the public interest.

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

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

### **Nepotism**

The Board may employ a teacher or other employee if that teacher or other employee is the father, mother, brother, sister, wife, husband, son, daughter, son-in-law, daughter-in-law, sister-in-law, or brother-in-law of the Superintendent or any member of the Board. This paragraph shall also apply to any other person who shares the expenses of daily living with the Superintendent or any member of the Board. Such a relationship will not automatically disqualify a job applicant from employment with the school district.

However, the Board member shall declare his/her relationship with the job applicant and will refrain from debating, discussing, or voting on a nomination or other issue. In the case where the relationship is with the Superintendent, the Superintendent shall disclose the relationship to the Board as early as possible in the recruitment/selection process for the open position or in the case of someone currently employed by the district, before recommending any job related action pertaining to the individual. The Board shall determine whether, were the candidate selected, the supervisor - subordinate relationship between the Superintendent and the prospective employee will be sufficiently indirect, to not disqualify the candidate. If not disqualified, and prior to candidates for the position being screened and a nominee being selected, or the Board approving any job related action, the Superintendent and the Board shall agree on a mechanism

Copyright © 2008, New Hampshire School Boards Association. All rights reserved.

NHSBA sample policies are distributed for resource purposes only, intended for use only by members of NHSBA Policy Services. Contents do not necessarily represent NHSBA legal advice or service, and are not intended for exact publication.

to address the conflict of interest. Where practical, the Board may designate another district staff member to fulfill the role of the Superintendent for the selection of a nominee for the position or take appropriate alternative steps. The job applicant is expected to declare his/her relationship with the Board member or Superintendent as well.

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

**Legal References:**

*Marsh v. Hanover, 113 NH 667 (1973) and*

*Atherton v. Concord, 109 NH 164 (1968)*

*RSA 95:1, Public Officials Barred From Certain Private Dealings*

Revised: May 2017

Revised: May 2007

Revised: July 1998, November 1999, February 2004, May 2006

**NHSBA, Note: This policy is revised to incorporate the restrictions imposed by RSA 95:1. The policy recognizes the potential of a conflict of interest involving the Superintendent, this revision also adds a mechanism for addressing a conflict of interest between the Superintendent and a prospective district employee.**

## **IJOC - VOLUNTEERS**

(Download policy)

*Category: Priority/Required by Law*

*See also ABA, GBCD*

The District recognizes the valuable contribution made by volunteer assistance of parents and other citizens. The Superintendent is responsible for developing and implementing procedures for the selection and utilization of volunteers. School district employees who desire the assistance of a volunteer should request a volunteer through proper administrative channels.

### **Designated Volunteers**

Designated volunteers will be required to undergo a background investigation and a criminal records check. "Designated volunteer" means any volunteer who:

1. Comes in direct contact with pupils on a daily basis;
2. Meets regularly with students;
3. Meets with students on a one-on-one basis;
4. Any other volunteer so designated by the School Board or Superintendent.

Designated volunteers are subject to the provisions of Policy GBCD – Background Investigation and Criminal Records Check.

### **Volunteer Application & Selection**

Persons wishing to volunteer at the District should complete a Volunteer Application form describing their skills, interests and availability. Such forms will be made available at the Principal's office.

Volunteer selection shall be made based on the qualifications and availability of the volunteer. Volunteers shall be assigned only to those teachers who have requested volunteer assistance. Staff should request volunteers through administrative channels for selected activities and as resource persons.

Assignment shall be made by the school administrator or designee.

Volunteers shall be provided appropriate training at the building level consistent with their tasks and existing district standards. This training shall be developed under the leadership of the principal. Exceptions would be district-wide programs established by the administration whereby general volunteer programs would be defined.

A volunteer may be asked to terminate his/her services when circumstances in the judgment of the administrator necessitate termination.

### **Volunteer Duties**

Selected volunteers will serve in the capacity of assistants and will not be assigned to roles that require specific professional training. Instructional services shall be rendered only under the supervision of certified staff.

All volunteers will sign a confidentiality agreement and shall refrain from discussing the performance or actions of a student except with the student's teacher, counselor, Principal, or other school district who has a legitimate educational purpose for discussing such information.

The Confidentiality Agreement is included as Appendix IJOC-R.

Assignments shall be limited to assisting staff members with duties such as routine supervisory, tutorial, clerical, housekeeping and material preparation tasks. Assignment shall be limited to situations that may be supervised by a certificated staff person.

In some instances, volunteers may perform clerical and material preparation tasks away from the school site.

Volunteers with special talents, hobbies or experiences may share those with students on a scheduled basis in a suitable educational setting.

Volunteers will refer to their immediate supervisor or other regular staff member for final solution of any student problems which arise, whether of an instructional, medical or operational nature.

Volunteers will Receive orientation, including: (1) general job responsibilities; (2) information about school facilities, routines, and procedures, including safety and evaluation; (3) work schedule and place of work; and (4) expected relationship to regular staff.

Volunteers will receive appropriate training at the building level, consistent with their tasks and existing District standards. This training shall be developed under the leadership of the Principal in consultation with the volunteer coordinator.

### **Coaches**

Volunteer coaches of individual sports must be certified in that sport and be in compliance with the all other regulations and standards as set by NHIAA.

### **Legal References:**

*RSA 189:13-a, School Employee and Volunteer Criminal History Records Check*

*Appendix: IJOC-R*

Revised: April 2011

Revised: November 1999, July 2004, August 2007

DISCLAIMER: This sample policy manual is copyrighted to the New Hampshire School Boards Association and is intended for the sole and exclusive use of NHSBA Policy Service Subscribers. No portion of this manual may be reproduced, copied, transmitted, distributed, in any form, except as needed for the development of policy by a subscribing district. The materials contained in the manual are provided for general information only and as a resource to assist subscribing districts with policy development. School districts and boards of education should consult with legal counsel and revise all sample policies and regulations to address local facts and circumstances prior to adoption. NHSBA continually makes revisions based on school districts' needs and local, state and federal laws, regulations and court decisions, and other relevant education activity.



## Raymond School District Policy – EEA-R

## STUDENT TRANSPORTATION SERVICES

## REGULATIONS FOR STUDENTS RIDING SCHOOL BUSES

1. The driver is in full charge of the bus and the students. Students shall obey the driver promptly.
2. Students shall occupy the seat designated for them by the driver.
3. Students shall be on time at the point of pickup. The bus cannot wait for those who are not on time. If a student misses the bus, it is the parents' responsibility to transport the student to school.
4. Students living outside the walking limits to school are granted the privilege of riding the school buses to and from school.
5. In an effort to make the school day on the bus both enjoyable and safe, it will be necessary for bus students and parents to cooperate with the bus driver and the school in adhering to the rules and regulations that follow:
  - a. While waiting for the bus to arrive at the bus stop, please stand six (6) feet from the road edge. All students shall line up at the bus stop with the oldest children in the front of the line. As you load the bus, go to the appropriate seats.
  - b. Approach the bus only after it has come to a complete stop and the red lights are flashing.
  - c. Walk onto the bus with care and sit down. There shall be no more than 2 to 3 persons to a seat, depending on the size of the students.
  - d. Feet shall be on the floor and out of the aisle.
  - e. Hands and arms shall be kept out of the aisle and inside the windows.
  - f. Musical instrument cases must be placed in the area designated by the bus driver.
  - g. Standing in aisles or jumping on seat areas is prohibited at all times.
  - h. Students are to remain seated until the bus reaches school, your home, or other designated area and the bus comes to a complete stop.

- i. Physical abuse and/or use of abusive language to others or bus drivers will not be tolerated.

STUDENT TRANSPORTATION SERVICES  
(continued)

- j. Talking should be limited to those in your seat. Please refrain from loud talking, whistling, shouting, or singing. Remember: unnecessary noise is distracting to the driver, and his/her main concern is your safety.
- k. Once the bus is stopped, please depart in an orderly and polite manner.

**THE ROLE OF STUDENTS AND PARENTS IN TRANSPORTATION**

The following guidelines suggest the role for students and parents as they relate to pupil transportation:

1. Riding the school bus is a privilege. This privilege may be temporarily denied or permanently revoked if misconduct of your child jeopardizes the safe operations of the school bus or the safety of the children riding this bus.
2. Parents are responsible for the safety of their children from the time they leave home in the morning until the time they board the school bus; and at the end of the school day from the time the school bus departs the loading/unloading area and the children reach home. Once the child enters the school bus, the authority lies with the bus driver and the School Administrator.
3. Students should leave home early enough so that they arrive at the designated school bus stop point five (5) minutes before the scheduled arrival time of the school bus.
4. Parents should be aware of their responsibility not only for their child's behavior while on the school bus, but also their responsibility for damage caused by their child(ren) to the property of others, including the school bus. When a child walks to and from the bus stop, and while he/she waits at the school bus stop, and when he/she walks home from the school bus stop at the end of the school day, he/she must show consideration and respect for the property of those citizens whose homes and places of business are located along these routes.
5. Parents, together with the child, should develop a route to and from the school bus stop, or school, which minimizes the exposure of the child to vehicular traffic. Shortcuts through isolated fields and woods or across streams or railroad tracks can often be dangerous. Entering of abandoned houses or deserted buildings by children on their way to or from school should not be condoned. Injuries incurred as a result of deviation from the normal route of travel may not be covered by school insurance companies. The route should be direct and uninterrupted.

STUDENT TRANSPORTATION SERVICES  
(continued)

6. Parents should walk with younger children to and from the school bus stop, using this opportunity to teach the child(ren) proper pedestrian practice. If the parents cannot accompany their child(ren), arrangements should be made, if possible, for older children (brother, sister, or neighbor) to escort the younger children to and from the school bus stop or school.
7. Parents should develop in their child(ren) an awareness of the molestation (personal harassment) problem. Encourage children not to accept candy, soft drinks, money, toys, or rides from strangers or to associate with anyone they do not know. If your child is confronted with these problems on his/her way to or from school, he/she should tell you or his/her teacher as soon as possible. This is a situation that should be referred to the police.
8. Parents should realize that weather determines how a child is to be dressed. Encourage your child to wear the type clothing that will not only keep him/her warm and enable him/her to see where he/she is going, but also permit him/her to be seen. If the child(ren) cannot be seen by the drivers of vehicles, they are in danger. For example, white clothing is difficult to see in snow, but makes one clearly visible at night. If the weather is inclement, the child should be dressed for the occasion and leave a few minutes earlier than his/her normal starting time in order to reach the school bus stop or school safely and on time.
9. In inclement weather announcements regarding the closing of schools or delayed opening begin at approximately 6:00 a.m. During severe weather conditions, pertinent information concerning the transportation program will be announced on the radio.
10. The application of common sense is the best method of determining the role of the parents regarding the safety of children traveling to and from school, either as a passenger on a school bus or as a pedestrian.

**OPERATION OF THE SCHOOL BUS SYSTEM**

1. Bus routes/stops shall be established by the Transportation Coordinator in conjunction with the school and SAU administration and be subject to approval by the School Board. Routes will be over the most direct roads practicable for bus travel to serve those entitled to transportation service. Where an alternate route may be selected without sacrifice to efficiency or economy, preference will be given to that route serving the larger number of pupils more directly. Routes will be designed to employ as nearly as practicable the full carrying capacity of each bus trip. New routes will be established only when full capacity of the trips on existing routes has been reached or is imminent.



STUDENT TRANSPORTATION SERVICES  
(continued)

2. Bus schedules shall be established by the Transportation Coordinator and school administration under the direction of the Superintendent and be subject to Board approval. The purpose of bus scheduling shall be to achieve maximum service with a minimum fleet of buses consistent with rendering reasonably equal service to all patrons. The measure of service rendered shall be the total time between leaving a bus stop in the morning and returning thereto in the afternoon on a regular bus trip. To the greatest extent possible, routes will minimize and balance the time students spend on buses.
3. Bus stops shall be established by the Transportation Coordinator and school administration under the direction of the Superintendent and subject to Board approval. The operator may not permit drivers to load or unload pupils at other than authorized bus stops. Priority in distance to stops will be given to younger children to the greatest extent possible.
4. Authorized bus stops shall be located at convenient intervals in places where pupils can be loaded or unloaded, cross highways, and await arrival of buses with the utmost safety permitted based upon highway conditions, terrain, and visibility. The number of bus stops on each trip shall be limited, consistent with the policy, so as to enable buses to maintain a reasonable timetable and schedule.
5. The process of establishing routes/stops is as follows:
  - a. Transportation Coordinator obtains student enrollment list, usually in early July.
  - b. Coordinator and drivers meet, evaluate past year's routes and stops, find houses of new students, and draft a route/stop proposal.
  - c. Proposal is reviewed with Superintendent and/or Principals.
  - d. In August, a final draft is reviewed at the School Board meeting, recommended by the Coordinator, Superintendent, and Principals. Action to approve a roster of routes/stops is taken by the School Board.
  - e. Routes and stops are published in local newspapers.
  - f. Late regulations and other factors may necessitate alteration of newly established and publicized routes and stops.

- g. The Coordinator reviews routes/stops and requests with the Principals. Approval of any changes requested is reviewed at the September or October School Board meeting.

STUDENT TRANSPORTATION SERVICES  
(continued)

6. Students entitled to transportation service will be assigned to a school bus and will be expected to adhere to the assignment. Parental requests for changes in a child's regular bus assignment should be sent to the Transportation Coordinator. Bus assignment changes will be made based on the following criteria:
  - a. Request must be written by parent or guardian.
  - b. Space must be available.
  - c. Change in a student's regular bus assignment may be approved for the year, the half year, or the quarter. Changes for shorter periods will not be honored by the Coordinator.
  - d. Emergency situations or one-day changes may be authorized on a case-by-case basis by the Principals. Any such one-time change must be requested in writing and in advance by the parent/guardian. The Principals will coordinate the change directly.
  
7. Conflict Resolution Process
  - a. Conflict, requests, and questions are presented to the Coordinator for review.
  - b. If the Coordinator perceives a safety concern or if there is agreement that a change or addition to the route/stop is justified, the Coordinator will immediately make the change on a temporary basis. Changes will be brought to the School Board for confirmation at its next scheduled meeting through communication with the Superintendent.
  - c. If the Coordinator does not approve the request, and the petitioner wishes to appeal this decision:
    - (1) The Coordinator compiles all appropriate data from his/her investigation for Board review.
      - (a) Coordinator may request a meeting with the petitioner and the Principal The to seek resolution.
      - (b) The Coordinator may seek the advice/review of state officials.
    - (2) The petitioner writes an appeal to the School Board, submitted to the Superintendent.



STUDENT TRANSPORTATION SERVICES  
(continued)

- (3) The Board hears the appeal as part of its next available agenda.
- (4) The Board makes a decision on the route/stop question after hearing all appropriate information.

Statutory Reference:

*RSA 189:9*

*RSA 189:6-8*

Adopted:

**SAFETY GUIDELINES FOR PARENTS/GUARDIANS OF STUDENTS USING SCHOOL BUSES**

Category: Optional Guidelines

Related Policies: EEA, EEAE & JICC  
Related Administrative Procedure: JICC-R

~~~~~

**ADOPTION/REVISION NOTES**

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

- (a) *This NEW sample “-R” document is comprised of content formerly located in EEA-R, which is now withdrawn. It is intended as sample guidelines for administrators to use in student/parent handbooks, and not Board policy. Student bus conduct rules are found in JICC-R.*
- (b) *General – As with all its sample policies and procedure, NHSBA recommends that each district carefully review this sample prior to adoption/revision to assure suitability with the district’s own specific circumstances, internal coding system, current policies, and organizational structures.*
- (c) *Highlighted language or blank, underscored spaces indicate areas which Boards should review, change or complete to reflect local personnel titles, internal/ external policy references, duty assignments etc.*
- (d) *{\*\*} indicates a reference to another NHSBA sample policy. A district should check its own current policies and codes to assure internal consistency.*
- (e) *Withdrawn & earlier versions of revised policies should be maintained separately as part of the permanent records of the District.*

~~~~~

The following guidelines outline parent/guardian responsibilities relative to families using District school buses and transportation services.

1. Riding the school bus is a privilege. This privilege may be temporarily suspended or permanently revoked if a student’s misconduct violates School Bus Conduct Rules, jeopardizes the safe operations of the school bus or the safety of the children riding this bus. See Board policies {\*\*}EEA and {\*\*}JICC, and District regulations {\*\*}JICC-R.
2. Parents/guardians are responsible for the safety of their children from the time they leave home in the morning until the time they board the school bus; and at the end of the school day from the time the school bus departs the loading/unloading area and the children reach home. Once the child enters the school bus, the authority lies with the bus driver and the school.
3. Students should leave home early enough so that they arrive at the designated school bus stop point five (5) minutes before the scheduled arrival time of the school bus.
4. Parents/guardians should be aware of their responsibility not only for their child's behavior while on the school bus, but also their responsibility for damage caused by their child(ren) to the property of others, including the school bus. When a child walks to and from the bus stop, and while he/she waits at the school bus stop, and when he/she walks home from the school bus stop at the end of the school day, he/she must show consideration and respect for the property of those citizens whose homes and places of business are located along these routes.
5. Parents/guardians, together with the child, should develop a route to and from the school bus stop, or school, which minimizes the exposure of the child to vehicular traffic. Shortcuts through isolated fields and woods or across streams or railroad tracks can often be dangerous. Entering of abandoned houses or deserted buildings by children on their way to or from school should not be

**SAFETY GUIDELINES FOR PARENTS/GUARDIANS OF STUDENTS USING SCHOOL BUSES**

condoned. The route should be direct and uninterrupted.

6. Parents/guardians should walk with younger children to and from the school bus stop, using this opportunity to teach the child(ren) proper pedestrian practice. If the parents/guardians cannot accompany their child(ren), arrangements should be made, if possible, for older children (brother, sister, or neighbor) to escort the younger children to and from the school bus stop or school.
7. Parents/guardians should develop in their child(ren) an awareness of the molestation (personal harassment) problem. Encourage children not to accept candy, soft drinks, money, toys or rides from strangers or to associate with anyone they do not know. If your child is confronted with these problems on his/her way to or from school, he/she should tell you or his/her teacher as soon as possible. This is a situation that should be referred to the police.
8. Parents/guardians should realize that weather determines how a child is to be dressed. Encourage your child to wear the type clothing that will not only keep him/her warm and enable him/her to see where he/she is going, but also permit him/her to be seen. If the child(ren) cannot be seen by the drivers of vehicles, they are in danger. For example, white clothing is difficult to see in snow, but makes one clearly visible at night. If the weather is inclement, the child should be dressed for the occasion and leave a few minutes earlier than his/her normal starting time in order to reach the school bus stop or school safely and on time.
9. In inclement weather announcements regarding the closing of schools or school or delayed opening begin at approximately 6:00 a.m. During severe weather conditions, pertinent information concerning the transportation program will be announced on the radio.
10. The application of common sense is the best method of determining the role of the parents/guardians regarding the safety of children traveling to and from school, either as a passenger on a school bus or as a pedestrian.

**District Policy History:**

First reading: \_\_\_\_\_

Second reading/adopted: \_\_\_\_\_

***District revision history:***

**Legal References:**

RSA 189:6a, School Bus Safety

RSA 189:9-a, Pupils Prohibited for Disciplinary Reasons

***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.*

***When adopting this sample or variation of the same, a district should not include the NHSBA history or NHSBA policy notes appearing below. The district should, to the extent possible, include its own adoption/revision history, as well as the legal references and disclaimer as indicated above.***

**SAFETY GUIDELINES FOR PARENTS/GUARDIANS  
OF STUDENTS USING SCHOOL BUSES**

**NHSBA history:** “New” guidelines September 2021

**NHSBA revision notes, September 2021,** see adoption note (a).

w/p-update/2021-U2 EEAE-R Parent Bus Safety Guidelines 2021-U2 (vF)

© 2021 NHSBA

**DISCLAIMER:** This sample policy is copyrighted to the New Hampshire School Boards Association and is intended for the sole and exclusive use of NHSBA Policy Service Subscribers. This sample is provided for general information only and as a resource to assist subscribing Districts with policy development. School Districts and boards of education should consult with legal counsel and revise all sample policies and regulations to address local facts and circumstances prior to adoption. NHSBA continually makes revisions based on school Districts' needs and local, state and federal laws, regulations and court decisions, and other relevant education activity.

## Raymond School District Policy - BDB

### BOARD OFFICERS

The officers of the School Board shall be a Chairperson, a Vice-Chairperson and a Secretary. The officers shall be elected at the annual organization meeting to serve until the next annual organization meeting or until a successor is elected. Any vacancy in any of such offices may be filled at any meeting of the Board provided that all members of the Board have been notified prior to the meeting that the vacancy will be filled at such meeting. The Superintendent is the chief executive officer and an *ex-officio* member of the School Board and shall be the Executive Secretary *ex-officio*. If the Chairperson loses his/her election or does not run for re-election, the Vice-Chairperson shall serve as Chair during the organizational meeting. In the event there are no officers at the annual organizational meeting, the Superintendent shall preside until the Chairperson is elected.

#### CHAIRPERSON:

The Board elects an outstanding leader as Chairperson of the Board. The School Board does not rotate the chairmanship each year. The Chairperson shall preside at all meetings and shall not originate or second motions; however, the Chairperson shall have the right to vote on all matters before the Board. The Chairperson shall review each meeting agenda prepared by the Superintendent, and approve the final agenda. The Chairperson shall have authority to sign contracts and other instruments as approved by the Board in its name and on its behalf. The Chairperson's responsibilities include: serve as leader and manager of the School Board; lead in the evaluation of the Superintendent; cooperate with the Superintendent in the orientation of new Board members; discipline the Board when necessary; provide orientation to the new Chairperson when elected; appoint or provide for the election of all committees of the School Board, and be an *ex-officio* member of all such committees; and have such other powers and duties as the Board may from time to time determine.

#### VICE-CHAIRPERSON:

The Vice-Chairperson shall have the powers and duties of the Chairperson in his/her absence or for the duration of the disability, and such other powers and duties as the Board may from time to time determine.

#### SECRETARY:

The Secretary shall be responsible for Board correspondence when directed by the Chairperson. The secretary shall have the powers and duties of the Chairperson in the absence of both the chairperson and the vice-chairperson for the duration of the disability.

Adopted: April 7, 1971  
R/R: 9/6/79, 4/21/88, 5/21/98  
Revised: June 6, 2002  
Revised: September 21, 2016

## **RULES OF ORDER**

Unless changed by the members of the board, the Chairperson will use the following rules of procedure to conduct the meetings of the board. The main purpose of these rules is to keep the meeting moving, and not get bogged down in procedural quagmires. The Chairperson will not follow Robert's Rules of Order.

1. The Superintendent of Schools, with approval of the Chairperson and Vice-Chairperson, will prepare and distribute an agenda prior to every meeting.
2. The Chairperson will take agenda items in the order that they appear on the agenda unless the Chairperson announces the intent to take agenda items out of order.
3. The members will consider each agenda item as follows:
  - a. The Chairperson will announce the agenda item being considered.
  - b. The Chairperson will recognize a member or officer to explain the agenda item.
  - c. The Chairperson will entertain a motion to approve or act on the agenda item. If the motion is seconded, the meeting will debate and then vote on the agenda item.
4. The Chairperson will allow only one motion on the floor at a time. There is one exception to this rule: A motion to amend the pending motion is allowed.
5. The Chairperson will not accept negative motions, which are motions that require a "no" vote to vote in the affirmative such as "I move that we not adopt the budget."
6. Non-members of the board may speak at the meeting with the permission of the board. All speakers must be courteous. The Chairperson will not allow personal attacks or inappropriate language.
7. The presiding officer may rule any member or other person out of order if such person disrupts the orderly conduct of a meeting, behaves in a disorderly manner, makes unlawful threats, willfully violates any of these rules of order/procedure, or engages in any unprotected speech. If the board member or other person continues such behavior after being ordered by the presiding officer to cease, the presiding officer is authorized to request that a police officer warn and then remove such person from the meeting and meeting location.
8. The Chairperson will accept motions to reconsider an agenda item only during the same meeting, and only if made by someone who voted on the prevailing side of the vote to be reconsidered.
9. The Chairperson may vote on all agenda items.
10. No item may be discussed or decided upon in non-public session except as provided under RSA 91-A:2 and 3. See also Board Policy BEC.
11. By majority vote, the members can change these rules or overrule any procedural decision that the Chairperson makes at a board meeting.

Adopted: October 6, 2004

Revised: November 6, 2019



Tina McCoy &lt;t.mccoy@sau33.com&gt;

---

**question from our Board Chair**

8 messages

---

**Tina McCoy** <t.mccoy@sau33.com>  
To: "Atty. Diane Gorrow" <gorrow@soulefirm.com>

Fri, Mar 19, 2021 at 9:51 AM

Hi Diane,

I have a question (that was passed on to me):d Can a School Board have a Policy that says that the Chair can't make a 'motion'? Ex. The attached Policy implies that the Chair cannot make a motion. Is that the case?

Tina

--

Tina H. McCoy, Ed.D. - Superintendent of Schools  
School Administrative Unit #33  
Raymond, New Hampshire

---

 **bedd\_rules\_of\_order.pdf**  
46K

---

**Atty. Diane Gorrow** <gorrow@soulefirm.com>  
To: Tina McCoy <t.mccoy@sau33.com>  
Cc: "Atty. Diane Gorrow" <gorrow@soulefirm.com>

Fri, Mar 19, 2021 at 10:51 AM

Good morning Tina,

The statutes and regulations do not mandate any particular rules of order. The School Board can adopt rules of order and can also change those rules at anytime. The rules of order can provide that the Chair does not make motions. Even with formal rules of order such as Policy BEDD, the School Board can conduct its meetings contrary to what is stated in the rules and that is considered a waiver of the rules. As you stated, the rules seem to imply that the Chair may not make a motion. However, if the Chair makes a motion and it passes, that action is still valid. If you have any other questions, please let me know.

Diane M. Gorrow, Esquire

Soule, Leslie, Kidder, Sayward &amp; Loughman, P.L.L.C.

220 Main Street

Salem, New Hampshire 03079

(603) 898-9776 extension 220

(603) 898-3418 -- fax

gorrow@soulefirm.com



# SOULE, LESLIE, KIDDER, SAYWARD & LOUGHMAN P.L.L.C.

CONFIDENTIALITY NOTICE: The sender cannot guarantee the security of e-mail. This e-mail message and any attachment are intended only for the individual or entity to which it is addressed and may contain confidential and/or privileged and/or attorney work product materials. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, or the employee or agent responsible for delivering it to the intended recipient, please contact the sender by reply e-mail, delete this message and destroy all copies and backups of the original message. If you are the intended recipient but do not wish to receive communication through this medium, please advise the sender immediately.

[Quoted text hidden]

**Tina McCoy** <t.mccoy@sau33.com>  
To: **Joseph Saulnier** <j.saulnier@sau33.com>

Fri, Mar 19, 2021 at 10:55 AM

Hi Joe - See below...

T.

[Quoted text hidden]

**Joseph Saulnier** <j.saulnier@sau33.com>  
To: **Tina McCoy** <t.mccoy@sau33.com>

Fri, Mar 19, 2021 at 1:31 PM

So I have a couple of questions.

- 1) Is it legal for any local board rules to limit the ability for any board member to make a motion or second a motion considering that is part of the voting process?
- 2) If the chair makes a motion is it legally binding as a motion on the floor, no matter what the rules state and if seconded must be voted on?

Joe

[Quoted text hidden]

**Tina McCoy** <t.mccoy@sau33.com>  
To: "Atty. Diane Gorrow" <gorrow@soulefirm.com>

Fri, Mar 19, 2021 at 2:00 PM

Hi Diane-

Please see follow up questions from the Board Chair. If you can answer these as well, I'd appreciate it. Thanks for your assistance.

Tina

[Quoted text hidden]

**Atty. Diane Gorrow** <gorrow@soulefirm.com>  
To: **Tina McCoy** <t.mccoy@sau33.com>  
Cc: "Atty. Diane Gorrow" <gorrow@soulefirm.com>

Fri, Mar 19, 2021 at 2:41 PM

Good afternoon Tina,

Generally, under Robert's Rules of Order, the Chair does not make or second motions. It is not illegal for a School Board to limit the Chair from making motions or seconding a motion. However, as the Chair points out the Chair should be part



of the voting process. Also, the rule does not make sense especially with small boards. There is nothing in the law that prohibits a Chair from making or seconding motions unless it involves a matter with which the Chair has a conflict. It would, however, be illegal to prevent the Chair or any other member from voting or discussing a motion.

If the Chair makes a motion and the motion is adopted, it is legal regardless of any rule. As I said earlier, since the rule is not required by law, the Board can waive the rule and does not need to explicitly state that it is doing so. Passage of a motion by the Chair is a waiver of the rule.

[Quoted text hidden]

**Tina McCoy** <t.mccoy@sau33.com>  
To: "Atty. Diane Gorrow" <gorrow@soulefirm.com>

Fri, Mar 19, 2021 at 3:07 PM

Thanks!

Tina

[Quoted text hidden]

**Tina McCoy** <t.mccoy@sau33.com>  
To: Joseph Saulnier <j.saulnier@sau33.com>

Fri, Mar 19, 2021 at 3:10 PM

Hi Joe -

See below the answers to your follow up questions. Let me know if I can help in any other way!

[Quoted text hidden]

**2 attachments**

 SOULE, LESLIE, KIDDER, SAYWARD & LOUGHMAN **image003.jpg** 11K

 SOULE, LESLIE, KIDDER, SAYWARD & LOUGHMAN **image004.jpg** 11K

## **RULES OF ORDER**

Unless changed by the members of the board, the Chairperson will use the following rules of procedure to conduct the meetings of the board. The main purpose of these rules is to keep the meeting moving, and not get bogged down in procedural quagmires. The Chairperson will not follow Robert's Rules of Order.

1. The Superintendent of Schools, with approval of the Chairperson and Vice-Chairperson, will prepare and distribute an agenda prior to every meeting.
2. The Chairperson will take agenda items in the order that they appear on the agenda unless the Chairperson announces the intent to take agenda items out of order.
3. The members will consider each agenda item as follows:
  - a. The Chairperson will announce the agenda item being considered.
  - b. The Chairperson will recognize a member or officer to explain the agenda item.
  - c. The Chairperson will entertain a motion to approve or act on the agenda item. If the motion is seconded, the meeting will debate and then vote on the agenda item.
4. The Chairperson will allow only one motion on the floor at a time. There is one exception to this rule: A motion to amend the pending motion is allowed.
5. The Chairperson will not accept negative motions, which are motions that require a "no" vote to vote in the affirmative such as "I move that we not adopt the budget."
6. Non-members of the board may speak at the meeting with the permission of the board. All speakers must be courteous. The Chairperson will not allow personal attacks or inappropriate language.
7. The presiding officer may rule any member or other person out of order if such person disrupts the orderly conduct of a meeting, behaves in a disorderly manner, makes unlawful threats, willfully violates any of these rules of order/procedure, or engages in any unprotected speech. If the board member or other person continues such behavior after being ordered by the presiding officer to cease, the presiding officer is authorized to request that a police officer warn and then remove such person from the meeting and meeting location.
8. The Chairperson will accept motions to reconsider an agenda item only during the same meeting, and only if made by someone who voted on the prevailing side of the vote to be reconsidered.
9. The Chairperson may vote on all agenda items.
10. No item may be discussed or decided upon in non-public session except as provided under RSA 91-A:2 and 3. See also Board Policy BEC.
11. By majority vote, the members can change these rules or overrule any procedural decision that the Chairperson makes at a board meeting.

Adopted: October 6, 2004

Revised: November 6, 2019

## **BDB - BOARD OFFICERS**

(Download policy)

*Category: Recommended*

Board officers will include a chairperson, vice-chairperson and secretary. Officers will be elected at the board's re-organizational meeting following the school district annual meeting. Board officers will serve a one-year term, concluding at the re-organizational meeting the following year, at which time a new election of officers will occur. Officers will remain in their respective offices until new successors are elected.

If the chairperson resigns from the school board or resigns from the office of chair, the vice-chairperson will become chair of the board. If the chairperson loses his/her election or does not run for re-election, the vice-chair shall serve as chair during the organizational meeting. If the vice-chairperson or secretary resigns from the school board or from the respective office, the board will hold new elections for those offices.

The Superintendent is an ex-officio, non-voting member of the Board.

### **Chairperson:**

The chairperson shall preside at all meetings. The chairperson will have the right to vote on all matters before the Board. The chairperson will consult with the Superintendent on the preparation of the agenda for each meeting, shall have authority to sign contracts and other instruments as approved by the Board in its name and on its behalf, and shall have such other powers and duties as the Board may from time to time determine.

Additionally roles and duties of the chairperson are found in Board Policy BBAB.

### **Vice-chairperson:**

The Vice-Chairperson will have the powers and duties of the Chairperson in his/her absence or for the duration of the disability, and such other powers and duties as the Board may from time to time determine.

### **Secretary:**

The Secretary shall be responsible for Board correspondence when directed by the Chairperson.

**NHSBA Note, April 2016:** New sentence added to first paragraph to clarify that board officers remain in their respective office until new officers are elected. This clarifies situations in which the election of a new officer ends in a tie vote. New sentence added in second paragraph to clarify who serves as chair at the organization meeting in the event the past chair was either defeated or did not run for re-election.

Revised: April 2016

Revised: July 1998, June 2013

DISCLAIMER: This sample policy manual is copyrighted to the New Hampshire School Boards Association and is intended for the sole and exclusive use of NHSBA Policy Service Subscribers. No

Copyright © 2008, New Hampshire School Boards Association. All rights reserved.

NHSBA sample policies are distributed for resource purposes only, intended for use only by members of NHSBA Policy Services. Contents do not necessarily represent NHSBA legal advice or service, and are not intended for exact publication.

portion of this manual may be reproduced, copied, transmitted, distributed, in any form, except as needed for the development of policy by a subscribing district. The materials contained in the manual are provided for general information only and as a resource to assist subscribing districts with policy development. School districts and boards of education should consult with legal counsel and revise all sample policies and regulations to address local facts and circumstances prior to adoption. NHSBA continually makes revisions based on school districts' needs and local, state and federal laws, regulations and court decisions, and other relevant education activity.

## **BEDD - RULES OF ORDER**

(Download policy)

*Category: Optional*

General rules of parliamentary procedure are used for every Board meeting. The Chair shall adopt simplified rules of order, following the basic structure of Robert's Rules of Order. NHSBA sample regulation, BEDD-R - Rules of Order, provides a simplified set of rules. The order of business shall be reflected on the agenda.

Revised: May 2017 in response to member inquiries regarding use of Robert's Rules of Order.

Reviewed: June 2013

Revised: July 1998

**NHSBA Note, April 2017:** Robert's Rules of Order are extensive and complex, beyond being beneficial for the typical work of a School Board.

DISCLAIMER: This sample policy manual is copyrighted to the New Hampshire School Boards Association and is intended for the sole and exclusive use of NHSBA Policy Service Subscribers. No portion of this manual may be reproduced, copied, transmitted, distributed, in any form, except as needed for the development of policy by a subscribing district. The materials contained in the manual are provided for general information only and as a resource to assist subscribing districts with policy development. School districts and boards of education should consult with legal counsel and revise all sample policies and regulations to address local facts and circumstances prior to adoption. NHSBA continually makes revisions based on school districts' needs and local, state and federal laws, regulations and court decisions, and other relevant education activity.

## **BEDD-R**

### **Sample Rules of Order**

1. The chair will use the following general rules of order. The intent of these rules of order is to keep the meeting efficient, understandable, and free of procedural quagmires. The chair will not follow the formal Robert's Rules of Order.
2. By majority vote, the school board can overrule any decision that the chair makes, including any rule that the chair establishes. A board member can raise such a request by a "Point of Order."
3. The Moderator will take the agenda in the order that it was presented, unless the school board, by majority vote, chooses to take agenda items in a different order.
4. Everyone who speaks must do so in a manner in which he or she can be heard.
5. No one may speak unless he or she has been recognized by the chair. A board member may interrupt only to state a "Point of Order." The chair will then recognize the member for the limited purpose of stating the point of order.
6. Individuals speaking during a public comments portion of a meeting are asked to state their name and address. All public comments should be directed to the chair.
7. The chair will allow only one motion and only one proposed amendment to the main motion on the floor at a time. Exceptions may be made for the limited purpose of resolving a "Point of Order."
8. The chair will not accept negative motions, which are motions that require a "no" vote to cast a vote in the affirmative such as: "I move that we not adopt the budget."
9. All speakers must be courteous and must speak to the issues, not the individuals raising them. All comments and questions will be directed only to the chair. The chair will decide whether to recognize another board member or staff member to respond. The chair will not allow personal attacks or inappropriate language.
10. If any person disrupts the orderly conduct of a meeting, behaves in a disorderly manner, makes unlawful threats, in any other way disturbs the meeting, or willfully violates any rule of order, and after notice from the chair to cease, persists in such behavior, the chair may have a police officer remove such person from the meeting.
11. Each board member may only speak once until every board member has had an opportunity to speak once.
12. Recorded roll call votes will be taken when required by law, upon the request of two or more board members, and when called for by the chair.

See Policy BEDD

Issued April 2017

## Raymond School District Policy - IO

### CLASS SIZE

The School Board is aware that class size has bearing upon effective teaching. It therefore directs the Superintendent to work with Principals in establishing a reasonable and equitable class enrollment for each teacher.

The Board understands that achieving this goal is dependent upon the financial ability of the District. In determining the size of various classes, the administration will consider the following factors:

1. The type of load that will help the teacher be most effective with the students in the class
2. The experience of the teacher and his/her familiarity with Raymond programs and policies
3. Required preparation and correction time for the particular class
4. The degree of need for individualization of instruction.

As a general guideline, administration will adhere to the following maximum class sizes:

a. Preschool/Kindergarten	15 students per class
b. Grades 1 through 3	18 students per class
c. Grades 4 through 8	22 students per class
d. Grades 9 through 12	25 students per class

As a general guideline, the minimum class size will be 12; exceptions may be made by the Superintendent in consultation with the School Board.

Class size guidelines will not apply to Advanced Placement classes, upper level foreign language classes, or remedial classes.

Adopted: August 14, 1975  
R/R: 6/21/01  
Revised: August 1, 2002  
Revised: August 5, 2009  
Revised: September 4, 2019

## Raymond School District Policy – DIE

### AUDITS

The books and accounts of the District shall be audited yearly, as soon after June 30 as practicable. The audit to be performed by a public accountant will meet the basic audit procedures prescribed by CPA standards.

The Board shall select the auditors after hearing the recommendation from the Superintendent. The Superintendent, Business Administrator, and Treasurer will assist as required. Such audit will be made in accordance with RSA 197:25.

Statutory Reference:

*RSA 197:25*

*RSA 671:5.*

Adopted: January 5, 1972

R/R: 3/23/89

Revised: April 18, 2002



## **DIE - AUDITS**

(Download policy)

### *Category R*

The books and accounts of the District shall be audited yearly. The audit to be performed will meet the basic audit procedures prescribed by CPA standards.

The Board shall select the auditors after hearing the recommendation from the Superintendent or business administrator. Such audit will be made in accordance with RSA 197:25.

### **Legal References:**

*RSA 197:25, Auditors*

*RSA 671:5, School District Elections: Auditors*

Revised: March, 2004

Revised: July, 1998

DISCLAIMER: This sample policy manual is copyrighted to the New Hampshire School Boards Association and is intended for the sole and exclusive use of NHSBA Policy Service Subscribers. No portion of this manual may be reproduced, copied, transmitted, distributed, in any form, except as needed for the development of policy by a subscribing district. The materials contained in the manual are provided for general information only and as a resource to assist subscribing districts with policy development. School districts and boards of education should consult with legal counsel and revise all sample policies and regulations to address local facts and circumstances prior to adoption. NHSBA continually makes revisions based on school districts' needs and local, state and federal laws, regulations and court decisions, and other relevant education activity.

Raymond School District Policy – DIH  
FRAUD PREVENTION AND FISCAL MANAGEMENT

**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.

**Delegation of Responsibility**

The Superintendent and Business Administrator 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 Business Administrator 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**

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**

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.

Records shall be maintained for use in an 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:

1. 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.
2. Payments - Payments shall be made only by checks. No cash transactions shall be permitted. Check signer(s) shall be approved annually by the Board and will consist of person(s) not involved in the transaction.
3. Bank Reconciliations - Bank statements and cancelled checks shall be reconciled by individuals who are not authorized to sign checks, nor involved in check processing.
4. Access to Checks - Physical and electronic access to school district checks and accounts shall be limited to those employees with designated business functions.
5. Capital Assets - The business office shall maintain updated lists of district capital assets.
6. Internal Controls - Administrators shall be responsible for ensuring that employees under their supervision receive training and follow internal control procedures to prevent and detect fraud, financial impropriety, or fiscal irregularities within the district.

Adopted: November 18, 2009

## **DIH - FRAUD PREVENTION AND FISCAL MANAGEMENT**

(Download policy)

*Sample Policy*

*Category: Recommended*

### **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.

### **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 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.

Copyright © 2008, New Hampshire School Boards Association. All rights reserved.

NHSBA sample policies are distributed for resource purposes only, intended for use only by members of NHSBA Policy Services. Contents do not necessarily represent NHSBA legal advice or service, and are not intended for exact publication.

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**

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**

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 engage the District's local legal counsel or alternate legal counsel to initiate an investigation of the complaint and coordinate the investigative efforts with individuals and agencies s/he deems appropriate.

Records shall be maintained for use in an 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.

If the Superintendent has not previously notified law enforcement and/or a regulatory agency with jurisdiction, the Board shall determine the final disposition of the matter, including whether the matter will be referred to the appropriate law enforcement and/or regulatory agency for further investigation or action.

### **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

Copyright © 2008, New Hampshire School Boards Association. All rights reserved.

NHSBA sample policies are distributed for resource purposes only, intended for use only by members of NHSBA Policy Services. Contents do not necessarily represent NHSBA legal advice or service, and are not intended for exact publication.

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.

Revised: September 2017

New Policy: April 2009

**NHSBA note, September 2017:** This policy is updated to authorize the Chair of the School Board, in a circumstance where grounds exist to suspect the Superintendent is involved in impropriety, to engage either local legal counsel or where a conflict exists given the local legal counsel's relationship with the Superintendent, alternative legal counsel, to initiate and oversee an appropriate investigation. If it is determined that the Superintendent engaged in misconduct, School Board members may need to sit in a quasi-judicial capacity to determine if the Superintendent will be discharged, therefore, should not be actively engaged in the investigation. Furthermore, an investigation requiring inquiry into the conduct of a Superintendent will be a complex matter raising many legal issues and the risk of civil liability for the District. It is appropriate for an investigation of this character to be overseen by an attorney representing the District.

DISCLAIMER: This sample policy manual is copyrighted to the New Hampshire School Boards Association and is intended for the sole and exclusive use of NHSBA Policy Service Subscribers. No portion of this manual may be reproduced, copied, transmitted, distributed, in any form, except as needed for the development of policy by a subscribing district. The materials contained in the manual are provided for general information only and as a resource to assist subscribing districts with policy development. School districts and boards of education should consult with legal counsel and revise all sample policies and regulations to address local facts and circumstances prior to adoption. NHSBA continually makes revisions based on school districts' needs and local, state and federal laws, regulations and court decisions, and other relevant education activity.

## Raymond School District Policy - DJ

### PURCHASING

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 Board assigns the Superintendent the responsibility for the quality and quantity of purchases made. The prime guidelines governing this responsibility are that all purchases fall within the framework of budgetary limitations and that they be consistent with the approved educational goals and programs of the District.

The Superintendent will be solely responsible for the final approval of all non-educational purchases. The Superintendent or his/her designee will approve educational purchases beyond budget limitations.

The Superintendent shall be responsible for all phases of purchasing in accordance with Board Policy; for requisitions, current order purchasing, writing of specifications for bids, deliveries, storage, and other tasks related to the purchases, acceptance and distribution of supplies.

Adopted: April 18, 2002



## DJ - PURCHASING

(Download policy)

### *Category R*

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 Board assigns the Superintendent the responsibility for the quality and quantity of purchases made. The prime guidelines governing this responsibility are that all purchases fall within the framework of budgetary limitations and that they be consistent with the approved educational goals and programs of the District.

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

The Business Administrator shall be responsible for all phases of purchasing in accordance with Board Policy; for requisitions, current order purchasing, writing of specifications for bids, deliveries, storage, and other tasks related to the purchases, acceptance and distribution of supplies.

#### **Legal Reference:**

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

*NH Code of Administrative Rules Section 303.01 (b), Substantive Duties of School Boards*

Revised: March, 2004

Revised: November, 1999

Revised: July, 1998

DISCLAIMER: This sample policy manual is copyrighted to the New Hampshire School Boards Association and is intended for the sole and exclusive use of NHSBA Policy Service Subscribers. No portion of this manual may be reproduced, copied, transmitted, distributed, in any form, except as needed for the development of policy by a subscribing district. The materials contained in the manual are provided for general information only and as a resource to assist subscribing districts with policy development. School districts and boards of education should consult with legal counsel and revise all sample policies and regulations to address local facts and circumstances prior to adoption. NHSBA continually makes revisions based on school districts' needs and local, state and federal laws, regulations and court decisions, and other relevant education activity.

Raymond School District Policy - DJB

PURCHASING PROCEDURES

Procedures for purchasing will be developed by the Superintendent or his/her designee.

Purchasing procedures will be designed to avoid assumption of risk and to ensure the best possible price for the desired products and services.

These procedures will require that all purchases are made on properly approved purchase orders and that for items not put to bid, price quotations will be solicited.

Special arrangements may be made for ordering perishable and emergency supplies.

Adopted: April 18, 2002

## **DJB - PURCHASING PROCEDURES**

(Download policy)

### *Category O*

Procedures for purchasing will be developed by the Superintendent or his/her designee.

Purchasing procedures will be designed to avoid assumption of risk and to ensure the best possible price for the desired products and services.

These procedures will require that all purchases are made on properly approved purchase orders and that for items not put to bid, price quotations will be solicited.

Special arrangements may be made for ordering perishable and emergency supplies.

### **Legal References:**

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

*NH Code of Administrative Rules Section 303.01 (b), Substantive Duties of School Boards*

Revised: March, 2004

Revised: November, 1999

Revised: July, 1998

DISCLAIMER: This sample policy manual is copyrighted to the New Hampshire School Boards Association and is intended for the sole and exclusive use of NHSBA Policy Service Subscribers. No portion of this manual may be reproduced, copied, transmitted, distributed, in any form, except as needed for the development of policy by a subscribing district. The materials contained in the manual are provided for general information only and as a resource to assist subscribing districts with policy development. School districts and boards of education should consult with legal counsel and revise all sample policies and regulations to address local facts and circumstances prior to adoption. NHSBA continually makes revisions based on school districts' needs and local, state and federal laws, regulations and court decisions, and other relevant education activity.

## Raymond School District Policy – DJC

### PETTY CASH ACCOUNTS

A petty cash fund may be established for all school buildings within the District. Such funds shall be for the purchase of minor items and/or provide immediate payment for minor services.

The accounting for petty cash funds shall be on a monthly basis. The accounting report shall be provided to the District Business Administrator. The Superintendent or his/her designee shall establish the necessary controls for accounting and reimbursement of the funds. No single purchase/reimbursement shall exceed \$50.00. Purchases/reimbursements in excess of \$50.00 shall require a purchase order. In cases of emergencies, the Building Principal, with prior approval of the Business Administrator, may exceed the established single purchase/reimbursement limit.

Additional administrative regulations/procedures governing petty cash funds are established in Appendix DJC-R.

*Appendix: DJC-R*

Adopted: April 18, 2002  
Revised: January 20, 2010

## DJC - PETTY CASH ACCOUNTS

(Download policy)

*Category: Recommended*

A petty cash fund will be established for all school buildings within the District. Such funds shall be for the purchase of minor items and/or provide immediate payment for minor services.

The accounting for petty cash funds shall be on a monthly basis. The accounting report shall be provided to the District Business Administrator. The Superintendent or his/her designee shall establish the necessary controls for accounting and reimbursement of the funds. No single purchase/reimbursement shall exceed \$50.00. Purchases/reimbursements in excess of \$50.00 shall require a purchase order. In cases of emergencies, the Building Principal, with prior approval of the Business Administrator, may exceed the established single purchase/reimbursement limit.

Additional administrative regulations/procedures governing petty cash funds are established in Appendix DJC-R.

*Appendix: DJC-R*

Revised: September 2009

Reviewed: March 2004

Revised: July 1998, November 1999

DISCLAIMER: This sample policy manual is copyrighted to the New Hampshire School Boards Association and is intended for the sole and exclusive use of NHSBA Policy Service Subscribers. No portion of this manual may be reproduced, copied, transmitted, distributed, in any form, except as needed for the development of policy by a subscribing district. The materials contained in the manual are provided for general information only and as a resource to assist subscribing districts with policy development. School districts and boards of education should consult with legal counsel and revise all sample policies and regulations to address local facts and circumstances prior to adoption. NHSBA continually makes revisions based on school districts' needs and local, state and federal laws, regulations and court decisions, and other relevant education activity.

## Raymond School District Policy – DJC-R

### PETTY CASH ACCOUNTS

The following administrative rules/procedures are established for the oversight of petty cash funds.

1. Petty cash may be used to purchase items costing less than \$50.00.
2. Funds will be in the form of cash on hand.
3. The Building Principal is responsible for all expenditures/reimbursements made from the petty cash fund.
4. No purchase will be reimbursed through a petty cash account unless accompanied by a receipt and noted on the petty cash report.
5. No single purchase/reimbursement shall exceed \$50.00. Incremental purchases will not be made for the purpose of circumventing this regulation.
6. The petty cash report and accompanying receipts shall be turned in monthly to the business office to reimburse the fund. The report must be filled out completely.
7. The maximum petty cash allowable for each building is \$100.00.
8. When the petty cash account is reimbursed, the appropriate account will be charged.
9. Money received must not be put directly into petty cash. This money must be turned in to the business office, and the appropriate fund will be credited.

See Policy: DJC

Adopted: April 18, 2002

Revised: January 20, 2010

**PETTY CASH ACCOUNTS**

The following administrative rules/procedures are established for the oversight of petty cash funds.

1. Petty cash may be used to purchase items costing less than \$50.00.
2. Funds will be in the form of cash on hand.
3. The Building Principal is responsible for all expenditures/reimbursements made from the petty cash fund.
4. No purchase will be reimbursed through a petty cash account unless accompanied by a receipt and noted on the petty cash report.
5. No single purchase/reimbursement shall exceed \$50.00. Incremental purchases will not be made for the purpose of circumventing this regulation.
6. The petty cash report and accompanying receipts shall be turned in monthly to the business office to reimburse the fund. The report must be filled out completely.
7. The maximum petty cash allowable for each building is \$100.00.
8. When the petty cash account is reimbursed, the appropriate account will be charged.
9. Money received must not be put directly into petty cash. This money must be turned in to the business office, and the appropriate fund will be credited.

*See Policy: DJC*

Revised: September 2009

## **DJD - COOPERATIVE PURCHASING**

(Download policy)

### *Category O*

The Board, at its option, may join in cooperative purchasing with other school districts or governmental agencies (in the town/city of \_\_\_\_\_) to take advantage of lower prices for bulk purchasing and to reduce the administrative costs involved in bidding.

The Superintendent is directed to contact nearby superintendents or governmental officials from time to time to assess whether such an arrangement is feasible and appropriate.

Reviewed: March, 2004

Revised: November, 1999

Revised: July, 1998

DISCLAIMER: This sample policy manual is copyrighted to the New Hampshire School Boards Association and is intended for the sole and exclusive use of NHSBA Policy Service Subscribers. No portion of this manual may be reproduced, copied, transmitted, distributed, in any form, except as needed for the development of policy by a subscribing district. The materials contained in the manual are provided for general information only and as a resource to assist subscribing districts with policy development. School districts and boards of education should consult with legal counsel and revise all sample policies and regulations to address local facts and circumstances prior to adoption. NHSBA continually makes revisions based on school districts' needs and local, state and federal laws, regulations and court decisions, and other relevant education activity.



## Raymond School District Policy - DJE

### BIDDING REQUIREMENTS

When it is determined that the bidding process or the solicitation of price quotations are viable methods of obtaining the best purchase arrangement for the School District, the following procedure should be followed:

1. A notice of the School Board's intention to solicit bids or price quotations on a particular product or service should be made to providers of the same. The notice should be made in the following ways:
  - a. During the month of April of each year an announcement shall be made in a local newspaper and in a newspaper with statewide circulation inviting suppliers of goods and services to have their names placed on mailing lists to receive invitations to bid or provide price quotations for the following school year. This announcement will also be posted during the month of April in three (3) designated public locations within the town of Raymond. The designated public locations are the SAU Office, Town Hall, and all of the schools.
2. Purchase of products or services involving an expenditure up to \$9,999.99.
  - a. The Superintendent may make the decision as to the selection of the vendor in all price quotations of \$9,999.99 or less. With a minimum of three price quotations.
3. Purchase of products or services involving the expenditure of \$10,000.00 or more.
  - a. For the purchase of products or services involving the expenditure or \$10,000.00 or more, advertisements will be placed in a local newspaper and in a newspaper with statewide circulation, soliciting bids or price quotations. In addition, notices will be posted in three (3) designated public locations within the town of Raymond. The designated locations are the SAU Office, Town Hall and all of the schools.
  - b. When specifications are prepared, they will be mailed to all merchants, firms, and individuals in New Hampshire who have indicated an interest in bidding or providing price quotations. Invitations to bid will be mailed to all others on the mailing list in the appropriate category.
4. In providing notice of the Raymond School Board's intention to receive bids, the notice shall contain the following:
  - a. Description of the kind of product or service sought.
  - b. Time frame for bidders or persons who quote prices, to respond, including the location and person to whom the bids or price quotations should be submitted.

- c. All bids or price quotations of \$10,000.00 or more must be submitted in sealed envelopes, addressed to the Superintendent with the title of the product or project on the exterior of the envelope.

## BIDDING REQUIREMENTS

(continued)

- d. The date, time and location at which sealed bids will be opened. Bids shall be opened at the time and location specified, and all bidders and other interested parties shall be invited to be present.
- e. The Raymond School Board reserves the right to reject any and all bids or price quotations, or any part thereof. If all bids or price quotations are rejected, the Raymond School Board will implement the bidding process one more time. The Board reserves the right to accept that bid which appears to be in the best interest of the District. Any bid may be withdrawn prior to the scheduled time for the opening of bids. Any bid received after the time and date specified shall not be considered. The Board also reserves the right to negotiate with a bidder when all bids exceed the budgeted appropriation.
- f. Certificates of Insurance, when required by the Board, must be received prior to the implementation of a contract or order for goods or services.
- g. The solicitation of three or more bids or price quotes is waived in certain situations. This list, while not all inclusive, shall provide guidance when the bidding process need not be utilized. The following are examples of these situations when the bidding process may not apply:
  1. An emergency repair situation. Every consideration will be given to local businesses in cases of emergency situations.
  2. When the product being purchased is available through the State's contract or through Seacoast Educational Services.
  3. When curriculum development materials are to be purchased. The negotiation of price will be implemented with said supplier.
  4. Special education contracted services, consultants, etc.
  5. Personnel
  6. Legal counsel
  7. Fuel

Adopted: March 11, 1991

R/R: 4/16/92

Revised: April 18, 2002

## **DJE - BIDDING REQUIREMENTS**

(Download policy)

### *Category R*

All contracts for, and purchases of supplies, materials, equipment, and contractual services in the amount of \$5,000 or more, shall be based, when feasible, on at least three competitive bids. All purchases less than \$5,000 in amount may be made in the open market but shall, when possible, be based on at least three competitive quotations or prices. All purchases made in the open market shall be completed after careful pricing.

When bidding procedures are used, bids shall be advertised appropriately. Suppliers shall be invited to have their names placed on mailing lists to receive invitations to bid. When specifications are prepared, they will be mailed to all merchants and firms who have indicated an interest in bidding.

All bids must be submitted in sealed envelopes, addressed to the Board, and plainly marked with the name of the bid and the time of the bid opening. Bids shall be opened at the time specified and all bidders and other persons shall be invited to be present.

The Board reserves the right to reject any or all bids and to accept that bid which appears to be in the best interest of the District. The Board reserves the right to waive any formalities in, or reject, any or all bids or any part of any bid. Any bid may be withdrawn prior to the scheduled time for the opening of bids. Any bid received after the time and date specified shall not be considered. The Board also reserves the right to negotiate with a bidder when all bids exceed the budgeted appropriation.

The bidder to whom the award is made shall be required to enter into a written contract with the District.

### **Legal References:**

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

*NH Code of Administrative Rules, Section Ed. 303.01 (b), Substantive Duties of School Boards*

Revised: March, 2004

Revised: November, 1999

Revised: July, 1998

DISCLAIMER: This sample policy manual is copyrighted to the New Hampshire School Boards Association and is intended for the sole and exclusive use of NHSBA Policy Service Subscribers. No portion of this manual may be reproduced, copied, transmitted, distributed, in any form, except as needed for the development of policy by a subscribing district. The materials contained in the manual are provided for general information only and as a resource to assist subscribing districts with policy development. School districts and boards of education should consult with legal counsel and revise all sample policies and regulations to address local facts and circumstances prior to adoption. NHSBA continually makes revisions based on school districts' needs and local, state and federal laws, regulations and court decisions, and other relevant education activity.

## **DJF - LOCAL PURCHASING**

(Download policy)

### *Category O*

It shall be the policy of the District to purchase locally available goods of equal quality when such goods are available and at competitive prices.

The District should not feel bound to purchase any item locally that can be secured at a savings to the District from outside sources, nor shall he or she feel bound to purchase locally unless adequate service and delivery can be given by the local supplier.

Reviewed: March, 2004

Revised: November, 1999

Revised: July, 1998

DISCLAIMER: This sample policy manual is copyrighted to the New Hampshire School Boards Association and is intended for the sole and exclusive use of NHSBA Policy Service Subscribers. No portion of this manual may be reproduced, copied, transmitted, distributed, in any form, except as needed for the development of policy by a subscribing district. The materials contained in the manual are provided for general information only and as a resource to assist subscribing districts with policy development. School districts and boards of education should consult with legal counsel and revise all sample policies and regulations to address local facts and circumstances prior to adoption. NHSBA continually makes revisions based on school districts' needs and local, state and federal laws, regulations and court decisions, and other relevant education activity.

## Raymond School District Policy - DJG

### VENDOR RELATIONS

In all purchasing activities, of the Board shall:

1. Consider first the interests of the school system and the betterment of its educational program.
2. Endeavor to obtain the greatest value for every tax dollar expended.
3. Give all responsible bidders equal consideration and assurance of unbiased judgment in determining whether their products meet specifications and the educational needs of the school system.
4. Discourage the offer of, and decline, gifts which in any way might influence the purchase of school supplies and equipment.

No member of the board or employee of the district will accept gifts from any person, group, or entity doing, or desiring to do, business with the district; and all business-related gratuities are prohibited except nominal value advertising items widely distributed.

Adopted: January 5, 1972

R/R: 3/23/89

Revised: April 18, 2002

## **DJG - VENDOR RELATIONS**

(Download policy)

### *Category O*

In all purchasing activities, of the Board shall:

1. Consider first the interests of the school system and the betterment of its educational program.
2. Endeavor to obtain the greatest value for every tax dollar expended.
3. Give all responsible bidders equal consideration and assurance of unbiased judgment in determining whether their products meet specifications and the educational needs of the school system.
4. Discourage the offer of, and decline, gifts which in any way might influence the purchase of school supplies and equipment.
5. Accord a prompt and courteous reception, insofar as conditions permit, to all who call on legitimate business missions.

Reviewed: March, 2004

Revised: November, 1999

Revised: July, 1998

DISCLAIMER: This sample policy manual is copyrighted to the New Hampshire School Boards Association and is intended for the sole and exclusive use of NHSBA Policy Service Subscribers. No portion of this manual may be reproduced, copied, transmitted, distributed, in any form, except as needed for the development of policy by a subscribing district. The materials contained in the manual are provided for general information only and as a resource to assist subscribing districts with policy development. School districts and boards of education should consult with legal counsel and revise all sample policies and regulations to address local facts and circumstances prior to adoption. NHSBA continually makes revisions based on school districts' needs and local, state and federal laws, regulations and court decisions, and other relevant education activity.

## Raymond School District Policy - DK

### PAYMENTS, CHECKS, AND MANIFESTS

All payments of District funds must be authorized by the District Treasurer. However, pursuant to RSA 197:23-a, the Treasurer shall authorize any payment upon order of a majority of the School Board or upon orders of two or more members of the School Board whom a majority of the Board has empowered to authorize payments.

Moneys drawn on the District's general fund or any special fund (with the exception of an activity fund) will require the signature of the Treasurer. Payments drawn on activity funds will require dual signatures as follows: elementary school and middle school, signatures from the principal and the assistant principal will be required; high school, signatures from the principal and designated secretary (or, if unavailable, designated guidance counselor) will be required. The activity advisor shall not be an authorized signer.

All payments or disbursements involving Federal Grant Funds, shall comply with the provisions of Board Policy DAF through DAF-11.

Electronic signatures, including, e.g. computer generated signatures, may only be used as provided under Board policy EHAC. Electronic or digital payments may be made after approval or pre-approval by the Board and by the Treasurer.

Functions of the Treasurer may be carried out in the Treasurer's absence by a duly appointed Deputy Treasurer or Acting Treasurer, if applicable.

The Board strictly prohibits any person from signing a blank check, and physical (paper) checks will be pre-numbered.

#### **Legal References:**

RSA 197:23-a, Treasurer's Duties

RSA 294-E, Uniform Electronic Transfers Act

Adopted: December 2, 2020



## PAYMENTS, CHECKS &amp; MANIFESTS

Category: *Priority/Required by Law*Related Policies: *DAF, DGA, DIH & EHAC***ADOPTION INSTRUCTIONS –*****This text box, and all highlights within the policy should be removed prior to adoption.***

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

All payments of District funds must be authorized by the District Treasurer. However, pursuant to RSA 197:23-a, the Treasurer shall authorize any payment upon order of a majority of the School Board \_\_\_\_\_ or upon orders of two or more members of the School Board whom a majority of the Board has empowered to authorize payments.

Moneys drawn on the District’s general fund or any special fund (with the exception of an activity fund) will require the signature of the Treasurer. Payments drawn on activity funds will require *{enter according to business office/district protocol – EXAMPLE #1* [dual signatures from the \_\_\_\_\_ and the \_\_\_\_\_] *EXAMPLE#2* [the building principal or assistant principal.]} The activity advisor shall not be an authorized signor.

All payments or disbursements involving Federal Grant Funds, shall comply with the provisions of Board Policy *{\*\*}DAF* through *{\*\*}DAF-11*.

Electronic signatures, including, e.g. computer generated signatures, may only be used as provided under Board policy *{\*\*}EHAC*. Electronic or digital payments may be made after approval or pre-approval by the Board and by the Treasurer.

Functions of the Treasurer may be carried out in the Treasurer’s absence by a duly appointed Deputy Treasurer or Acting Treasurer. *[{OPTIONAL}* The Treasurer is authorized to delegate approval authority to the Business Administrator to make payroll related electronic payments, provided such payments have been previously authorized by the School Board.]

The Board strictly prohibits any person from signing a blank check, and physical (paper) checks will be pre-numbered.

**PAYMENTS, CHECKS & MANIFESTS**

**District Policy History:**

First reading: \_\_\_\_\_

Second reading/adopted: \_\_\_\_\_

**District revision history:**

**Legal References:**

RSA 197:23-a, Treasurer’s Duties

RSA 294-E, Uniform Electronic Transfers Act

*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.*

**When adopting this sample or variation of the same, a district should not include the NHSBA history or NHSBA policy notes appearing below. The district should, to the extent possible, include its own adoption/revision history, as well as the legal references and disclaimer as indicated above.**

**NHSBA history:** Revised – June 2020, March 2004, November 1999, and July 1998.

**NHSBA revision notes, June 2020,** NHSBA revised and retitled sample policy DK to better align with Board policies relative to authorized signatures and digital signatures (new), with, RSA 197:23-a, and additional general practices regarding protocols for disbursement of District moneys.

w/p-update/2020/spring//DK Payment Procedures 2020 (d1)

DISCLAIMER: This sample policy is copyrighted to the New Hampshire School Boards Association and is intended for the sole and exclusive use of NHSBA Policy Service Subscribers. This sample is provided for general information only and as a resource to assist subscribing Districts with policy development. School Districts and boards of education should consult with legal counsel and revise all sample policies and regulations to address local facts and circumstances prior to adoption. NHSBA continually makes revisions based on school Districts' needs and local, state and federal laws, regulations and court decisions, and other relevant education activity.

## Raymond School District Policy - DKA

### PAYROLL PROCEDURES

All salaries and supplements paid regular staff members, substitute or part-time personnel, and student workers will be paid through the business office.

Proper payroll procedures are dependent on staff attendance accounting and on the signing-in and signing-out of part-time and hourly workers. The necessary procedures for this will be established by the Superintendent and carried out by the administrative personnel.

Compensation records kept by the business office will reflect an accurate history of the compensation and related benefits paid to each employee.

#### Pay Day Schedule

The School District pays salaries on a regular schedule throughout the school year. There shall be no salary advances.

#### Salary Deductions

There will be no advance salary for any staff member.

Salary deductions are allowed. They are subject to the limitation of the accounting equipment. Authorized payroll deductions include:

1. Credit Union
2. Tax-Sheltered Annuities
3. Union Dues
4. Insurance Premium Contributions

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

Adopted: April 18, 2002

## DKA - PAYROLL PROCEDURES

(Download policy)

*Sample Policy*

*Category: Recommended*

All salaries and supplements paid regular staff members, substitute or part-time personnel, and student workers will be paid through the business office at regular intervals not to exceed 14 days, unless the Commissioner of the Department of Labor has authorized a different interval in accordance with RSA 275:43, IV-a (a).

Proper payroll procedures are dependent on staff attendance accounting and on the signing-in and signing-out of part-time and hourly workers. The necessary procedures for this will be established by the Superintendent and carried out by the administrative personnel.

Compensation records kept by the business office will reflect an accurate history of the compensation and related benefits paid to each employee.

### **Pay Day Schedule**

The School District pays salaries on a regular schedule throughout the school year. There shall be no salary advances.

### **Salary Deductions**

There will be no advance salary for any staff member.

Salary deductions are allowed. They are subject to the limitation of the accounting equipment. Authorized payroll deductions include:

1. Credit Union
2. Tax-Sheltered Annuities
3. Union Dues
4. Insurance Premium Contributions

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

### **Legal Reference:**

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

*RSA 275:43. Payment of Wages; Hourly School District Employees*

Revised: September 2017

Revised: September 2015

Revised: July 1998, November 1999, March 2004

**NHSBA note, September 2017:** House Bill 194, Chapter 45 of Laws of 2017, amends RSA 275:43 to permit weekly or biweekly payment of wages. Previously, a School District had to obtain approval of the Commissioner of the Department of Labor to make wage payments on terms other than weekly.

**NHSBA note, September 2015:** No changes are made to the content of this policy. NHSBA brings this policy to its members' attention in response to HB 347, which amends RSA 275:43, effective August 25, 2015. This new law allows the commissioner of the Department of Labor to permit payment of wages less frequently than weekly where a school district collective bargaining agreement for hourly employees provides an option to be paid in any number of equal installments with one additional installment. The new law contains further components as well. NHSBA brings this policy to its members' attention because the new law and this policy may have collective bargaining implications.

DISCLAIMER: This sample policy manual is copyrighted to the New Hampshire School Boards Association and is intended for the sole and exclusive use of NHSBA Policy Service Subscribers. No portion of this manual may be reproduced, copied, transmitted, distributed, in any form, except as needed for the development of policy by a subscribing district. The materials contained in the manual are provided for general information only and as a resource to assist subscribing districts with policy development. School districts and boards of education should consult with legal counsel and revise all sample policies and regulations to address local facts and circumstances prior to adoption. NHSBA continually makes revisions based on school districts' needs and local, state and federal laws, regulations and court decisions, and other relevant education activity.

## Raymond School District Policy - DKC

### EXPENSE REIMBURSEMENTS

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 voucher and such supporting receipts as required.

When official travel by personally owned vehicle has been authorized, mileage payment shall be made at the rate currently approved by the Board.

All travel outside New Hampshire must have the prior written approval of the Superintendent.

Adopted: April 18, 2002

## **DKC - EXPENSE REIMBURSEMENTS**

(Download policy)

### *Category O*

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 voucher and such supporting receipts as required.

When official travel by personally owned vehicle has been authorized, mileage payment shall be made at the rate currently approved by the Board.

All travel outside New Hampshire must have the prior written approval of the Superintendent.

Reviewed: March, 2004

Revised: November, 1999

Revised: July, 1998

DISCLAIMER: This sample policy manual is copyrighted to the New Hampshire School Boards Association and is intended for the sole and exclusive use of NHSBA Policy Service Subscribers. No portion of this manual may be reproduced, copied, transmitted, distributed, in any form, except as needed for the development of policy by a subscribing district. The materials contained in the manual are provided for general information only and as a resource to assist subscribing districts with policy development. School districts and boards of education should consult with legal counsel and revise all sample policies and regulations to address local facts and circumstances prior to adoption. NHSBA continually makes revisions based on school districts' needs and local, state and federal laws, regulations and court decisions, and other relevant education activity.

Raymond School District Policy - DM

CASH IN SCHOOL BUILDINGS

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 vending machines shall be emptied of cash daily. 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.

Adopted: April 18, 2002



## **DM - CASH IN SCHOOL BUILDINGS**

(Download policy)

### *Category R*

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 vending machines shall be emptied of cash daily. 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: July, 1998

DISCLAIMER: This sample policy manual is copyrighted to the New Hampshire School Boards Association and is intended for the sole and exclusive use of NHSBA Policy Service Subscribers. No portion of this manual may be reproduced, copied, transmitted, distributed, in any form, except as needed for the development of policy by a subscribing district. The materials contained in the manual are provided for general information only and as a resource to assist subscribing districts with policy development. School districts and boards of education should consult with legal counsel and revise all sample policies and regulations to address local facts and circumstances prior to adoption. NHSBA continually makes revisions based on school districts' needs and local, state and federal laws, regulations and court decisions, and other relevant education activity.

## Raymond School District Policy - DN

EQUIPMENT AND SUPPLIES SALES  
AND SCHOOL PROPERTIES DISPOSAL PROCEDURE

It is the policy of the Raymond School Board to obtain maximum utilization from all of its property. The term "property" is intended to include both real estate and personal property.

Property owned by the school district shall be determined to be obsolete or surplus when any one of the following criteria has been met:

- a. The property exists in quantities exceeding the possibility of the effective use by the School District.
- b. The property is unsound, out-of-date, inaccurate, or in an unusable or economically unrepairable condition.

Determination as to whether any of the above criteria applies to property currently possessed by the School District shall be made by the Superintendent, who may delegate this responsibility to qualified personnel, provided all requirements of this policy are met.

The Board authorizes the Superintendent or his designee to dispose of excess or obsolete items according to the following priority actions:

1. By trading-in or exchanging an item for another item.
2. By selling to the highest bidder or whatever other business arrangement is in the best interest of the School District.
3. When practicable, the Board shall donate such items to charitable organizations.
4. By removal to the Town landfill. This must be personally approved by the Superintendent of Schools.

Sale of real estate will be by the vote of the electorate of the school district at an annual or special School District meeting, and the revenue derived therefore will be returned to the general fund to defray costs of current expenses.

The sale of property which is expected to raise more than \$1,000.00 must be advertised in at least one local newspaper. The sale of property which is expected to raise more than \$5,000.00 must be specifically approved by the Raymond School Board.

Adopted: September 7, 1978

R/R: 3/23/89, 9/17/92

Revised: April 18, 2002

## **DN - EQUIPMENT AND SUPPLIES SALES**

(Download policy)

### *Category R*

No equipment or supplies shall be disposed of until permission has been received from the School Board. The Board shall determine whether the material involved has salable value, and if such shall be the case, it shall authorize the sale of the material. If the material does not have salable value, the proper disposal of the books, equipment, and/or supplies shall be determined by the Board.

### **SCHOOL PROPERTIES DISPOSAL PROCEDURE**

The Board authorizes disposition of obsolete items according to the following priority actions:

1. By selling to the highest bidder or whatever other business arrangement is in the best interest of the School District.
2. When practicable, the Board shall donate such items to charitable organizations and schools.
3. By giving such items to local citizens.
4. By removal to the town dump.

Sale of real estate will be by the vote of the electorate of the School District at an annual or special School District meeting, and the revenue derived there from will be returned to the general fund to defray costs of current expenses.

Fixed asset inventories will be amended to reflect changes in values through disposal.

#### **Legal Reference:**

*CFR 34, Sec. 80.32*

Reviewed: March, 2004

Revised: November, 1999

Revised: July, 1998

## Raymond School District Policy - DP

### IMPACT FEES REQUESTS

1. The School Board will vote in a public meeting to request from the Board of Selectmen a disbursement of impact fees.
2. The School Board will request in writing by August 15<sup>th</sup> of each year from the Board of Selectmen a disbursement of impact fees.
3. Disbursement of impact fees will include capital improvements or alternative for payment of debt service on bonds incurred for a qualifying facility improvement.
4. When a request for disbursement of impact fees is received by the Board of Selectmen, the Selectmen will act on the request from the School Board at a public meeting. Once (if) the request is granted, the funds will be disbursed to the School Board.
5. The School Board and the Board of Selectmen will review periodic reports documenting the receipt of impact fees and the age of the impact fee. The reports will ensure that six years does not elapse from the date of the receipt, consequently resulting in the forfeiture of the fees.

Adopted: April 4, 2007