

NOTICE OF MEETING WASHINGTON SCHOOL DISTRICT

WASHINGTON SCHOOL BOARD

The Washington School Board will meet on **Tuesday, October 12, 2021 at 6:00pm**
in the **Washington Elementary School, Multi-Purpose Room.**

MEETING AGENDA

1.0 CALL TO ORDER

- 1.1 Pledge of Allegiance
- 1.2 Moment of Silence

2.0 STUDENT REPRESENTATIVE REPORT – Megan Belanger

3.0 CORRESPONDENCE

4.0 PUBLIC COMMENT

- limited to approximately five minutes per person

5.0 CONSENT AGENDA (requires action)

5.1 Minutes of meeting, September 13, 2021

5.2 Appointments, Leaves, and Resignations

- 5.2.1 **Meg Jones** – Mentor, \$500 stipend, effective for 21-22 school year (Title Ila grant funded)
- 5.2.2 **Culture Team Members** – up to 8 hours, effective 9/10/21-9/30/21 (Title IV funded):
 - **Shirley Bergstresser** - \$35/hour
 - **Emily Primrose** - \$35/hour
 - **Kristen Hjelm** - \$12.08/hour

5.3 Policies Requiring Action

- 5.3.1 EBBB Accident Reports – Revision
- 5.3.2 JCA Change of Class or School Assignment – Best Interests and Manifest Hardship – Revision (JEC Change of School or Assignment Manifest Education Hardship has been incorporated into this revision)
- 5.3.3 EHAC Electronic/Digital Records & Signatures – First Reading
- 5.3.4 DK Payments Checks and Manifests – First Reading

6.0 INFORMATIONAL ITEMS and REPORTS

- 6.1 Enrollment Report – H/D Middle 20, H/D High 46, WES 52 (K-9, 1st-12, 2nd-9, 3rd- 8, 4th-11, 5th- 3)
- 6.2 Superintendent's Report
 - 6.2.1 General Information
 - 6.2.2 Pandemic Response Mitigation Decision Matrix Update
 - 6.2.3 Monthly Financial Report – Mary Henry
- 6.3 Principal's Report

7.0 NEW BUSINESS (requires action)

- 7.1 IT and Facilities Service Agreements

8.0 NON-PUBLIC – (if needed)

9.0 CALL BACK TO ORDER and ACTION AFTER NON-PUBLIC

10.0 ADJOURNMENT

Per RSA 91-A:3 II. (a) -(e), (k) and (l) only the following matters may be considered or acted upon by a school board in non-public session:

- a) the dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him/her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted;
- b) the hiring of any person as a public employee;
- c) matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting;
- d) consideration of the acquisition, sale or lease of property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community; and
- e) consideration or negotiations of pending claims or litigation which has been threatened in writing or filed against the body or agency or any subdivision thereof, or against any member thereof, because of his/her membership in such body or agency until the claim or litigation has been fully adjudicated or otherwise settled.
- k) Consideration by a school board of entering into a student or pupil tuition contract authorized by RSA 194 or RSA 195-A, which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general public or the school district that is considering a contract, including any meeting between the school boards, or committees thereof, involved in the negotiations.
- l) Consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of the public body, even where legal counsel is not present.
- m) Consideration of whether to disclose minutes of a nonpublic session due to a change in circumstances under paragraph III. However, any vote on whether to disclose minutes shall take place in public session.

WASHINGTON SCHOOL BOARD
Monday, September 13, 2021
6:00pm
Washington Elementary School, Multi-Purpose Room

MINUTES

In Attendance:

Board Members:

Linda Musmanno
Arin Mills
Kathy Atkins
Cameo Mulliner
Danielle Moore

Administration:

Patricia Parenteau, Superintendent
Mary Henry, Business Manager
Jennifer Crawford, Director of Curriculum
Instruction and Assessment
James Bailey, Facilities Director

1. CALL TO ORDER @ 6:00pm

- 1.1. Pledge of Allegiance
- 1.2. Moment of Silence

2. STUDENT REPRESENTATIVE REPORT

- 2.1. Megan Belanger
 - 2.1.1. Girls Soccer team has won 4 out of 5 games
 - 2.1.2. Girls Volleyball has a game tonight
 - 2.1.3. Robotic Club had their first competition
 - 2.1.4. Student Voice is working on planning a spirit week
 - 2.1.5. Leadership Training at the high school
 - 2.1.5.1. Each advisory nominated a representative
 - 2.1.5.2. Students participated in leadership training
 - 2.1.5.3. Talked about goals for the school year
 - 2.1.5.3.1. Planning safe activities for the school year
 - 2.1.5.3.2. Helped the new freshman get acquainted with the school before school started.
 - 2.1.6. Questions
 - 2.1.6.1. How many students participated in this?
 - 2.1.6.1.1. Around 30 students or so.

3. CORRESPONDENCE

- 3.1. None

4. PUBLIC COMMENT

- 4.1. None

5. CONSENT AGENDA (requires action)

5.1. Minutes of meeting, August 17, 2021

5.2. Appointments, Leaves, and Resignations

- 5.2.1. Erica Sullivan – Classroom Teacher, resignation effective 8/24/21
- 5.2.2. Kirsten Hjelm - Special Education Paraeducator, \$12.08/hour, 6.25 hours/day, effective for 2012-22 school year (ESSER grant funded)

- 5.2.3. Ann Belanger - Music Teacher Substitute, part-time, \$175/day, 1 day/week, effective for 2012-22 school year
- 5.2.4. Shirley Bergstresser - K-1 Classroom Teacher, Long-Term Sub, MA column, step 1, salary \$44,461.02, effective 8/23/2021 6/30/2022, NH certification in Elementary Ed in process.
- 5.2.5. Bruce Johnson - Physical Education Teacher, part-time, \$323.42/day, 1 day/week, effective 9/7/21-6/16/22, NH certification in PE
- 5.2.6. Nancy Kowalski – Special Education Teacher, part-time, \$61.50/hour, 14 hours/week, effective for 2012-22 school year (ESSER grant funded)
- 5.2.7. Ann Belanger – Early Learning Support Specialist, \$25.00/hour, 13.5 hours/week, effective for 2012-22 school year (Title I and ESSER grant funded)
- 5.2.8 Karen Ralph – Title 1 Program Coordinator, \$45.00/hour, 10 hours, effective 8/25/21-9/30/21 (Title I and ESSER grant funded)

5.3. Policies Requiring Action

- 5.3.1. EBB School Safety - Final Approval
- 5.3.2. JLC School Health Services and School Nurses - Revision
- 5.3.3. JLCE Emergency Care and First Aid - Revision (and removal of duplicate policy EBBC)
- 5.3.4. JLCE Wellness - Revision
- 5.4. Consent Agenda Vote
 - 5.4.1. Atkins moved to approve the consent agenda as presented. Mills seconds. Motion passed 5-0-0

6. INFORMATIONAL ITEMS and REPORTS

- 6.1. Enrollment Report - H/D Middle 20, H/D High 45, WES 54 (K-10, 1st-12, 2nd 9, 3rd- 8, 4th-12, 5th-3)

6.2. Superintendent's Report

- 6.2.1. General Information
 - 6.2.1.1. SAU is presenting at the Chamber of Commerce tomorrow
 - 6.2.1.2. 4 students and 1 staff member have tested positive for Covid so far this year.
- 6.2.2. Teacher's Salary Grid
 - 6.2.2.1. See Attached Sheet
- 6.2.3. Pandemic Response Mitigation Decision Matrix Update
 - 6.2.3.1. The numbers have grown rapidly since the last board meeting.
 - 6.2.3.2. There have been significant increases in cases in the 4 towns that make up the district.
 - 6.2.3.3. A small increase in numbers of vaccinations has been made
 - 6.2.3.4. All of this data fits into the matrix
 - 6.2.3.4.1. Matrix has been reformatted to make it easier to read.
 - 6.2.3.5. Right now we are in the Universal Masking range
 - 6.2.3.6. Sullivan County is in the red, % positivity is in the yellow
 - 6.2.3.6.1. Staffing level is strained, there is a sub on the roster.
- 6.2.4. Monthly Financial Report - Mary Henry

- 6.2.4.1. We are at the beginning of the year
 - 6.2.4.1.1. Not much to report on at this point
- 6.2.5. Capital Maintenance Plan - Possible Projects
 - 6.2.5.1. See attached sheet for DRAFT Five-Year Capital Maintenance Plan proposal
 - 6.2.5.1.1. This plan is to help track and manage the maintenance repairs and potential budget impacts of those repairs.
 - 6.2.5.1.2. Proposes setting up an Unexpected Maintenance Expendable Trust for unanticipated repairs that need to be addressed within a budget year.
 - 6.2.5.1.3. Numbers have not been included in this proposal - Would need to get estimates for each project on the list.
 - 6.2.5.1.4. We can use the ESSER funds for some of these projects. (about \$287,200.57)
 - 6.2.5.1.4.1. Will need to have the funds used by September 2024.
 - 6.2.5.1.4.1.1. Playground Surfacing
 - 6.2.5.1.4.1.2. Replacing the three original Air Handlers
 - 6.2.5.2. Vote
 - 6.2.5.2.1. Atkins moved to authorize James Bailey to solicit engineer quotes on the top items listed on the proposed five year capital maintenance plan as presented. Moore seconds. Motion passed 5-0-0.
 - 6.2.5.3. Patty, Mary, and Linda will be setting up a meeting with the Chamber to discuss the possibility of setting up an amphitheater.
- 6.2.6. Principal's Report
 - 6.2.6.1. None
- 7. **NEW BUSINESS (requires action)**
 - 7.1. Date for October Meeting (Monday, 10/11 is Columbus Day/No School)
 - 7.1.1. Next meeting will be on Tuesday, Oct 12, 2021 at 6:00pm
- 8. **NON-PUBLIC – RSA 91-A:3 II. (a)**
 - 8.1. Atkins moved to go into non-public session citing RSA 91-A:3 II (a). Mulliner seconds. Motion passed 5-0 @ 6:59pm
 - 8.1.1. Linda Musmanno
 - 8.1.2. Arin Mills
 - 8.1.3. Kathey Atkins
 - 8.1.4. Cameo Mulliner
 - 8.1.5. Danielle Moore
- 9. **CALL BACK TO ORDER and ACTION AFTER NON-PUBLIC**
 - 9.1. Called back to order @ 7:24pm
 - 9.2. Vote
 - 9.2.1. Atkins Moved to authorize the Superintendent and the Business Administrator to act on what was discussed and decided on in the non-

public meeting effective immediately. Mulliner seconds. Motion passed 5-0-0.

- 9.2.2. Atkins Moved to emulate the Hillsboro-Deering Teacher Salary Schedule for the 2021-2022 school year effective immediately. Mills seconds. Motion passed 5-0-0.

10. ADJOURNMENT

- 10.1. Atkins Moved to adjourn. Moore seconds. Motion passed 5-0-0 @ 7:37pm

Respectfully submitted,
Megan Fleagle

Teacher Salary Schedule 2021-2022 - Washington-Hillsboro-Deering Comparison

	WES [BA]	H-D BA	WES [BA+15]	H-D BA+24	WES [MA]	H-D MA	WES [MA+20]	H-D MA+20
[Step 1]	\$37,776.51	\$45,384.00	\$40,992.16	\$49,248.00	\$44,468.02	\$53,424.00	\$46,313.11	\$55,640.00
[Step 2]	\$39,286.02	\$46,745.00	\$42,632.36	\$50,725.00	\$46,235.40	\$55,027.00	\$48,165.26	\$57,309.00
[Step 3]	\$40,857.93	\$48,147.00	\$44,337.33	\$52,247.00	\$48,127.58	\$56,677.00	\$50,091.59	\$59,029.00
[Step 4]	\$42,492.24	\$49,592.00	\$46,110.58	\$53,814.00	\$50,019.76	\$58,378.00	\$52,095.63	\$60,799.00
[Step 5]	\$44,192.51	\$51,080.00	\$47,955.67	\$55,429.00	\$52,020.28	\$60,129.00	\$54,179.73	\$62,623.00
[Step 6]	\$45,959.88	\$52,612.00	\$49,873.75	\$57,092.00	\$54,102.02	\$61,933.00	\$55,241.43	\$64,502.00
[Step 7]	\$47,797.88	\$54,190.00	\$51,868.38	\$58,804.00	\$56,265.02	\$63,791.00	\$58,599.93	\$66,437.00
[Step 8]	\$49,710.10	\$55,816.00	\$53,943.06	\$60,568.00	\$58,516.31	\$65,705.00	\$60,944.25	\$68,430.00
[Step 9]	\$51,698.82	\$57,491.00	\$56,101.35	\$62,385.00	\$60,857.12	\$67,676.00	\$63,382.78	\$70,483.00
[Step 10]	\$53,766.44	\$59,215.00	\$58,344.41	\$64,257.00	\$63,290.93	\$69,706.00	\$65,917.86	\$72,598.00
[Step 11]	\$55,917.65	\$60,992.00	\$60,678.15	\$66,185.00	\$65,822.47	\$71,797.00	\$68,554.19	\$74,776.00
[Step 12]	\$58,153.66	\$62,821.00	\$63,106.07	\$68,170.00	\$68,455.28	\$73,951.00	\$71,296.50	\$77,019.00
[Step 13]	\$60,480.34		\$65,630.56		\$71,194.06		\$74,148.30	

WASHINGTON SCHOOL DISTRICT

MONTH: FINANCIAL REPORT YTD BY OBJECT

Fiscal Year: 2021-2022

From Date: 9/1/2021 To Date: 9/30/2021

☐ Include pre encumbrance ☐ Print accounts with zero balance ☒ Filter Encumbrance Detail by Date Range

☐ Exclude inactive accounts with zero balance

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
10.0000.000.110.0	TEACHERS	\$402,289.88	\$0.00	\$402,289.88	\$10,816.32	\$31,888.58	\$370,401.30	\$356,150.01	\$14,251.29	3.54%
10.0000.000.111.0	SUPPORT STAFF	\$53,941.08	\$0.00	\$53,941.08	\$2,001.08	\$2,001.08	\$51,940.00	\$30,734.47	\$21,205.53	39.31%
10.0000.000.113.0	PRINCIPAL OFFICE SALARY	\$44,817.36	\$0.00	\$44,817.36	\$1,280.12	\$9,627.82	\$35,189.54	\$33,470.77	\$1,718.77	3.84%
10.0000.000.116.0	SUMMER SALARY	\$6,200.00	\$0.00	\$6,200.00	\$280.00	\$1,726.41	\$4,473.59	\$0.00	\$4,473.59	72.15%
10.0000.000.120.0	SUBSTITUTES	\$7,500.00	\$0.00	\$7,500.00	\$0.00	\$0.00	\$7,500.00	\$0.00	\$7,500.00	100.00%
10.0000.000.211.0	HEALTH INSURANCE	\$103,100.99	\$0.00	\$103,100.99	\$3,848.48	\$11,410.41	\$91,680.58	\$86,773.86	\$24,916.72	24.17%
10.0000.000.212.0	DENTAL INSURANCE	\$6,309.72	\$0.00	\$6,309.72	\$264.82	\$684.41	\$5,625.31	\$4,331.21	\$1,294.10	20.51%
10.0000.000.213.0	LIFE INSURANCE	\$518.40	\$0.00	\$518.40	\$19.98	\$59.20	\$459.20	\$370.80	\$88.60	17.00%
10.0000.000.214.0	LONG TERM DISABILITY	\$809.52	\$0.00	\$809.52	\$28.86	\$83.69	\$715.83	\$566.78	\$149.05	16.41%
10.0000.000.220.0	FICA	\$38,804.85	\$0.00	\$38,804.85	\$1,417.92	\$3,812.86	\$34,991.79	\$24,036.70	\$10,955.09	28.23%
10.0000.000.230.0	HRHS	\$15,505.55	\$0.00	\$15,505.55	\$2,711.92	\$8,778.78	\$7,726.79	\$2,013.47	\$24,773.32	28.50%
10.0000.000.240.0	TRAINING AND TUITION	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	100.00%
10.0000.000.250.0	REIMBURSEMENT	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
10.0000.000.260.0	UNEMPLOYMENT	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
10.0000.000.260.0	COMPENSATION	\$2,636.00	\$0.00	\$2,636.00	\$0.00	\$1,418.10	\$1,217.90	\$0.00	\$1,217.90	46.20%
10.0000.000.280.0	WORKERS COMPENSATION	\$400.00	\$0.00	\$400.00	\$0.00	\$86.50	\$303.50	\$0.00	\$303.50	75.86%
10.0000.000.310.0	BENEFITS	\$174,478.00	\$0.00	\$174,478.00	\$0.00	\$40,971.00	\$133,507.00	\$122,914.00	\$10,593.00	6.07%
10.0000.000.330.0	PROFESSIONAL SERVICES	\$58,675.00	\$0.00	\$58,675.00	\$50.00	\$50.00	\$58,625.00	\$10,200.00	\$48,425.00	82.53%
10.0000.000.380.0	LEGAL AND AUDIT FEES	\$15,000.00	\$0.00	\$15,000.00	\$0.00	\$1,414.32	\$13,585.68	\$1,085.68	\$12,500.00	83.33%
10.0000.000.420.0	SNOW PLOWING	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00	100.00%
10.0000.000.430.0	REPAIRS & MAINTENANCE	\$35,918.50	\$0.00	\$35,918.50	\$1,175.00	\$2,234.73	\$33,683.77	\$6,192.00	\$25,491.77	70.97%
10.0000.000.440.0	RENTAL OF EQUIPMENT	\$5,000.00	\$0.00	\$5,000.00	\$101.37	\$1,498.13	\$3,501.87	\$2,979.72	\$522.15	10.44%
10.0000.000.510.0	TRANSPORTATION	\$197,420.00	\$0.00	\$197,420.00	\$0.00	\$9,583.30	\$188,836.70	\$171,667.10	\$17,168.60	8.70%
10.0000.000.520.0	INSURANCE PROPERTY	\$3,002.00	\$0.00	\$3,002.00	\$0.00	\$2,275.69	\$726.32	\$0.00	\$726.32	24.19%
10.0000.000.531.0	TELEPHONE	\$3,500.00	\$0.00	\$3,500.00	\$305.30	\$615.71	\$2,884.29	\$2,884.29	(\$10.00)	-0.29%
10.0000.000.534.0	POSTAGE	\$250.00	\$0.00	\$250.00	\$0.00	\$5.69	\$244.31	\$144.31	\$100.00	40.00%
10.0000.000.540.0	ADVERTISING	\$1,000.00	\$0.00	\$1,000.00	\$609.60	\$609.60	\$390.40	\$21.92	\$368.48	36.85%
10.0000.000.550.0	PRINTING	\$150.00	\$0.00	\$150.00	\$0.00	\$0.00	\$150.00	\$0.00	\$150.00	100.00%
10.0000.000.561.0	TUITION	\$1,650,819.00	\$0.00	\$1,650,819.00	\$0.00	\$0.00	\$1,650,819.00	\$0.00	\$1,650,819.00	100.00%
10.0000.000.580.0	TRAVEL	\$1,250.00	\$0.00	\$1,250.00	\$0.00	\$0.00	\$1,250.00	\$0.00	\$1,250.00	100.00%
10.0000.000.610.0	SUPPLIES	\$14,700.00	\$0.00	\$14,700.00	\$147.02	\$3,833.58	\$10,866.42	\$1,157.70	\$9,708.72	66.05%
10.0000.000.622.0	ELECTRICITY	\$17,500.00	\$0.00	\$17,500.00	\$1,293.03	\$2,544.32	\$14,955.68	\$14,455.68	\$500.00	2.86%
10.0000.000.623.0	GAS UTILITY	\$17,000.00	\$0.00	\$17,000.00	\$0.00	\$0.00	\$17,000.00	\$0.00	\$17,000.00	100.00%
10.0000.000.640.0	BOOKS	\$4,200.00	\$0.00	\$4,200.00	\$327.25	\$1,037.25	\$3,162.75	\$68.41	\$3,094.34	73.85%
10.0000.000.641.0	SOFTWARE	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$466.00	\$4,534.00	\$0.00	\$4,534.00	90.88%

WASHINGTON SCHOOL DISTRICT

MONTHLY FINANCIAL REPORT YTD BY OBJECT

Fiscal Year: 2021-2022

From Date: 9/1/2021 To Date: 9/30/2021
☐ Include pre encumbrance
☐ Exclude inactive accounts with zero balance
☐ Print accounts with zero balance
☒ Filter Encumbrance Detail by Date Range

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
10.0000.000.730.0	EQUIPMENT	\$3,350.00	\$0.00	\$3,350.00	\$0.00	\$0.00	\$3,350.00	\$0.00	\$3,350.00	100.00%
10.0000.000.810.0	DUES & FEES	\$4,644.00	\$0.00	\$4,644.00	\$0.00	\$3,168.74	\$1,474.26	\$0.00	\$1,474.26	31.75%
10.0000.000.880.0	MISCELLANEOUS	\$2,975.00	\$0.00	\$2,975.00	\$0.00	\$23.59	\$2,951.41	\$0.00	\$2,951.41	99.21%
10.0000.000.930.0	FUND TRANSFER	\$67,000.00	\$0.00	\$67,000.00	\$0.00	\$0.00	\$67,000.00	\$0.00	\$67,000.00	100.00%
Grand Total:		\$3,042,664.65	\$0.00	\$3,042,664.65	\$26,657.97	\$140,920.46	\$2,961,744.19	\$904,229.68	\$1,997,514.51	65.65%

End of Report

**WASHINGTON ELEMENTARY SCHOOL
FIVE YEAR CAPITAL MAINTENANCE PLAN**

Expenditure By Category

Item	Purpose	2022-23	2023-24	2024-25	2025-26	2026-27	TOTAL	Paving	Roofs	HVAC	Other
1	Replace Three Original Air Handlers						\$ -	\$ -			
2	Install Building Control System						\$ -			\$ -	
3	Playground Surfacing						\$ -				\$ -
4	Replace Windows						\$ -				\$ -
5	Replace Exterior Doors						\$ -			\$ -	
6	Seal Main Parking Lot						\$ -	\$ -			
7	Pave Dirt Section of Parking Lot						\$ -				\$ -
8	Upgrade Lighting and Controls						\$ -				
9	Install Dormers Over Exterior Doors						\$ -			\$ -	
10	Replace Sewer Pump Station						\$ -			\$ -	
11	Replace Domestic Water Pumps						\$ -			\$ -	
12	Install Insulation in Attic						\$ -		\$ -		
TOTALS:								\$0	\$0	\$0	\$0

ACCIDENT REPORTS**A. General Accident Reporting:** An accident report shall be required whenever an accident occurs:

1. in a school;
2. on a school playground; or
3. at any school-sponsored activity

which requires a student or employee to be:

1. out of class or absent from school;
2. necessitates the services of a health care provider (physician, advanced registered nurse practitioner, licensed physician's assistant or dentist);
3. requires first aid; or
4. which might reasonably be anticipated to give cause to an insurance or liability claim or case for liability at a later date.

The school district employee who witnessed or first responded to the accident must fill out an accident form as soon as possible, but in no event more than 24 hours of the accident. The form shall be submitted to the building principal and forwarded to the Superintendent. The building principal, or in the principal's absence the supervisor on duty at the time of the accident, shall assure that an accident form is completed in a timely manner.

B. Insurance Notification: For accidents which might lead to an insurance or liability claim, the Superintendent shall notify the District's liability carrier promptly.**C. Additional Reporting Required for Accidents Involving Death or Serious Injuries.**

- a. Within eight (8) hours of any accident involving a death which occurs during the school day, or on school property, the building principal or other supervisor on duty at the time, shall report the death to the Commissioner of the New Hampshire Department of Labor via telephone or email. This initial report shall state as fully as possible the cause of the death and the place where the body of the deceased person was sent.
- b. Within twenty-four (24) hours of any accident involving a serious injury which occurs during the school day, or on school property, the building principal or other supervisor on duty at the time, shall report the serious injury to the Commissioner of the New Hampshire Department of Labor via telephone or email. This initial report shall state as fully as possible the cause of the death and the place where the injured person was sent for

medical evaluation or treatment. For the purposes of this provision, “serious injury” means an incident that results in amputation, lost or fracture of any body part, head injury or internal injury that necessitates hospitalization.

Training: All staff shall receive annual training relative to accident and accident reporting protocols.

~~In case of an accident, the school nurse or another school employee must fill out an accident form the day of any accident.~~

~~The procedures for accidents and accident reporting are to be reviewed in September by the Principals, with the staffs of each school.~~

~~All accidents judged to be other than minor require an accident report to be filled out and filed with the Principal within 24 hours of the incident. One copy must be filed at the school office and one copy must be sent to the SAU office to be filed with the district’s insurance agent.~~

~~If the incident is one involving the use of an Automated External Defibrillator (AED), the School Nurse, or his/her designee, shall report all instances of the AED use with the New Hampshire Department of Safety. See incident report forms at www.state.nh.us/safety/ems/aed_public_registry_packet.pdf.~~

Legal References:

NH Code of Administrative Rules, Section Ed. 306.12(b)(1), School Health Services

RSA 200, Health and Sanitation

RSA 277:15-b, Reports of Death or Serious Injury

N.H. Code of Administrative Rules, Section Ed 306.12, School Health Services

N.H. Code of Administrative Rules, Section Ed 311, School Health Services

Policy Adoption & Revision History:

First Reading: 10/24/06

Board Approval: 11/30/06

Board Approval of Revision:

**CHANGE OF CLASS OR SCHOOL OR ASSIGNMENT –
BEST INTERESTS AND MANIFEST HARDSHIP**

In circumstances where the best interests of a pupil warrant a change of school or assignment, the Superintendent is authorized to reassign a pupil from the public school to which he/she is currently assigned to another public school, or to approve a request from another Superintendent to accept a transfer of a pupil from a school district that is not part of the SAU, under the following conditions and procedures.

A. Manifest Educational Hardship Change of Assignment Distinguished

~~When a parent/guardian believes that an initial assignment has been made which will result in a manifest educational hardship to the pupil, the parent/guardian may seek a change of assignment in accordance with applicable provisions of RSA 193:3, I, as the same may be amended or replaced from time to time, and Board Policy JEC Change of School Assignment – Manifest Educational Hardship.~~

B. Conditions and Procedures for Reassignment Based Upon Best Interests

- ~~1. Either the parent/legal guardian or the Superintendent of a different SAU may make a written request to the Superintendent for a change of school assignment. In the request, the parent/guardian should state why the best interests of the pupil warrant a reassignment.~~
- ~~2. The Superintendent will fully consider this written request, will meet with the parent/ guardian, if necessary, and will make a decision concerning the reassignment request.~~
- ~~3. The Superintendent's decision will be based on the best interests of the pupil, as determined by the Superintendent. The Superintendent may develop administrative regulations concerning the factors that will be considered in making such a determination.~~
- ~~4. If the Superintendent determines that the best interests of the pupil warrant a reassignment, he/she will present the matter to the school board. The board must vote to approve the re-assignment before the reassignment can occur. Upon school board approval, the Superintendent may reassign the pupil to: (a) another school within the same school district; (b) another school district within the same SAU; or (c) a school district in another SAU, subject to the pupil meeting the admission requirements of such school, and subject to the agreement of the Superintendent of the receiving SAU and approval of the school boards of both the sending and receiving school districts.~~
- ~~5. The Superintendent will issue a written decision to the parent/guardian.~~
- ~~6. The total reassignments or transfer made under this policy in any one school year will not exceed one (1) percent of the average daily membership in residence of a school district, or five (5) percent of the average daily membership in residence of any single school, whichever is greater, unless the school board votes to exceed this limit.~~
- ~~7. Reassignments made under this policy that exceed the percentages provided in Paragraph #6 must have the prior written approval of the School Board.~~

The Superintendent is charged with assigning students of the District to schools and classes consistent with Board policies and procedures. New Hampshire RSA 193:3

recognizes that there are limited instances when the class or school to which a student might be assigned under a district's ordinary assignment policies and procedures, might not be in that student's best interests, or other factors might exist under which create a manifest educational hardship upon the student such that a change (referred to in this policy as "reassignment") in the student's class or school assignment is warranted. The Board has adopted this policy consistent with RSA 193:3 and to provide procedures for parents/guardians to follow when they believe a reassignment is appropriate.

A. Best Interest Re-Assignment – Determination by Superintendent.

Consistent with RSA 193:3, I, and subject to the provisions below, the Superintendent is authorized to reassign a student residing in the District to another class within the school, to another public school or public academy in another district, or approved private school.

Authorization granted to the Superintendent to make reassignments under this policy applies only after application is made by the parent/guardian of the student or with the parent/guardian's consent, and upon a finding by the Superintendent that reassignment is in the student's best interests, after taking into consideration the student's academic, physical, personal, or social needs.

This policy, however, does not limit the Superintendent's discretion to make other in-District assignments consistent with applicable Board policies and administrative rules.

1. Procedure:

- a. In order to initiate consideration of a reassignment based upon the child's best interests, the parent/guardian shall submit to the Superintendent a written request stating why and/or how the child's best interests warrant reassignment. In order to facilitate a determination, such application may also include any additional information described in 4 below. The written request should be mailed or delivered to the SAU office or emailed to the Superintendent at the email address provided on the District's website.
- b. Upon such request, the Superintendent shall schedule a meeting (the "reassignment meeting") with the parent/guardian, to be held within 10 days of receiving the request.
- c. Prior to or at the reassignment meeting, the parent/guardian shall make a specific request that the student be re-assigned to another class/grade within the same school, to another public school, public academy, or approved private school within the district or to a public school, public academy, or approved private school in another district.
- d. At the reassignment meeting, the parent/guardian may present documents, witnesses, or other relevant evidence supporting the parent's belief that reassignment is in the best interest of the student.
- e. The Superintendent may present such information as he or she deems appropriate.

- f. In determining whether reassignment is in the student's best interest the Superintendent shall consider the student's academic, physical, personal, or social needs.

2. Finding Reassignment Is or Is Not in Best Interest.

- a. Within five school days of the reassignment meeting, the Superintendent shall deliver to the parent/guardian a written determination as to whether or not reassignment is in the child's best interest. Delivery of the written determination should be done in a manner to produce evidence of the delivery (e.g., courier, email, fax).
- b. If the Superintendent finds it is in the best of the interest of the student to change the student's school or assignment, the Superintendent shall initiate:
 - i. A change of assignment within the student's current assigned school;
 - ii. The student's transfer to another public school, public academy, or approved private school within the district of residence; or
 - iii. The student's transfer to a public school, public academy, or approved private school in another district.
- c. If the Superintendent does not find that it is in the best interest of the student to change the student's school or assignment, the parent/guardian may request a hearing before the School Board to determine if the student is experiencing a manifest educational hardship as provided in Section B of this policy.

3. Tuition Determination. If a student is to be reassigned to another school district or approved school as a result of a best interest determination, the Superintendent shall work with the Superintendent or administrator of the receiving school district/approved school to establish a tuition rate for such student. Pursuant to RSA 193:3, I(g), if the Superintendent has made a finding that it is in the best interest of the student to be reassigned, then the School Board shall approve the tuition payment consistent with the Board's ordinary manifest approval procedures.

If the student is reassigned to an approved private school as a result of a best interest determination, that school may charge tuition to the parent/guardian or may enter into an agreement for payment of tuition with the school district in which the student resides. The Superintendent shall consult with counsel regarding tuition obligations in such an instance.

The Superintendent shall assure that the reassignment approval is placed on the agenda for the next regularly scheduled Board meeting.

4. Transportation: Transportation for a student reassigned to a school in another district under this Section A (best interest) shall be the responsibility of the parent/guardian.

5. Tuition for Students Reassigned by Other Districts Pursuant to RSA 193:3, I. It is the general policy of the Board that the tuition amount to be charged to another district for any student reassigned by that district to a school within this District under the best interest standard of 193:3, I, shall be the lesser of the tuition charged for non-residential students under Board policy JFAB or as computed under the formula set out in RSA 193:4. The Superintendent, however, is authorized to reduce the tuition amount below those thresholds or for other good cause shown (e.g., reciprocal assignments between the two districts).
6. Other In-District Assignments. Nothing in this policy is intended to limit authority otherwise extended to the Superintendent to make assignments or reassignments according to the policies, regulations, and ordinary practices of the District.

B. Manifest Educational Hardship – Determination by School Board and Appeal to State Board.

If, after following the procedure outlined in Section A of this policy, the Superintendent did not find that it was in the best interest of the student to reassign the student as requested by the student's parent/guardian, then the parent/guardian may request a hearing before the School Board to determine if the student is experiencing a manifest educational hardship.

1. "Manifest Educational Hardship" Defined. As provided in RSA 193:3, II (a), "manifest educational hardship" means that a student has a documented hardship in his or her current educational placement; and that such hardship has a detrimental or negative impact on the student's academic achievement or growth, physical safety, or social and emotional well-being. Such hardship must be so severe, pervasive, or persistent that it interferes with or limits the ability of the student to receive an education.
2. Procedure for Determination of Manifest Educational Hardship.
 - a. Within thirty (30) days after receipt of the Superintendent's written determination described that reassignment is not in a student's best interest as described in paragraph A.2.C, above, the parent/guardian requesting a manifest educational hardship hearing shall submit a written application to the Superintendent detailing the specific reasons why they believe that the current assignment constitutes a manifest educational hardship.
 - b. The Superintendent shall duly notify the school board that the parent/guardian has requested a manifest educational hardship hearing, upon which the school board shall schedule a hearing to be held no more than 15 days after the request has been received by the Superintendent. The Board shall provide at least two full days notice of the hearing. The Board will conduct the hearing in non-public session, unless the parent/guardian requests the hearing be held in public session, subject to RSA 91-A:3, II(c).
 - c. Prior to or at such hearing, the parent/guardian shall provide to the Superintendent a specific request in writing that the student attend another

public school, public academy, or approved private school in the District, or attend a public school, public academy, or approved private school in another school district. The Superintendent shall provide such request to the School Board at the hearing. Although not required, the parent/guardian may include this request as part of the original hearing request.

- d. At such hearing, the parent/guardian may present documents, witnesses, or other relevant evidence supporting their belief that the student is experiencing a manifest educational hardship. The Superintendent may present such information as he or she may deem appropriate to assist the School Board in reaching its decision. The parties (or their appointed designee) shall have the right to examine all evidence and witnesses. The formal rules of evidence shall not apply. The Superintendent will assure the means for the Board to establish an adequate record of the hearing.
 - e. The parent/guardian shall have the burden of establishing the presence of a manifest educational hardship by clear and convincing evidence, which means that the evidence is highly and substantially more likely to be true than untrue, and the Board must be convinced that the contention is highly probable.
 - f. The Board will render its decision in writing within seven (7) days after the hearing and will forward its written decision to the parent/guardian via means producing proof of delivery (e.g., courier, email, etc.). The decision will conform to the requirements of NH Dept. of Education Rule Ed 320(c)-(e).
3. **Finding of Manifest Educational Hardship.** If the School Board finds that the student has a manifest educational hardship, the School Board shall grant the parent's or guardian's request to reassign the student to another public school, public academy, or approved private school in the District, or to a public school, public academy, or approved private school in another district.
4. **Finding that Manifest Educational Hardship Was Not Established – Appeal to the New Hampshire State Board of Education.** If the School Board finds that the parent/guardian has not met their burden of proof, the parent/guardian may appeal the local Board decision to the New Hampshire State Board of Education (“SBOE”), within thirty (30) days of receipt of the Board’s written decision in accordance with NH Dept. of Ed. Rule Ed 204.01(g). If a parent/guardian believes that denial of a re-assignment under this policy upon the child’s disability, the parent/guardian may appeal to the SBOE or file a complaint with the N.H. Human Rights Commission under RSA 354-A:28.
5. **Tuition for Students Reassigned Upon Finding of Manifest Educational Hardship.** If, after a finding of a manifest educational hardship - by either the School Board or the State Board - a student of the District is assigned to attend school in another district, or a student from another district is assigned to a school in this District, the district in which the student resides shall pay tuition to the district to which the child is reassigned.

Such tuition shall be computed according to RSA 193:4. The school board of the district in which the student resides shall approve the tuition payment consistent with its ordinary manifest approval process.

6. **Transportation:** Transportation for a student reassigned to schools in another district under this section B (manifest educational hardship) shall be the responsibility of the District unless otherwise ordered by the SBOE.
- C. **Admission Requirements.** Students reassigned under this Policy shall meet the admission requirements of the school to which the student is to be reassigned.
- D. **Statutory Reassignment Limit.** The total reassignments or transfer made under this policy in any one school year will not exceed one (1) percent of the average daily membership in residence of a school district, or five (5) percent of the average daily membership in residence of any single school, whichever is greater, unless the School Board votes to exceed this limit.
- E. **Count of Reassigned Pupils, Tuition Payment and Rate, and Transportation**
Pupils reassigned under this policy will be counted in the average daily membership in residence of a given pupil's resident school district. Said pupil's resident district will forward any tuition payment due to the District to which the pupil was assigned. ~~The Superintendents involved in the reassignment of a pupil will jointly establish a tuition rate for each such pupil. Some or all of the tuition may be waived by the Superintendent of the receiving district for good cause shown or pursuant to any applicable policies of the receiving district, presuming said action is not contrary to law.~~
~~The cost of transportation for any pupil reassigned under this policy will be the sole responsibility of the parent/guardian.~~
- F. **Notice to the Department of Education**
The Superintendent of the pupil's resident SAU will notify the Department of Education within thirty (30) days of any reassignment made under this policy.
- G. **Special Education Placements**
A placement made relative to a student's special education needs and services shall not be deemed a change of school assignment for purposes of this section.

Legal References:

RSA 193:3, III, Change of School Assignment

RSA 193:14-a, Change of School Assignment; Duties of State Board of Education

N.H. Dept. of Education Administrative Rule Ed. 320

Policy Adoption & Revision History:

New Policy: December 2001

Reviewed: October 2004

Revised: September 2008

Board Approval of Revision: 9/09/2009

Board Approval of Revision: 10/13/2015

Board Approval of Revision: 11/14/18

Board Approval of Revision:

Content of this policy has been incorporated into policy revision JCA Change of Class or School Assignment – Best Interest and Manifest Hardship

**CHANGE OF SCHOOL OR ASSIGNMENT –
MANIFEST EDUCATIONAL HARDSHIP**

~~The Superintendent will assign resident students to a public school within the District.~~

~~The Board recognizes that in unusual and extraordinary circumstances, a parent/guardian may wish to request a change in the student's school assignment to another public school within the District or a public school in another district. When the parent/guardian believes that the assignment that has been made will result in a manifest educational hardship to the student, the Board will consider these requests, according to the procedure outlined below.~~

A. Procedure for Consideration of a Manifest Educational Hardship Request

~~The following procedures will be utilized when a parent/guardian seeks a change of assignment within the District, or a waiver of assignment for his/her child from attending any school in the District based on an assertion that the current assignment constitutes a manifest educational hardship:~~

- ~~1. The parent/guardian will submit a written application to the Superintendent's office, detailing the specific reasons why they believe that the current assignment constitutes a manifest educational hardship. Through the application, the parent/guardian may request that the child:
 - ~~a. Attend another public school or public academy in the District; or~~
 - ~~b. Attend a public school or public academy in another school district.~~~~
- ~~2. The Board will hold a hearing on the matter within thirty (30) days of receipt of the written request. The Board will hear the matter in non-public session, unless the parent/guardian requests the hearing be held in public session, subject to RSA 91-A:3, II(c).~~
- ~~3. Prior to the hearing, the Superintendent shall provide the Board his/her recommendations regarding the parent/guardian's request. Such recommendations may be provided orally at the hearing, or in writing at or before the hearing, with a copy to the parent/guardian.~~
- ~~4. At the hearing, the parent/guardian may use whatever information they deem is necessary and appropriate to support their request.~~
- ~~5. In determining whether the current assignment of the student constitutes a manifest educational hardship, and what the corresponding appropriate action should be, the Board will consider all information presented by the parent/guardian, the recommendations of the Superintendent, and any other information which the Board deems relevant and useful.~~
- ~~6. The Board may find that a manifest educational hardship exists provided that parent/guardian demonstrates that attendance at the assigned school will have~~

~~a detrimental effect on the child's education, and that another public school or public academy, either within the District or in another district, can reasonably meet the child's educational needs.~~

7. ~~The Board shall find that a manifest educational hardship exists if it determines that there is clear and convincing evidence that:~~
 - a. ~~A compelling amount of a child's academic, physical, personal, or social needs cannot be met by the assigned school or are not found within the student body of the assigned school;~~
 - b. ~~The attendance at the assigned school will impair the educational progress of the child; and~~
 - c. ~~Another public school or public academy, either within the district or in another district, can reasonably meet the child's educational needs.~~
8. ~~The Board reserves the legal right to make a determination on whether a given request constitutes a manifest educational hardship, and what the corresponding action should be, on a case by case basis.~~
9. ~~The Board will render its decision in writing within fifteen (15) days after the Board meeting in which the parent/guardian addressed the Board, and will forward its written decision to the parents or guardians via means producing third party proof of delivery (e.g., Certified, FedEx, UPS, etc.).~~
10. ~~If a parent or guardian is aggrieved by the decision of the Board, he/she may appeal to the State Board of Education within thirty (30) days of receipt of the local board decision in accordance with the provisions of Ed 200.~~

B. Children with Disabilities.

~~Children with disabilities as defined in RSA 186-C:2 shall be accorded a due process review pursuant to rules adopted under RSA 186-C:16.~~

C. Tuition and Transportation.

~~If the child is assigned to attend school in another district ("receiving district"), tuition to be paid by the Washington School District to the receiving district shall be computed as provided in RSA 193:4. Some or all of the tuition may be waived by the Superintendent/board of the receiving district.~~

~~The cost of transportation shall be the responsibility of the parent/guardian.~~

Legal References:

RSA 193:3, Change of School or Assignment; Manifest Educational Hardship

NH Code of Administrative Rules, Section Ed 320, Manifest Educational Hardship

NH Code of Administrative Rules, Section Ed 200, Rules of Practice and Procedure

Policy Adoption & Revision History:

Revised: September 2008

Reviewed: October 2004

Revised: July 1998

Board Approval of Revision: 8/11/09

Board Approval of Revision: 11/14/18

ELECTRONIC/DIGITAL RECORDS & SIGNATURES**A. Statement of Policy.**

Electronic or digital signatures can take many forms and can be created using many different types of technology. The authenticity and reliability of electronic signatures relating to transactions are dependent on the accompanying processes, supplemental records and the overall context in which records are created, transferred, and signed. The School Board adopts the following policy with respect to the use of electronic records and signatures in connection with its communications with parents, guardians, or other persons having control over a child enrolled in the District.

B. Definitions.

“Attribution” or “Attributable to” – An electronic record or electronic signature is attributable to a person if it was the act of the person. The act of the person may be shown in any manner, including a showing of the efficacy of any security procedure applied to determine the person to which the electronic record or electronic signature was attributable. The effect of an electronic record or electronic signature attributed to a person under paragraph I is determined from the context and surrounding circumstances at the time of its creation, execution, or adoption, including the parties' agreement, if any, and otherwise as provided by law.

“Digital” – As used in the title or otherwise in this policy is intended to have the same meaning as or as a sub-category of “Electronic”.

“Electronic record”– Means a record created, generated, sent, communicated, received, or stored by electronic means.

“Electronic signature”– Means an electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record.

“Record”– Means information that is inscribed on a tangible medium or that is stored in an electronic or other medium and is retrievable in perceivable form.

C. Applicability.

This policy applies to parents, guardians, and other persons having control or charge of a child enrolled or formerly enrolled in the District, eligible students as used in the Family Educational Rights and Privacy Act; and also to individuals affiliated with the District, whether employees or not, paid or unpaid, including but not limited to teachers, administrators, staff, students, affiliates, and volunteers.

D. Acceptance, Use and Issuance of Electronic Records and Signatures.

1. The District may receive and accept as original, electronic records and signatures so long as the communication, on its face, appears to be authentic and is not otherwise precluded by law.

2. The District, through the Superintendent, shall maintain an electronic recordkeeping system that can receive, store, and reproduce electronic records and signatures relating to communications and transactions in their original form. Such system should include security procedures whereby the District can:
 - a) assure signature intent,
 - b) verify the attribution of a signature to a specific individual,
 - c) allow for reliable access and use to those who would have access to the record if in hard copy form for the period required under the District's Data/Records Retention Policy EHB and Schedule EHB-R,
 - d) detect changes or errors in the information contained in a record submitted electronically,
 - e) protect and prevent access, alteration, manipulation or use by an unauthorized person, and
 - f) provide for nonrepudiation through strong and substantial evidence that will make it difficult for the signer to claim that the electronic representation is not valid.
3. To the extent practicable, the Superintendent will implement and maintain a system to require a secure hard copy log of the actual signature of any individual authorized to provide an electronic signature on behalf of the District, or on behalf of the School Board specifically.
4. The Superintendent shall ensure that all electronic records and signatures are capable of being accurately reproduced for later reference, and are retained until such time as all legally mandated retention requirements are satisfied.
5. Any electronic records or electronic signatures technology shall comply with the District's Data Governance and Security Plan.

E. Electronic Records.

Electronic records created or received by the District shall be appropriately attributed to the individual(s) responsible for their creation and/or authorization or approval. The District shall utilize available technology to implement reliable methods for generating and managing electronic records. Any electronic record filed with or issued by the District may be given full force and effect of a paper communication if the following conditions are satisfied:

1. The communication is an electronic filing or recording and the District, through the School Board Chair, or the Superintendent or his/her delegate, agrees to accept or send such communication electronically; and
2. If a signature is required on the record or communication by any statute, rule or other applicable law or School Board policy, the electronic signature must conform to the requirements set forth in this policy governing the use of electronic signature, and any other standards required by applicable law or regulation.

F. Electronic Signatures.

An electronic signature may be used whenever a signature is required, unless there is a specific statute, regulation, or policy that requires records to be signed in non- electronic form. The issuance and/or acceptance of an electronic signature by the District may be permitted in accordance with the provisions of this policy and all applicable state and federal law. If permitted, such electronic signature shall have the full force and effect of a manual signature only if the electronic signature satisfies all of the following requirements:

1. The electronic signature identifies the individual signing the document by his/her name and title;
2. The electronic signature is unique to the signer;
3. The District and the other party have agreed to the use of electronic signatures (need not be a formal agreement);
4. The identity of the individual signing with an electronic signature is capable of being validated through the use of an audit trail;
5. The electronic signature and the document to which it is affixed cannot be altered once the electronic signature has been affixed;
6. The electronic signature conforms to all other provisions of this policy and applicable law;

G. Procedures and Practices.

The Superintendent may adopt procedures and/or practices to implement this policy, including for such things as format requirements, regulations with respect to use of email signatures, saving and retention of electronic records, or records transmitted via email.

Legal References:

20 U.S.C. 1232g, Family Educational Rights and Privacy Act (FERPA)

RSA Chapter 294-E, Uniform Electronic Transactions Act

"Electronic Signatures Analysis and Implementation Guide", N.H. Dept. of Information, N.H. Dept. of Administrative Services Technology, N.H. Secretary of State, October 12, 2012

Policy Adoption & Revision History:

First Reading:

Board Approval:

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 signature from the building 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.

Electronic signatures, including 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. 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.

Legal References:

RSA 197:23-a, Treasurer's Duties

RSA 294-E, Uniform Electronic Transfers Act

Policy Adoption & Revision History:

First Reading:

Board Approval:

WASHINGTON SCHOOL DISTRICT

FINANCIAL REPORT YTD BY OBJECT

Fiscal Year: 2021-2022

☐ Include pre encumbrance
☐ Exclude inactive accounts with zero balance☐ Print accounts with zero balance
☒ Filter Encumbrance Detail by Date Range

From Date: 10/1/2021

To Date: 10/31/2021

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
10.0000.000.110.0	TEACHERS	\$402,289.88	\$0.00	\$402,289.88	\$10,271.33	\$60,497.49	\$341,792.39	\$295,937.42	\$45,854.97	11.40%
10.0000.000.111.0	SUPPORT STAFF	\$53,941.08	\$0.00	\$53,941.08	\$1,625.94	\$5,318.74	\$48,622.34	\$27,351.03	\$21,271.31	39.43%
10.0000.000.113.0	PRINCIPAL OFFICE SALARY	\$44,817.36	\$0.00	\$44,817.36	\$1,260.12	\$12,974.90	\$31,842.46	\$30,123.69	\$1,718.77	3.84%
10.0000.000.116.0	SUMMER SALARY	\$6,200.00	\$0.00	\$6,200.00	\$0.00	\$1,726.41	\$4,473.59	\$0.00	\$4,473.59	72.15%
10.0000.000.120.0	SUBSTITUTES	\$7,500.00	\$0.00	\$7,500.00	\$160.00	\$500.00	\$7,000.00	\$0.00	\$7,000.00	93.33%
10.0000.000.211.0	HEALTH INSURANCE	\$103,100.99	\$0.00	\$103,100.99	\$3,848.48	\$19,107.37	\$83,993.62	\$80,952.31	\$3,041.31	2.95%
10.0000.000.212.0	DENTAL INSURANCE	\$6,309.72	\$0.00	\$6,309.72	\$264.82	\$1,214.05	\$5,095.67	\$5,670.35	(\$574.68)	-9.11%
10.0000.000.213.0	LIFE INSURANCE	\$518.40	\$0.00	\$518.40	\$19.98	\$99.16	\$419.24	\$419.24	\$0.00	0.00%
10.0000.000.214.0	LONG TERM DISABILITY	\$809.52	\$0.00	\$809.52	\$28.86	\$151.41	\$658.11	\$599.31	\$58.80	7.26%
10.0000.000.220.0	FICA	\$38,804.65	\$0.00	\$38,804.65	\$1,337.92	\$6,421.30	\$32,383.35	\$26,540.92	\$5,842.43	16.06%
10.0000.000.230.0	NHRS	\$85,505.55	\$0.00	\$85,505.55	\$2,652.97	\$14,084.71	\$71,420.84	\$55,335.75	\$16,085.09	18.81%
10.0000.000.240.0	TRAINING AND TUITION REIMBURSEMENT	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$100.00	\$4,900.00	98.00%
10.0000.000.250.0	UNEMPLOYMENT COMPENSATION	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
10.0000.000.260.0	WORKERS COMPENSATION	\$2,636.00	\$0.00	\$2,636.00	\$0.00	\$1,418.10	\$1,217.90	\$0.00	\$1,217.90	46.20%
10.0000.000.290.0	BENEFITS	\$400.00	\$0.00	\$400.00	\$0.00	\$144.75	\$255.25	\$0.00	\$255.25	63.81%
10.0000.000.310.0	PROFESSIONAL SERVICES	\$174,478.00	\$0.00	\$174,478.00	\$40,971.00	\$81,942.00	\$92,536.00	\$81,943.00	\$10,593.00	6.07%
10.0000.000.330.0	PROFESSIONAL SERVICES	\$58,675.00	\$0.00	\$58,675.00	\$510.00	\$1,120.00	\$57,555.00	\$9,130.00	\$48,425.00	82.53%
10.0000.000.380.0	LEGAL AND AUDIT FEES	\$15,000.00	\$0.00	\$15,000.00	\$0.00	\$1,927.32	\$13,072.68	\$572.68	\$12,500.00	83.33%
10.0000.000.422.0	SNOW PLOWING	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00	100.00%
10.0000.000.430.0	REPAIRS & MAINTENANCE	\$35,918.50	\$0.00	\$35,918.50	\$1,139.08	\$3,527.89	\$32,390.61	\$8,289.64	\$24,100.97	67.10%
10.0000.000.442.0	RENTAL OF EQUIPMENT	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$1,602.13	\$3,397.87	\$2,875.72	\$522.15	10.44%
10.0000.000.510.0	TRANSPORTATION	\$197,420.00	\$0.00	\$197,420.00	\$17,166.71	\$25,750.01	\$171,669.99	\$154,500.39	\$17,169.60	8.70%
10.0000.000.520.0	INSURANCE PROPERTY	\$3,002.00	\$0.00	\$3,002.00	\$0.00	\$2,275.68	\$726.32	\$0.00	\$726.32	24.19%
10.0000.000.531.0	TELEPHONE	\$3,500.00	\$0.00	\$3,500.00	\$0.00	\$625.19	\$2,874.81	\$2,884.81	(\$10.00)	-0.29%
10.0000.000.534.0	POSTAGE	\$250.00	\$0.00	\$250.00	\$0.00	\$19.45	\$230.55	\$130.55	\$100.00	40.00%
10.0000.000.540.0	ADVERTISING	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$1,343.72	(\$343.72)	\$87.80	(\$431.52)	-43.15%
10.0000.000.550.0	PRINTING	\$150.00	\$0.00	\$150.00	\$0.00	\$0.00	\$150.00	\$0.00	\$150.00	100.00%
10.0000.000.561.0	TUITION	\$1,650,819.00	\$0.00	\$1,650,819.00	\$0.00	\$0.00	\$1,650,819.00	\$0.00	\$1,650,819.00	100.00%
10.0000.000.580.0	TRAVEL	\$1,250.00	\$0.00	\$1,250.00	\$0.00	\$0.00	\$1,250.00	\$0.00	\$1,250.00	100.00%
10.0000.000.610.0	SUPPLIES	\$14,700.00	\$0.00	\$14,700.00	\$59.68	\$5,084.28	\$9,615.72	\$1,249.01	\$8,366.71	56.92%
10.0000.000.622.0	ELECTRICITY	\$17,500.00	\$0.00	\$17,500.00	\$1,454.80	\$3,999.12	\$13,500.88	\$13,000.88	\$500.00	2.86%
10.0000.000.623.0	GAS UTILITY	\$17,000.00	\$0.00	\$17,000.00	\$0.00	\$0.00	\$17,000.00	\$0.00	\$17,000.00	100.00%
10.0000.000.640.0	BOOKS	\$4,200.00	\$0.00	\$4,200.00	\$0.00	\$1,106.66	\$3,093.34	\$0.00	\$3,093.34	73.65%
10.0000.000.641.0	SOFTWARE	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$456.00	\$4,544.00	\$0.00	\$4,544.00	90.88%

WASHINGTON SCHOOL DISTRICT

FINANCIAL REPORT YTD BY OBJECT

Fiscal Year: 2021-2022

☐

Include pre encumbrance

☐

Exclude inactive accounts with zero balance

☐

Print accounts with zero balance

☒

Filter Encumbrance Detail by Date Range

From Date: 10/1/2021

To Date: 10/31/2021

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
10.0000.000.730.0	EQUIPMENT	\$3,350.00	\$0.00	\$3,350.00	\$0.00	\$0.00	\$3,350.00	\$134.95	\$3,215.05	95.97%
10.0000.000.810.0	DUES & FEES	\$4,644.00	\$0.00	\$4,644.00	\$0.00	\$3,169.74	\$1,474.26	\$0.00	\$1,474.26	31.75%
10.0000.000.890.0	MISCELLANEOUS	\$2,975.00	\$0.00	\$2,975.00	\$0.00	\$23.59	\$2,951.41	\$0.00	\$2,951.41	99.21%
10.0000.000.930.0	FUND TRANSFER	\$67,000.00	\$0.00	\$67,000.00	\$0.00	\$0.00	\$67,000.00	\$0.00	\$67,000.00	100.00%
Grand Total:		\$3,042,664.65	\$0.00	\$3,042,664.65	\$82,771.69	\$257,631.17	\$2,785,033.48	\$797,829.45	\$1,987,204.03	65.31%

End of Report

WASHINGTON SCHOOL DISTRICT
INFORMATION TECHNOLOGY SERVICE LEVEL
AGREEMENT
MEMORANDUM OF UNDERSTANDING

Version 2
1012/2012

VERSION HISTORY

Version Number	Implemented By	Revision Date	Approved By	Approval Date	Description of Change
1.0	Neal Richardson	10/27/20			Initial Document
	Patricia Parenteau	01/07/21	Washington School Board	1/11/21	
2.0	Mary Henry	10/12/21			

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	APPENDIX A: SERVICE LEVEL AGREEMENT / MEMORANDUM OF UNDERSTANDING APPROVAL	6

1 INTRODUCTION

1.1 PURPOSE OF SERVICE LEVEL AGREEMENT/MEMORANDUM OF UNDERSTANDING

This agreement aims to document the IT support relationship between the Hillsboro-Deering school district and the Washington school district.

1.2 SCOPE

The agreement is limited to the IT Support for the Washington school district.

1.3 BACKGROUND

The Washington school district has historically maintained its own IT infrastructure; including internet service, firewall, server, laptops, wireless networks, Chromebooks, projectors, and iPads. Lacking a structured formal approach to IT management systems and user accounts quickly become outdated, and configuration errors are common leading to significant cybersecurity risk.

Given the relatively small size of the Washington school, several cost savings and consolidation of services actions have taken place over the years to provide the best student and staff experience while maintaining a low technology cost to the district.

The email domain for all SAU34 accounts is maintained by the HDSD IT (Hillsboro-Deering School District Information Technology) department. The creation of Washington student email accounts has been delegated to the Washington school principal.

1.4 AUDIENCE

The intended audience for this document is the Hillsboro-Deering school board, the Washington school board, and SAU 34.

1.5 ROLES AND RESPONSIBILITIES

HDSD IT will provide IT support and planning to the Washington School. HDSD IT will consolidate the firewall, network, and server infrastructure to provide the best user experience for students and staff. Hardware failures will be assessed by HDSD IT. Quotes will be provided so that the Washington school staff can order the parts to repair the hardware failure. Guidance will be provided to address the age and lifecycle of computing resources in the Washington school.

2 SERVICE DETAILS

2.1 SERVICE LEVEL EXPECTATIONS

Helpdesk Service Level Expectations*				
	Severity 1 Critical	Severity 2 High	Severity 3 Medium	Severity 4 Low
Business/Financial Risk	Catastrophic exposure	Major exposure	Moderate exposure	Minimal exposure
Work Stoppage	Full; All work has ceased.	Significant; Most work has ceased.	Some; Some work has ceased.	Minor; Little work has ceased.
Percentage of End Users Effectuated	75 – 100%	30 – 75%	15 – 30%	0 – 15%
Workaround	None acceptable	Semi-acceptable; Short term	Acceptable; Medium term	Acceptable; Medium term
Response Time	1 hour or less	2 hours or less	8 hours – 1 business day	8 hours – 1 business day
Resolution Time	24 hours or less from first response	36 hours or less from first response	5 business days or less from first response	90 business days or less from first response

2.2 SERVICE PROVIDER / SERVICE RECIPIENT

HDSD IT can be reached by email at helpdesk@hdsd.org

2.3 SERVICE HOURS FOR PROBLEM RESOLUTION

Service hours are Monday – Friday 8:00am to 4:00pm

2.4 ANNUAL BUDGET FOR SERVICE

Payment for services rendered shall not exceed the approved budgeted amount per fiscal year without prior approval from the Washington School Board.

2.5 AGREEMENT CHANGE PROCESS

Changes to this agreement will be coordinated by the Superintendent's office of SAU 34.

APPENDIX A: Service Level Agreement / Memorandum of Understanding Approval

The undersigned acknowledge that they have reviewed the ***Washington School District IT Service Level Agreement/Memorandum of Understanding*** and agree with the information presented within this document. Changes to this **Service Level Agreement/Memorandum of Understanding** will be coordinated with, and approved by, the undersigned, or their designated representatives.

Signature: _____ Date: _____

Print Name: Linda Musmanno

Title: School Board Chair

Role: Washington School District

Signature: _____ Date: _____

Print Name: Patricia Parenteau

Title: Superintendent, SAU 34

Role: Hillsboro-Deering School District

Signature: _____ Date: _____

Print Name: Herla Iadonisi

Title: School Board Chair

Role: Hillsboro-Deering School District

WASHINGTON SCHOOL DISTRICT
FACILITIES SERVICE LEVEL AGREEMENT
MEMORANDUM OF UNDERSTANDING

Version 2
10/12/2021

VERSION HISTORY

Version Number	Implemented By	Revision Date	Approved By	Approval Date	Description of Change
1.0	James Bailey	11/9/2020			Initial Document
	Patricia Parenteau	01/07/21	Washington School Board	1/11/21	
2.0	Mary Henry	10/12/2021			

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1 INTRODUCTION

1.1 PURPOSE OF SERVICE LEVEL AGREEMENT/MEMORANDUM OF UNDERSTANDING

This agreement aims to document the Facilities Support relationship between the Hillsboro-Deering School District and the Washington School District.

1.2 SCOPE

The agreement is limited to the Facilities Support for the Washington School District.

1.3 BACKGROUND

The Washington school district has historically maintained its own building infrastructure. Including lighting, plumbing, electrical, boiler plant, air handlers, building envelope, and facility work orders. Lacking a structured formal approach to facilities management, building repairs have been deferred leading to disruptions in the buildings operation.

Given the relatively small size of the Washington school, support from the HDSD facility department has taken place over the years to provide the best environment for students and staff while maintaining a low cost to the district.

1.4 AUDIENCE

The intended audience for this document is the Hillsboro-Deering School Board, the Washington School Board, and SAU 34.

1.5 ROLES AND RESPONSIBILITIES

HDSD Facilities will provide facilities support and planning to the Washington School. HDSD Facilities will perform the following duties, as directed:

- Identify areas for improvement in facilities maintenance. develop long terms goals and plans.
- Develop and maintain a computerized maintenance management system for facility repair work orders, facilities use and preventive maintenance schedules.
- Inspect the building on a routine basis, ensuring that high standards of workmanship, cleanliness, safety and security are maintained.
- Assist in the operation and maintenance of HVAC, security, fire alarm, sprinkler, domestic water and wastewater systems.
- Perform a wide variety of electrical, plumbing, HVAC and general building repairs.
- Assist in safety, health and facilities approval inspections with local and state officials.
- Schedule and oversee contractors during maintenance projects.
- Assist with developing RFPs and the bidding process of capital projects.
- Provide guidance for custodial supplies, maintenance parts and equipment.
- Attend school board meetings as needed.

2 SERVICE DETAILS

2.1 SERVICE LEVEL EXPECTATIONS

Facilities Service Level Expectations*				
	Severity 1 Critical	Severity 2 High	Severity 3 Medium	Severity 4 Low
Business/Financial Risk	Catastrophic failure	Major failure	Moderate failure	Minimal failure
School Operations Disruption	Full; All instruction has ceased.	Significant; Most instruction has ceased.	Some; Some instruction has ceased.	Minor; Little instruction has ceased.
Percentage of Building Effectuated	75 – 100%	30 – 75%	15 – 30%	0 – 15%
Workaround	None acceptable	Semi-acceptable; Short term	Acceptable; Medium term	Acceptable; Medium term
Response Time	1 hour or less	2 hours or less	8 hours – 1 business day	8 hours – 1 business day
Resolution Time	24 hours or less from first response	36 hours or less from first response	5 business days or less from first response	90 business days or less from first response

2.1 SERVICE PROVIDER / SERVICE RECIPIENT

HDSD Facilities can be reached by email at jbailey@hdsd.org

2.3 SERVICE HOURS FOR PROBLEM RESOLUTION

Service hours are Monday – Friday 7:00am to 3:00pm

2.4 ANNUAL BUDGET FOR SERVICE

Payment for services rendered shall not exceed the approved budgeted amount per fiscal year without prior approval from the Washington School Board.

2.5 AGREEMENT CHANGE PROCESS

Changes to this agreement will be coordinated by the Superintendent's office of SAU34.

APPENDIX A: Service Level Agreement / Memorandum of Understanding Approval

The undersigned acknowledge that they have reviewed the ***Washington School District Facilities Service Level Agreement/Memorandum of Understanding*** and agree with the information presented within this document. Changes to this **Service Level Agreement/Memorandum of Understanding** will be coordinated with, and approved by, the undersigned, or their designated representatives.

Signature: _____ Date: _____

Print Name: Linda Musmanno

Title: School Board Chair

Role: Washington School District

Signature: _____ Date: _____

Print Name: Patricia Parenteau

Title: Superintendent, SAU 34

Role: Hillsboro-Deering School District

Signature: _____ Date: _____

Print Name: Herla Iadonisi

Title: School Board Chair

Role: Hillsboro-Deering School District