

**Rochester School Board
Policy Committee Minutes
School Department Board Room
January 18, 2018**

DRAFT

Members Present:

Mrs. Amy Malone
Mr. Robert Watson

Members Absent:

Mrs. Anne Grassie
Mr. Nathaniel Byrne
Mr. Raymond Turner

Also Present:

Mr. Michael Hopkins
Mr. Kyle Repucci
Mr. Paul Lynch
Mrs. Karen Stokes
Guests

Mrs. Malone appointed Mrs. Stokes as a member and called the meeting to order at 6:00 p.m. with a quorum present. Members participated in the pledge of allegiance.

Mrs. Stokes moved, second by Mr. Watson, to approve the minutes of the December 21, 2017 meeting. The motion passed unanimously.

Policies for 2nd Reading

Mrs. Stokes moved, second by Mr. Watson, to recommend to the Board for second reading and approval policy IMBC, Alternative Credit Option. The motion carried unanimously.

Mr. Watson moved, second by Mrs. Stokes, to recommend to the Board for second reading and approval policy DB, Annual Budget. The motion carried unanimously.

Mrs. Stokes moved, second by Mr. Watson, to recommend to the Board for second reading and approval policy DBB, Fiscal Year. The motion carried unanimously.

Mr. Watson moved, second by Mrs. Stokes, to recommend to the Board for second reading and approval policy DBD, Budget Planning. The motion carried unanimously.

Mrs. Stokes moved, second by Mr. Watson, to recommend to the Board for second reading and approval policy DBJ, Budget Implementation. The motion carried unanimously.

Polices for 1st Reading/Review

Mr. Watson moved, second by Mrs. Stokes, to recommend to the Board for first reading policy DD, Funding Proposals and Applications. The motion carried unanimously.

Mrs. Stokes moved, second by Mr. Watson, to recommend to the Board for first reading policy DFE, Gate Receipts and Admissions as amended. The motion carried unanimously.

Mrs. Stokes moved, second by Mr. Watson, to recommend to the Board for first reading policy DFG, Income from the RW Creteau Technology Center Sales and Services. The motion carried unanimously.

Mrs. Stokes moved, second by Mr. Watson, to recommend to the Board for first reading policy DFGA-R, Auto Repair Shop Services and Charges. The motion carried unanimously.

Mr. Watson moved, second by Mrs. Stokes, to recommend to the Board for first reading policy DH, Bonded Employees and Office. The motion carried unanimously.

Public Comment

None

Other

None

Adjournment

Mrs. Stokes moved, second by Mr. Watson, to adjourn at 6:13 p.m. The motion passed unanimously.

Respectfully submitted,
Mrs. Amy Malone, Chair

IMBC

ALTERNATIVE CREDIT OPTIONS

Credit may be earned through alternative methods outside of regular classroom-based instruction offered by the district schools. Awarding of credits to be applied toward high school graduation will be determined by the high school principal, and will be granted only if the request fulfills the following:

- The request is submitted with a plan to achieve competency that meets or exceeds the rigorous academic standards required by the school for students enrolled in a credit course offered by the school.
- The plan includes clear expectations for performance.
- The plan includes clearly defined methods and expectations for assessment.
- Verification of the plan's merit can be evaluated in a timely fashion and does not cause unnecessary burden of the resources of the administration.

The Board encourages increased educational options for hospitalized or homebound students, dropouts, suspended or expelled students, young athletes, or other atypical students for whom regular classrooms are not practical or effective. It is hoped that such offerings will serve as a motivator for students with different learning styles.

Students earning credit via alternative methods will participate in all assessments required by the statewide education improvement and assessment program.

The Superintendent has established regulations and procedures for implementing this policy that will include:

- Definitions of allowable alternative learning opportunities
- Reasonable limits on the number of approved alternative courses that can be administered each school year – school-wide and per student
- The number of alternative credits each student may use toward graduation requirements
- Application and approval process
- Criteria for determining which requests satisfy a particular subject area requirement
- Identification of person(s) responsible for approval, supervision, and monitoring progress
- Requirements that alternative opportunities meet the same rigorous academic outcomes as traditional classroom delivery
- Assurance of student safety including physical and technological
- Assurance of equal access for all students
- Assurance that approved alternative learning opportunities are consistent with all policies of this board
- This procedure is available by contacting the High School Principal.

It is the policy of the Board that alternative methods for the awarding of credit may include:

- Competency testing in lieu of enrollment *under the provisions of Policy ILBAA*
- Interdisciplinary credit
- Satisfactory completion of course requirements at another public school district, an approved private school or a home-schooling experience
- Transfer of credits earned by students before enrolling in the district, such as students moving into New Hampshire from another state or country
- Extended learning opportunities under the provisions of Policy IHBH
- Online/virtual learning opportunities under the provisions of Policy IMBA
- College Credit/Dual Credit: including the Governor's STEM Scholarship Program.
- Early Graduation
- Middle school acceleration to the extent that the course work exceeds the requirements for seventh or eighth grade, is consistent with the related high school course(s), and the student achieves satisfactory standards of performance.

If a student demonstrates knowledge and abilities on a placement pre-test developed by the school district for a particular course, the student shall not receive credit for the course, but shall be allowed to take a more advanced level of the subject or an elective.

Funding

Unless otherwise recommended by the Superintendent and approved by the Board, under ordinary circumstances students or their parents/guardians are responsible for all related expenses including tuition and textbooks. The District may pay the fee for expelled students who are permitted to take courses in alternative settings. If paid by the district and the course is not completed, the student must reimburse the district for the expenses.

Adopted: April 13, 2006

Amended: October 11, 2012

Policy Committee Review: December 21, 2017; January 18, 2018

DB

ANNUAL BUDGET

One of the primary responsibilities of the School Board is to secure adequate funds to carry out a high-level program of education.

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

The Superintendent will be responsible for preparing and presenting to the Board for adoption the annual school budget. The Board expects the Superintendent to work closely with the various committees of the Board, principals and other administrators in their respective areas in studying the needs of the schools and in compiling a budget to meet those needs. The principals are expected to confer with appropriate staff in getting budgetary requests and information on requirements.

Adopted:	April 8, 1993
Board Review/Approved:	September 11, 2008
Policy Committee Review:	<u>December 21, 2017; January 18, 2018</u>

DBB

FISCAL YEAR

The fiscal year is defined as beginning on the first day of July and ending on the thirtieth day of June following.

The school district treasurer is not permitted to honor any invoices against the school district that are in excess of the income and revenue appropriated for the school district for the school year beginning on the first day of July and ending on the thirtieth day of June following, except as may be authorized by a deficit or supplemental appropriation by the school district or by the State Board of Education as authorized by RSA 32:10-a.

Adopted:	April 8, 1993
Board Review/Approved:	September 11, 2008
<u>Policy Committee Review:</u>	<u>December 21, 2017; January 18, 2018</u>

DBD

BUDGET PLANNING

The Superintendent will establish procedures for the involvement of staff in the development of the budget proposal.

Budget planning will be related to the goals and objectives of the district and its programs. It should include an assessment of existing programs and an examination of alternative program possibilities.

The budget proposal must be within the parameters of Board policy and include provisions for:

1. Programs to meet the needs of the entire student body.
2. Staffing arrangements adequate for proposed programs.
3. Maintenance of the district's equipment and facilities.
4. Efficiency and economy.

Adopted:	April 8, 1993
Board Review/Approved:	September 11, 2008
<u>Policy Committee Review:</u>	<u>December 21, 2017; January 18, 2018</u>

DBJ

BUDGET IMPLEMENTATION

The district budget serves as the control to direct and limit expenditures. Overall responsibility for this control rests with the Superintendent, who will establish the procedures for budget control and reporting throughout the district.

The total amount which may be expended during the fiscal year for the operation of the school system is set forth in the budget. The total amount budgeted as the expenditure for each program is the maximum amount which may be expended for that classification of expenditures during the school year, except as a transfer of funds is authorized by the Board.

Legal Reference: RSA 198:1-198:7

Adopted: April 8, 1993
Board Review/Approved: September 11, 2008
Policy Committee Review: December 21, 2017; January 18, 2018

DD

FUNDING PROPOSALS AND APPLICATIONS

The School Board is to be kept informed of all possible sources of state, federal, and other funds for the support of the schools and/or for the enhancement of educational opportunities. The Superintendent is to apprise the Board of its eligibility for general or program funds and to make recommendations for Board action.

Adopted: April 8, 1993
Board Review/Approved: September 11, 2008
Policy Committee Review: January 18, 2018

DFE

GATE RECEIPTS AND ADMISSIONS

Admissions receipts of athleticsehoel events shall be adequately controlled. The Superintendent is responsible for the administration and supervision of all phases of athleticsehoel events for which an admission is charged.

Adequate records shall be maintained by the Superintendent to provide chronological and accounting data for subsequent review and analysis.

The following is the current procedure for this activity:

Two cash boxes are processed to accommodate the two gates that are available for the purchase of tickets. The amount of cash in each box is determined by who the visiting team is. A record of information is included in each box which includes:

1. Amount of cash in the box
2. Record of the first ticket to sell
3. Individual who was issued cash box
4. Type of Sport
5. Who they played
6. Date
7. Signatures of Athletic Department and the individual that was issued the cash box

Once the ticket sales have ended, additional information is added:

1. Record of the last ticket sold
2. Amount collected

The Athletic Department balances the boxes to insure that the amount of tickets sold equals the amount of cash collected. The cash is counted with both a representative of the Athletic Department and the individual who collected the cash to insure that they both agree on the dollar amount. Once the reconciliation is complete, the funds received are submitted to the Business Office for deposit.

Adopted: April 8, 1993

Amended: March 12, 2009

Policy Committee Review: January 18, 2018

DFG

INCOME FROM THE RW CRETEAU TECHNOLOGY CENTER SALES AND SERVICES

The service and products provided through the district's various vocational programs are not designed to be competitive with local businesses, or to produce revenue for the district. However, when such services and products are made available to the public, the customer will be charged an amount sufficient to cover costs of materials. Charges, except for materials and parts, will be waived for students enrolled in the course and nonprofit organizations.

The following is the current procedure for the sales and services for areas such as Woodworking, Greenhouse and the Café:

An invoice is generated for all transactions. Funds received from customers are turned in to the office for deposit in the Student Activity Funds checking account. The funds are recorded in the appropriate Student Activity Fund and follow the guidelines of the Student Activity Funds adopted by the School Board. The funds are utilized to purchase materials and to assist in the funding of field trips and the Career and Technical Student Organization (CTSO) conference.

Adopted: April 8, 1993

Amended: November 13, 2008

Policy Committee Review: January 18, 2018

DFGA-R

AUTO REPAIR SHOP SERVICES AND CHARGES

The following rules and procedures will apply to work done in the auto repair shop and the charges for these services:

1. Priority for Services
 - a. Students enrolled in course.
 - b. School district vehicles.
 - c. Public agencies and nonprofit organizations.
 - d. Parents of students enrolled in course.
 - e. Employees of the school district.
 - f. Area senior citizens.
 - g. Students enrolled in the high school.
2. Work Permit, Releases, Car Registrations
 - a. A work permit must be obtained from the director of the vocational-technical program for all work to be performed.
 - b. All customers must sign the necessary application and release forms and must be made aware of the conditions of approval as listed.
 - c. Before work is started, the registration of the auto must be checked. Vehicles with commercial or omnibus plates registered in the names of students, parents or employees will not be considered for services.
3. The welding of gasoline tanks and installation of auto glass is prohibited.
4. Tipping for services will not be permitted.

The following is the current procedure for this activity:

An invoice is generated for all transactions. Funds received from customers are turned in to the office for deposit in the Student Activity Funds checking account. The funds are recorded in the appropriate Student Activity Fund and follow the guidelines of the Student Activity Funds adopted by the School Board. These funds are utilized for the purchase of materials and to assist in the funding of field trips and the Career and Technical Student Organization (CTSO) conference.

Adopted: April 8, 1993

Amended: March 12, 2009

Policy Committee Review: January 18, 2018

DH

BONDED EMPLOYEES AND OFFICERS

The Board will provide a blanket bond to cover all other employees who handle school moneys.

Adopted: April 8, 1993
Board Review/Approved: September 11, 2008
Policy Committee Review: January 18, 2018