

**SHAKER REGIONAL SCHOOL DISTRICT
POLICY COMMITTEE**

October 25, 2022

CES

5:00 PM

AGENDA

I. Call to Order

II. Minutes

- 09.27.2022 Policy Committee Minutes

III. Policies

Review:

BHE – School Board Use of Electronic Communication

BIE – Board Member Insurance/Liability

CA – Administration Goals

CB – Superintendent of Schools

CBG – Superintendent’s Professional Development Opportunities

CBI – Superintendent Evaluation and Goal Setting

CFA – Principals

CFB – Evaluation of Administrators

EFDA – Collection of Money for Food Services

EFDA R&P – Collection of Money for Food Services

IV. Adjournment

**Shaker Regional School District
Policy Committee Minutes
September 27, 2022
BHS**

Present: Marcelle Pethic, Eric Johnson, Michelle Lewis, Michael J. Tursi

Eric Johnson called the meeting to order at 5:31 PM.

Minutes from the last meeting were reviewed.

The following policies were reviewed and action taken as follows:

BGA – Board Policy Development & Procedure - review only, no amendments

BGB – Ratification of Policies/Policy Adoption - review only, no amendments

BGC – Policy Review and Evaluation - review only, no amendments

BGD – Board Review of Published Administrative Rules and Procedures - review only, no amendments

BGE – Policy Dissemination - review only, no amendments

BGF- Repeal/Suspension of Policies - review only, no amendments

BHC – Board Communications with Staff - review only, no amendments

BHD – Communication with Public by the Board - review only, no amendments

The meeting adjourned at 5:45 PM.

Respectfully submitted,

Michael J. Tursi

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SCHOOL BOARD USE OF ELECTRONIC COMMUNICATION

Use of electronic communication by **Shaker Regional School Board (SRSB)** members must conform to the same standards of judgment, propriety, and ethics as other forms of **SRSB**-related communication.¹ The **SRSB** shall not use electronic communication as a substitute for deliberations at **SRSB** meetings or for other communications or business properly confined to **SRSB** meetings.

Electronic communications received or prepared for use in **SRSB** meetings or containing information relating to **SRSB** business are public records which may be inspected by any person upon request, unless otherwise made confidential by law.²

An e-mail originated by a **SRSB** member, communicated to a quorum of the **SRSB**, and discussing official **SRSB** business will be considered a public document under the Right to Know Law. ~~The contents of the email communication will be disclosed and included in the minutes of the next regularly scheduled **SRSB** meeting.~~

¹ NH RSA 91-A
² NH RSA 91-A:5

SCHOOL BOARD USE OF EMAIL AND OTHER ELECTRONIC COMMUNICATIONS

Category: *Recommended*

Related Policies: *BEAB & EHB*



ADOPTION/REVISION NOTES –

All text between the highlighted lines “~ ~ ~ ~” above and below, and all highlights within the policy should be removed prior to adoption.

- (a) Note change in title. See “NHSBA revision notes” below for additional information.
- (b) General – As with all sample policies, 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. **Highlighted language** or blank, underscored spaces indicate areas which Boards must change/complete to reflect local personnel titles, policy references, duty assignments etc.
- (c) **{**}** indicates a reference to another NHSBA sample policy. A district should check its own current policies and codes to assure internal consistency.
- (d) Withdrawn and earlier versions of revised policies should be maintained separately as part of the permanent records of the District.



A. General.

Use of electronic communications by members of the Board shall conform to the same standards of judgment, propriety, and ethics as other forms of School Board-related communication.

For purposes of this section, “electronic communications” includes, without limitation, electronic mail (“email”), electronic chat, instant messaging, texting, and any form of social networking that allows two-way comment/input.

Electronic communications among a quorum of the School Board, shall not be used for the purpose of discussing School District or School Board business.

Board members shall avoid reference to confidential information about staff, students or other individuals. Intentional disclosure of such information may subject a board member to individual liability and may constitute a violation of the oath of office.

B. Applicability of New Hampshire’s Right to Know Law.

- 1. Meetings. With very limited exceptions, New Hampshire’s “Right to Know” law, RSA 91-A, requires that public bodies (e.g., the school board, and any of its sub- or advisory committees) conduct deliberations and decision-making during duly noticed meetings that the public may attend. Under RSA 91-A:2, I, a “meeting” occurs when a quorum of a public body discusses (in any manner that allows for contemporaneous

SCHOOL BOARD USE OF EMAIL AND OTHER ELECTRONIC COMMUNICATIONS

communication) a matter over which that public body has supervision, control, jurisdiction, or advisory power. Thus, any electronic communication discussing district or school business that circulates among a majority of a quorum of the board could constitute a meeting and a violation of the Right to Know law.

As to social media especially, board members must exercise great care to assure less than a quorum ever comments on a post or thread regarding school business.

2. Ministerial Communications. Administrative or ministerial communications which do not include substantive discussion are not prohibited by the Right to Know law or this policy. Examples of permitted ministerial communications, electronic or otherwise, include:
 - Agenda item suggestions (with no discussion of substance);
 - Reminders for upcoming meetings;
 - Communications needed to schedule meetings;
 - Board meeting agendas with supporting materials.

3. Electronic Communications as Records. Any written communication (including electronic communications) created, accepted, or obtained by or on behalf of the School Board or a majority/quorum thereof constitute a “record” of the district. Such records are subject to disclosure unless exempted under RSA 91-A:5 or other law. Likewise, electronic communications are subject to the District’s record retention policies and schedule. (**)EHB and EHB-R.

District Policy History:

First reading: _____

Second reading/adopted: _____

District revision history:

Legal References:

RSA 91-A:1-a, Definitions

RSA 91-A:2, Meetings Open to Public

RSA 91-A:2-a, Communications Outside Meetings

RSA 91-A:5, Exemptions

RSA 189:29-a, Records Retention and Disposition

Miller v. Fremont School Board, Rockingham County Superior Court, No. 03-E-152 (2003)

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*

SCHOOL BOARD USE OF EMAIL AND OTHER ELECTRONIC COMMUNICATIONS

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 – November 2020, October 2008, May 2007; New policy – February 2006

NHSBA revision notes, November 2020, revisions intended to more fully describe the intersection of the Right to Know law with board member use of emails and other electronic communication modes. Additionally, reference to reading emails into the record was removed as it created misconception by boards & board members that emails among a quorum discussing board business were permitted if they were later made part of a meeting record. Note change of title.

w/p-update/2020-U3 Fall/BHE.rtf

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2 **BOARD MEMBER INSURANCE/LIABILITY**

3 The **Shaker Regional School District (SRSD)** shall defend, and indemnify, and
4 save harmless for loss or damage each **Shaker Regional School Board (SRSB)**
5 member and other agents of the **SRSD** in their official action in the service of the
6 **SRSD**.¹

7 The **SRSD** shall purchase and maintain, from public school funds, in the absence of
8 governmental immunity or in coordination with governmental immunity², adequate
9 insurance to provide for such defense and indemnification.³

¹ *NH RSA 31:105*

² *RSA 31:104, 105, 106 and 107*

³*See also Policy EIB*

BOARD MEMBER INDEMNIFICATION

Category: Recommended

Related Policies: BBB



ADOPTION/REVISION NOTES –

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

- (a) **USER SUGGESTION** – Because of ADA compliance requirements, and other technological restrictions, some intended formatting does not appear on sample policies available through the NHSBA main policy database page. For MS Word versions of the samples (after 2008), we recommend accessing samples through the “Previous Policy Updates” link on the bottom of the NHSBA policy homepage. The password is the same as for the main policy database page.
- (b) **General** – As with all sample policies/procedures, 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 specific 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 members of the Board and its employees and agents act as agents of the District. None of these individuals should be placed in a position of personal liability for the performance of the responsibilities vested in them by the voters of the District and the state and federal governments.

In order to protect the individual members of the Board, its employees and other agents, and the educational interest of the community, the Board will purchase, from public school funds, in the absence of governmental immunity or in coordination with governmental immunity, adequate insurance to indemnify Board members and agents of the District for their official actions in the service of the School District.

Nothing herein, however, shall be construed as obligating the Board to defend, indemnify, or hold harmless any person who violates the oath of office, or otherwise engages in criminal activity, official misconduct, fraud, intentional or willful and wanton misconduct, or acts beyond the authority properly vested in the individual.

District Policy History:

First reading: _____ Last revised: _____
 Second reading/adopted: _____ Reviewed/reaffirmed: _____
 Other district policy history: _____

BOARD MEMBER INDEMNIFICATION**Legal References:**

RSA 31:104, Powers and Duties of Towns: Liability of Municipal Executives
RSA 31:105, Powers and Duties of Towns: Indemnification for Damages
RSA 31:106, Powers and Duties of Towns: Indemnification: Civil Rights Act
RSA 31:107, Powers and Duties of Towns: Purchase of Insurance
RSA Ch. 92, Tenure and Oath of Office in Certain Cases
RSA 194:1, What Constitutes a District (*replace "town" with "district" in town statutes*).

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.*

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NHSBA history: Revised – May 2022, Nov. 1999, July 1998

NHSBA revision notes, May 2022, revised to include exception to indemnification when board member violates his or her oath of office, or otherwise acts outside his/her authority. Also included additional legal references.

w/p-update/2022-U1 Spring/BIE.rtf

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2 **ADMINISTRATION GOALS¹**

3 The **SRSB** directs the Superintendent to coordinate and supervise the educational
4 programs of the District, under the policies of the District, to provide an environment in
5 which students learn most effectively. The Superintendent, each principal and all other
6 administrators shall have the authority and responsibility necessary for his/her specific
7 administrative assignment. Each shall likewise be accountable for the effectiveness with
8 which the administrative assignment is carried out.

9

10 Major goals of administration shall be:

11

12 1. To implement and manage functions to assure the best and most effective
13 learning programs, through achieving such objectives as (a) providing leadership
14 in keeping abreast of current educational developments; (b) arranging for the
15 staff development necessary to the establishment and operation of learning
16 programs that better meet more learner needs; (c) coordinating cooperative
17 efforts at improvement of learning programs, facilities, equipment, and materials;
18 and (d) providing access to the decision-making process for improvement ideas
19 of staff, students, parents, and others, and (e) implementing procedures to
20 ensure that the differing needs and talents of students are fully considered when
21 planning educational programs

22

23 2. To manage the District's various departments, units, and programs effectively.

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25 3. To provide professional advice and counsel to the **SRSB** and to advisory groups
26 established by **SRSB** action.

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¹ NH Code of Administrative Rules – Section Ed. 306.10 (a) (6)

CA - ADMINISTRATION GOALS

(Download policy)

Category R

Proper administration of the schools is vital to a successful educational program. The general purpose of the Administration is to coordinate and supervise, under the policies of the School Administrative Unit and each Board, the creation and operation of an environment that promotes effective student learning. The Board will rely on the Superintendent to provide the professional administrative leadership necessary.

The Superintendent, each principal, and all other administrators will have the authority and responsibility necessary for his/her specific administrative assignment. Each administrator will be accountable for the effectiveness with which his/her administrative assignment is carried out. The Board will be responsible for specifying requirements and expectations of the Superintendent, then holding the Superintendent accountable by evaluating how well those requirements and expectations have been met. In turn, the Superintendent will be responsible for clearly specifying requirements and expectations for all other administrators, then for holding each accountable by evaluating how well requirements and expectations have been met.

Major goals of administration are:

1. To manage the District's various departments, units, budgets and programs effectively.
2. To provide professional advice and counsel to the Board and its advisory committees. Where feasible, this will be done through reviewing alternatives, analyzing the advantages and disadvantages of each, and recommending appropriate action from among the alternatives.
3. To implement and manage functions that assure the best and most effective learning programs, through achieving such goals as: (a) providing leadership in keeping abreast of current educational developments; (b) arranging for the staff development necessary in order to establish and provide learning programs that better meet learner needs; (c) coordinating cooperative efforts to improve learning programs, facilities, equipment, and materials; (d) encouraging improvement ideas and decision-making among staff, students, parents, and others; and (e) implementing procedures to ensure that the differing needs and talents of students are fully considered when planning educational programs.

Legal References:

N.H. Code of Administrative Rules Section Ed 302, Duties of School Superintendents

N.H. Code of Administrative Rules Section Ed 303, Duties of School Boards

N.H. Code of Administrative Rules Section Ed 304, Duties of School Principal

Revised: September 2008

Revised: November 1999, March 2004, February 2005

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2 **SUPERINTENDENT OF SCHOOLS**,¹3 The Superintendent of Schools shall be elected by the **SRSB**.4 The duties of the Superintendent are defined in his/her contract of employment, individual
5 **SRSB** policies, state statutes and New Hampshire Department of Education Rules.² The
6 Superintendent, as the chief executive officer, is responsible for:

- 7 1. Planning and administering district activities, subject to statutory requirements, the
-
- 8 regulations of the State Board of Education and
- SRSB**
- established policies of the
-
- 9 District
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- 10 2. The execution of
- SRSB**
- policies
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- 11 3. The management of the work of all school departments, the duties of which, apart from
-
- 12 those required by law, the Superintendent shall assign
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- 13 4. The observance of all
- SRSB**
- policies by all those persons employed by the district
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- 14 5. The enforcement of all provisions of the law relating to the operation of the schools or
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- 15 other educational, social and recreational agencies, or activities under the charge of the
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- 16
- SRSB**
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17 The **SRSB** shall be responsible for approving a job description, which shall be attached to this
18 policy.

¹ See also *SRSD Policy BDD*² ² *N.H. Code of Administrative Rules, Section Ed. 302.02*

SHAKER REGIONAL SCHOOL DISTRICT
Job Description

POSITION: Superintendent of Schools

REPORTS TO: Shaker Regional School Board

TERMS OF EMPLOYMENT: Per Contract Letter

JOB SUMMARY: Responsible for the education of the children of the Shaker Regional School District.

PERFORMANCE RESPONSIBILITIES:

1. *Planning*
2. *Supervision*
3. *Instructional Leadership*
4. *Fiscal Management*
5. *SAU Office Management*
6. *Personnel Management*
7. *Facilities Management*
8. *Grant Writing and Administration*
9. *Communication with Administrative Team, **SRSB** and Communities of Belmont & Canterbury*
10. *Personal Qualities*

QUALIFICATIONS:

- Proper certification by the NH Department of Education.
- An advanced degree in school administration or similar area of study.
- Previous experience as a classroom teacher.
- Previous experience as a building administrator.

DISCLAIMER:

This job description lists the general duties and is not intended to list every specific function required.

SHAKER REGIONAL SCHOOL DISTRICT

Job Description

POSITION: Superintendent of Schools

REPORTS TO: Shaker Regional School Board

TERMS OF EMPLOYMENT: Per Contract Letter

JOB SUMMARY: Responsible for the education of the children of the Shaker Regional School District.

PERFORMANCE RESPONSIBILITIES:

1 **1. Planning**

- 2 Leads the effort to develop District goals and objectives for **SRSB** approval
3 Clearly defines the tasks which are necessary to achieve the goals of the District
4 Establishes written action plans to achieve the goals set for the district

5 **2. Supervision**

- 6 Effectively plans, schedules and directs the work of others
7 Responds to issues and circumstances appropriately

8 **3. Instructional Leadership**

- 9 Demonstrates knowledge in the field of education
10 Keeps abreast of trends and developments in curriculum and instruction
11 Organizes a planned program of curriculum development and improvement
12 Monitors and assesses the effectiveness of instruction
13 Develops, supports and monitors programs for staff professional development focused on
14 improvement of instruction, with higher student achievement as the goal
15 Possesses a sound, working knowledge of state and federal statutes that apply to day-to-day
16 operations of the district
17 Make decisions that foster excellence in the schools
18 Maintains his/her own professional development by reading, course work, conference
19 attendance, participation on professional committees and memberships in professional
20 organizations

21 **4. Fiscal Management**

- 22 Oversees and monitors the development and implementation of the annual budget
23 Develops effective and user friendly financial management and reporting procedures
24 Reports periodically to the **SRSB** on the fiscal condition of the School District
25 Keeps informed of needs of the school programs, facilities, equipment and supplies
26 Administers expenditures consistent with appropriations
27 Ensures that financial resources are utilized cost effectively and according to **SRSB**
28 objectives

29 **5. SAU Office Management**

- 30 Oversees SAU office staff, systems, functions
31 Manage the daily operational activities of the Shaker School District
32 Prepares reports and documents required by State and Federal agencies
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2 **6. Personnel Management**

- 3 ☐ Sets high performance expectations for himself and others
4 ☐ Coordinates the recruitment and hiring of all personnel
5 ☐ Ensures that all personnel are supervised and evaluated regularly
6 ☐ Promotes teamwork and collaboration
7 ☐ Adheres to all federal and state regulations that govern employment activities
8 ☐ Conducts employee relationships skillfully
9 ☐ Promotes a positive working relationship with staff
10 ☐ Delegates authority and responsibility to staff members appropriate to the positive each holds

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12
13 **7. Facilities Management**

- 14 ☐ Ensure the proper and efficient operation and maintenance of facilities to maintain a safe,
15 healthy and educationally conducive environment for students and staff
16 ☐ Plans for the present and future facilities needs of the District

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19 **8. Grant Writing and Administration**

- 20 ☐ Actively seeks and obtains state and federally funded entitlement grants
21 ☐ Actively seeks and obtains competitive grants
22 ☐ Supervises fiscal and programmatic grant activities

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25 **9. Communication**

26 **A. Communicates effectively with Administrative Team**

- 27 ☐ Articulates and evaluates job expectations and performance
28 ☐ Assists and advises team members when necessary and appropriate
29 ☐ Articulates district goals and supports the development of school goals
30 ☐ Identifies and involves local schools' leadership in educational decisions
31 ☐ Supports building administration in their efforts to improve education in District schools

32 **B. Communicates effectively with the **SRSB****

- 33 ☐ Keeps the **SRSB** informed of district issues and events
34 ☐ Develops, with the **SRSB** chairperson, the **SRSB** meeting agenda and prepares
35 corresponding informational packets
36 ☐ Prepares other information reports for the **SRSB**, as requested
37 ☐ Provides the **SRSB** with the necessary information to make informed decisions
38 ☐ Provides timely responses to **SRSB** queries and concerns
39 ☐ Respects the **SRSB's** policy making authority
40 ☐ Assists the **SRSB** in maintaining updated policies and procedures and implements all **SRSB**
41 policies

42 **C. Communicates effectively with the Community**

- 43 ☐ Knows the school community and keeps abreast of its changing needs by consistently
44 seeking the input of constituent groups
45 ☐ Provides a systematic public relations design to keep the community informed of district
46 plans and programs
47 ☐ Portrays a positive public image
48 ☐ Maintains a cooperative relationship with town officials
49 ☐ Is visible in the schools and in both communities
50 ☐ Is sensitive and responsive to parental concerns

1 **10. Personal Qualities**

- 2 ☐ Maintains high standards of ethics, honesty and integrity in all professional matters
- 3 ☐ Demonstrates the ability to make decisions
- 4 ☐ Maintain poise and emotional stability in the full range of professional activities
- 5 ☐ Exercises good judgment
- 6 ☐ Devotes the time and energy needed to meet the expectations of the position
- 7 ☐ Exhibits confidence in his/her ability to do the job
- 8 ☐ Speaks well and expresses views and ideas in a logical and forthright manner
- 9 ☐ Writes well and expresses views and ideas in a logical and forthright manner

QUALIFICATIONS:

- Proper certification by the NH Department of Education.
- An advanced degree in school administration or similar area of study.
- Previous experience as a classroom teacher.
- Previous experience as a building administrator.

DISCLAIMER: This job description lists the general duties and is not intended to list every specific function required.

CB - SCHOOL SUPERINTENDENT

(Download policy)

Category R

The duties of the Superintendent are defined in his/her contract of employment, individual board policies, SAU policies, state statutes, and New Hampshire Department of Education Rules.

The Board expects that the Superintendent, as the chief executive officer, is responsible for:

1. The execution of board policies
2. The management of the work of all school departments, the duties of which, apart from those required by law, the Superintendent shall assign
3. The observance of all board policies by all those persons employed by the district
4. The enforcement of all provisions of the law relating to the operation of the schools or other educational, social and recreational agencies, or activities under the charge of the board.

Regulatory Reference:

N.H. Code of Administrative Rules, Section Ed. 302.02, Substantive Duties of Superintendents

Appendix CB-R

Revised: February 2006

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1

Code CBG

2 **SUPERINTENDENT'S PROFESSIONAL DEVELOPMENT OPPORTUNITIES**

3 The Superintendent shall make every effort to stay abreast of educational trends and to
4 seize opportunities for exploring new ideas and programs that may be used to
5 advantage in the School District.

6 For the benefit of the entire school system, the Superintendent shall each year attend
7 seminars and conferences and visit other school systems in which promising ideas are
8 emerging.

CBG - SUPERINTENDENT'S DEVELOPMENT OPPORTUNITIES

(Download policy)

Category O

The Board encourages the Superintendent to make every effort to stay abreast of educational trends and to seize opportunities for exploring new ideas and programs that may be used to advantage in the School District.

For the benefit of the entire school system, the Board encourages the Superintendent to set aside time each year to attend certain seminars and conferences and visit other school systems in which promising ideas are emerging, as these activities are delineated in the Superintendents individual employment contract.

Reviewed: March, 2004

Revised: November, 1999

Revised: July, 1998

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SUPERINTENDENT EVALUATION AND GOAL SETTING

The Board will annually evaluate the Superintendent based on written criteria as established by the Board. Coextensive with the Superintendent evaluation, the Board and Superintendent will jointly establish annual goals and objectives. Establishing annual goals and objectives will serve as a benchmark and criteria for the Superintendent’s annual evaluation.

The Superintendent is responsible for the services described in applicable statute and Department of Education rules. In addition to and related to those responsibilities, the following standards are representative of those in which objectives may be set and progress appraised:

- 1. Strategic Leadership
- 2. Instructional Leadership
- 3. Cultural Leadership
- 4. Human Resource Leadership
- 5. Managerial Leadership
- 6. Collaborative Leadership
- 7. Influential Leadership

The annual Superintendent evaluation goal setting will clarify the Superintendent’s role within the school community, address areas for the Superintendent to improve, and address areas for which the Superintendent should be commended.

The Superintendent shall publish rules and procedures related to this policy.

¹ NH Code of Administrative Rules, Section Ed 303.01 (k), Substantive Duties of School Boards, Superintendent Evaluation

New Hampshire School Board Association

Sample Policy CBI

SUPERINTENDENT EVALUATION AND GOAL SETTING

Category: Recommended

See Also: CBI-F1 & CBI-F2

The Board will annually evaluate the Superintendent based on written criteria as established by the Board. Co-extensive with the Superintendent evaluation, the Board and Superintendent will jointly establish annual goals and objectives. The Board believes that establishing annual goals and objectives will serve as a benchmark and criteria for the Superintendent's annual evaluation.

The Superintendent is responsible for the services described in applicable statute and Department of Education rules. In addition to and related to those responsibilities, the following areas are representative of those in which objectives may be set and progress appraised:

1. Fiscal management
2. Curriculum
3. Pupil achievement and assessment
4. Delivery of instruction
5. Relationship with the school board
6. Administration of educational services
7. Administration of school facilities
8. Governance of pupils
9. Hiring and supervision of school district staff
10. Overall leadership on educational issues

The board may choose not to annually evaluate and review every area listed above.

The Board desires that the annual Superintendent evaluation and goal setting will clarify the Superintendent's role within the school community, address areas for the Superintendent to improve, and address areas for which the Superintendent should be commended.

See Appendix: CBI-R

NHSBA Note, September 2012: This policy has been amended generally and expands the areas of assessment. The areas of assessment are now related to statutory and regulatory duties of superintendents, per NH RSAs and NHDOE rules. Additionally, NHSBA is amending its recommended superintendent evaluation form. Please contact NHSBA for more information.

New Hampshire School Board Association

Sample Policy CBI

SUPERINTENDENT EVALUATION AND GOAL SETTING

Legal References:

N.H. Code of Administrative Rules, Section Ed 303.01(k), Substantive Duties of School Boards, Superintendent Evaluation

Revised: September 2012, July 1998, November 1999, August 2006, and July 2019

NHSBA note, July 2019, this policy was revised to include both appendices CBI-F1 and CBI-F2. Boards and Superintendents are encouraged to adopt this change per their own preference.

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1

2 **PRINCIPALS¹**3 Appointment

4 The Principals shall be elected by the School Board following nomination by the
5 Superintendent. Should the School Board fail to accept the nomination of the
6 Superintendent, the Superintendent will be directed to present another name in
7 nomination.

8 Candidates for position of Principal will file a formal, written application with the
9 Superintendent of Schools. All applications will be screened by the Superintendent and
10 a number will be selected for interview by the Superintendent or his/her designee.

11 ~~All applications will be available to the School Board for their review and candidates
12 selected by them for interview will be included in the interview process.~~

13 The Superintendent and School Board will promote candidates from within the District
14 when such a promotion is in the best interests of the School. All such candidates must
15 meet requirements as established by the Superintendent and School Board.

16 Functions

17 All building Principals shall be responsible for the school buildings and grounds to which
18 they are assigned. They shall be responsible for and shall have authority over the
19 actions of students, professional and non-professional employees, visitors, volunteers,
20 and persons hired to perform special tasks.

21 All Principals shall keep the Superintendent informed of activities in their buildings by
22 whatever means the Superintendent deems appropriate.

23 Principals will file a monthly written report, on a date designated by the Superintendent,
24 to the Superintendent of Schools.

25 The Principal shall attend School Board meetings if requested by the Superintendent or
26 the School Board.

¹ NH Code of Administrative Rules, Section Ed. 304

CFA - INDIVIDUAL SCHOOL ADMINISTRATIVE PERSONNEL

(Download policy)

Category R

Principals

Appointment

The principals shall be elected by the Board following nomination by the Superintendent. Should the Board fail to accept the nomination of the Superintendent, the Superintendent will be directed to present another name in nomination.

Candidates for position of principal will file a formal, written application with the Superintendent. All applications will be screened by the Superintendent and a number will be selected for interview by the Superintendent and the Board.

All applications will be available to the Board for their review and candidates selected by them for interview will be included in the interview process.

It will be the policy of the Superintendent and Board to promote candidates when such a promotion is in the best interests of the School. All such candidates must meet requirements as established by the Superintendent and Board.

Functions

All building principals shall be responsible for the school buildings and grounds to which they are assigned. They shall be responsible for and shall have authority over the actions of students, professional and non-professional employees, visitors, volunteers, and persons hired to perform special tasks.

All principals shall keep the Superintendent informed of activities in their buildings by whatever means the Superintendent deems appropriate.

Principals will file a monthly written report, on a date designated by the Superintendent, to the Superintendent.

The principal shall attend Board meetings if requested by the Superintendent or the Board.

Legal Reference

N.H. Code of Administrative Rules, Section Ed 304.01, Substantive Duties of School Principals

Appendix CFA-R

Reviewed: February 2006

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1

2 **EVALUATION OF ADMINISTRATORS**

3 The Superintendent shall conduct an ongoing process of evaluating the Administrator(s)
4 on his/her skills, abilities, and competence.^{1,2} Annually, the Superintendent or his/her
5 designee will formally evaluate the Administrator(s). The goal of the formal evaluation
6 process is to ensure the education program for the students is carried out, promote
7 growth in effective administrative leadership for the school district, clarify the
8 Administrator's role as the Board and the Superintendent see it, ascertain areas in need
9 of improvement, and focus the immediate priorities of the principal(s) responsibilities.

10 The formal evaluation shall include written criteria related to the job duties.³ The
11 Administrator may make comments responding to the formal evaluation.

12 The formal evaluation shall also include an opportunity for the Administrator and the
13 Superintendent to discuss the written criteria, the past year's performance and the future
14 areas of growth. The evaluation shall be completed by the Superintendent, signed by
15 the Administrator, filed in the Administrator's personnel file, ~~and reported to the Board.~~

16 This policy supports and does not preclude the ongoing informal evaluation of the
17 Administrator's skills, abilities and competence.

18 Administrators shall formally be evaluated at least once a year and informally as
19 deemed appropriate by the Superintendent.

¹ *Littkey v. Winchester School District, 129 NH 626 (1987)*

² *NH Code of Administrative Rules, Section Ed. 302 Superintendents*

³ *NH Code of Administrative Rules, Section Ed. 304 School Principals*

CFB - BUILDING PRINCIPAL(S) EVALUATION

(Download policy)

Category R

The Superintendent shall conduct an ongoing process of evaluating the principal(s) on his/her skills, abilities, and competence. Annually, the Superintendent or his/her designee will formally evaluate the principal(s).

The goal of the formal evaluation process is to ensure the education program for the students is carried out, promote growth in effective administrative leadership for the school district, clarify the building principal's role as the board and the superintendent see it, ascertain areas in need of improvement, and focus the immediate priorities of the principal(s) responsibilities.

The formal evaluation shall include written criteria related to the job duties. The principal may make comments responding to the formal evaluation.

The formal evaluation shall also include an opportunity for the principal and the superintendent to discuss the written criteria, the past year's performance and the future areas of growth. The evaluation shall be completed by the Superintendent, signed by the building principal and filed in the principal's personnel file.

This policy supports and does not preclude the ongoing informal evaluation of the principal's skills, abilities and competence.

New principals will be evaluated at least twice in writing for each of the first three years of their employment.

Legal References

¹*Littkey v. Winchester School District, 219 NH 626 (1987)*

NH Code of Administrative Rules Section 302, Duties of Superintendents

NH Code of Administrative Rules Section 304, Duties of School Principals

Appendix CFB-R

Reviewed: August 2006

Reviewed: March, 2004

Revised: November, 1999

Revised: July, 1998

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1

2 **COLLECTION OF MONEY FOR FOOD SERVICES**

3

4 The **Shaker Regional School District's (SRSD)** Food Service Program is intended to
5 be user-funded, although it is supplemented by federal resources. Breakfast, hot lunch,
6 milk and snacks that comply with USDA regulations are available to students and staff
7 who wish to purchase them. The charge to students and staff for breakfast and lunch
8 will be determined annually by the **Shaker Regional School Board (SRSB)** and the
9 milk and snack prices are set by the **SRSD** Food Service Program. The charge for
10 student meals will be published annually in each school's student handbook.

11 The **SRSD** may extend credit for the purchase of student meals, however no extension
12 of credit for a la cart items will be made. Parents will be notified by phone call and/or
13 letter when a student has a low balance or a negative balance.

14

15 Debt will be considered bad debt if the child leaves the district without paying the
16 balance owed. The Food Service Program and the District will cover the bad debt. The
17 Superintendent is authorized to take appropriate action to recover any balances owed to
18 the District in cases where the parents do not cooperate in settling their debt. When a
19 student's outstanding credit balance exceeds \$10.00, credit purchases ~~will~~ **may** be
20 limited to an alternative meal.

21 The **SRSD** may also extend credit for staff meals. When a staff member's outstanding
22 credit balance exceeds \$5.00, credit purchases will no longer be allowed.

23 The Superintendent will publish rules and procedures related to this policy.

24 **SEE POLICY ECEA**

SHAKER REGIONAL SCHOOL DISTRICT ADMINISTRATIVE RULES AND PROCEDURES

COLLECTION OF MONEY FOR FOOD SERVICES

CODE EFDA-R&P

Parents, students and staff should be encouraged to pay for meals in advance. In the event a student does not have the funds for a meal, the student can charge meals, providing the total outstanding balance does not exceed \$10.00. In the event a staff member does not have the funds for a meal, the staff member can charge meals, providing the total outstanding balance does not exceed \$5.00.

If the parent sends funds in for a breakfast and/or lunch but does not send funds sufficient to cover the outstanding amount, the funds received shall be used for the purchase of that day's meal(s).

Weekly phone calls are made to the parent/guardian of any student who has a negative balance, advising them of the amount owed. Once a student's outstanding balance reaches \$10.00 phone calls are placed nightly and advise the parent/guardian of the amount due to the Food Service Program and that alternate meals ~~will~~ **may** be served to **students in grades 9-12** if the debt is not settled.

A list of those students who owe more than \$10.00 will be provided to the appropriate Kitchen Manager and School Administrator. The School Administrator, or their designee, **for grades 9-12** will meet with the student ~~prior to their assigned lunch period~~ to advise them of the alternate meal. ~~Additionally,~~ The Food Service Director will send a letter to the parent/guardian of **students in grades K-12** and shall provide a Free or Reduced Lunch Application. ~~for the first time the individual receives the alternate meal call.~~

If, after this call goes out, the student still comes to the cafeteria and seeks food without having made arrangements to pay for the meals, ~~the student~~ **students in grades 9-12 may** ~~will~~ be provided a sandwich, fruit and/or vegetable and milk so that they do not go hungry. The cost of such a meal will be that of a regular meal and will be added to the outstanding bill. No student in Kindergarten through Grade 2 will be denied a snack milk and the cost will be added to their balance.