

OYSTER RIVER COOPERATIVE SCHOOL DISTRICT

Policy Committee Meeting

July 9, 2014 3:30 – 5:00

Central Office

Agenda

- I. Call to Order
- II. Policy Changes for Review from Requested Feedback
 - JLCJ – Concussions and Head Injuries
 - DIA – Fund Balances
 - DID – Fixed Assets
 - DJC – Petty Cash Accounts
 - DM – Cash in School Buildings
- III. Questions/Discussion

Next Meeting: August 6, 2014? 13th Jim Vacation/20th meetings all day

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Concussions and Head Injuries

The **Oyster River** School Board recognizes that concussions and head injuries are commonly reported injuries in children and adolescents who participate in sports and other recreational activities. The Board acknowledges the risk of catastrophic injuries or death is significant when a concussion or head injury is not properly evaluated and managed. The Board recognizes that the majority of concussions will occur in "contact" or "collisions" sports. However, ~~in order to ensure this policy applies to the safety of all District students. -athletes, this policy will apply to all competitive athletic activities as identified by the board and administration~~

Academic Issues in Concussed Students

In the event a student is concussed, regardless of whether the concussion was a result of a school-related or non-school-related activity, school District staff should be mindful that the concussion may affect the student's ability to learn. In the event a student has a concussion, that student's teachers and administrators will be notified. Teachers should report to the school nurse if the student appears to have any difficulty with academic tasks that the teacher believes may be related to the concussion. The school nurse will notify the student's parents and treating physician. Administrators and District staff will work to establish a protocol and course of action to ensure the student is able to maintain his/her academic responsibilities while recovering from the concussion.

Section 504 accommodations may be developed in accordance with applicable law and Board policies.

Consistent with the National Federation of High School (NFHS) and the New Hampshire Interscholastic Athletic Association (NHIAA), the District will utilize recommended guidelines, procedures and other pertinent information to inform and educate coaches, youth athletes, and parents/guardians of the nature and risk of concussions or head injuries, including the dangers associated with continuing to play after a concussion or head injury.

Annually, the district will distribute a head injury and concussion information sheet to all parents/guardians of student-athletes in competitive sport activities prior to the student-athlete's initial practice or competition.

For purposes of this policy, "student-athlete" means a student involved in any intramural ~~or competitive~~ sports program, sponsored by ORCSD conducted outside the regular teaching day between schools in grades 5 through 12. Including all NHIAA sanctioned activities, including cheer/dance squads, or any other District-sponsored sports or activities as determined by the Board or administration. ~~or competitive student sports program between schools in grades 4 through 12.~~

~~For purposes of this policy, "student sports" means intramural sports programs conducted outside the regular teaching day for students in grades 4 through 12 or competitive athletic programs between schools for students in grades 4 through 12, including all NHIAA sanctioned activities, including cheer/dance squads, or any other district-sponsored sports or activities as determined by the board or administration.~~

All coaches, including volunteers, will complete training as recommended and/or provided by NHIAA, New Hampshire Department of Education and/or other pertinent organizations. Additionally, all coaches of competitive sport activities will comply with NHIAA recommended procedures for the management of head injuries and concussions.

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Athletic Director or Administrator in Charge of Athletic Duties

Updating: Each spring, the athletic director or designee shall review any changes that have been made in procedures required for concussion and head injury management or other serious injury by consulting with the NHIAA or the District's on-call physician, if applicable. If there are any updated procedures, they will be adopted and used for the upcoming school year.

Identified Sports: Identified sports include all NHIAA-sanctioned activities, including cheer/dance squads, and any other district-sponsored sports or activities as determined by the district.

Coach Training: All coaches shall undergo training in head injury and concussion management at least once every two years by one of the following means: (1) through viewing the NHIAA sport-specific rules clinic; or (2) through viewing the NHIAA concussion clinic found on the MHSAA Sports Medicine page at www.mhsa.org.

Parent Information Sheet: On a yearly basis, a concussion and head injury information sheet shall be distributed to the student-athlete and the athlete's parent/guardian prior to the student-athlete's initial practice or competition. This information sheet may be incorporated into the parent permission sheet that allows students to participate in extracurricular athletics.

Coach's Responsibility: A student-athlete who is suspected of sustaining a concussion or head injury or other serious injury in a practice or game shall be immediately removed from play.

Administrative Responsibilities: The Superintendent or his/her designee will keep abreast of changes in standards regarding concussion, explore staff professional development programs relative to concussions, and will explore other areas of education, training and programs.

Removal From Play and Protocol For Return To Play

Any coach, official, licensed athletic trainer, or health care provider who suspects that a student-athlete has sustained a concussion or head injury in a practice or game shall immediately remove the student-athlete from play. A student-athlete who has been removed from play shall not return to play on the same day or until he/she is evaluated by a ~~health care provider~~ **physician, physicians' assistant or nurse practitioner** and receives medical clearance and written authorization from that ~~health care provider~~ **physician, physicians' assistant or nurse practitioner** to return to play. The student-athlete shall also present written permission from a parent/guardian to return to play. **The athletic trainer will then review and make the final decision if the athletic student can return to play.**

The District may limit a student-athlete's participation as determined by the student's treating health care provider.

Concussion Awareness and Education

To the extent possible, the Board encourages the administration to implement concussion awareness and education into the ~~d~~District's physical education and/or health education curriculum. The administrative decision will take into account all relevant considerations, including time, resources, access to materials, and other pertinent factors.

Academic Issues in Concussed Students

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~~appears to have any difficulty with academic tasks that the teacher believes may be related to the concussion. The school nurse will notify the student's parents and treating physician. Administrators and district staff will work to establish a protocol and course of action to ensure the student is able to maintain his/her academic responsibilities while recovering from the concussion.~~

~~Section 504 accommodations may be developed in accordance with applicable law and board policies.~~

Legal References

RSA 200:49, Head Injury Policies for Student Sports

RSA 200:50, Removal of Student-Athlete

RSA 205:51, School Districts; Limitation of Liability

RSA 200:52, Definitions

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: DIA
Reviewed by Policy Committee: August 22, 2011 First Read to SB: September 21, 2011 Second Read/Adoption to SB: October 5, 2011 Review Policy Committee: July 9, 2014	Page 1 of 4 Category: Recommended

FUND BALANCES

The Oyster River Cooperative School Board in order to address the implications of Governmental Accounting Standards Board (GASB) Statement No. 54, Fund Balance Reporting and Governmental Fund Definitions. This policy is created in consideration of unanticipated events that could adversely affect the financial condition of the District and jeopardize the continuation of necessary public services. This policy will ensure that the District maintains adequate fund balances and reserves in order to:

- a. Provide sufficient cash flow for daily financial needs,
- b. Secure and maintain investment grade bond ratings,
- c. Offset significant economic downturns or revenue shortfalls, and
- d. Provide funds for unforeseen expenditures related to emergencies.

FUND TYPE DEFINITIONS

The following definitions will be used in reporting activity in governmental funds across the District. The District may or may not report all fund types in any given reporting period, based on actual circumstances and activity.

The general fund is used to account for all financial resources not accounted for and reported in another fund.

Special revenue funds are used to account and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specific purposes other than capital projects. Examples include, but are not limited to, the Food Service Fund; Federal and State Grant Fund; and Private Grant Fund.

Capital projects funds are used to account for all financial resources restricted, committed or assigned to expenditure for the acquisition or construction of capital assets.

Permanent funds are used to account for resources restricted to the extent that only earnings, and not principal, may be used for purposes that support the District's purposes.

FUND BALANCE REPORTING IN GOVERNMENTAL FUNDS

Fund balance will be reported in governmental funds under the following categories using the definitions provided by GASB Statement No. 54:

Nonspendable fund balance

Definition – includes amounts that cannot be spent because they are either:

- a. not in spendable form, or
- b. legally or contractually required to be maintained intact.

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Classification – Nonspendable amounts will be determined before all other classifications and consist of the following items (as applicable in any given fiscal year):

- The District will maintain a fund balance equal to the balance of any long-term outstanding balances due from others (including other funds of the District)
- The District will maintain a fund balance equal to the value of inventory balances and prepaid items (to the extent that such balances are not offset with liabilities and actually result in fund balance)
- The District will maintain a fund balance equal to the corpus (principal) of any permanent funds (if any) that are legally or contractually required to be maintained intact
- The District will maintain a fund balance equal to the balance of any land or other nonfinancial assets held for sale

Restricted Fund Balance

Definition – includes amounts that can be spent only for the specific purposes stipulated by applicable state and local laws and regulations, external resource providers, or through enabling legislation (for example, but not limited to, actions authorized by the voters at school district meetings).

Committed Fund Balance

Definition – includes amounts that can be used only for the specific purposes determined by a formal action of the District’s highest level of decision – making authority (i.e., School Board)

Authority to Commit – Commitments will only be used for specific purposes pursuant to a formal action of the School Board.

Assigned Fund Balance

Definition – includes amounts intended to be used by the District for specific purposes but do not meet the criteria to be classified as restricted or committed. In governmental funds other than the general fund, assigned fund balance represents the remaining amount that is not restricted or committed.

Authority to Assign – The School Board delegates to the Superintendent of Schools or his/her designee the authority to assign amounts to be used for specific purposes. Such assignments cannot exceed the available (spendable, unrestricted, uncommitted) fund balance in any particular fund.

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Unassigned Fund Balance

Definition – includes the residual classification for the District’s general fund and includes all spendable amounts not contained in the other classifications. In other funds, the unassigned classification should be used only to report a deficit balance from overspending for specific purposes for which amounts had been restricted, committed, or assigned.

OPERATIONAL GUIDELINES

The following guidelines address the classification and use of fund balance in governmental funds:

Classifying fund balance amounts – Fund balance classifications depict the nature of the net resources that are reported in a governmental fund. An individual governmental fund may include nonspendable resources and amounts that are restricted, committed, or assigned, or any combination of those classifications. The general fund may also include an unassigned amount.

Encumbrance reporting – Encumbering amounts for specific purposes for which resources have already been restricted, committed or assigned should not result in separate display of encumbered amounts. Encumbered amounts for specific purposes for which amounts have not been previously restricted, committed or assigned, will be classified as committed or assigned, as appropriate, based on the definitions and criteria set forth in GASB Statement No. 54. For compliance with state statutory requirements, encumbrance accounting for budgetary and financial reporting to the Department of Education and the Department of Revenue Administration, and as reported in the Required Supplementary Information (RSI) section of the annual financial statements, encumbrances are determined in accordance with RSA 32:7(I).

Chapter 32 Municipal Budget Law – Appropriations

32:7 Lapse of Appropriation

“Annual meeting appropriations shall cover anticipated expenditures for one fiscal year. All appropriations shall lapse at the end of the fiscal year and any unexpended portion thereof shall not be expended without further appropriation, unless: 1. The amount has, prior to the end of that fiscal year, become encumbered by a legally-enforceable obligation, created by contract or otherwise, to any person for the expenditure of that amount;”

Prioritization of fund balance use - When an expenditure is incurred for purposes for which both restricted and unrestricted (committed, assigned, or unassigned) amounts are available, it shall be the policy of the District to consider restricted amounts to have been reduced first. When an expenditure is incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used, it shall be the policy of the District that committed amounts would be reduced first, followed by assigned amounts and then unassigned amounts.

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Unassigned fund balance - For compliance with state statutory requirements, encumbrance accounting for budgetary and financial reporting to the Department of Education and the Department of Revenue Administration, the statutory based General Fund “unreserved-undesignated” fund balance will be used towards funding the appropriations of the subsequent year in accordance with the historical practices of the Commissioner of the Department of Revenue Administration under RSA 198:4-a (III):

Chapter 198 School Money – District Taxes
198:4-a Report of Appropriations Voted

“III The commissioner of revenue administration shall examine such certificates and delete any appropriation which is not made in accordance with the law, and adjust any sum which may be used as a set off against the amount appropriated when it appears to the commissioner of revenue administration such adjustment is in the best public interest.”

198:4-b Contingency Fund

“II. Notwithstanding any other provision of law, a school district by a vote of the legislative body may authorize, indefinitely until specific rescission, the school district to retain year-end unassigned general funds in an amount not to exceed, in any fiscal year, 2.5 percent of the current fiscal year’s net assessment pursuant to RSA 198:5, for the purpose of having funds on hand to use as a revenue source for emergency expenditures and over expenditures under RSA 32:11, or to be used as a revenue source to reduce the tax rate.”

Unassigned fund balance in the Food Service Fund will be limited to “maximum amounts” as per federal and state regulations.

REPLENISHING DEFICIENCIES

Year-end deficits and any Special revenue fund (including, but are not limited to, the Food Service Fund) will be replenished by year end transfer (journal entry or other method) from the General Fund if the General Fund has available unassigned fund balance (for financial reporting purposes) and “unreserved-undesignated fund balance (for statutory compliance purposes).

Legal References:

- RSA 32, Municipal Budget Law
- RSA 33, Municipal Finance Act
- RSA 35, Capital Reserve Funds
- [RSA 198:4-a Report of Appropriations Voted](#)
- [RSA 198:4-b Contingency Fund](#)
- Governmental Standards Board Statement 54 (GASB 54)

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FIXED ASSETS POLICY

A. Objective

The Governmental Accounting Standards Board (GASB) issued Statement 34, significantly changing the content and layout of the annual financial statements. The objective of this policy is to facilitate compliance by the School District with GASB 34.

B. Overview

Fixed assets are specific item(s) of property that: (1) are tangible in nature; (2) have a life longer than three years; and (3) have a significant value. The significant value test is important because the ORCSD has individual assets that are tangible and long-lived, but whose value is so small that the time and expense incurred in maintaining the detailed accounting and inventory records for these item(s) are not justified.

The District's administration is responsible for establishing an accounting and internal control structure designed to maintain a complete and accurate accounting of fixed assets with significant value. This is important for several reasons. Adequate accounting procedures and records for fixed assets are essential to effective asset management and control as well as reporting fixed assets to conform with generally accepted accounting principles (GAAP). The responsibility involved in safeguarding such a large public investment is of importance to sound management and financial administration. The internal control structure is designed to provide reasonable, but not absolute, assurances that these objectives are attained.

C. Capitalization Policy

"Fixed Assets" are all items purchased that have a useful life of more than three years, are of a tangible nature and have a value of \$10,000 or more, gross cost, not including trade-ins or any taxes, licenses, etc.

Items of less than \$10,000 are not to be considered as fixed assets unless they form an integral and essential part of another piece of equipment or structure considered to be a fixed asset or a part of a Capital Project.

Land and Buildings will be considered to be a fixed asset regardless of cost.

D. Classification of Fixed Assets

1) Land and improvements: Purchased land will be carried on the Fixed Assets Schedule at acquired cost. All costs for legal services incidental to the acquisition and other charges incurred in preparing the land for use shall be included in the cost. In order for improvements to be capitalized, the improvement should be considered permanent and should add value or improve the use of the land. Examples of improvements are fences, retaining walls, landscaping, drainage systems, sewer or water lines, utilities, etc. All land will be considered a fixed asset, regardless of the value.

2) Buildings: All buildings will be valued at purchase price or construction cost. Cost should include all charges applicable to the building acquisition including fees for brokers, appraisers, engineering consultants, legal services, and architects.

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3) Equipment and Machinery: All items of tangible property not permanently affixed to real property, which are needed in carrying out the operations of the District, are considered fixed assets. Installation cost should be included in the capitalized amount. Examples are furniture, machinery, heavy equipment, computers, etc. that have an individual item acquisition cost of \$10,000 or more and a life expectancy of three years or more.

4) Construction Work in Progress: This is primarily used in conjunction with Capital Projects. Capital Project costs are accumulated until completion, when cumulative costs are transferred to the appropriate fixed asset account. The capitalization policy does not apply in these cases, and all costs must be recorded to give accurate values.

5) Infrastructure: The construction of new street(s), sewer and bridge infrastructure and the improvements to the existing infrastructure are added to the fixed asset schedule.

6) Additions and Modifications to Existing Assets: Costs are often incurred in connection with fixed assets after the original acquisition cost has been established. In general, any expenditure which is an addition to a fixed asset, or an integral part of it, that significantly increases the value of, enhances the performance of or changes its useful life, should be classified as a capital expenditure and the original acquisition cost adjusted. The addition to a building or a dump body to a truck chassis where none existed before are some examples. When modifications, which enhance the performance or life of an asset, are made, the value of the asset should be adjusted by the difference in cost between the original and the modification.

E. Disposal of Fixed Assets/School Property

No equipment or supplies shall be disposed of until permission has been received from the Business Administrator's office. The Business Administrator and or designee will determine whether the material involved has salable value, and if such shall be the case, authorize the sale of the material. If the material does not have salable value, the proper disposal of the books, equipment, and/or supplies shall be determined by the Business Administrator, and disposed of in such a way as to be environmentally safe.

- Single items up to \$500 in value may be sold by the Business Administrator.
- Single items, which may exceed \$500 in value, are to be sold by sealed bids presented to the ~~School Board~~ Business Administrator.
- The above guidelines may be waived by the School Board in lieu of a public auction conducted by the District.
- Items remaining unsold after advertising and/or an auction shall be declared non-salvageable and shall be disposed of in the most expeditious manner, and whenever possible items will be disposed in an environmentally safe manner.

School Properties Disposal Procedure

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

- By selling to the highest bidder or whatever other business arrangement is in the best interest of the Oyster River Cooperative School District.
- When practicable, the Board shall donate such items to charitable organizations and schools.
- By public auction.
- By removal to a town transfer station and/or environmental safe facility.

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School Board First Read: June 5, 2013 Previously DJB School Board Second Read/Adoption: June 19, 2013 Review Policy Committee: July 9, 2014	Page 1 of 1

PETTY CASH ACCOUNTS

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

The accounting for petty cash funds shall be on a monthly basis. The accounting report shall be provided to the District Business Administrator. The Superintendent or his/her designee shall establish the necessary controls for accounting and reimbursement of the funds. No single purchase/reimbursement shall exceed \$100.00.

Purchases/reimbursements in excess of \$100.00 shall require a purchase order. In cases of emergencies, the Building Principal, with prior approval of the Business Administrator, may exceed the established single purchase/reimbursement limit.

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

Cross Reference:

DJC-R – Petty Cash Accounts Procedure

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CASH IN SCHOOL BUILDINGS

Monies collected by [Oyster River Cooperative School District](#) school employees and by student treasurers shall be handled with good and prudent business procedures. All monies collected shall be receipted, accounted for, and directed without delay to the proper location of deposit.

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

Insurance - The School Board shall procure and maintain fidelity bonds in reasonable amounts, in order to protect against the loss of money, securities, and checks by actual destruction, disappearance, or wrongful abstraction from within all premises and also while off any premises. Such coverage will include a commercial blanket bond covering employee dishonesty, and may include a comprehensive dishonesty, disappearance and destruction bond, with optional coverage depending on the exposures at various locations.