

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

**106 Hancock Road
Peterborough, New Hampshire**

CONTOOCCOOK VALLEY SCHOOL BOARD

Tuesday, February 4, 2014

Public Hearing

7:00 P.M.

SAU #1

In accordance with RSA 198:20-b, a public hearing will be held by the Contoocook Valley School Board for the purpose of accepting and expending unanticipated ERate revenues for the 2013-2014 fiscal year.

School Board Meeting

Immediately Following Public Hearing

- 1. Call to Order and Pledge of Allegiance**
- 2. Minutes (Board Vote Required)**
 - a. **January 21, 2014** (pg. 1-5)
- 3. Chairman's Recognition Award**
- 4. Points of Pride**
- 5. Public Comment**
- 6. Consent Agenda**
 - a. **List of Registered Board Candidates**
- 7. Superintendent's Report and Presentation of Business**
 - a. **Personnel**
 - 1) Technology Integration Specialist Job Description – 2nd Read/Approval (pg. 6-8)
 - b. **Monthly Events Calendar** (pg. 9-10)
 - c. **February 1, 2013 Enrollment Update**
 - d. **Accept Gift/Donation (Board Vote Required)** (pg. 11-12)
 - 1) South Meadow School requests the authorization to accept a gift/donation totaling \$500.00 from the Kiwanis Club, Peterborough, NH, for the purpose of funding student participation in the American Heritage Tour.
 - 2) South Meadow School requests the authorization to accept a gift/donation totaling \$1,000.00 from the Elizabeth B. Klein, Daniels Foundation for the purpose of educational and outreach programs at the SMS library.
 - e. **iBook Project Presentation** – Ian West & Student(s)
 - f. **Scientific Poster Student Presentation** – A. Zrzavy
- 8. Reports**
 - a. **Student Representative** –Zach Letourneau
 - b. **Teacher Representative** – Gil Morris
 - c. **Budget & Property Committee** – Matthew Craig
 - d. **Education Committee** – Crista Salmay
- 9. Old Business**
 - a. **2nd Read/Adoption (School Board Vote Required)**
 - AFB & CBI: Evaluation of the Superintendent and Goal Setting (pg. 13-14)
 - GCA: Teaching Staff Positions (pg. 15)
 - KEB: Public Complaints about School Personnel, Employees, Students, or Administration (will rescind old KLD) (pg. 16-18)

MISSION STATEMENT

The ConVal Regional School District, in partnership with its member communities, will inspire all learners to achieve academically, contribute to the global community, and thrive as independent and productive citizens.

b. 2nd Read/Amend (School Board Vote Required)

JLCF: Wellness Policy --- this is an amendment to our existing policy (pg. 19-20)

c. Policy JEB – Entrance Age Discussion

10. New Business

a. 1st Read Policy

ECAC: Vandalism (will rescind old ECAB upon adoption) (pg. 21)

EFA: Availability and Distribution of Healthy Foods (pg. 22)

IJK: Supplemental Materials Selection and Adoption (will rescind old IIAA)
(pg. 23-24)

IJL: Library Collection Development (pg. 25-28)

JJF: Student Activities Fund Management and Fundraising (pg. 29)

b. Policy to Rescind (School Board Vote Required)

EDBA: Maintenance and Control of Instructional Materials (pg. 30)

c. District Meeting Warrant: School Board Member Assignments (pg. 31-32)

d. Submission of Board Officer Declaration

1) Next Steps – Policy BDBA Board Officers (pg. 33-34)

e. Policy BGB – Policy Adoption Discussion (pg. 35)

11. Approval of Manifests (Board Vote Required)

12. Non-Public Session: RSA 91-A:3,II (If Required)

a. Negotiations

Upcoming Meetings:

Deliberative Session (District Meeting) – February 5th @ 7:00 p.m. @ ConVal High School Gym

School Board Budget/Temple Community Meeting – Saturday, February 8th@ 10:00 a.m. @ Temple Town Office

District Study Committee Meeting – Wed., Feb. 12th @ 5:30 p.m. @ SAU

Education Committee Meeting – Mon., February 17th at 6:00 p.m. @ SAU

School Board Meeting – Tues., February 18th at 7:00 p.m. @ Francestown Elementary School

**OFFICE OF THE SUPERINTENDENT OF SCHOOLS
Peterborough, New Hampshire**

CONTOOCCOOK VALLEY SCHOOL BOARD

Tuesday, January 21, 2014

School Board Meeting

7:00 P.M.

SAU #1 - Board Room

BOARD

Stewart Brock, Rich Cahoon,
Matthew Craig, Butch Estey,
Joel Green, Jon Ingram (7:16),
David Martz, Linda Quintanilha,
Pierce Rigrod, Crista Salamy,
Myron Steere, Erik Thibault,
Fiona Tibbetts

Gil Morris, CVEA

ADMINISTRATION

Dr. Brendan Minnihhan, Supt.
Kimberly Saunders, Asst. Supt.
Marian Alese, B.A.
Tim Markley, H.R.
Dr. Rick Matte, Student Services

1. Call to Order and Pledge of Allegiance

Butch Estey called the meeting to order at 7:05 p.m. The Pledge of Allegiance was recited.

2. Minutes (Board Vote Required)

a. January 7, 2014

Myron Steere moved to accept the minutes of January 7, 2014. Stewart Brock second.

Linda Quintanilha moved to amend the minutes to reflect the removal of the words "and worry teachers" from 8d. Second. Unanimous as amended.

3. Points of Pride

HES

Gretchen Stockwell, Jill Hickox, and Kristine Chamberlin, presented on the autism program and inclusion at the Leadership workshop of the UNH Institute for Disability parent meeting on Saturday morning, January 11.

GBS

GBS had three showings of an original play "A Pirates Life for Me" written by our own staff member, Maryanne Cullinan last week. The show included 40 students, 28 of whom had never been in a play before. Costumes and sound engineering were also handled by students.

The final tally is in on the GBS Yankee Candle fundraiser, the total is a whopping \$4,088 for their student activities account. This effort was led by Ellen Kidd, a GBS special educator.

4. Public Comment

None.

5. Consent Agenda

a. Personnel

1) Notice of Co-Curricular

Tim Markley referenced the notice of co-curricular activity included with the agenda.

2) Job Description – Technology Integration Specialist (1st Read) Tim Markley referenced the job description included in tonight's packet as a first read. This description could cover all three levels, elementary, middle, and high school, for this position.

MISSION STATEMENT

The ConVal Regional School District, in partnership with its member communities, will inspire all learners to academically, contribute to the global community, and thrive as independent and productive citizens.

6. Superintendent's Report and Presentation of Business

a. Monthly Events Calendar

Budget & Property will meet on Tuesday, January 28th at 5:00 p.m. at the SAU.

District Meeting Part I will be held on Wednesday, February 5th at 7:00 p.m. at ConVal High School.

School Board Rep David Martz will meet with Temple townspeople to discuss the proposed budget on Saturday, February 8th at 10:00 a.m.

District Study Committee will meet on Wednesday, February 12th at 5:30 p.m. at the SAU.

The Last day of school for students is June 20th.

Myron Steere moved to set the date for CVHS graduation on June 14th. David Martz second. Unanimous.

b. NESDEC Enrollment Report

Dr. Minnihan spoke about the NESDEC Enrollment Report in terms of predicting future enrollment.

Questions were asked about the confidence rating in the information provided for planning purposes and actionable data. The margin of error was discussed. The homeschool number was discussed and reasons for choosing to homeschool.

Discussion took place about discontinuing paying NESDEC for this projection report. Discussion took place about contracting every other year to maintain some type of data.

Rich Cahoon moved to skip receiving this report for 14/15. Stewart Brock second. Unanimous.

7. Reports

a. Student Representative

Zach Letourneau, CVHS Student Representative to the Board, introduced Mason Westover as his successor. Mr. Letourneau reported that females will be included in the now "Mr. and Miss ConVal Contest". In addition, he reported that the district wide emergency procedure plan is in its final planning stages to better prepare staff and students with an emergency action plan. Assuring staff and students are safe as possible is imperative.

Ms. Alese reported that it was an honor to work with Zach Letourneau on the emergency planning; he helped keep everyone on track.

b. Teacher Representative

Mr. Gil Morris reported that two teachers took students to Otter Brook, presented a problem, and made projections on an answer. Students used a compass among other tools in the field.

Linda Quintanilha asked for representation from the middle schools to allow hearing from others than the high school under the Student Representative section of the agenda.

c. Selectmen's Advisory Committee

Butch Estey asked John Jordan to report out on the SAC meeting.

John Jordan reported that there were motions to not support the budget and not support the warrant articles except for the tractor; all passed unanimously by SAC.

Rich Cahoon reported that he was thinking about expanding the scope of the District Study Committee. Every three years the Articles of Agreement should be reviewed. He asked if the scope of the committee might be in that direction.

Myron Steere said that he was supportive of that request. Fiona Tibbetts agreed as well.

Butch Estey cautioned that the District Study Committee is an ad hoc committee which should dissolve at the end of its charge. It can be re-upped.

d. Wellness Committee – Linda Quintanilha

Linda Quintanilha reported that the Wellness Policy has been reviewed and is on its way to the Policy Committee. They have gone bell to bell in terms of policy enforcement; with rules attached that include a ratio of healthy food to less healthy. A first read should be coming forward soon.

Butch Estey shared input on the previously sold "big cookie" and the sale of bagels that did not meet the wellness guidelines.

Rich Cahoon asked if meals for students on the way home from away games would now go away. Linda Quintanilha shared what will be coming forward to the Policy Committee. She said that they want to do what is best for kids. Discussion ensued.

8. Old Business

a. Expenditure Report – Marian Alese

Marian Alese reported that the information is as of last week. Five para professional positions have been added in the past two months. A transfer of \$20,000 from the custodial line to contracted services is reflected due to custodial staff on leave and duties picked up in the contracted line.

b. +/- Report – Marian Alese

Marian Alese reported that this speaks about risk and feeds into the decision of whether or not we want to budget for one additional teacher and para in the proposed budget. Special education tuition lines are continued to be watched. No significant changes to revenue were reflected in the report.

c. Grant Report – Marian Alese

Final IDEA approval has been received. This report does not reflect carryover funds. Some of these grants go through the summer.

Butch asked how many students are outplaced. Dr. Rick Matte reported approximately 14.

Linda Quintanilha asked about Medicaid dollars; rules surrounding duplicate service remain unclear.

d. 2nd Read/Adoption Policies (School Board Vote Required)

EGAD: Copyright Compliance

Myron Steere first spoke about the policy for Entrance Age; JEB.

Myron Steere moved to approve the amendment to policy JEB Entrance Age.

David Martz asked if we recommend this or if the State is. Myron Steere said that a child could turn 5 and the parent might not feel they are ready for kindergarten; kids that young might not be ready for kindergarten.

Rich Cahoon said that the policy for Kindergarten reads "may" and not "shall"; he asked if the change in policy is necessary. Kimberly Saunders reported that the word "may" and not "shall" is in place because kindergarten is not mandatory. Kindergarten teachers report that the stretch that four year old students make is very difficult with full day.

David Martz said that we are talking about one month difference; what is the generally accepted date for New Hampshire? Kimberly Saunders reported that it is all over the place in New Hampshire. This year, ConVal had approximately 18 students enter kindergarten at the age of four.

Linda Quintanilha asked about the availability of access to preschool. The response was that there is availability to access our preschools.

Rich Cahoon asked why we care when students begin if they are entitled to thirteen years of education. Kimberly reported that the cutoff is arbitrary; there are no tests that tell us if a child is ready for kindergarten or not. The change is in reference to feedback received from both parents and teachers for a four year old to enter full-day kindergarten.

Butch Estey asked Dr. Matte his opinion. Dr. Matte said that a month might not appear to be a long time but for a four year old it could be. If the teachers feel it is the right thing to do; he agrees.

Matt Craig suggested adding the statement "a child may only enter...". Mr. Craig asked about changing the statement that waivers are not possible.

Matthew Craig moved to amend the policy to add the word "only" between may and enter. Stewart Brock second.

Myron Steere opposed because of further restriction.

In favor: Stewart Brock, Matthew Craig, Rich Cahoon, Pierce Rigrod, Linda Quintanilha, Erik Thibault, Fiona Tibbetts

Opposed: Myron Steere, David Martz, Joel Green

Abstained: Jon Ingram, Crista Salamy

Motion carried.

Rich Cahoon moved to strike that no waiver shall be granted in the language in the policy.

Erik Thibault second.

Erik Thibault said that he does not want to remove this statement. Many think their child is smarter or more talented. Rich Cahoon said that he has an issue that a policy binds future boards in this way. It could be the practice or the procedure that we don't generally grant a waiver. To bind future boards is bad policy. Butch Estey asked if this is not why we have a Policy Committee. It is the responsibility of this board to bind people down the road or it would be changed all the time.

Rich Cahoon said that this is one reason boards are reelected; with the opportunity to change policy.

Linda Quintanilha asked if we could call the question.

Kimberly Saunders reported that the "no waiver" was put in place after we went to the State School Board and incurred attorney fees because it was not in our policy.

Linda Quintanilha called the question.

In favor of calling the question: 7

Opposed: 5

All in favor of the motion to strike the language about no waivers.

In favor: 5

Opposed: 7

Motion failed

Matthew Craig suggested that before approving the date change for kindergarten entry that the policy committee meets on this.

Rick Matte said that this is very time sensitive for his office; it is a big project to screen over 100 kids in March and April.

Rich Cahoon asked how this would be communicated to the community at large. Rick Matte shared the process.

Erik Thibault moved to adopt with Matt's amendment with the word "only" between "may" and "enter". Linda Quintanilha second.

Matthew Craig said that if language exists to keep us out of legal trouble while balancing student needs we should discuss. He does not feel pressure to commit to this. Mr. Craig said that this needs more work.

David Martz moved to table this until after the next Policy Committee meeting.

Matthew Craig second. Discussion took place.

In favor to table: 5

Opposed: 7

Motion failed.

Back to Erik's motion with the word "only".

In favor: 8

Opposed: 4

Motion passed.

EGAD: Copyright Compliance

Myron Steere moved to approve. Linda Quintanilha second. Unanimous.

IGBB: Programs for Gifted Students

Myron Steere moved to approve. Linda Quintanilha second.

Kimberly Saunders and Brendan Minnihan reminded the board that they have been tasked with researching extension programs.

In favor: Stewart Brock, Matthew Craig, Pierce Rigrod, Linda Quintanilha, Crista Salamy, Myron Steere, Joel Green, Fiona Tibbetts, Jon Ingram

Opposed: Erik Thibault, David Martz, and Rich Cahoon.

Motion carried.

9. New Business

a. Erate Request and 2014/2015 Budget

Marian Alese reported that last week, she received notice that we will receive approximately \$80,000 in erate money. She proposed reducing the proposed budget by approximately this amount. The proposed operating budget would be .8% and District Assessment 3.08%. Our proposal is to accept and use erate money to accomplish these purposes.

Myron Steere moved to use erate money for such a purpose. Erik Thibault second. Unanimous. - 4 -

Marian Alese shared information that was distributed titled "Previous Articles for Trust Funds" which included language to discontinue the funds if the board desires as well as information about CVHS Track Resurfacing, CVHS Parking Lot, and SMS Paving and Roadway Upgrade.

Matt Craig asked Marian to ask Tim Grossi to identify what the costs might be for patching etc.

Stewart Brock said that his suggestion is to wait on discontinuing the funds articles so as to not confuse voters.

Pierce Rigrod asked about the warrant on the Athletics/Co-Curricular. Marian said that she suspected it was meant to replace the purpose of the Daniel's Fund when it is depleted.

Rich Cahoon said that he would not like the Athletics one to go away for reasons such as start up funds for new teams; the girl's hockey team as an example.

Marian Alese reported that the Trustees have asked her to bring these questions forward. Keeping them in place does no harm.

Rich Cahoon asked that % change be reflected in both graphs.

b. Public Hearing Result/Actions

A public hearing took place on January 14th on the proposed budget.

c. Acceptance of Budget (Board Vote Required)

Stewart Brock moved to accept the gross budget of \$45,793,510.00. Joel Green second.

Linda Quintanilha asked about including the tractor in the budget. Rich Cahoon said that this has already been voted on.

Motion to accept budget: Stewart Brock, Matthew Craig, Rich Cahoon, Pierce Rigrod, Linda Quintanilha, Crista Salamy, Joel Green, Erik Thibault, Jon Ingram

Opposed: David Martz, Myron Steere

Not in the room when vote was taken: Fiona Tibbetts

Motion Carried.

d. Acceptance of Warrant (Board Vote Required)

Stewart moved to accept the warrant as written. The Warrant articles were read. Second.

David Martz opposed. Motion carried.

e. Signing of MS26, Warrant, and Default Budget Posting

The MS26, Default Budget, and Warrant were signed by the Board.

Butch Estey reported that Board members who are up for re-election may complete paperwork to refile for running for board positions through Friday, January 31st if they are interested.

10. Approval of Manifests (Board Vote Required)

Marian Alese certified that manifests 55-58 and 23f14027 totaling \$731,146.49 and payroll 14 and 141 totaling \$797,369.74 have been reviewed by her and found to be proper charges against the Contoocook Valley School District for goods and/or services received and have been properly processed prior to their submittal to the School Board.

Stewart Brock moved to approve the manifests as read. Myron Steere second. Unanimous.

11. Non-Public Session: RSA 91-A:3,II (If Required)

None.

Linda Quintanilha moved to adjourn at 8:52 p.m. Second. Unanimous.

Respectfully submitted,

Brenda Marschok

**NEW HAMPSHIRE PUBLIC SCHOOLS
SCHOOL ADMINISTRATIVE UNIT #1
CONTOOCCOOK VALLEY SCHOOL DISTRICT**

POSITION TITLE: **Technology Integration Specialist**

SUPERVISOR: Building Administrator, Assistant Superintendent

REPORTS TO: Building Administrator

QUALIFICATIONS:

- Valid New Hampshire Teacher Certification in Education Technology Educator 0350
- Experience in classroom teaching and integrating technology
- Demonstrated ability in the development and delivery of computer technology in-service training
- Demonstrated knowledge of educational technologies that include computers, peripherals, multimedia, interactive hardware, and networking
- Demonstrated experience with current software and web-based services, including social media
- Demonstrated knowledge of curriculum and strategies for integrating technology within the classroom
- Demonstrated experience using Macintosh and PC platforms
- Experience conducting and analyzing formative and summative assessments
- Familiarity with Google Apps and with student information systems
- Excellent oral and written communication skills
- Excellent organizational and multi-tasking skills
- Ability to work positively with staff, students, and the general public

SUMMARY: Through co-planning and co-teaching, the Technology Integration Specialist will assist staff to increase their proficiency with technology in order to support an effective 21st century learning environment for students.

DUTIES AND RESPONSIBILITIES:

- Coordinate the integration of technology in conjunction with curriculum standards and ISTE educational technology standards for students, teachers, and administrators.
- Provide hands-on training and assistance in technology integration within the classroom through in-class demonstration, co-teaching, and the provision of online digital resources.
- Provide hands-on training and assistance to staff in productivity technology, as well as online digital resources.
- Collaborate with teachers to support their use of technology in delivery of curricula through a variety of instructional methods.
- In coordination with School Principals, develop in-service workshops, courses, and resources to increase knowledge of and familiarity with available technologies and methods of integration in support of professional development plans.

First Read: 1/21/14
Approved:
Revised:

- Consult with service providers, as needed, to coordinate efforts to integrate technology into all facets of learning.
- Remain current regarding emerging technologies and their potential impact on curriculum.
- Develop a working knowledge of the district curriculum.
- Assist the District Network Administrator and School Principals in the development of the annual technology budget.
- Be familiar with, support and execute elements of the District Technology Plan.
- Provide support to School Principals regarding instructional effectiveness of the technology integration effort.
- Serve as an active member of the Technology Committee.
- Assist in teaching staff and students the proper operation and care of computer equipment.
- Assist with school web publication initiatives that support the curriculum and foster home/school communication.
- Promote the ethical use of software and copyright compliance, and understanding of the district's Appropriate Use Policies for staff and students.
- Consult with instructional staff on purchases of new software.
- Preview/evaluate educational software.
- Troubleshoot hardware and software problems and make appropriate corrections.
- Design systems and procedures for optimum use of software packages.
- Work with all other members of the Library, Integration, and Technology Services (LITS) team in planning and executing day-to-day operations as needed.
- Collaborate with the District Systems Administrator, LITS team, and the School Principal in the creation of short and long-term technology initiatives for the school.
- Serve as a building level expert, in collaboration with the library media specialist, on staff and student use of the Internet.
- Collaborate with administrators on technology presentations to the School Board.

ADA MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED:

- Occasionally stooping, bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Occasionally kneeling, bending legs at knee to come to a rest on knee or knees.
- Occasionally crouching, bending the body downward and forward by bending leg and spine
- Frequently reaching, extending hand(s) and arm(s) in any direction.
- Frequently standing, particularly for sustained periods of time.
- Frequently walking, moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- Occasionally lifting, raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Frequently fingering, picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Frequently grasping, applying pressure to an object with the fingers and palm.

First Read: 1/21/14
 Approved:
 Revised:

- Frequently talking, expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Frequently hearing, perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
- Light work. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.
- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
- None. The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work.)

February 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
		Public Hearing to accept Unanticipated Funds 07:00 PM @ SAU Board Room	Deliberative Session (District Meeting, Part I) 07:00 PM CVHS Gym			Temple School Board Rep Meeting on ConVal Proposed Budget 10:00 AM @ Temple Town Office
9	10	11	12	13	14	15
		School Board Meeting - 07:05 PM @ SAU Board Room - to begin immediately following public hearing on funds.	District Meeting, Part I - Deliberative Session 07:00 PM @ CVHS Gymnasium			
16	17	18	19	20	21	22
	Education Committee 06:00 PM @ SAU Board Room	School Board Meeting 07:00 PM @ Francetown Elementary School	District Study Committee 05:30 PM @ SAU Board Room			
23	24	25	26	27	28	
	Winter Recess	Winter Recess	Winter Recess	Winter Recess	Winter Recess	

March 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4 <u>School Board Meeting</u> @ SAU Board Room	5	6	7	8
9	10	11 <i>Voting Day.</i>	12	13	14	15
16	17	18 <u>School Board Meeting</u> 07:00 PM @ Antrim Elementary School	19	20 <u>Professional Development Day - NO SCHOOL</u>	21 <u>Professional Development Day - NO SCHOOL</u>	22
23	24	25 <u>Policy Committee Meeting</u> 06:30 PM @ SAU Board Room	26	27	28	29
30	31					

NEW HAMPSHIRE PUBLIC SCHOOLS
SCHOOL ADMINISTRATIVE UNIT #1

CONTOOCCOOK VALLEY SCHOOL DISTRICT
OFFICE OF THE SUPERINTENDENT OF SCHOOLS
106 Hancock Road, Peterborough, NH, 03458-1197

Telephone: 603-924-3336

Fax: 603-924-6707

Dr. Brendan Minnihan
Superintendent of Schools
bminnihan@conval.edu

Kimberly Saunders
Assistant Superintendent of Schools
ksaunders@conval.edu

TO: Contoocook Valley School Board
FROM: Kiwanis Club
DATE: 12/20/13
RE: REQUEST TO ACCEPT A GIFT OR DONATION

The American Heritage Tour School requests authorization to accept from:
Name/Address: Peterborough

the following gift/donation of: 500- valued at \$ 500-
for the purpose of: funds for students


Teaching/Supervising Principal's Signature

.....
SAU OFFICE USE ONLY: Date Received _____
Date Approved by School Board _____
Date Not Approved by School Board/Reason: _____

NEW HAMPSHIRE PUBLIC SCHOOLS
SCHOOL ADMINISTRATIVE UNIT #1

CONTOOCCOOK VALLEY SCHOOL DISTRICT
OFFICE OF THE SUPERINTENDENT OF SCHOOLS
106 Hancock Road, Peterborough, NH, 03458-1197

Telephone: 603-924-3336

Fax: 603-924-6707

Dr. Brendan Minnihan
Superintendent of Schools
bminnihan@conval.edu

Kimberly Saunders
Assistant Superintendent of Schools
ksaunders@conval.edu

TO: Contoocook Valley School Board
FROM: Elizabeth B. Klein, Daniels Foundation
DATE: Jan 6, 2014
RE: REQUEST TO ACCEPT A GIFT OR DONATION

The South Meadow Library School requests authorization to accept from:
Name/Address: Daniels Foundation

the following gift/donation of: _____ valued at \$ 1000.-

for the purpose of: Educational and outreach programs
at the sms library.


Teaching/Supervising Principal's Signature

SAU OFFICE USE ONLY: Date Received _____

Date Approved by School Board _____

Date Not Approved by School Board/Reason: _____

Category: R

See also CBI

EVALUATION OF THE SUPERINTENDENT AND GOAL SETTING

The School Board shall annually evaluate the Superintendent based on written criteria as established by the Board. The evaluation shall encompass the Superintendent's position as contained in Board Policy CB – School Superintendent.

The assessment of the Superintendent will consist of three primary areas of performance:

1. Progress on Board goals as established in the annual planning process with agreed measures of performance.
2. Progress on professional goals established by the superintendent and agreed by the Board which consists of three to five goals with associated measures of performance.
3. Rating of job performance characteristics established by the Board and reviewed by the Superintendent (see current list in CBI-R).

Additionally, the Superintendent will provide a written perspective on his/her performance to be included with the review. The Vice-Chair of the School Board will review the Board's evaluation with the Superintendent once it has been approved by the Board.

The Board will provide the Superintendent with periodic opportunities to discuss Superintendent/Board relationships. The Superintendent ~~and~~ may provide written comments to the Board for evaluation of his/her ~~the Superintendent's~~ performance.

It is important to note that circumstances may require some changes to the established criteria for evaluation based on agreement of the Board and Superintendent.

Legal References:

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

1st Read: January 7, 2014

2nd Read: ~~January 21, 2014~~ February 4, 2014

Adopted:

Category: R

See also AFB

EVALUATION OF THE SUPERINTENDENT AND GOAL SETTING

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3. Rating of job performance characteristics established by the Board and reviewed by the Superintendent (see current list in CBI-R).

Additionally, the Superintendent will provide a written perspective on his/her performance to be included with the review. The Vice-Chair of the School Board will review the Board's evaluation with the Superintendent once it has been approved by the Board.

The Board will provide the Superintendent with periodic opportunities to discuss Superintendent/Board relationships, and may provide written comments to the Board for evaluation of the Superintendent's performance.

It is important to note that circumstances may require some changes to the established criteria for evaluation based on agreement of the Board and Superintendent.

Legal References:

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

1st Read: January 7, 2014

2nd Read: ~~January 21, 2014~~ February 4, 2014

Adopted:

Category: R

TEACHING STAFF POSITIONS

Responsibilities and Duties of Teachers

The teacher shall be academically qualified in the area he/she is to instruct and should demonstrate a competence at transmitting learning to the student and the manner and means of accumulating, assimilating, and evaluation the knowledge associated with his/her academic field. The teacher should demonstrate an awareness of other academic fields and should possess a reasonable and responsible approach toward the education of the whole child.

The teacher shall constantly be alert to their example presented to students, parents, community, and fellow workers. Relationships shall avoid personal attachments that detract from the obligation to constantly lead and critically evaluate the individual and the situation.

The teacher must be aware of various instructional strategies and participate in exploration of possible changes in method or content of instruction.

The teacher shall demonstrate an ability to control the situations encountered in the performance of duties while exhibiting the proper respect for the dignity and worth of each individual.

The teacher shall demonstrate the ability to define the objectives of instruction and the ability to assess the results of the efficiency and effectiveness of the instruction.

A basic teaching assignment is described as but not limited to the following follows: The teacher will instruct regular classes; properly prepare lessons and tests; properly correct all assigned work; evaluate student work, use care in filling out requested forms and reports; supervise bus arrivals and departures, playgrounds, cafeteria, hallways as special assignment, and as a general phase of daily work; make use of the extra help periods; accept and adequately perform duties as advisor to classes or clubs (including chaperoning occasional nighttime activities) and report to the assigned building on days as scheduled by the Superintendent and attend other affairs which are periodic in nature, such as teachers' meetings, department meetings, professional development, and community affairs directly related to the School and to actively participate in the School program. Each teacher is required to carry out assignments from the building Principal or other responsible Administrator in conformance with School Board policies and regulations of the Board and the Superintendent.

Subject to Collective Bargaining Provisions and individual teaching contracts.

1st Read: September 17, 2013

2nd Read: February 4, 2014

Adopted:

Category: R

See also BEDH, KE

**PUBLIC COMPLAINTS ABOUT SCHOOL PERSONNEL,
EMPLOYEES, STUDENTS, OR ADMINISTRATION**

Constructive criticism of the schools is welcome through whatever medium when it is motivated by a sincere desire to improve the quality of the education program and to equip the schools of this district to do their task more effectively.

The School Board supports the District's employees and strives to protect them from unnecessary and spiteful criticism and complaints.

Whenever a complaint is made directly to the Board as a whole or to a Board member as an individual about school personnel, employees, students, or administration, it will be referred back to the Superintendent. The Board will not hear or review complaints until such complaints have first been brought forth through the appropriate and applicable administrative procedures and the Superintendent or his/her designee has had a reasonable opportunity to seek to resolve the complaint.

The Board may decline to hear any complaint, which will interfere with its ability to serve as an impartial trier of fact in any related student or personnel matter. This complaint procedure shall not supersede or modify any right held by employees of the District under federal law, state law, contract, or collective bargaining agreement.

To the extent it is deemed appropriate by the Superintendent, the individual who is the subject of the complaint may be advised of the nature of the complaint and may be given an opportunity for explanation, comment, and presentation of the facts. The Superintendent shall seek to resolve the matter and report to the Board.

Complaints about the Superintendent may be made directly to the Board Chair, but only after reasonable efforts have been made by the complaining party to resolve their complaint directly with the Superintendent. The Board may, to the extent it is appropriate, advise the Superintendent of the nature of the complaint, and may give the Superintendent an opportunity for explanation, comment, and presentation of facts.

In the event a complaint is made directly to an individual Board member, the procedure outlined below shall be followed:

1. The Board member shall refer the person making the complaint to the Superintendent for investigation. The Superintendent may delegate the investigation to a Principal or other administrator.
2. If the member of the public will not personally present the complaint to the Superintendent or Principal, the Board member shall then ask that the complaint be written and signed. The Board member will then refer the complaint to the Superintendent for investigation.

Category: *R*

See also *BEDH, KE*

**PUBLIC COMPLAINTS ABOUT SCHOOL PERSONNEL,
EMPLOYEES, STUDENTS OR ADMINISTRATION**

(continued)

3. If the person making a complaint believes that a satisfactory reply has not been received from the Superintendent, he or she may contact the Board Chair to request that the Board hear the complaint. The Board will hear and act upon the complaint only by majority vote. The Board may decline to act on any complaint, which, in its sole judgment, would interfere with the Superintendent's ability to properly administer the district. If the Board does hear and act upon the complaint, all Board decisions shall be final.
4. If the Board decides, in accord with Paragraph Three, to hear and act upon a complaint that pertains to personnel, employee, student, or administrative matters, the hearing will be held in accordance with RSA 91-A:3 and the laws pertaining to student and family privacy rights. The Board shall also determine whether it is appropriate to inform the individual who is the subject of the complaint of the meeting and to provide said individual with further opportunity for explanation, comment, and presentation of the facts to the Board.
5. If the Superintendent is the subject of the complaint, the Board shall determine whether the complaint should be heard in public or non-public session, the hearing will be held in accordance with RSA 91-A:3. The Board may, to the extent it is appropriate, advise the Superintendent of the nature of the complaint and give the Superintendent an opportunity for explanation, comment, and presentation of the facts.

1st Read: July 16, 2013

2nd Read: ~~September 17, 2013~~ February 4, 2014

Adopted:

Contoocook Valley School District Policy

PUBLIC COMPLAINTS ABOUT SCHOOL PERSONNEL

Constructive criticism of the schools is welcome through whatever medium when it is motivated by a sincere desire to improve the quality of the education program and to equip the schools of this district to do their task more effectively.

The Board places trust in its employees and desires to support their actions in such a manner that employees are freed from unnecessary, spiteful, or negative criticism and complaints.

Whenever a complaint is made directly to the board as a whole or to a Board member as an individual, it shall be referred to the school administration for study and possible solutions. The individual employee involved shall be advised of the nature of the complaint and shall be given an opportunity for explanation, comment, and presentation of the facts.

The Superintendent shall resolve the matter and report the Board.

April 2, 1991

Category: P

WELLNESS POLICY

The Contoocook Valley School District is committed to providing a school environment that enhances learning and the development of lifelong wellness practices.

To accomplish these goals, the Board directs the administration to implement rules and regulations aimed at ensuring:

- Child Nutrition Programs will comply with federal, state, and local requirements, and will be accessible to all children.
- Sequential and interdisciplinary nutrition education will be provided and promoted.
- Patterns of meaningful physical activity that connect to students' lives outside of physical education will be encouraged.
- Physical education programs will meet federal and state regulations and standards.
- School-based activities will be consistent with local wellness policy goals.
- All food made available on school grounds during school hours, including vending concessions, a' la carte, student stores, parties, and fund raising will be consistent with competitive food guidelines for K-12 schools.
- At least 75% of all food ~~and beverages~~ made available on school grounds after school dismissal, including vending, concessions, a' la carte, student stores, parties, and fundraising will be consistent with the Competitive Food Guidelines for K-12 Schools.
- All beverages made available on school grounds, including vending concessions, a' la carte student stores, parties, and fund raising will be consistent with the Competitive Food Guidelines for K-12 Schools.
- All foods provided by the District will adhere to food safety and security guidelines.
- The school environment will be safe, pleasing, and comfortable, and will allow ample time and space for eating meals.
- Food will not be used as a reward or punishment, unless necessitated by a student's Individualized Education Plan/504 Plan.

Category: P

WELLNESS POLICY

(continued)

- Implementation/monitoring of this policy will be reported to the School Board annually by the Superintendent's designee, with recommendations for guideline changes if necessary or appropriate.

Legal References:

RSA 189:11-a, Food and Nutrition Programs

Section 204 of Public Law 108-265, Child Nutrition and WIC Reauthorization Act of 2004

NH Code of Administrative Rules, Section Ed. 303.01 (g), Duties of School Boards

NH Code of Administrative Rules, Section Ed. 306.11, Food & Nutrition Services

NH Code of Administrative Rules, Section Ed. 306.40, Health Education Program

NH Code of Administrative Rules, Section Ed. 306.41, Physical Education Program

FDA Food Code

Adoption: May 17, 2011

Amended: February 5, 2013

Amended: February 4, 2014

Category: O

See also JICD, JICDD

VANDALISM

Vandalism is defined as the willful damaging, destruction or defacing of school-owned property. This definition also applies to any deliberate tampering with or misuse of district computer network services or equipment. It shall also include the willful damaging, destruction or defacing of property used by the school district in conjunction with related services such as school buses, on field trips, and other school-sponsored events that may occur off-campus. Students found to have vandalized school property will face discipline in accordance with applicable School Board policies. The Building Principal is authorized to report such acts of vandalism to local law enforcement authorities. Additionally, the District may seek financial reimbursement from either the student(s) or the students' parent/legal guardians for such damage caused.

If the vandalism is caused by someone other than a student of the District, the District may proceed with all legal remedies available to it under the law, including criminal prosecution.

When vandalism is discovered, the administration is directed to take such steps as are necessary to identify the vandals. If students have taken part in vandalism, the Building Principal shall:

1. Identify the students involved;
2. Notify the students' parents/legal guardians;
3. Decide upon disciplinary and/or legal action;
4. Take any constructive actions needed to guard against further student misbehavior;
and
5. Seek appropriate restitution.

1st Read: February 4, 2014

2nd Read:

Adopted:

Category: P

AVAILABILITY AND DISTRIBUTION OF HEALTHY FOODS

The School District will support the availability and distribution of healthy foods and beverages in all school buildings during the school day.

The Superintendent or designee is responsible for ensuring that all foods and beverages distributed within the district meet nutritional standards established by state and federal law relative to: (1) nutrient density; (2) portion size; and (3) nutrition targets, as defined in pertinent law.

The Superintendent or designee is responsible for implementing developmentally appropriate opportunities to learn food preparation skills that support nationally recognized research-based nutrition standards. The Superintendent or designee is responsible for providing annual communication information about the policy and procedure and related curricula to the school community.

Legal References:

7 CFR 210.10, Nutrition Standards And Menu Planning Approaches For Lunches And Requirements For Afterschool Snacks

NH Department of Education Administrative Rules, Section Ed 306.04(a)(21)

NH Department of Education Administrative Rules, Section Ed 306.11(g), (h)

1st Read: February 4, 2014

2nd Read:

Adopted:

Category: R

See also EGAD, IJ

SUPPLEMENTAL MATERIALS SELECTION AND ADOPTION

MOVIES AND VIDEOS

Purpose

The School Board believes that movies, videos, other audiovisual materials and multimedia materials are important tools in the educational process. At the same time, the Board believes that the use of movies and videos should be limited so that they are used legally and appropriately in achieving legitimate educational objectives. Therefore, it is the Board's purpose to have a policy that promotes the appropriate educational use of movies videos in schools by maximizing classroom instructional time, encouraging parental participation in the education process, and fostering community values.

Policy

It is Board policy to establish course curriculum and work in partnership with parents to promote an appropriate learning environment that reflects community values. Therefore, the following guidelines represent Board policy regarding how and when movies and videos may be used as an instructional strategy to supplement approved course curriculum.

Educational Relevance

The showing of movies and videos must be limited to a specific educational purpose. General selection criteria should include quality of the overall work, fair and accurate representation of the facts, the reputation and significance of the writer, director and/or performer, and critical acclaim of the work itself.

Administrator's Authorization

At least five (5) days prior to the showing a full length movie, the instructor/teacher shall submit to the principal, in writing, the following information on the particular film:

1. Title and brief description
2. Purpose for showing the movie/video
3. Match with course objectives
4. Proposed date(s) of viewing
5. When and how parents will be notified, or if necessary, grant consent
6. Audience rating (G, PG, PG-13)

Age Appropriate Movies

Elementary Level: Only G rated movies may be shown without parental permission. However, parents must be notified that the movie will be shown in class. Any PG rated movie to be shown at the elementary level requires a signed, written consent from a parent/guardian that must be kept on file before the student may view the video.

*Category: R**See also EGAD, IJ***SUPPLEMENTAL MATERIALS SELECTION AND ADOPTION**

(continued)

Junior High Level/Middle School: Only G rated movies may be shown without parental permission. Any movie with a PG rating to be shown at the junior high/middle school requires parental/guardian notification. Any movie with a PG-13 rating to be shown at the junior high/middle school requires a signed, written consent from a parent/guardian that must be kept on file before the student may view the video.

High School: Only G, PG, and PG-13 rated movies may be shown without parental permission. Only certain segments having a valid educational purpose of any R rated movie may be shown. Any segment of an R rated movie to be shown at the high school requires a note signed by a parent/guardian that must be kept on file before the student may view the video.

The Board discourages the showing of any R rated movie in school. However, the Board also recognizes that some segments of certain R rated movies may have a valid educational purpose. Therefore, R rated movies are not to be shown in their entirety, and segments may be shown only if no other means of instruction can present the information. Signed, written permission must be granted by a parent/guardian before the student may view the video.

Copyright

All District employees must comply with federal copyright laws, as well as publisher licensing agreements. A rented or privately owned movie or video may only be shown in the classroom provided "fair use" exceptions are satisfied:

1. The movie or video is shown in the course of face-to-face teaching activities;
2. The showing of the movie or video is directly related and of material assistance to the curriculum and lesson objectives;

1st Read: February 4, 2014

2nd Read:

Adopted

Category: R

LIBRARY COLLECTION DEVELOPMENT

The ConVal Regional School District, in partnership with its member communities, will inspire all learners to achieve academically, contribute to the global community, and thrive as independent and productive citizens. To this end, the mission of the ConVal School District is to provide a diverse collection of educational and library materials and services to meet the educational, curricular, informational, recreational, and cultural needs of the school community.

The responsibilities of the Library Media Center include providing materials to support, supplement, and enrich curriculum, by providing a wide range of viewpoints that reflect our school community's informational needs and interests. The ConVal School District Library Media Centers follow the guidelines set forth in the **Library Bill of Rights** and the **Freedom to Read Statement**. These documents affirm the rights of ConVal students and staff to free and convenient access of ideas, information, and creative expression.

Responsibility for Selection

Responsibility for the selection of instructional and library materials has been delegated to the professional staff of the district. Selection and acquisition of materials reflect the thought and consideration of trained professionals, as well as community values and needs. The staff, in cooperation and consultation with the administration, faculty, student body, parents, and interested residents of the ConVal district, shall select materials in meeting the standards and curriculum for the information and literacy needs of the users.

Selection Objectives

The ConVal School District shall provide materials that:

1. Enrich and support the curriculum, taking into consideration the varied interest, abilities, and maturity levels of the students served;
2. Will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards;
3. Provide a background of information that will enable students to make intelligent judgments in their daily lives;
4. Provide materials on opposing sides of controversial issues so that students may develop, with guidance, the practice of critical analysis of all media;
5. Provide materials representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage;
6. Place principle above personal opinion and reason above prejudice in the selections of materials of the highest quality in order to ensure a comprehensive collection, appropriate for the users.

Criteria for Selection

Materials will be evaluated by the following criteria as they apply. Materials shall:

1. Support and be consistent with the educational goals and teaching strategies of the ConVal School District;
2. Support curriculum as well as national, state, and district standards;
3. Support and be consistent with the objectives of specific courses;

Category: R

LIBRARY COLLECTION DEVELOPMENT

(continued)

4. Be relevant to today's world, current and up to date;
5. Be appropriate for the subject area or theme, and for the age, reading level, diverse learning styles, and social development of those for whom the materials are selected;
6. Include fiction materials that have literary merit and nonfiction that is current and accurate;
7. Be created by competent authors and producers;
8. Represent differing viewpoints on controversial issues with the goal of providing a balance in the collection;
9. Have a physical format and appearance suitable for their intended use;
10. Encourage higher level thinking skills;
11. Encourage lifelong learning and self-education;
12. Represent a variety of formats with efforts to incorporate emerging technologies.

Selection Process

During the selection process the existing collection shall be evaluated and assessed for curricular and recreational needs. Professionally prepared selection tools and other appropriate sources will be used in the process of adding to the collection. These selection tools may include, but not be limited to, the following:

1. Professional reviews from reputable sources, including but not limited to professional journals and national awards lists;
2. Recommendations for purchases from library media specialists, teachers, administrators, parents, and students.

Special Selection Considerations

Gifts to the school or the library may be accepted if they meet the criteria established for the selection of all instructional materials. If the gift is a monetary one, items will be acquired based on the same criteria set forth in this selection policy.

Challenged Materials

Persons not in agreement with the selection of library materials, and who wish for the review of a specific item, must submit a Request for Reconsideration of Library Materials to the building principal.

- Only residents of the ConVal School District shall have the right to challenge the validity of any library or instructional materials.
- All matters of concern regarding the use of instructional materials shall be reported to the school principal. The Assistant Superintendent shall be made aware of the concern.
- The resident expressing concern will be contacted in order to discuss the matter and attempt to resolve the issue informally, either by explaining the District policy or providing an alternative assignment or material to the resident's child.

Category: R

LIBRARY COLLECTION DEVELOPMENT

(continued)

- Administration may schedule a meeting with the resident and staff member(s) involved with the selection/use of the materials in question in order to review the selection criteria and intended use.
- If it is determined by administration that the material does meet criteria and intended use as defined by this policy, but the concern is still unresolved, the resident shall be supplied with a packet of materials consisting of the District's instructional goals and objectives, and materials selection policy statement and support documents. They will also be advised of the procedure for handling formal reconsideration. This packet shall also include a standard form, which shall be completed and returned before formal reconsideration will be given.
- If the formal request for reconsideration has not been received by administration within two weeks, it shall be considered closed. If the request is returned, the appropriate staff shall re-establish the reasons for selection of the specific work.
- No material under reconsideration shall be removed pending a final decision. In the interim, however, access to the materials can be restricted for the child(ren) of a parent making the request.
- Upon receipt of a completed Request for Reconsideration Form, the administration shall inform the Superintendent and request the establishment of a Review Committee.
- Committee members will represent impartial key shareholders from the learning community. At a minimum, the committee shall consist of a Principal or Assistant Principal, a teacher, a library media specialist, two parents, and a school board representative. The Superintendent, at his/her discretion, may choose to appoint additional members.
- The committee shall be provided with the request for reconsideration and will:
 - Read and/or examine the materials referred to it;
 - Check the general acceptance of the materials by reading reviews;
 - Weigh values and faults against each other and form opinions based on the materials as a whole and not on passages, statements, or images pulled out of context;
 - Meet to discuss the material and prepare a report containing their recommendation on the disposition of the matter;
 - File a copy of the report in the specific school and administrative offices; and
 - Notify the resident of the decision and provide a copy of the committee's report.
- If still not satisfied, the resident may appeal the committee's decision to the Superintendent who shall review the report, materials provided to the committee, and the material under reconsideration.
- Should the Superintendent uphold the committee's decision, the resident may file a final appeal to the School Board. He/she will:
 - Present a written notice of appeal of the School Board through the Superintendent;
 - Attach a copy of the original written request and a copy of the committee's report;
 - Request a hearing date with the School Board.

Category: R

LIBRARY COLLECTION DEVELOPMENT
(continued)

Collection Maintenance

The professional staff will evaluate the collection on a continuing basis to identify materials in need of repair, replacement, or withdrawal. The following criteria are considered when withdrawing materials:

1. Physical condition - materials are worn, torn, or spoiled, or if pages or parts are missing or have significant defect as to destroy the overall value;
2. Timeliness of information - materials contain information that is out of date, factually inaccurate, or if the illustrations are outmoded or perpetuate sexual, racial, or cultural stereotypes;
3. Technical quality - if non-print, the materials are visually poor or faded, and when sound reproduction is faulty or inferior;
4. Duplication - multiple copies of the same title that are no longer circulating;
5. Space - physical and shelf space to store older materials.

Disposal of Withdrawn Materials

Any materials withdrawn may be donated to a nonprofit institution, or sold or donated to staff, students, or community members. Materials deemed unusable will be disposed of.

Resource Sharing

Resource sharing currently occurs with all libraries in the district. The school libraries and the public libraries within the district also work together to support each other through a variety of resource sharing methods. The participating libraries will establish procedures and protocols for resource sharing.

Legal Reference:

NH School Minimum Standards Ed 306.08 Instructional Resources

1st Read: February 4, 2014
2nd Read:
Adopted:

Category: R

STUDENT ACTIVITIES FUND MANAGEMENT AND FUNDRAISING

The School Board authorizes the establishment of Student Activity Funds. Such funds shall be organized and managed consistent with the provisions of this policy.

Student activity funds may be raised and spent to promote the general welfare, education of the student body and/or the extracurricular activities of student clubs, groups and organizations.

The Business Administrator shall be responsible for the proper administration of the financial activities of the Student activities fund in accordance with state law and appropriate accounting practices and procedures. The Business Administrator is charged with establishing administrative regulations to carry out the provisions of this policy.

Student activity accounts are subject to auditing at any time by the Business Administrator or his/her designate.

Student fundraising activities must be for the support of the school mission. Fundraising will not be school sponsored unless it is approved by the Superintendent. All fundraising money must be deposited in the school activity accounts which shall be maintained according to standards and procedures established by the Superintendent or his/her designee, and these accounts shall be audited annually.

See Also Appendix JJF-R

1st Read: February 4, 2014

2nd Read:

Adopted:

Contoocook Valley School District Policy

MAINTENANCE AND CONTROL OF INSTRUCTIONAL MATERIALS

In an effort to reduce educational costs and to promote individual responsibility for public property, the Board shall establish the following policy:

1. All students shall be issued the necessary textbooks for their course work.
2. Adequate receipted records shall be kept on all textbooks issued to students and will indicate the condition of the book at the time it was issued (new, good, fair).
3. Students who fail to return issued textbooks are required to pay the cost of replacing them.
4. Students who attempt to return a book in such condition as would make it unusable to another student will be instructed to retain the textbook and will be charged for it.
5. Parents of students using textbooks shall be notified of the student's responsibility in caring for textbooks properly and of the parents' or guardians' responsibility in paying for any textbooks which are lost or appreciably damaged.

1st Board Reading: November 6, 2001
Adoption: December 4, 2001

WARRANT

THE STATE OF NEW HAMPSHIRE

To the Inhabitants of the Contoocook Valley School District consisting of the Towns of Antrim, Bennington, Dublin, Francestown, Greenfield, Hancock, Peterborough, Sharon, and Temple qualified to vote in District affairs:

You are hereby notified to meet at the **ConVal High School** at 184 Hancock Rd., (Route 202 North) in Peterborough on the **fifth day of February** next at **7 o'clock** in the evening for the first session of the Annual School District Meeting, and you are further notified to meet at the following places in the Town of your residence:

Antrim	Antrim Town Hall	8 a.m. – 7 p.m.
Bennington	Pierce Elementary School	8 a.m. – 7 p.m.
Dublin	Dublin Town Hall	8 a.m. – 7 p.m.
Francestown	Francestown Town Office	10 a.m. – 7 p.m.
Greenfield	Greenfield Town Hall	10 a.m. – 7 p.m.
Hancock	Hancock Town Office	8 a.m. – 7 p.m.
Peterborough	Peterborough Town House	8 a.m. – 7 p.m.
Sharon	Sharon Meeting House	11 a.m. – 7 p.m.
Temple	Temple Town Hall	10 a.m. – 7 p.m.

on the **eleventh day of March** next for the second session of the Meeting (polls will be open for voting at the second session) to act upon the following subjects:

1. Shall the Contoocook Valley School District raise and appropriate as a gross operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling \$45,793,510.00? Should this article be defeated, the default budget shall be \$45,022,549.00 which is the same as last year, with certain adjustments required by previous action of the Contoocook Valley School District or by law; or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised gross operating budget only. This operating budget warrant article does not include appropriations contained in any other warrant articles. (The ConVal School Board RECOMMENDS adoption of this article.)
2. Shall the Contoocook Valley School District raise and appropriate the sum of up to \$545,419.00 for the purpose of resurfacing and upgrading the ConVal High School parking lot and to authorize the use of \$300,000 from the Contoocook Valley School District Building Capital Reserve Fund created for this purpose. The balance of \$245,419 is to come from general taxation. (The ConVal School Board designates this article as a SPECIAL warrant article and RECOMMENDS adoption of this article.)
3. Shall the Contoocook Valley School District raise and appropriate the sum of up to \$265,350.00 for the purpose of resurfacing and upgrading of the track at ConVal High School and to authorize the use of \$185,000.00 from the Arthur N. Daniels Trust for Contoocook Valley Regional High School created for the purpose of improvements or additions to the athletic facilities. The balance of \$80,350 is to come from general taxation. (The ConVal School Board designates this article as a SPECIAL warrant article and RECOMMENDS adoption of this article.)
4. Shall the Contoocook Valley School District raise and appropriate the sum of up to \$150,000 for the purpose of resurfacing and upgrading the South Meadow School exit road and to authorize the use of \$50,000.00 from the Contoocook Valley School District Building Capital Reserve Fund created for this purpose. The balance of \$100,000 is to come from general taxation. (The ConVal School Board designates this article as a SPECIAL warrant article and RECOMMENDS adoption of this article.)

5. Shall the Contoocook Valley School District authorize the ConVal School Board to enter into a three year lease agreement for \$45,000.00 for the purpose of lease/purchasing a tractor for the Facilities Department, and to raise and appropriate the sum of \$15,000.00 for the first year's payment for that purpose. The lease agreement contains an escape clause. (The ConVal School Board RECOMMENDS adoption of this article).
6. Shall the Contoocook Valley School District raise and appropriate the sum of up to \$150,000 to be added to the Contoocook Valley School District Building Capital Reserve Fund, as previously established pursuant to the provisions of RSA 35:1-c, and authorize the transfer of such amount from the year-end undesignated fund balance available on July 1, 2014? (This amount represents up to \$150,000 from the June 30, 2014, general fund surplus.) (The ConVal School Board designates this article as a SPECIAL warrant article and RECOMMENDS adoption of this article.)
7. Shall the Contoocook Valley School District raise and appropriate the sum of up to \$100,000 to be added to the Special Education Trust Fund, as previously established pursuant to the provisions of RSA 198:20-c, and authorize the transfer of such amount from the undesignated fund balance available on July 1, 2014? (This amount represents up to \$100,000 from the June 30, 2014, general fund surplus.) (The ConVal School Board designates this article as a SPECIAL warrant article and RECOMMENDS adoption of this article.)
8. Shall the Contoocook Valley School District raise and appropriate the sum of up to \$50,000 to be added to the Health Insurance Maintenance Fund, as previously established pursuant to the provisions of RSA 198:20-c, and authorize the transfer of such amount from the undesignated fund balance available on July 1, 2014? (This amount represents up to \$50,000 from the June 30, 2014, general fund surplus.) (The ConVal School Board designates this article as a SPECIAL warrant article and RECOMMENDS adoption of this article.)
9. Shall the Contoocook Valley School District appoint the salaries of the School Board and fix the compensation of any other officers or agents of the District as follows: School Board Chair, \$1500; each member, \$1000; Treasurer, \$2,500; Moderator, \$300? (The ConVal School Board RECOMMENDS adoption of this article.)
10. Shall the Contoocook Valley School District accept the reports of Agents, Auditors, Committees, and Officers chosen?
11. To choose Contoocook Valley School District Officers as follows: Four (4) Members of the School Board; one (1) from the Town of Antrim for a term of three (3) years; one (1) from the Town of Frankestown for a term of three (3) years; one (1) from the Town of Peterborough for a term of three (3) years; one (1) from the Town of Sharon for a term of three (3) years.

Category: R

BOARD OFFICERS

1. At the first meeting of the School Board after the District Voting in March, the Board shall elect a Chairperson and a Vice-Chairperson. Candidates for Chairperson shall have served at least two years as a member of the Board. Candidates for Vice-Chairperson shall have served at least one year as a member of the Board.
2. Method of Election. Candidates for each office shall declare in writing their candidacy at the first Board meeting in February of each year. Each candidate shall have the opportunity to speak to their qualifications at the following meeting and answer questions from Board members.

In the event that Board members may be leaving the Board, the candidates to replace them shall be invited and encouraged to attend this meeting.

The election of the Chairperson and Vice-Chairperson shall be done by a roll-call vote at the first meeting of the School Board after the District Voting in March. A plurality of votes cast during this open roll-call vote will be sufficient to elect a candidate.

3. Term Limits.

The length of term for these offices shall be one year. A Board member may serve as either Chairperson or Vice-Chairperson, or four terms in a combination of these offices.

4. Duties.

The Chairperson shall preside at all meetings and shall not originate or second motions; however, the Chairperson shall have the right to vote on all matters before the Board. The Chairperson shall consult with the Superintendent on the preparation of the agenda for each meeting, shall call special meetings as needed, shall have authority to sign contracts and other instruments as approved by the Board in its name and on its behalf, and shall have such other powers and duties as the Board may determine.

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

5. Resignation of Chairperson.

In the event that a Chairperson shall resign or be otherwise unable to serve a full term, the Vice-Chairperson shall assume the role of Chairperson. The Board will decide whether to elect an interim Vice Chairperson. If so, the aforementioned election procedure will be followed.

Category: R

BOARD OFFICERS

(continued)

6. Other Officers.

Secretary

The Secretary of the School Board is hired by the Superintendent subject to approval by the Board. The Secretary shall be responsible for Board correspondence when directed by the Chairperson. The Secretary shall attend all board meetings and keep an accurate record of all proceedings which she/he shall sign.

She/He shall have custody of the record books and documents of the School Board, which are to be available for public inspection at all reasonable times. She/He shall be responsible to the Superintendent in performance of duties.

Legal References:

RSA 195:5, Cooperative School District Officers: School Board Powers & Duties

RSA 197:20, School Meetings & Officers: Clerk Duties

RSA 197:22, School Meetings & Officers: Treasurers Bond

RSA 197:23-a, School Meetings & Officers: Treasurers Duties

RSA 671:23, School District Elections: Warrant

RSA 671:6, School District Elections: Other Officers

RSA 671:31, School District Elections: Reports by Clerk

1st Read: November 16, 2010

2nd Read: December 21, 2010

Adoption: December 21, 2010

Amended: May 3, 2011

Category: R

POLICY ADOPTION

Except for policy actions to be taken on emergency measures, the adoption of School Board policies should follow this sequence which will take place at least at two regular or special meetings of the School Board:

1. Announcement and publication of proposed new or revised policies as an item of information.
2. Opportunity offered to concerned groups or individuals to react to policy proposals.
3. Discussion and final action by the Board on policy proposals.

The final vote to adopt or not to adopt should follow by at least two weeks from the meeting at which policy proposals are first placed on the agenda.

1. Prior to enactment, all policy proposals shall be titled and coded as appropriate to subject and in conformance with the codification system used in the Board policy manual.
2. Insofar as possible, each policy statement shall be limited to one subject.
3. Policies and amendments adopted by the Board shall be attached to and made a part of the minutes of the meeting at which they are adopted and shall also be included in the policy manual of the District marked with the date of adoption and/or amendment.
4. Policies and amendments to policies shall be effective immediately upon adoption unless a specific effective date is provided in the adopted resolution.

Emergency Procedure

On matters of unusual urgency, the Board may waive the two-week limitation and take immediate action to adopt new or revise existing policies. When such immediate action is necessary, the Superintendent shall inform concerned groups or individuals about the reasons for this necessity.

1st Read: February 19, 2013

2nd Read: March 5, 2013

Adopted: March 5, 2013