

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

**CONTOOCCOOK VALLEY SCHOOL BOARD**

**Tuesday, January 7, 2014**

**School Board Meeting**

**7:00 p.m.**

**SAU #1 Board Room**

1. **Call to Order and Pledge of Allegiance**
2. **Minutes (Board Vote Required)**
  - a. **December 3, 2013** (pg. 1-4)
3. **Points of Pride**
4. **Public Comment**
5. **Consent Agenda**
  - a. **Personnel** (pg. 5-6)
6. **Superintendent's Report and Presentation of Business**
  - a. **January 1, 2014 Enrollment** (pg. 7-10)
  - b. **Monthly Events Calendar** (pg. 11-12)
  - c. **Accept Gift/Donation (Board Vote Required)** (pg. 13-14)
    - 1) Peterborough Elementary School requests the authorization to accept a gift/donation totaling \$500.00 from Mr. Mike's Mobil and the Exxon Mobil Alliance Program, Peterborough, NH, for the purpose of supporting Mathematics and/or Science.
    - 2) Great Brook School requests the authorization to accept a gift/donation totaling \$500.00 from Holly and Fletcher Wilson for the purpose of funding a student for the Washington, D.C. trip.
7. **Reports**
  - a. **Student Representative** – Zach Letourneau
  - b. **Teacher Representative** – Gil Morris
  - c. **Budget & Property Committee** – Matthew Craig
  - d. **District Study Committee** – Rich Cahoon
8. **Old Business**
  - a. **Expenditure Report** – M. Alese (pg. 15-18)
  - b. **Grants Report** – M. Alese (pg. 19)
  - c. **Budget +/- Report** – M. Alese (pg. 20)
  - d. **2014/2015 Budget Update**
  - e. **2<sup>nd</sup> Read/Adoption Policies (School Board Vote Required)**
    - IGD: Curriculum Adoption – Rescind old IFD (pg. 21-22)
    - IHBBA: Student Evaluations: Specific Learning Disability (pg. 23)
9. **New Business**
  - a. **Rescind Policies (School Board Vote Required)**
    - JFBB: Student Activities, Organizations, Performances --- old, incorporated into JJA (pg. 24)
  - b. **Amended Policies (School Board Vote Required)**
    - EH: Public Use of School Records (pg. 25)
    - GBEF: Acceptable Use Policy: Staff (pg. 26-28)
    - IJ: Instructional Materials Adoption (also included it the new IJ-R & IGD-R) (pg. 29-33)
  - c. **1<sup>st</sup> Reads**
    - AFB: Evaluation of the Superintendent and Goal Setting (pg. 34)
    - CBI: Evaluation of the Superintendent and Goal Setting (also included in the new CBI-R) (pg. 35-36)
    - EGAD: Copyright Compliance (pg. 37)

*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.*

IGBB: Programs for Gifted Students --- This policy was submitted for a rescind but pulled. It has been edited and is now being submitted for a 1<sup>st</sup> Read. (pg. 38)

**10. Approval of Manifests (Board Vote Required)**

**11. Non-Public Session: RSA 91-A:3,II**

**a. Personnel**

**Upcoming Meetings:**

Wellness Committee – Wed., January 8<sup>th</sup> @ 6:00 p.m. @ SAU

Selectmen's Advisory Committee – Thurs., January 9<sup>th</sup> @ 7:00 p.m. @ SAU

Budget Hearing – Proposed 2014/2015 Budget – Tues., January 14<sup>th</sup> at 6:00 p.m. @ SAU

School Board Meeting – Tues., January 21<sup>st</sup> @ 7:00 p.m. @ SAU

Policy Committee – Tues., January 28<sup>th</sup> @ 6:30 p.m. @ SAU

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

**CONTOOCOOK VALLEY SCHOOL BOARD**

**School Board Meeting**

**Tuesday, December 3, 2013**

**SAU #1  
Board Room  
7:00 p.m.**

**BOARD**

Stewart Brock, Rich Cahoon,  
Matthew Craig, Butch Estey,  
Jon Ingram, David Martz,  
Pierce Rigrod, Crista Salamy,  
Myron Steere, Erik Thibault (7:11),  
Fiona Tibbetts (7:08)

**ADMINISTRATION**

Dr. Brendan Minnihan, Supt.  
Kimberly Saunders, Asst. Supt.  
Marian Alese, B.A.  
Tim Markley, H.R.  
Dr. Rick Matte, Student Services  
Anne O'Bryant, SMS  
Kelly Parker, SMS  
Brian Pickering, CVHS  
Gib West, CVHS  
Mark Swasey, CVHS  
Ben Loi, PES  
Noreen McAloon, FES/GES/HES  
Ann Allwarden, AES/Pierce

**1. Call to Order and Pledge of Allegiance**

Butch Estey called the meeting to order at 7:00 p.m. The Pledge of Allegiance was recited.

**2. Minutes (Board Vote Required)**

**a. November 19, 2013**

Myron Steere moved to accept the minutes of November 19, 2013. Matthew Craig second.

Rich Cahoon amended the minutes to reflect that a discussion took place about purchasing under the District Study Committee report out.

Crista Salamy abstained. All else in favor as amended. Motion carried.

**3. Chairman's Recognition Award**

Butch Estey recognized Ann Henry, SMS Teacher, Sherry Nixon, CVHS Administrative Assistant to Principal Pickering, and Ann Allwarden, Antrim Elementary School and Pierce School Principal for the School Board Chairman's Award.

**4. Points of Pride**

**GES**

Rachel Lunan Hill, GES Grade 3 Teacher, has been awarded the 2014 Conservation Teacher of the Year by the Hillsborough County Conservation District!

**SMS**

Kelly Parker has been recognized as a finalist for the Assistant Principal of the Year Award.

**CVHS**

ConVal School to Work Coordinator Mary Lou O'Neil was honored as a New Hampshire Scholars Champion for her work business/education partnerships.

**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.*

Mary Lou was recognized for her work with placing students in internships and job shadowing opportunities; for her ability to make connections with local business partners; for her role as student mentor for recipients of the ConVal Community Scholarship Foundation Dollars for Scholars scholarships; and for her work with school to career advisory teams. Mary Lou provides students with an opportunity to test-drive careers and discover what a particular career is like and the skills and training needed to be successful.

Mary Lou was presented with this award by Scott Power, Director of New Hampshire Scholars, and Dr. Virginia Barry, New Hampshire Commissioner of Education. The Breakfast ceremony took place at Southern New Hampshire University.

## **5. Public Comment**

None.

## **6. Consent Agenda**

### **a. Personnel**

Tim Markley referenced the notice of retirement of Nancy Blair in 2015 as well as Carol Ripley.

**Myron Steere moved to approve the retirement notifications. Matthew Craig second. Unanimous.**

## **7. Superintendent's Report and Presentation of Business**

### **a. December 1<sup>st</sup> Enrollment**

Tim Markley referenced December 1<sup>st</sup> enrollment and enrollment projections which are continually monitored. Hancock will be monitored as a result of projected small class sizes.

### **b. Monthly Events Calendar**

Education Committee will meet on Monday, December 9<sup>th</sup> at 6:00 p.m. at the SAU.

Wellness Committee will not meet on December 4<sup>th</sup> but will meet on January 8<sup>th</sup> at 6:00 p.m. at the SAU.

The date for the Public Hearing on the ConVal School District proposed budget was scheduled for January 14, 2014 at 6:00 p.m. at the SAU.

The District Study Committee will meet on Thursday, January 16<sup>th</sup> at 7:00 p.m. at the SAU.

### **c. Community College Presentation – Dr. Lucille Jordan/Angela Roberge**

Dr. Lucille Jordan and Angela Roberge were present from the Community College System to share information. Ms. Roberge shared statistics on college enrollment, its accessibility and affordability, transferability of credits, and level of quality education.

Dr. Jordan said that often, a student is accepted to college but never matriculates for one reason or another. Community College is an option for students who are also not quite ready for a four year college. Many students move on to excellent four year schools after two years as well; transferring is seamless. Community College is open access; students with average grades are often very successful in community colleges. The benefits of attending the Community College were shared.

## **8. Reports**

### **a. Student Representative- Zach Letourneau**

Zach Letourneau, CVHS Student, reported that Mrs. Carne's philosophy class is deliberating words to use to recognize compassion and encouragement. The Grab N Go breakfast is positive so far. Mr. Letourneau encouraged those present to wear their worst sweater for "Bad Sweater" day.

### **b. Teacher Representative- Gil Morris**

None.

### **c. Selectmen's Advisory Committee – Rich Cahoon**

Rich Cahoon reported that discussion included budget projections and process questions

## **9. Old Business**

### **a. 2nd Read/Adoption Policies (School Board Vote Required)**

ECAF: Audio and video surveillance on School Buses

**Myron Steere moved to adopt ECAF as read. Stewart Brock second. Unanimous.**

IHBG: Home Education Instruction

**Myron Steere moved to adopt IHBG. Stewart Brock second.**

An amendment to add "Or designee" will be added everywhere after it says "Superintendent".

**Unanimous in favor of amendment. Unanimous to adopt as amended. Motion carried.**

IMC: Controversial Speakers and Programs (rescind INB & INC)

**Myron Steere moved to adopt policy IMC. Stewart Brock second. Unanimous.**

**Myron Steere moved to rescind INB & INC which are replaced by IMC. Stewart Brock second. Unanimous.**

IMDA: Patriotic Exercises (rescind IND, INDA, & INDB)

**Myron Steere moved to adopt policy IMDA. Stewart Brock second. Unanimous.**

**Myron moved to rescind IND, INDA, & INDB. Stewart Brock second. Unanimous.**

JJA: Student Activities & Organizations (rescind IGDA & IGDD)

**Myron Steere moved to adopt policy JJA. Stewart Brock second.**

Matthew Craig asked what the eligibility requirements are concerning sports participation. It was agreed that they would be provided at the next meeting.

Discussion took place about co-curricular and extra-curricular activities and the difference.

**Unanimous.**

**Myron Steere moved to adjourn IGDA & IGDD. Stewart Brock second. Unanimous.**

JICE: Student Publications (rescind IGDB)

**Myron Steere moved to adopt policy JICE. Stewart Brock second. Unanimous.**

**Myron Steere moved to rescind policy IGDB. Stewart Brock second. Unanimous.**

**David Martz amended the policy to insert the words “..included but not limited to..” in the first sentence after the word “publications” and t also remove the words “such as” before annual yearbooks. Stewart Brock second. Unanimous as amended.**

**Rich Cahoon opposed on main motion. All else in favor. Motion carried.**

**Myron Steere moved to rescind policy IGDB. Stewart Brock second. Unanimous.**

#### **b. Camp Quest discussion**

Mr. Estey referenced the Rotary presentation shared at the last School Board meeting on Camp Quest. He asked for comments or questions.

Myron Steere said that it sounds like a good program but he had concern with where the money would come from.

Matthew Craig agreed and shared concerns with where the money would come from; he wanted to consider trade-offs.

Rich Cahoon felt that the program was strong but expressed concern as well about financing the program.

Fiona Tibbetts agreed.

Butch Estey asked Andy Peterson about providing an answer after a School Board vote at the upcoming budget meeting this Thursday. Mr. Peterson said that was reasonable. Mr. Peterson thanked the Board for their consideration. He also reported that \$16,000-\$17,000 in financial commitments so far for the Rotary portion. He would like to move forward with fundraising this month in the current tax year.

#### **c. Unified Sports – Brian Pickering**

Brian Pickering said that he would like to conduct a signup opportunity over the next two weeks for Unified Basketball. At the end of two weeks they would know if they had a roster. If so, a volunteer coach would be recruited. This would be a co-curricular club with no funding. If adopted as an official sport, the Board has a policy on this. After three years as an unofficial sport, the district would then pick it up if it is successful. Mr. Pickering recommended these steps.

### **10. New Business**

#### **a. Theater Committee presentation – Brian Pickering**

Brian Pickering said that a group has gathered that are interested in a fundraising campaign; separate from any commitments to the budget or any obligations to taxpayers to pursue a campaign to generate funds to someday put a theatre on the CVHS campus. ConVal thrives in the arts. We are short facilities. Mr. Pickering asked that the Board consider giving the okay to this effort.

Elizabeth Marble, parent of a 10<sup>th</sup> grade student, and Rob Eichler, parent of two former ConVal students, was present to share information about the proposal. They shared their mission statement, the impact of a theater on students and how theater skills transfer into real world problem solving skills. Mr. Eichler shared reasons why the LHT is limited for theater use; it was originally designed as a lecture hall.

ConVal currently has 22% capacity in LHT to student population. Statistics were shared against other high schools. Opportunities for a new space were shared. Board members were asked to think about how members of their town could utilize a new facility. Ways that this proposed space could be creatively financed were shared. They included corporate sponsorships, individual donations, grants, kick starter, bricks and seats campaign, and usage fees. Approval of the proposed location as well as approval to fundraise was asked.

The location is as you walk in the front door of CVHS it would be straight through the glass hall.

Brian Pickering shared that there are many factors to consider when estimating the cost; it expected to be from 3 to 11 million dollars. The cost of the project would include architectural fees.

Matthew Craig said that it appears that this is well thought out and a plan is in place; he said that it is a great idea. Stewart Brock agreed and said that it is time for theater and performing arts. Mr. Brock asked about individual and corporate donors; is anything lined up. Ms. Marble said that they have not yet approached potential donors without the go ahead of the Board.

Discussion took place about costs that might be required down the road for maintaining the facility within the ConVal budget.

Rich Cahoon asked if consideration was given for this arts center to be self standing rather than a part of the high school. Mr. Pickering shared a report underway about collaboration between a community group and that with the school. Recommendations by an outside consultant will be forthcoming.

Jon Ingram spoke about organizations that can come in and measure sponsorship capacity before moving forward with the project.

**Myron Steere moved to pursue funding for an arts center and temporarily agree with the sight. Matthew Craig second. Unanimous.**

#### **b. Research Proposal**

Kimberly Saunders shared information on a research proposal.

Discussion about affirmative notification to parents took place. Kimberly Saunders said that individual student data would not be shared. The information that would be shared is already public data. Teacher participation is anonymous and voluntary.

**Stewart Brock moved to accept the proposed research project as described. Myron Steere second. Unanimous.**

#### **11. Approval of Manifests (Board Vote Required)**

Marian Alese certified that manifests 41 through 44 totaling \$479,837.57 and Payroll 11,111,112 totaling \$1,796,168.00 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.**

#### **12. Non-Public Session: RSA 91-A:3,II**

**Erik Thibault moved to enter into non-public session for purposes of personnel under RSA 91-A:3,II at 8:30 p.m. Unanimous on a roll call vote.**

A five minute break was called as well.

**Stewart Brock moved to exit non-public session at 9:08 p.m. Matthew Craig second. Unanimous.**

**Myron Steere moved to seal the minutes of negotiations for five years and the minutes of personnel for 10 years. Stewart Brock second.** Discussion took place about the years sealed.

**An amendment to seal the minutes for 10 years each for both negotiations and personnel was made. Unanimous on the amendment.**

**Rich Cahoon was opposed to sealing the minutes for 10 years for both matters. All else in favor. Motion carried.**

**Motion to adjourn at 9:11 p.m. Second. Unanimous.**

Respectfully submitted,

Brenda Marschok

OFFICE OF THE SUPERINTENDENT OF SCHOOLS  
Peterborough, New Hampshire

CONTOOCOOK VALLEY SCHOOL DISTRICT

January 7, 2014  
Personnel Agenda

Retirements – June 2015:

**GBS**

Kathleen Bigford  
Barbara Black

Grade 7 Teacher  
Grade 5 Teacher

## NOTICE OF CO-CURRICULAR POSITIONS

### GBS

Cameron Fisk	Baseball Coach	\$2,285.95
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### CVHS

Leslie Foster	Special Olympics - Fall	\$982.50
Leslie Foster	Special Olympics - Spring	\$982.50
Leslie Foster	Special Olympics - Winter	\$982.50
Arthur Lafleur	Special Olympics - Spring	\$982.50
Arthur Lafleur	Special Olympics - Winter	\$982.50
Jessica Weeks	Basketball - Girls JV	\$2,711.70



Grade	Total	148	161	152	149	171	781	
<b>SCHOOL</b>	<b>12,23.13</b>						<b>Total</b>	
AES	# of Students	Kindergarten	1st Grade	2nd Grade	3rd Grade	4th Grade	Total	
	# of Sections	30	29	26	19	30	134	
	Teacher	2	2	2	1	2	9	
	Ratio	Teacher	Teacher	Teacher	Teacher	Teacher		
		15.0	14.5	13.0	19.0	15.0		
BES	# of Students	Kindergarten	1st Grade	2nd Grade	3rd & 4th Grade		58	
	# of Sections	16	16	8	8 + 10 = 18			
	Teacher	1	1	1	1		4	
	Ratio	Teacher	Teacher	Teacher	Teacher			
		16.0	16.0	8.0	18.0			
DCS	# of Students	Kindergarten & 1st	1st & 2nd Grade		3rd & 4th Grade	4th & 5th Grade	71	
	# of Sections	14 + 6 = 20	9 + 10 = 19		7 + 8 = 15	8 + 9 = 17		
	Teacher	1	1		1	1	4	
	Para	Teacher	Teacher		Teacher	Teacher		
	Ratio	Para	Teacher		Teacher	Para*		
		20.0	19.0		15.0	17.0		
FES	# of Students	Kindergarten	1st Grade	2nd Grade	3rd & 4th Grade		67	
	# of Sections	15	19	12	6 + 15 = 21			
	Teacher	1	1	1	1		4	
	Para	Teacher	Teacher	Teacher	Teacher			
	Ratio	Teacher	Para		Teacher			
		15.0	19.0	12.0	21.0			
GES	# of Students	Kindergarten	1st Grade	2nd Grade	3rd Grade	4th Grade	85	
	# of Sections	14	15	20	18	18		
	Teacher	1	1	1	1	1	5	
	Ratio	Teacher	Teacher	Teacher	Teacher	Teacher		
		14.0	15.0	20.0	18.0	18.0		
HES	# of Students	Kindergarten	1st Grade	2nd Grade	3rd Grade	4th Grade	66	
	# of Sections	10	11	13	19	13		
	Teacher	1	1	1	1	1	5	
	Ratio	Teacher	Teacher	Teacher	Teacher	Teacher		
		10.0	11.0	13.0	19.0	13.0		
PES	# of Students	Kindergarten	1st Grade	2nd Grade	3rd Grade	4th Grade	248	
	# of Sections	43	41	56	54	54		
	Teacher	3	3	3	3	3	15	
	Ratio	Teacher	Teacher	Teacher	Teacher	Teacher		
		14.3	13.7	18.7	18.0	18.0		
TES	# of Students	Kindergarten & 1st	1st & 2nd Grade		3rd Grade	4th Grade	61	
	# of Sections	6 + 7 = 13	8 + 7 = 15		18	15		
	Teacher	1	1		1	1	4	
	Para	Teacher	Teacher		Teacher	Teacher		
	Ratio	Teacher	Para		Teacher	Para*		
		13.0	15.0		18.0	15.0		
* Teaching Principal para							Total Elementary Students K-4	781
Enrollment numbers may include tuitioned-in student							Total Students K-5	790

SCHOOL	12.23.13	Grade 5 4th & 5th Grade 8 + 9 = 17	Grade 6	Grade 7	Grade 8	Total	FTE Teachers
DCS	# of Students	1				9	1
	# of Sections	1					
	Teacher	Teacher					
	Para	Para*					
	Ratio	17					
GBS	# of Students	65	62	59	74	260	13
	# of Sections	3	3	3	4		
	Teacher	Teacher	Teacher	Teacher	Teacher		
	Teacher	Teacher	Teacher	Teacher	Teacher		
	Teacher	Teacher	Teacher	Teacher	Teacher		
	Ratio	21.7	20.7	19.7	18.5		
SMS	# of Students	88	106	102	123	419	20
	# of Sections	4	5	5	6		
	Teacher	Teacher	Teacher	Teacher	Teacher		
	Teacher	Teacher	Teacher	Teacher	Teacher		
	Teacher	Teacher	Teacher	Teacher	Teacher		
	Teacher	Teacher	Teacher	Teacher	Teacher		
	Teacher	Teacher	Teacher	Teacher	Teacher		
	Ratio	22.0	21.2	20.4	20.5		
	Total Students	162	168	161	197	688	33
CVHS	Grade	9	10	11	12		
	Teachers	214	219	205	230	868	
		14	14	14	14		
					K to 4	781	50.0
				5-8	688	33	
				9-12	868	56	
				Total 2013-14	2337	139.0	
				2012-13	2342		
				2011-12	2434		
				2010-11	2534		
				2009-10	2755		
				2008-09	2855		
				2007-08	2969		
				2006-07	3104		

Enrollment numbers may include tuitioned-in students

Grade	Total	148	148	148	161	152	ISI	760	FTE Teachers
<b>SCHOOL</b>	<b>12.23.13</b>							<b>Total</b>	
AES	# of Students	Kindergarten	30	1st Grade	29	3rd Grade	4th Grade	134	
	# of Sections	Teacher	2	Teacher	2	Teacher	Teacher		9
	Teacher	Teacher		Teacher		Teacher			
	Ratio	Kindergarten	15.0	15.0	14.5	13.0	19.0		
BES	# of Students	16	1st Grade	16	2nd Grade	3rd & 4th Grade		66	4
	# of Sections	1	Teacher	1	Teacher	8 + 10 = 18			
	Teacher	Teacher		Teacher		Teacher			
	Ratio	16.0	16.0	16.0	16.0	18.0			
DCS	# of Students	Kindergarten	14	1st Grade	15	3rd & 4th Grade	5th Grade	68	5 (+1)
	# of Sections	1	14	14	1	10 + 7 = 17	8		
	Teacher	Teacher	Teacher	Teacher	Teacher	Teacher	Teacher		
	Para	(-1)					Para*		
	Ratio	14.0	14.0	15.0	15.0	17.0	8.0		
FES	# of Students	Kindergarten	15	1st Grade	19	3rd & 4th Grade		67	4
	# of Sections	1	15	15	1	12 + 6 = 18			
	Teacher	Teacher	Teacher	Teacher	Teacher	Teacher			
	Para				Para				
	Ratio	15.0	15.0	19.0	19.0	18.0			
GES	# of Students	Kindergarten	14	1st Grade	15	3rd Grade	4th Grade	81	5
	# of Sections	1	14	14	1	20	18		
	Teacher	Teacher	Teacher	Teacher	Teacher	Teacher	Teacher		
	Ratio	14.0	14.0	15.0	15.0	20.0	18.0		
HES	# of Students	Kindergarten	10	1st Grade	11	3rd Grade	4th Grade	63	5
	# of Sections	1	10	10	1	13	19		
	Teacher	Teacher	Teacher	Teacher	Teacher	Teacher	Teacher		
	Ratio	10.0	10.0	11.0	11.0	13.0	19.0		
PES	# of Students	Kindergarten	43	1st Grade	41	3rd Grade	4th Grade	237	15
	# of Sections	3	3	3	3	56	54		
	Teacher	Teacher	Teacher	Teacher	Teacher	Teacher	Teacher		
	Teacher	Teacher	Teacher	Teacher	Teacher	Teacher	Teacher		
	Teacher	Teacher	Teacher	Teacher	Teacher	Teacher	Teacher		
	Ratio	14.3	14.3	13.7	13.7	18.7	18.0		
TES	# of Students	Kindergarten & 1st	6 + 6 = 12	2nd Grade	15	3rd & 4th Grade		52	3 (-1)
	# of Sections	1	6 + 6 = 12	15	1	7 + 18 = 25			
	Teacher	Teacher	Teacher	Teacher	Teacher	Teacher			
	Para				Para				
	Ratio	12.0	12.0	15.0	15.0	25.0			
* Teaching Principal para									
								Total Students K-5	768
								Total Elementary Students K-4	760

Enrollment numbers may include tuitioned-in student

SCHOOL	12.23.13	Grade 5 5th Grade	Grade 6	Grade 7	Grade 8	Total	FTE Teachers
DCS	# of Students	8				8	
	# of Sections	1					1
	Teacher	Teacher					
	Para	Para*					
	Ratio	8					
GBS	# of Students	68	65	62	59	254	
	# of Sections	3	3	3	3		12 (-1)
	Teacher	Teacher	Teacher	Teacher	Teacher		
	Teacher	Teacher	Teacher	Teacher	Teacher		
	Ratio	22.7	21.7	20.7	19.7		
SMS	# of Students	87	97	106	102	392	
	# of Sections	4	5	5	5		19 (-1)
	Teacher	Teacher	Teacher	Teacher	Teacher		
	Teacher	Teacher	Teacher	Teacher	Teacher		
	Ratio	21.8	19.4	21.2	20.4		
	<b>Total Students</b>	163	162	168	161	654	31 (-2)
CVHS	<b>Grade</b>	9	10	11	12		
	<b>Teachers</b>	197	214	219	205	835	
		14	14	14	14		
					K to 4	760	50
				5-8	654	31	
				9-12	835	56	
				<b>Total 2014-15</b>	<b>2249</b>	<b>137.0</b>	
				2013-14	2337		
				2012-13	2342		
				2011-12	2434		
				2010-11	2534		
				2009-10	2755		
				2008-09	2855		
				2007-08	2969		
				2006-07	3104		

Enrollment numbers may include tuitioned-in students

# January 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			<u>Holiday Recess</u>			
5	6	7 <u>School Board Meeting</u> 07:00 PM @ SAU Board Room	8 <u>Wellness Committee Meeting</u> 06:00 PM @ SAU Board Room	9 <u>Selectmen's Advisory Committee</u> 07:00 PM SAU Boardroom	10	11
12	13	14 <u>Public Budget Hearing</u> 06:00 PM @ SAU Board Room	15	16 <u>District Study Committee</u> 07:00 PM @ SAU Board Room	17	18
19	20 <u>Martin Luther King Jr. Day - NO SCHOOL</u>	21 <u>School Board Meeting</u> 07:00 PM @ SAU Board Room	22	23	24	25
26	27	28 <u>Policy Committee Meeting</u> 06:30 PM @ SAU Board Room	29	30	31	

# February 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4 <u>School Board Meeting</u> 07:00 PM @ SAU Board Room	5 <u>Deliberative Session</u> <u>(District Meeting, Part I)</u> 07:00 PM CVHS Gym	6	7	8
9	10	11	12	13	14	15
16	17	18 <u>School Board Meeting</u> 07:00 PM @ Francetown Elementary School	19	20	21	22
23	24 <u>Winter Recess</u>	25 <u>Winter Recess</u>	26 <u>Winter Recess</u>	27 <u>Winter Recess</u>	28 <u>Winter Recess</u>	
		<u>Policy Committee Meeting</u> 06:30 PM				

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](mailto:bminnihan@conval.edu)

Kimberly Saunders  
Assistant Superintendent of Schools  
[ksaunders@conval.edu](mailto:ksaunders@conval.edu)

TO: Contoocook Valley School Board  
FROM: Benjamin Loi  
DATE: 12/17/13  
RE: REQUEST TO ACCEPT A GIFT OR DONATION

The Peterborough Elementary School requests authorization to accept from:

Name/Address: Mr. Mike's Mobil + the Exxon Mobil Alliance Program, 113 Grove St., Peterborough, NH 03458

the following gift/donation of: Five Hundred Dollars valued at \$ 500.00

for the purpose of: supporting Mathematics and/or Science

Benjamin Loi  
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](mailto:bminnihan@conval.edu)

Kimberly Saunders  
Assistant Superintendent of Schools  
[ksaunders@conval.edu](mailto:ksaunders@conval.edu)

TO: Contoocook Valley School Board  
FROM: Jim Elder  
DATE: 12/16/13  
RE: REQUEST TO ACCEPT A GIFT OR DONATION

The GBS School requests authorization to accept from:

Name/Address: Holly W Fletch Wilson

the following gift/donation of: 2 check valued at \$ 500.00

for the purpose of: Funding a student for Washington D.C.  
trip

  
Teaching/Supervising Principal's Signature

.....  
SAU OFFICE USE ONLY: Date Received \_\_\_\_\_

Date Approved by School Board \_\_\_\_\_

Date Not Approved by School Board/Reason: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



**Board Briefs**  
**December 17, 2013**

**November 2013 Expense Report**

This report reflects expenses, encumbrances, and transfers through November 30, 2013.

Note that both the Athletic positions have been filled.

Line 41 reflects an estimate for transportation charges due to placements, an extra bus (Temporary?), and vocational transportation.

**Grants November 2013**

Reflects all grant expenses and encumbrances through November. Project 40002 is an estimate; we have not yet received final approval from the DOE.

**November +/- Report**

Reflects the estimated additional expenses for transportation. We have hired an a new para at AES – that will be reflected in the December report.

# 2013-2014 Expense Report

30-Nov-13

Account Number	Description	2013-2013 Budget	2013-2014 Transfers	2013-2014 Adjusted Budget	2013-2014 Expense	2013-2014 Encumbered	Balance	Account Notes
1	21.000.0000.00.110 REGULAR SALARIES	\$13,372,387.00	-\$123,500.00	\$13,248,887.00	\$3,660,709.85	\$9,228,282.85	\$359,884.30	2.72%
2	21.000.0000.00.111 PARA SALARIES	\$2,055,404.00	\$59,000.00	\$2,114,404.00	\$614,943.97	\$1,486,072.07	\$13,387.96	0.63%
3	21.000.0000.00.112 ADMIN ASSIST SALARIES	\$1,039,298.00	\$25,500.00	\$1,064,798.00	\$404,744.12	\$660,034.49	\$19.39	0.00% Position Filled
4	21.000.0000.00.113 CUSTODIAL/MAINTEN SALARIES	\$746,569.00		\$746,569.00	\$337,960.83	\$406,080.05	\$2,528.12	0.34%
5	21.000.0000.00.114 ADMINISTRATOR SALARIES	\$2,049,493.00	\$39,000.00	\$2,088,493.00	\$839,455.99	\$1,243,400.42	\$5,636.59	0.27% Position Filled
6	21.000.0000.00.115 DEPARTMENT HEADS	\$40,500.00		\$40,500.00	\$10,904.04	\$29,595.96	\$0.00	0.00%
7	21.000.0000.00.119 SUPPORT SERVICES	\$572,079.00	-\$65,000.00	\$507,079.00	\$178,584.07	\$304,207.94	\$24,286.99	4.79%
8	21.000.0000.00.120 TEMPORARY SALARIES	\$790,492.00		\$790,492.00	\$216,824.89	\$212,244.16	\$361,422.95	45.72%
9	21.000.0000.00.130 OVERTIME	\$34,000.00		\$34,000.00	\$18,760.62	\$2,127.74	\$13,111.64	38.56%
10								
11	21.000.0000.00.211 HEALTH INSURANCE	\$7,046,745.00		\$7,046,745.00	\$3,172,296.73	\$3,696,338.00	\$178,110.27	2.53%
12	21.000.0000.00.212 DENTAL INSURANCE	\$224,240.00		\$224,240.00	\$129,710.00	\$95,749.14	-\$1,219.14	-0.54%
13	21.000.0000.00.213 LIFE INSURANCE	\$51,691.00		\$51,691.00	\$20,251.00	\$31,440.00	\$0.00	0.00%
14	21.000.0000.00.214 LONG TERM DISABILITY	\$39,195.00		\$39,195.00	\$16,588.58	\$22,606.00	\$0.42	0.00%
15	21.000.0000.00.220 FICA	\$1,560,134.00		\$1,560,134.00	\$470,977.75	\$1,003,659.16	\$105,497.09	6.68%
16	21.000.0000.00.231 NON-TEACH RETIRE	\$569,484.00		\$569,484.00	\$206,356.88	\$357,857.84	\$5,269.28	0.93%
17	21.000.0000.00.232 TEACHER RETIRE	\$2,174,764.00		\$2,174,764.00	\$588,758.29	\$1,395,932.33	\$190,073.38	8.74%
18	21.000.0000.00.260 UNEMPLOYMENT	\$60,000.00		\$60,000.00	\$33,211.00	\$28,789.00	-\$2,000.00	-3.33%
19	21.000.0000.00.270 ADMIN ANNUITY	\$36,897.00		\$36,897.00	\$13,860.00	\$23,037.00	\$23,037.00	62.44%
20								
21	21.000.0000.00.320 PRESENTERS	\$17,600.00		\$17,600.00	\$722.50	\$700.00	\$16,177.50	91.92%
22	21.000.0000.00.322 STAFF SERVICES	\$145,000.00		\$145,000.00	\$111,978.99	\$33,021.01	\$33,021.01	22.77%
23	21.000.0000.00.323 PUPIL SERVICES	\$79,610.00		\$79,610.00	\$21,126.61	\$44,002.39	\$14,481.00	18.19%
24	21.000.0000.00.330 PURCHASED/PROF	\$863,597.00		\$863,597.00	\$397,611.78	\$411,244.02	\$54,741.20	6.34%
25	21.000.0000.00.340 STATISTICAL SERVICES	\$47,000.00		\$47,000.00			\$47,000.00	100.00%
26	21.000.0000.00.380 SCHOOL BOARD SERVICES	\$161,000.00		\$161,000.00	\$47,330.53	\$62,292.14	\$51,377.33	31.91%
27								
28	21.000.0000.00.411 WATER/SEWER	\$57,000.00		\$57,000.00	\$12,927.13	\$44,043.65	\$29.22	0.05%
29	21.000.0000.00.421 DISPOSAL	\$54,000.00		\$54,000.00	\$13,222.75	\$23,636.50	\$17,140.75	31.74%

# 2013-2014 Expense Report

30-Nov-13

Account Number	Description	2013-2013 Budget	2013-2014 Transfers	2013-2014 Adjusted Budget	2013-2014 Expense	2013-2014 Encumbered	Balance	Account Notes
30	21 000 0000.00.422 SNOW PLOWING	\$100,600.00		\$100,600.00			\$100,600.00	100.00%
31	21 000 0000.00.430 REPAIR/MAINT	\$492,173.00	\$466,000.00	\$958,173.00	\$799,270.22	\$159,196.50	-\$293.72	-0.03% PY Encumbrances
32	21 000 0000.00.431 STRUCTURAL REPAIRS	\$120,800.00		\$120,800.00	\$63,720.43	\$25,132.06	\$31,947.51	26.45%
33	21 000 0000.00.432 ELECTRICAL REPAIRS	\$73,600.00		\$73,600.00	\$60,359.13		\$13,240.87	17.99%
34	21 000 0000.00.433 MECHANICAL REPAIRS	\$116,500.00		\$116,500.00	\$30,819.93		\$85,680.07	73.55%
35	21 000 0000.00.434 HVAC REPAIRS	\$179,100.00		\$179,100.00	\$156,680.25	\$22,427.05	-\$7.30	0.00%
36	21 000 0000.00.440 BUILDING RENTAL	\$2,500.00		\$2,500.00	\$770.00		\$1,730.00	69.20%
37	21 000 0000.00.442 EQUIPMENT RENTAL	\$3,100.00		\$3,100.00			\$3,100.00	100.00%
38	21 000 0000.00.450 RENTAL	\$4,000.00		\$4,000.00	\$4,631.00		-\$631.00	-15.78%
39								
40	21 000 0000.00.510 FIELD TRIP ATHLETIC	\$206,292.00		\$206,292.00	\$55,617.29	\$96,875.39	\$53,799.32	26.08%
41	21 000 0000.00.519 PUPIL TRANSPORTATION	\$1,915,490.00		\$1,915,490.00	\$459,689.33	\$1,585,060.63	-\$129,259.96	-6.75% Spec Ed, Voc Ed, & Extra
42								
43	21 000 0000.00.520 INSURANCE	\$190,000.00		\$190,000.00	\$182,271.00		\$7,729.00	4.07%
44	21 000 0000.00.530 TELEPHONE /WEB ACCESS	\$149,000.00		\$149,000.00	\$54,367.69	\$57,617.97	\$37,014.34	24.84%
45	21 000 0000.00.534 POSTAGE	\$29,600.00		\$29,600.00	\$9,436.03	\$1,931.10	\$18,232.87	61.60%
46	21 000 0000.00.540 ADVERTISING	\$16,000.00		\$16,000.00	\$9,464.32	\$6,630.52	-\$94.84	-0.59%
47	21 000 0000.00.550 PRINTING	\$27,400.00		\$27,400.00	\$1,711.02	\$2,557.25	\$23,131.73	84.42%
48	21 000 0000.00.561 TUITION	\$1,750,935.00	-\$17,500.00	\$1,733,435.00	\$579,393.93	\$1,012,148.96	\$141,892.11	8.19%
49	21 000 0000.00.560 MILEAGE	\$112,050.00		\$112,050.00	\$21,329.74	\$14,647.74	\$76,072.52	67.89%
50	21 000 0000.00.590 MISC PURCH SERV	\$10,500.00		\$10,500.00	\$747.84		\$9,752.16	92.88%
51								
52	21 000 0000.00.622 ELECTRICITY	\$449,500.00		\$449,500.00	\$156,180.71	\$286,867.00	\$6,452.29	1.44%
53	21 000 0000.00.623 BOTTLED GAS	\$13,700.00		\$13,700.00	\$149.17		\$13,550.83	98.91%
54	21 000 0000.00.624 FUEL OIL	\$470,530.00		\$470,530.00	\$125,666.09	\$129,200.00	\$215,663.91	45.83%
55	21 000 0000.00.656 DIESEL / GASOLINE	\$414,000.00		\$414,000.00	\$87,755.66	\$25,954.47	\$300,289.87	72.53%
56								
57	21 000 0000.00.610 SUPPLIES	\$907,269.00	\$65,000.00	\$972,269.00	\$386,680.46	\$165,543.64	\$420,044.90	43.20%
58	21 000 0000.00.640 BOOKS	\$104,776.00		\$104,776.00	\$38,057.53	\$26,618.70	\$40,099.77	36.27%

# 2013-2014 Expense Report

30-Nov-13

Account Number	Description	2013-2013 Budget	2013-2014 Transfers	2013-2014 Adjusted Budget	2013-2014 Expense	2013-2014 Encumbered	Balance	Account Notes
59	21.000.0000.00.641 PERIODICALS	\$25,511.00		\$25,511.00	\$16,663.04	\$2,842.31	\$6,005.65	23.54%
60	21.000.0000.00.649 OTHER INFO SOURCES	\$9,648.00		\$9,648.00	\$1,470.33	\$1,148.26	\$7,029.41	72.86%
61	21.000.0000.00.650 SOFTWARE SUPPORT	\$206,852.00		\$206,852.00	\$146,224.14	\$24,648.75	\$35,979.11	17.39%
62	21.000.0000.00.733 NEW FURNITURE	\$6,469.00		\$6,469.00	\$1,214.92	\$750.00	\$4,504.08	69.63%
63	21.000.0000.00.734 OTHER EQUIPMENT	\$88,892.00	\$6,000.00	\$94,892.00	\$84,090.02	\$10,875.00	-\$73.02	-0.08%
64	21.000.0000.00.737 REPL FURNITURE	\$34,940.00	\$6,000.00	\$40,940.00	\$14,958.79	\$7,444.39	\$18,536.82	45.28%
65	21.000.0000.00.738 REPL EQUIPMENT	\$90,775.00	\$5,500.00	\$96,275.00	\$79,071.40	\$18,143.65	-\$940.05	-0.98%
66	21.000.0000.00.739 NEW EQUIPMENT	\$220,944.00		\$220,944.00	\$184,060.83	\$14,848.11	\$22,035.06	9.97%
67								
68	21.000.0000.00.810 DUES & FEES	\$140,448.00		\$140,448.00	\$90,173.65	\$18,557.80	\$31,716.55	22.58%
69	21.000.0000.00.830 DEBT SERVICE INTEREST	\$143,953.00		\$143,953.00	\$81,515.63	\$62,437.37	\$0.00	0.00%
70	21.000.0000.00.890 MISCELLANEOUS	\$46,840.00		\$46,840.00	\$6,638.29	\$2,367.40	\$37,834.31	80.77%
71	21.000.0000.00.910 DEBT SERVICE PRINCIPAL	\$360,000.00		\$360,000.00		\$360,000.00	\$0.00	0.00%
72	21.000.0000.00.930 TRANS TO FS HEALTH	\$275,000.00		\$275,000.00	\$92,817.76	\$148,106.53	\$34,075.71	12.39%
73	21.000.0000.00.930 TRANS TO FS DENTAL	\$8,900.00		\$8,900.00	\$3,405.24	\$5,465.20	\$29.56	0.33%
74	TOTAL	\$43,426,766.00	\$466,000.00	\$43,892,766.00	\$15,626,891.71	\$25,086,389.60	\$3,179,484.69	
75	PY ENCUMBRANCES	\$566,905.00	-\$466,000.00	\$100,905.00		\$0.00	\$100,905.00	
76	Total	\$43,993,671.00	\$	\$43,993,671.00	\$15,626,891.71	\$25,086,389.60	\$3,280,389.69	7.46%

2012-2013 Grant Summary Report

PROJ #	PROJ NAME	Purpose	C	End Date	Approved Fundina	Year To Date Expense	Encumbrance	Balance 11/30/13
34812	Title IIA Keys to Literacy, ASCD Conference, Common Core, PLC, Para training	Professional Development		06/14	\$125,077.55	58,244.62		66,832.93
40002	IDEA Various Special Ed positions throughout the District, including PES preschool and middle school ESP program			08/13	\$550,058.44			\$550,058.44
40025	Title I Primary function is to address needs of students with difficulty in language arts skills.	Elementary Language Arts		08/14	\$423,668.97	\$107,770.78	\$294,479.05	\$21,419.14
45014	Perkins Equipment and professional development or ATC programs	ATC Programs		08/14	\$76,554.64	\$41,753.23	\$12,555.64	\$22,245.77
47323	Adult Es	Adult Diploma Program		06/14	\$11,220.00	\$0.00	\$10,951.64	\$268.36
Total					\$1,186,579.60	\$207,768.63	\$317,986.33	\$660,824.64

\*40002 Still in approval process

Date	Item	Line	Unanticipated Expense	Savings / Transfer	Notes	Potential Net (Shortfall)/ Savings
Aug-13	PES K Teacher	1	\$57,775	\$57,775	Extra Teaching Position	
	PES .5 Title I Teacher	1	\$42,042	\$42,042	Salary & Health Delta	
	CVHS Math Teacher.	1	\$49,796	\$49,796	Salary & Health Delta	
	GBS Spec Ed Teacher	1	\$75,682		Was grant; now general fund	
	SMS ESP Program	1		\$78,837	Was general fund; now grant	
	CVHS Spec Ed Teacher	1	\$64,832	\$54,142	Was grant; now general fund	
	CVHS Spec Ed Teacher	1	\$72,968	\$72,968	Was grant; now general fund/Salary & Health Delta	
	Pierce Para	2	\$51,872	\$51,872	Was grant; now general fund/Salary & Health Delta	
	CVHS Para	2	\$43,000	\$43,000	Transfer from Special Ed to General Ed	
	PES Preschool Program	1 & 2	\$55,130	\$55,130	Was general fund; now grant	
Sep-13	Special Ed Runs	41	\$72,193		Placements	
Nov-13	Voc Ed and Extra Run	41	\$37,000		Tuition	
Total			\$622,290	\$505,562		(\$116,728)

Unanticipated Changes to 2013-2014 Budget - REVENUE SIDE BASED ON INFORMATION FROM DRA

Date	Item	Line	Budget	Tax Rate Setting	Actual	Notes
March 2013	Sports Revenue		\$37,000	\$37,000		
	Tuition		\$179,000	\$179,000		
	ATC Tuition		\$30,000	\$30,000		
	Interest		\$6,000	\$6,000		
	Adequacy Aid		\$7,799,360	\$7,815,932		
	Catastrophic Aid		\$461,896	\$447,979		
	Building Aid		\$558,186	\$558,186		
	Medicaid		\$280,000	\$280,000		
	ATC Aid		\$40,000	\$40,000		
	Unreserved		\$695,822	\$695,822		
			\$10,087,264	\$10,089,919		
				\$2,655		

Category: R

See also IGD-R, IJ-R

**CURRICULUM ADOPTION**

It is the policy of the School Board that no basic course of study shall be eliminated or new courses added without approval of the Board, nor shall any significant alteration or reduction of a course of study be made without such approval.

New programs and courses of study shall not be acted upon by the Board without the recommendation of the Education Committee.

**Legal Reference:**

*NH Code of Administrative Rules, Section Ed. 302.02(f), Substantive Duties of Superintendents*

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

1<sup>st</sup> Read: October 1, 2013

2<sup>nd</sup> Read: December 17, 2013

Adopted:

## Contoocook Valley School District Policy

### CURRICULUM ADOPTION

A dynamic instructional program requires ongoing reconsideration of the curriculum and courses of study.

It is the policy of the Board that no basic course of study shall be eliminated or new courses added without approval of the Board, nor shall any sharp alteration or reduction of a course of study be made without such approval.

New programs and courses of study shall not be acted upon by the Board until the meeting following their presentation by the administration so that Board members may have opportunity to review the proposed program.

April 2, 1991



Category: P

See also IHBA

**STUDENT EVALUATIONS: SPECIFIC LEARNING DISABILITY**

It shall be the policy of the ConVal School District to evaluate students suspected of having a specific learning disability in a manner consistent with the procedures and standards included in the Checklist entitled, "NH Specific Learning Disability Eligibility Checklist." The Superintendent or his/her designee is directed to review and revise the checklist, on an as needed basis, to ensure that it complies with Federal and State laws and regulations pertaining to the education of children with disabilities.

The "Specific Learning Disability Evaluation Procedures" will be utilized to determine whether a student has a specific learning disability. The Superintendent or his/her designee is directed to review and revise these procedures, on an as needed basis, to ensure that they comply with Federal and State laws and regulations pertaining to the education of children with disabilities. At a minimum, the procedures must require the use of multiple sources of data to identify whether a child has a pattern of strengths and weaknesses in educational performance, achievement, or both, relative to age, intellectual development, and or state approved grade-level standards.

A student's Individualized Education Program Team is responsible for deciding whether the student has a specific learning disability as defined by federal and state laws and regulations. In making that determination, the Team must use professional judgment, based on a review of multiple sources of information, including but not limited to, evaluative data, teacher input, and whether the student responds to research-based interventions and instruction.

*20 U.S.C. §1414(b)(6) (2004) 34 C.F.R. §§ 300.8(a)(10), 300.307-300.311 (2006) RSA 186-C:16 NH Code of Administrative Rules, Ed 1106.01 (b), (d)-(e)1107.01(a), 1107.02, 1107.04(a)-(b), Table 1100.1 (2008)*

1<sup>st</sup> Read: October 15, 2013

2<sup>nd</sup> Read: ~~November 5, 2013~~ December 17, 2013

Adopted:

## Contoocook Valley School District Policy

### STUDENT ACTIVITIES, ORGANIZATIONS, PERFORMANCES

Realizing that student activities are an important part of the educational process, the Contoocook Valley School Board encourages students to participate in a wide variety of activities.

Before assuming participation in any co-curricular activities, the student must file appropriate forms with the school office signed by a parent or guardian which indicates the activities approved for the individual by his/her respective family.

Students may form as many organizations as they desire so long as they are neither restrictive nor secret in nature. Any student organization must have an advisor or a sponsor. Any student organization must be approved by the principal.

The School Board encourages the principal to provide maximum participation by student body in such areas as music (including band), drama, gym demonstrations and fairs (science, etc.).

The school band shall not play at political rallies. The school band may play at mid-week functions only under conditions approved by the principal.

April 2, 1991

Category: R

See also EHB

~~DATA MANAGEMENT (Public Use of School Records)~~  
**PUBLIC USE OF SCHOOL RECORDS**

The Superintendent is hereby designated the custodian of all records, minutes, documents, writings, letters, memoranda, or other written, typed, copied, or developed materials possessed, assembled, or maintained by this District.

1. All requests for public information are to be forwarded to the Superintendent immediately upon receipt. The Superintendent shall thereupon make a determination as to whether or not the information requested is public in nature. If public, the Superintendent shall provide the information in a timely manner.
2. In accordance with RSA 91-A:4, if the Superintendent finds the information to be public in nature, he or she shall direct that it be reproduced on the premises. The party requesting the information is to be charged the cost of reproduction. If the requested record or document is in active use by the district or is otherwise unavailable, the party requesting the information will be informed that the record is not currently available and that he or she will be notified immediately upon it becoming available.
3. If the Superintendent finds the information not to be public in nature, he or she shall so inform the requesting party that the information is not a public record.
4. If the Superintendent is unable to ascertain whether or not the information requested is public in nature, he or she is hereby authorized to request, on behalf of the School Board, an opinion from the Board's attorney as to the nature of the information. Such opinion requests will be made within ten (10) days of the original request for the information. The Superintendent shall notify the person requesting such information that an opinion is to be requested of the attorney and shall notify such person immediately upon receipt of an answer from the attorney.

**Legal References:**

*RSA 91-A:4, Minutes and Records Available for Public Inspection*

1<sup>st</sup> Read: April 15, 2008

2<sup>nd</sup> Read: May 13, 2008

Adopted: May 13, 2008

Amended: ~~November 5, 2013~~, December 17, 2013

Category: R

### ACCEPTABLE USE POLICY: STAFF

1. For purposes of this policy, the term "staff" refers to Contoocook Valley School District employees, including administrative staff, teachers, paraprofessionals, maintenance personnel, food services employees, student teachers, methods students, interns, contracted service personnel, and any volunteers working within the school district.
2. It is the responsibility of the individual staff member to familiarize him/herself with and abide by the rules of this Acceptable Use Policy, any applicable Staff Handbook, and all other relevant school policies.

#### Introduction

1. Pursuant to New Hampshire Revised Statutes Annotated 194:3-d and the guidelines issued by the New Hampshire Department of Education, this Acceptable Use Policy shall serve as a statement on the appropriate use of the technology resources available to all staff of the school district.
2. These technology resources include, but are not limited to, the District network, including cabling, routers, and switches; the District's electronic e-mail and voice mail systems; computer hardware in the form of desktops, laptops, and other mobile devices; digital peripheral devices, such as printers, scanners, digital still and digital video cameras; projection devices, such as SmartBoards, LCD projectors, and VGA-compatible televisions; as well as all software applications and web access tools.
3. The primary purposes of these technology resources are:
  - to support the educational mission of the Contoocook Valley School District;
  - to provide improved avenues of communication between staff, and with parents and guardians;
  - to establish a web presence for the Contoocook Valley School District.
4. As such, the technology resources have a designated educational purpose and are not intended for recreational and entertainment use.

#### Privileges and Responsibilities

1. The use of the technology resources of the Contoocook Valley School District is a revocable privilege and not a right. All use of technology resources must be consistent with the District's contractual obligations, including limitations defined in software and other licensing agreements, including End User License Agreements (EULAs).

Category: R

**ACCEPTABLE USE POLICY: STAFF**  
(continued)

2. Every member of the staff is responsible for appropriate and professional behavior when using technology resources, just as they are in the classroom, in offices, or at any District function.
3. Every member of the staff that will have school equipment loaned to them must sign and date an Agreement for Authorized Use of School Owned Materials (GBEF-F).

Expectations of Privacy

1. While the school district recognizes the importance of maintaining confidentiality and privacy of student records in accordance with the Family Educational Rights and Privacy Act (FERPA), staff members do not have any expectation of privacy of any information stored or transmitted through district-owned communication systems or other technology resources. Student identifying information should not be included in electronic communications.
2. District technology resources owned by the District are intended for educational purposes and District business at all times. Staff members shall have no expectation of privacy when using the internet or electronic communications. The District reserves the right to monitor, inspect, copy, review, and store (at any time and with and/or without prior notice) all usage of district technology resources, including all internet and electronic communications access and transmission/receipt of materials and information. All material and information accessed/ received or generated through district technology resources shall remain the property of the district.

Use of Technology Resources

1. The Contoocook Valley School District's technology resources are intended for staff to conduct research, gather information, and communicate with others for educational purposes. The specific uses of these technology resources are broadly categorized as acceptable, allowable, or prohibited.

Disciplinary Action

1. Engaging in prohibited use shall constitute a violation of this Acceptable Use Policy and result in appropriate disciplinary action.
2. Such discipline will be administered consistent with Board policies and/or all applicable provisions of the Master Agreement/Collective Bargaining Agreement.

Category: R

**ACCEPTABLE USE POLICY: STAFF**  
(continued)

Disclaimer

1. The Contoocook Valley School District makes no warranties of any kind, whether expressed or implied, for the technology services it is providing. While the District will make every effort to preserve data, the responsibility for it lies with the staff, except in those cases where web-based services are employed (e.g. EasyIEP, Web2School, etc.) and/or data are stored externally.
2. The District will not be held responsible for any damages staff may suffer, including but not limited to, loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions.
3. The District will not be responsible for personal property used to access District computers or networks or for District-provided Internet access.

**Legal References:**

*RSA 194:3-d, School District Computer Networks*

*<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>*

Adopted: March 31, 2009

Amended: December 17, 2013

**INSTRUCTIONAL MATERIALS ADOPTION**

The School Board is responsible for approving and providing all instructional materials used in the District. Since the Board is a policy-making body, it delegates to the Superintendent or his/her designee the authority for the selection of instructional materials in accordance with the policy below, but reserves its right to review these materials.

Administrators and teachers may select instructional materials from a variety of media, including, but not limited to, books, online/internet materials, equipment, newspapers, other media, and instructional technologies. All core instructional materials will be selected through the process outlined in IJ-R and IGD-R. Instructional materials will be selected on the ability to:

- Enrich and support the curriculum, taking into consideration the varied interests, abilities, reading levels and maturity levels of the students served;
- Stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards;
- Enable students to solve problems, to think creatively and to make intelligent decisions in their daily lives;
- Present various perspectives so that young citizens may develop analytical reading and critical thinking skills.

Basic instructional course material in the fundamental skill areas of language arts, mathematics, science and social studies should be reviewed at intervals not exceeding five (5) years. Instructional materials must be sequential, and compatible with previous and future offerings,

**Legal References:**

*NH Code of Administrative Rules, Section Ed 306.18(a)(5)*

1<sup>st</sup> Reading: September 30, 2008

2<sup>nd</sup> Reading: October 28, 2008

Adopted: October 28, 2008

Amended: ~~December 17, 2013~~ January 7, 2014

**CONTOOCOOK VALLEY SCHOOL DISTRICT  
CYCLES OF CURRICULUM RENEWAL and ADOPTION OF INSTRUCTIONAL MATERIALS**

**(IJ-R & IGD-R)**

**CONVAL SCHOOL DISTRICT  
CURRICULUM DEVELOPMENT MODEL  
FIVE-YEAR PLAN**

**YEAR 1 – Program Review & Recommendations**

- Form District-Wide Curriculum Action Teams (K-12)
- Develop Curriculum Needs Assessment/Survey Tool
  - Review Test Data
  - Staff Surveys/Interviews
- Evaluate Current Program and Materials
- Research and document research-based practice
- Work with Consultant (DOE/College) if applicable
- Develop/Execute Elementary (K-5), Middle (6-8), and High School (9-12) Renewal Sequences
- Review and Revise Scope and Sequence & Align with CCSS
- Research Possible Pilot Programs
- Prepare Summative Evaluation Report of Curriculum Action Team's Work

**YEAR 2 – Pilot Cycle (K-12)**

- Review Year 1 Summative Report and Data
- Select Pilot Programs to Review
- Determine Pilot Needs (see Pilot process below)
- Acquire Materials for Pilot Reviews
- Facilitate Pilot Cycle
- Site Visits of Promising Program Locations
- Review District Needs Assessment Data
- Finalize Curriculum Guide Aligned with CCAA
- Create Budget Impact Accounting Report
- Create Program Selection Criteria Evaluation Tool/Rubric
- Formative Evaluation Feedback to Curriculum Committee, Administrative Council, & School Board
- Form New Program Recommendation – Public Presentation – REPORT OUT
- Summer Curriculum Development Initiative
- Direct Release Time for Professional Development
- Training for Administrators on Program Components

**YEAR 3 – Systematic Adoption (Year 1)**

- Purchase Materials
- Inventory and Dissemination of New Materials
- Professional Development and Support Workshops
- Vendor Implementation Training
- District Materials Purchased



**CONTOOCOOK VALLEY SCHOOL DISTRICT  
CYCLES OF CURRICULUM RENEWAL and ADOPTION OF INSTRUCTIONAL MATERIALS**

**(IJ-R & IGD-R)**

- Curriculum Mapping Alignment Initiated
- Summer Curriculum Development (Mapping) Work
- Grade-Level Curriculum Meetings
- Ongoing Revision of Completed Curriculum
- Release Time for Professional Development Initiatives
- Determine and arrange for Peer Coaching Connections/Professional Learning Communities
- Incorporate into New Teacher Induction
- Develop and Implement Curriculum Assessment Tool/Surveys
  - Review Assessment Data
  - Review Staff Surveys/Interviews

**YEAR 4 – Systematic Implementation (Year 2)**

- Review Year 3 Assessment Data and Surveys
- Professional Development to Support Teachers (focus on new hires)
- Budget Replacement/Consumable Costs
- Continue Curriculum Mapping/Revisions
- Expand Units of Studies
- Continue Review & Revision of District Curriculum Guide
- District Plans for Curriculum Supplementation
- Continue Summer Curriculum Work
- Continue to Encourage Peer Coaching Connections and Professional Learning Communities with Release Time
- Assure New Teacher Induction/Training

**YEAR 5 – Systematic Implementation (Year 3)**

- Continue with Professional Development Initiatives
- Budget Replacement/Consumable Costs
- Continue Curriculum Mapping/Revisions
- Continue Expanding Units of Studies and Curriculum Supplementation
- Continue Summer Curriculum Work
- Continue to Encourage Peer Coaching Connections and Professional Learning Communities
- Assure New Teacher Induction/Training
- Conduct Curriculum Assessment/Surveys
  - Review Assessment Data
  - Review Staff Surveys/Interviews
  - Prepare Summative Evaluation Report
- Make Recommendations for New 5-Year Cycle

## **Adoption of Curriculum and Instructional Materials Piloting Process**

### ***Most importantly, why do we pilot?***

An effective pilot process will help determine if materials and or products will actually provide teachers with the needed resources to implement a standards-based instructional program. The core of the pilot process is determining the relationship of the materials to the standards and the teachers' evaluations of how effective the product and/or materials are for students and how well the materials provide student access to the standards. The actual use of the materials/product in classrooms provides teachers with information about the products' organization, assessment, and range of instructional strategies and impact on student growth.

Recognizing that increasing amounts of content, instructional materials and educational products are digital, adoptions of digitally based tool, products and/or materials should follow the same process.

### ***Piloting Process occurs when***

1. Large program purchases happen through the Curriculum Renewal process which is revised annually. (See attached)
2. Recognition of need/ new product is brought to your attention that might fill a need.

### **Preparing for a Pilot**

1. Research potential materials/vendors for similar products.
2. Talk to the appropriate administrator to set up pilot of products.
  - a. Establish the district contact for the publishers/vendors
    - i. Contact selected publishers to ascertain what assistance they will provide, e.g., number of pilots at free or reduced cost, in-service for the pilot teachers, consultation with teachers during the pilot process.
    - ii. Set firm ground rules with the publishers ( Limit the amount of materials that can be distributed and to whom, who the vendor/publisher should speak with)
    - iii. Keep the offerings of each publisher consistent with the other publishers, so that a bias will not be established toward a publisher who is more "generous".
  - b. Determine the duration of the pilot
    - i. Determine what decision criteria is needed from the pilot and give teachers enough time so that they will be able to evaluate the program fairly.
  - c. Determine technology requirements and technology support needed for an effective pilot.
  - d. Define and prioritize evaluation criteria
    - i. Consider the use of pre and post testing.

**CONTOOCOOK VALLEY SCHOOL DISTRICT  
CYCLES OF CURRICULUM RENEWAL and ADOPTION OF INSTRUCTIONAL MATERIALS**

**(IJ-R & IGD-R)**

- e. Develop an evaluation instrument (The evaluation instrument can also be used as a guide for a preliminary screening of suggested instructional materials for piloting, so that only the programs most closely aligned with the identified evaluation criteria will be piloted. Note: It is difficult to adequately monitor and support piloting of more than two to four programs)
  - i. Contact the vendor(s) for initial conversation regarding if the product will meet the needs.
  - ii. Ensure comparison of similar components of competing products by standardizing the components to be piloted
- f. Establish a system for removing non-consumable materials when the pilot is completed. Keep teachers, publishers, and site administrators informed of timelines and procedures.

**Identifying and Preparing Pilot Participants**

- 1. Determine the group of educators who will be involved in the pilot.
  - a. Review criteria/evaluation instrument for evaluation of product
  - b. Review applicable content standards and or instructional methodology that the product needs to meet
- 2. Identify and review student (or target sub-group) strengths and weakness that will be addressed by the product, using appropriate data
  - a. Identify any potential access issues that the product will need to address (high achievement, low achievement, English Learner populations, special needs populations)
- 3. Require that teachers attend an in-service for the product.
  - a. Caution teachers about accepting or offering gifts, gratuities, meals, etc. Pilot evaluations need to be based on the merits of the program and its effectiveness with student learning.

**Conducting the Pilot and Analyzing Results**

- 1. Set up the pilot "sites" to represent the various student populations and teacher populations.
- 2. Pilot for the predetermined time, check in regularly regarding progress.
- 3. Gather evaluations promptly when the pilot process is completed.
- 4. Compile results and distribute them to the selection committee, teachers.
- 5. Determine next steps for adoption of the recommended product.

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. Through evaluation of the Superintendent, the Board shall:

1. Clarify for the Superintendent his/her role in the School system as seen by the Board.
2. Clarify for all Board members the role of the Superintendent in the light of his/her job description and the immediate priorities among his/her responsibilities as agreed upon by the Board and the Superintendent.
3. Assess the Superintendent's performance as it relates to the Superintendent's:
  - (a) Overall administration of district schools;
  - (b) Delivery of district instructional goals; and
  - (c) Relationship with the Board, staff and community.
4. Strive to develop harmonious working relationships between the Board and Superintendent.

The Board will provide the Superintendent with periodic opportunities to discuss Superintendent-Board relationships, and provide written comments to the SAU Board for evaluation for the performance of the Superintendent.

#### **Legal References:**

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

1<sup>st</sup> Read: ~~August 14, 2012~~ September 3, 2013

2<sup>nd</sup> Read:

Adopted:

Category: R

See also AFB

### **EVALUATION OF THE SUPERINTENDENT and GOAL SETTING**

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3. Assess the Superintendent's performance as it relates to the Superintendent's:
  - (a) Overall administration of district schools;
  - (b) Delivery of district instructional goals; and
  - (c) Relationship with the Board, staff and community.
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The Board will provide the Superintendent with periodic opportunities to discuss Superintendent-Board relationships, and provide written comments to the SAU Board for evaluation for the performance of the Superintendent.

#### **Legal References:**

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

1<sup>st</sup> Read: August 14, 2012- September 3, 2013

2<sup>nd</sup> Read:

Adopted:

### Evaluation of the Superintendent Procedures

The Vice-Chair of the School Board is responsible for ensuring the Evaluation of the Superintendent is completed according to the criteria established in the Policy CBI and within the established timeframes.

The development of the evaluation criteria as shown in Policy CBI – Superintendent's goals, Board goals measurements and job performance characteristics will normally be completed prior to the first Board meeting in June each year. The Board will be asked to approve the performance criteria at the June meeting.  
(Note that the June date was established so that known factors of Budget and Board Goals for the upcoming year will be in place.)

The rating of the Superintendent is to be completed prior to the first meeting February at which time the Board and Superintendent will meet to go over the evaluation. Therefore the Vice-Chair and Superintendent must schedule time to complete the review document.

Each member of the Board will be provided rating material to complete and return to the Vice-Chair for consolidation and entry into the review document. The Vice-Chair will provide a schedule, material, and any training required to accomplish the Board's portion of the review process.

The Vice-Chair will consolidate the results and provide the overall review to Board members for discussion with the Superintendent for the February meeting. Based on the discussion and agreement with the Board the Vice-Chair will prepare a final consolidated review for the Board to approve. The final signed (Chair and Vice-Chair) review document is presented to the Superintendent.  
(Note that it is intended that the Board for the term of the review would be best to determine any salary adjustments.)

Listing of performance characteristics currently used in the evaluation:

1. Leadership and Culture
2. Communications and Community Relations
3. Financial Management
4. Planning and Organizational Management
5. Curriculum and Instructional Management
6. Human Resources Management
7. Policy

The characteristics noted above may be updated at various times by a vote of the School Board.

Category: R

## COPYRIGHT COMPLIANCE

The ConVal School District adheres to the Copyright Law of the United States (Title 17, U. S. Code). It is imperative that all staff and students recognize the importance of the law and continuously guard against its infringement. It is our intent, as a public school district, to ensure copyright law observance by all members of the district, and to ensure that plagiarism is understood as one form of non-compliance of copyright.

### Fair Use Factors/Criteria

Under the "fair use" doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, commentary, news reporting, teaching, scholarship or research. Fair use, as a legal concept, provides the criteria for determining whether copyright work may or may not be used without securing the permission of the copyright holder. Fair use guidelines also apply to transformative uses of copyrighted materials, i.e., when works are used to create new functionality or meaning.

If duplicating or changing a copyrighted work is to fall within the bounds of fair use, these four standards must be met for any of the foregoing purposes:

- a) The Purpose and Character of the Use: The use must be for such purposes as teaching or scholarship in a nonprofit organization or institution.
- b) The Nature of the Copyrighted Work: Staff may make single copies of book chapters for use in research, instruction or preparation for teaching; articles from periodicals or newspapers; short stories, essays, or poems; and charts, graphs, diagrams, drawings, cartoons, or pictures from books, periodicals, or newspapers.
- c) The Amount and Substantiality of the Portion Used: Copying the whole of a work cannot be considered fair use; copying a small portion may be, if these standards are followed.
- d) The Effect of the Use upon the Potential Market for or Value of the Copyrighted Work: If resulting economic loss to the copyright holder can be shown, even making a single copy of certain materials may be an infringement, and making multiple copies presents the danger of greater penalties.

Anyone responsible for duplication in any format may be liable for breach of copyright. Specifics regarding copyright procedures shall be available to anyone using equipment for duplication purposes (see EGAD-R). The individual user shall maintain a record of copyright permissions.

Members of the ConVal community who are uncertain regarding copyright compliance in the use of any materials are encouraged to seek out the advice and assistance of library media specialists and technology integrators. Any members of the ConVal community who observe copyright violations should report such concerns to the building Principal, who will then determine if the Superintendent or other administrators need to be informed.

### Legal Reference:

*US Code Title XVII, Public Law 94-533, United States Copyright Act of 1976.*

See also: <http://www.copyright.gov/title17/circ92.pdf>

See EGAD-R

1<sup>st</sup> Read: December 17, 2013

2<sup>nd</sup> Read:

Adopted:

Category: O

**PROGRAMS FOR GIFTED STUDENTS**

The Contoocook Valley School Board, realizing the need for programs dealing with the gifted and talented shall endeavor to provide the level of monetary support it deems proper to enhance programs for the gifted and talented. ~~Procedures for the selection of programs and students will be approved by the Board.~~

~~Adopted: April 2, 1994~~

1<sup>st</sup> Read:

2<sup>nd</sup> Read:

Adopted: