

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

CONTOOCCOOK VALLEY SCHOOL BOARD

**Tuesday, July 15, 2014
School Board Meeting**

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

1. **Call to Order and Pledge of Allegiance**
2. **Acceptance of School Board Meeting Minutes (Board Vote Required)**
 - a. **June 17, 2014** (pg. 1-5)
3. **Points of Pride**
4. **Public Comment**
5. **Consent Agenda**
 - a. **Personnel**
 - 1) Nominations/Retirements (pg. 6)
 - 2) Job Descriptions – 2nd Read/Approval (pg. 7-30)
 - Executive Assistant to the Superintendent of Schools
 - Administrative Assistant/Assistant Superintendent/Data Management
 - Administrative Assistant - Finance Office-Federal Funds
 - Administrative Assistant - Student Services/Financial
 - Administrative Assistant - Human Resources/Benefits
 - Administrative Assistant - Finance Office/Purchasing & Accounts Payable
 - Administrative Assistant - Payroll
 - Administrative Assistant - Student Services
 - b. **Enrollment - July 1, 2014** (pg. 31-32)
6. **Superintendent's Report and Presentation of Business**
 - a. **Monthly Events Calendar** (pg. 33-34)
 - 1) School Board Induction Series
 - b. **ATC Director Position**
 - c. **Accept Gift/Donation (Board Vote Required)** (pg. 35)
 - 1) ConVal School District to accept a gift/donation from the DNV-GL Renewable Energy, Peterborough, NH for office furniture valued at \$ 30,000.00.
7. **Reports**
 - a. **Teacher Representative** – Gil Morris
 - b. **Budget & Property Committee** – Myron Steere
 - c. **Ad Hoc School Board Goal Committee** – Pierce Rigrod
8. **New Business**
 - a. **Bass Fishing Team Presentation**
9. **Approval of Manifests (Board Vote Required)**
10. **Non-Public Session: RSA 91-A:3,II (If Required)**
 - a. **Negotiations**

Upcoming Meetings:

Budget & Property Committee – Thurs., August 14th @ 6:30 p.m. @ SAU
School Board Meeting – Tues., August 19th @ 7:00 p.m. @ SAU

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.

OFFICE OF THE SUPERINTENDENT OF SCHOOLS
Peterborough, New Hampshire

CONTOOCOOK VALLEY SCHOOL BOARD

Tuesday, June 17, 2014
School Board Meeting

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

BOARD

Gary Backstrom, Rich Cahoon,
Butch Estey, Tom Ferenc,
Joel Green, Jon Ingram,
David Martz, Stephan Morrissey,
Pierce Rigrod, Crista Salamy,
Myron Steere, Fiona Tibbetts

ADMINISTRATION

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

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. Acceptance of School Board Meeting Minutes (Board Vote Required)

a. June 3, 2014

Myron Steere moved to accept the minutes of June 3, 2014. Crista Salamy second. Unanimous.

3. School Board Chairman's Award

School Board Chair Butch Estey recognized both David Carter and Heidi Wakefield from Student Transportation of America for their efforts and dedication to ConVal students. Their attention to the details, putting students first, and placing student safety at the forefront were several reasons for this recognition.

4. Points of Pride

Members of the ConVal Baseball teams, along with parent volunteers and coaches, visited two local nursing homes recently to distribute camouflage ConVal baseball hats to military veterans and thank them for their service to our country.

Dr. Minnihan reported on ConVal High School's successful graduation on Saturday.

The ConVal small elementary schools held a community school field day on Monday. Students participated in activities for this day-long event. A special thanks goes out ConVal physical education teachers Tim Conway and Paul Landeau for putting this day together. A thanks also to staff and parent volunteers for their effort as well.

5. Public Comment

None.

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6. Consent Agenda

a. Personnel

1) Resignations/Nominations

Resignations:

Myron Steere motioned to accept the resignations as read of Angela Hartmann and Catherine Casiello. Gary Backstrom second. Unanimous.

Nominations:

Myron Steere moved to accept the nominations of Kelley Means, Catherine Metcalf, Scott MacNamee, and Kristine Chamberlin as read. Gary Backstrom second. David Martz abstained. Motion carried.

Myron Steere motioned to accept the nomination of Deb Riley, SpEd Educator: Gary Backstrom second. Unanimous.

Dr. Minnihan presented the Tri-School Model Nominations as follows:

Nicola Fraley – Frankestown

Colleen Roy – Greenfield

Amy Janoch – Hancock

Myron Steere motioned to accept the nominations as read. Gary Backstrom second. Unanimous.

2) Job Descriptions – 1st Read

- Executive Assistant to the Superintendent of Schools
- Administrative Assistant/Assistant Superintendent/Data Management
- Administrative Assistant - Finance Office-Federal Funds
- Administrative Assistant - Student Services/Financial
- Administrative Assistant - Human Resources/Benefits
- Administrative Assistant - Finance Office/Purchasing & Accounts Payable
- Administrative Assistant – Payroll
- Administrative Assistant - Student Services

Tim Markley presented these as a first read.

Tim Markley referenced a document which shared enrollment figures by school and by grade including what sending towns were in each of the schools. The figures included preschool numbers.

7. Superintendent's Report and Presentation of Business

a. Harris Center Presentation

A presentation titled "Harris Center and ConVal Growing Scientists and Creating STEM literacy" was shared.

The Harris Center was represented by Jeremy Wilson, Janet Altobello, and Susie Spikol-Faber.

Early exposure to STEM based literacy helps students view the role of concepts and content as interrelated. It motivates students to enroll in enrichment as well as in advanced math and science courses later.

Highly successful STEM programs include strong partnerships with universities.

Jeremy Wilson spoke about programming and community conservation offerings.

Susie Spikol spoke about the connections made between the Harris Center and students.

Caitlin Houlihan, former ConVal graduate, shared the impact that the Harris Center has had on her life.

The ConVal/Harris Center connection works because of a shared vision of learning and collaboration.

Janel Altobello shared detail on the breakdown by grade of their program.

Teacher's Katie Richardson, Emily Wrubel, Letitia Rice, and Carol Young shared their perspective on their experience with the Harris Center for their classrooms.

Takeaways: STEM topics are about using science and math knowledge to develop new technology, this is inexpensive programming for the number of grades, and this program is a long standing community value.

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academically, contribute to the global community, and thrive as independent and productive citizens.*

b. Monthly Events Calendar

Ad Hoc School Board Goals committee will meet on Thursday, July 10th at 5:00 p.m. at the SAU.
The School Board will hold their August meeting on Tuesday, August 19th at 7:00 p.m. at the SAU.

c. Field Trip Request (Board Vote Required)

- 1) ConVal High School – music students will travel by bus to Sandusky and Cleveland, OH to perform and attend a clinic opportunity for band and chorus students May 21-24, 2015. They will also visit the Rock and Roll Hall of Fame and Cleveland Symphony Orchestra.

James Wickam reported that the dates have changed to May 7-10th. Mr. Wickam outlined the trip details.

Myron Steere moved to approve the field trip request as proposed. Stephan Morrissey second. Unanimous.

Dr. Minnihan reported that the professional development opportunity that Robin Croteau requested for a leave of absence has been cancelled.

d. Accept Gift/Donation (Board Vote Required)

- 1) ConVal School District to accept a gift/donation from the Peterborough Rotary Club Charitable Fund in the amount of \$ 33,750.00 for the purpose of funding Camp Quest.

Myron Steere moved to accept the funding as read. Stephan Morrissey second. It will fund 75 students. Unanimous.

8. Reports

a. Teacher Representative – Gil Morris

None.

b. Budget & Property Committee – Myron Steere

Myron Steere reported that Food Service was discussed at the last meeting. In addition, PSNH rebate money was discussed. The committee made a motion to conduct additional efficiencies with this money.

Myron Steere moved for this money to be used for additional efficiencies. Stephan Morrissey second. Unanimous.

Myron reported remaining money to be used for a paging system at PES.

Myron Steere moved to use this money to update the paging system at PES and GBS. Second. Unanimous.

c. Education Committee – Crista Salamy

Crista Salamy reported that a review of Rtl and where we currently are took place at the meeting. TASC at the high school was also discussed. The Curriculum Renewal Cycle was discussed; math is of great concern throughout the district. Discussion on the instructional hours at the elementary schools in terms of comparisons to other schools in the state took place.

At tonight's Ed meeting, youth basketball and a youth sport association was discussed. Rollout information was asked of the athletic director.

World languages were discussed in terms of K-12 based on the high school.

Lastly, the iPad initiative at the high and middle schools was discussed. The pilot timing was not long enough to provide an impact on assessment. Engagement was noted at an increase.

The Education Committee would like to move forward at the high school for four additional carts to expand the program. The Board needs to decide if we want to move in the direction of technology with the students. The high school is looking for \$100,000 to expand the pilot. The middle schools are looking for \$29,000.

Dr. Minnihan said that this discussion led to a prioritization list. The top two priorities included \$129,000 in technology purchases. If additional money were available, the second priority was to reinstitute a regular education para at Frankestown Elementary School.

Conversation on the iPad pilot outcome; moving forward.

The total is for \$169,000 for these purposes.

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The savings in health insurance is actually higher than anticipated.

A position was cut at the middle school; resulting in additional savings more than anticipated.

Is the board willing to approve using some of the health savings or other to fund the technology piece and the FES para or some combination?

Kimberly Saunders shared information about the pilot program experience at the middle schools and high school. Student engagement and achievement information was discussed.

The Education Committee makes the recommendation to move forward with the proposal.

The intent is for the device to be the best tool for the action/study at hand for learning.

Discussion took place about funding. The budget, as it relates to the three new elementary school administrators, was discussed. As a result, Fiona Tibbetts was opposed to the hiring of the FES position but favored the technology purchase proposal. Tom Ferenc spoke in favor of the tech spending.

Jon Ingram summarized that the board is being asked for \$169,000 for tech purchases and one position. Mr. Ingram spoke in favor of the proposal.

Myron Steere moved to fund the \$129,000 for technology from money available.

Stephan Morrissey second.

Butch Estey spoke about the recommendation of the Superintendent. Mr. Estey assured the board that a lot of thought went into this recommendation.

Rich Cahoon reported that the Ed Committee has been looking at this for one year. Every question has been explored. It is a question now of funding. Mr. Cahoon asked for consideration of this to move forward.

Stephan Morrissey reminded the board that it was near unanimous when the default budget was discussed that this was cited as important.

Gary Backstrom opposed. Motion carried.

Jon Ingram moved to fund the Para position for \$40,000. Crista Salamy second.

Discussion took place about the process of cutting the position and then second thinking that decision.

Jon Ingram shared the thinking on resources that went into technology decisions and asked that the same thinking go into this decision.

Myron Steere asked if there were other considerations to be cut that did not make the cut list. He cautioned the need to put money into the capital reserve fund.

Marian spoke about the potential of \$300,000 in the health insurance delta for a number of reasons. Nothing can be put into the reserve in 14/15 unless the voters approve.

Fiona Tibbetts and Myron Steere abstained. Motion carried.

Crista Salamy further reported out from tonight's Education Committee meeting on the Elementary School Report Card.

d. Ad Hoc School Board Goal Committee – Pierce Rigrod

Pierce Rigrod reported that the committee developed five goals.

- Pass a budget
- Arrive at a fair and equitable contract with the CVEA
- Strategic Plan
- Effective Communications
- Become a highly effective driven board

Board development in terms of learning opportunities was discussed. Developing a standard reporting of committee work was discussed. Next meeting on the June 26th.

9. Approval of Manifests (Board Vote Required)

Marian Alese certified that manifests 23f14053 and 54 and 98-101 totaling \$282,614.60 and Payroll 25 & 261, and 251 totaling \$3,090,514.17 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.

Myron Steere moved to approve the manifests as read. Stephan Morrissey second. Unanimous.

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academically, contribute to the global community, and thrive as independent and productive citizens.*

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

a. Negotiations

Myron Steere moved to enter into non-public discussions in accordance with RSA 91-A:3,II at 9:10 p.m. for matters of negotiation. Unanimous on a roll call vote.

Myron Steere moved to exit non-public session at 10:00 p.m. Gary Backstrom second. Myron Steere motioned to seal the minutes for 5 years. David Martz second. Unanimous.

Myron Steere motioned to adjourn at 10:01 p.m. Second. Unanimous.

Respectfully submitted,

Brenda Marschok

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OFFICE OF THE SUPERINTENDENT OF SCHOOLS
Peterborough, New Hampshire

CONTOOCOOK VALLEY SCHOOL DISTRICT

July 15, 2014
Personnel Agenda

2014-15 Nominations:

PES

Zakery Blake

Grade 4 Teacher

\$34,113.00

CVHS

Amy Lashua

Special Education Teacher

\$40,684.00

Special Education

Alexandra Brogan

Speech Pathologist

\$38,200.00

June 2015 Retirement:

CVHS

Leslie Perkins

Library/Technology

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

POSITION TITLE: Executive Assistant to the Superintendent of Schools

SUPERVISOR: Superintendent of Schools

LEVEL: I

DURATION: 12 months

QUALIFICATIONS:

- High school diploma or equivalent
- Additional related training or experience is desirable
- Maintains high level of confidentiality
- Good organizational and technical skills including effective use of various hardware and software applications
- Thorough knowledge of record keeping and filing techniques
- Ability to
 - Work independently
 - To resolve concerns and complaints
 - Comprehend, interpret, and apply regulations, procedures, and related information
 - Communicate and interact effectively with others
 - Assemble information in a concise manner
 - Read, understand, and interpret reports relating to job

SUMMARY: The Executive Assistant to the Superintendent serves as confidential assistant to the Superintendent; performs a wide variety of specialized and responsible duties including providing support to the School Board and District Administrators; and coordinates communication between the Superintendent and School Board, District administrators and staff, parents, and the community. This position requires independent operational decision making skills, and is responsible for various data management duties. The individual in this position discharges duties in a way that is professional and represents the School District in a positive way and in accordance with District policies, rules and regulations.

This position is designed to resolve problems and handles administrative details, insofar as possible, without referring them to the Superintendent. The position is intended to relieve the office administrators of office and routine responsibilities by planning, organizing, coordinating office personnel as needed, and participating in the school administrative operations to support overall student and SAU success.

First Read: 6/17/2014
Approved:
Revised:

DUTIES AND RESPONSIBILITIES:

Admin Assistant to the Superintendent

- Provides clerical assistance and support to Superintendent
- Maintains the Superintendent's calendar
- Annually maintains inclement weather procedures
- Researches, interprets, and disseminates information at the request of the Superintendent
- Coordinates School District Meeting and Ballot Voting
- Creates District Annual Report
- Maintains the Superintendent's portion of District Website
- Monitors District E-mail Suggestion Box
- Acts as liaison with District Legal Council
- Acts as administrative assistant for the School Board
- Assists in providing information regarding the interpretation of policies and procedures to peers, parents, teachers and school administrators.
- Processes purchase orders for the Superintendent's Office
- Acts as Computer/Phone liaison between SAU Office and Technology Systems Administrator
- Implement and maintain computerized filing system
- Participates as a member of the Emergency Management Team

Data Management and Reporting

- Act as Alert Now/Connect 5 Administrator, including reporting, updates, and training as required
- Update and export student data as required
- Maintain and update employee professional development database as required; train employees as required
- Maintain employee certification database
- Maintain staff requests for workshops/course credits; process as applicable
- Create, maintain, and update professional development webpage
- Document and monitor NCLB, HQT, Alternative Plans, and Praxis data as required
- Performs other job related tasks or services as may be assigned by the Superintendent

Agenda and Minutes

- Disseminate minutes and agendas for the following committees:
 - School Board
 - Selectmen's Advisory
 - Budget & Property
 - Communication
 - Professional Development
 - Other as required

Evaluation & Professional Growth

The individual in this position is expected to participate the in professional growth and the evaluation process.

First Read: 6/17/2014
Approved:
Revised:

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 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.
- Frequently Feeling. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- 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.
- Constantly 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.
- Frequently Repetitive motion. Substantial movements (motions) of the wrists, hands; and/or fingers.
- Sedentary work. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
- 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.
- The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work.)

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

POSITION TITLE: Administrative Assistant/Assistant Superintendent/Data Management
SUPERVISOR: Assistant Superintendent
LEVEL: II
DURATION: 12 months

QUALIFICATIONS:

- High school diploma or equivalent
- Additional related training or experience is desirable
- Maintain high level of confidentiality
- Good organizational and technical skills including effective use of various hardware and software applications
- Thorough knowledge of record keeping and filing techniques
- Knowledge of bookkeeping principles and procedures
- Ability to
 - Work independently
 - Comprehend, interpret, and apply regulations, procedures, and related information
 - Communicate and interact effectively with others
 - Assemble information in a concise manner
 - Read, understand, and interpret reports relating to job
 - Resolve concerns and complaints

SUMMARY: The Administrative Assistant for the Assistant Superintendent and Data Management performs administrative duties for the Assistant Superintendent. This position is involved with all aspects of data collection and dissemination, and provides support and assistance to the Assistant Superintendent. The individual in this position discharges duties in a way that is professional and represents the School District in a positive way and in accordance with District policies, rules, and regulations. This position is designed to ensure the accuracy and punctuality of all staff and student data collected and reported to the Department of Education.

DUTIES AND RESPONSIBILITIES:

Administrative Assistant

- Provides clerical assistance and support to Assistant Superintendent
- Maintains the Assistant Superintendent's calendar
- Creates and maintains the Principals' Events and Assessment calendar
- Works with the Assistant Superintendent to coordinate District policies and reviews/updates with Policy Committee

First Read: 6/17/2014
Approved:
Revised:

- Coordinates curriculum committee meetings, locations, and attendance throughout the year
- Compiles “We Are ConVal”
- Serves as backup support to the Superintendent
- Process purchase requisitions as required for curriculum, literacy coaches and teacher mentor
- Provide information as required with regard to policies and procedures
- Maintain Assistant Superintendent and District policy website pages
- Serves as contact to home education families within the District

Data Management

- Assists in compilation and dissemination of test data and survey information, including standardized testing
- Maintains student suspension records and provides monthly reports to Assistant Superintendent
- Maintain fire and evacuation drill records
- Act as i4See coordinator for NH DOE
- Prepare and process BOY(Beginning Of Year), EOY(End Of Year) State Reports, SASIDS(State Assigned Student Identifiers)
- Prepare and process staffing and enrollment reports as required
- Act as administrator for AimsWeb; create accounts, troubleshoot, annual rollovers, and training as required
- Generate class roster files for NWEA(Northwest Evaluation Association) testing and correct data errors
- Monitor school approval schedules and create documentation as required
- Maintain homeschool database and report to NH DOE as required
- Perform other job related tasks or services as may be assigned by the Assistant Superintendent

Agendas and Minutes

- Prepare and disseminate data, agendas, and related materials for the following committees:
 Education
 Policy

Evaluation & Professional Growth

The individual in this position is expected to participate in professional growth and the evaluation process.

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.

First Read: 6/17/2014
 Approved:
 Revised:

- 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.
- Frequently Feeling. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- 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.
- Constantly 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.
- Frequently Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.
- Sedentary work. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
- 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.
- The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work.)

First Read: 6/17/2014
 Approved:
 Revised:

NEW HAMPSHIRE PUBLIC SCHOOLS
SCHOOL ADMINISTRATIVE UNIT #1
CONTOOCOOK VALLEY SCHOOL DISTRICT
DRAFT

POSITION TITLE: Administrative Assistant - Finance Office- Federal Funds
SUPERVISOR: Business Administrator
LEVEL: II
DURATION: 12 months

QUALIFICATIONS:

- High school diploma or equivalent
- Additional related training or experience is desirable
- Maintain high level of confidentiality
- Good organizational and technical skills including effective use of various hardware and software applications
- Thorough knowledge of record keeping and filing techniques
- Knowledge of bookkeeping principles and procedures
- Ability to
 - Work independently
 - Comprehend, interpret, and apply regulations, procedures, and related information
 - Communicate and interact effectively with others
 - Assemble information in a concise manner
 - Read, understand, and interpret reports relating to job

SUMMARY: The Administrative Assistant for the Finance Office performs several duties, including financial reporting, bookkeeping for federal projects and support to the Business Administrator, Facilities Director, and District Systems Administrator. The individual in this position discharges duties in a way that is professional and represents the School District in a positive way and in accordance with District policies, rules, and regulations.

This position is designed to ensure the accuracy and timely execution of any financial data collected and reported to the Department of Education, including federal project financial reports.

DUTIES AND RESPONSIBILITIES:

Finance Office

- Maintain and process quarterly and annual reports including 941, W2's, 1099's
- Payroll reconciliation including position and wage changes
- Monthly reconciliation and reporting to NHRS
- Monthly reconciliation of student activity accounts
- Maintain and process reimbursements for ConVal Elementary Schools Activity Account

First Read: 6/17/2014

Approved:

Revised:

- Work with Student Services on special transportation issues; troubleshoot, bidding as required
- Maintain and monitor all accounts receivable, including invoicing and monthly reconciliation of accounts
- Act as Veritime/Aesop administrator
- Process journal entries as required
- Monthly general ledger reconciliation

Federal Project Bookkeeper

- Maintains account ledgers, including set up, purchases, and receipts for all federal projects
- Prepares monthly cash reconciliations and quarterly reports
- Maintain all Title I student and staff records
- Meet with non-public schools as required
- Maintain equipment inventory as required

Facilities and District Systems Administrators

- Process all requisitions for District facility and technology needs
- Maintain and monitor facility and technology budgets
- Create and maintain Student Accident and other databases related to Joint Loss Management Committee (JLMC)
- Create and disseminate JLMC agendas and minutes
- Maintain facility web page
- Maintain utility usage data

Perform other job related tasks or services as may be assigned by the Business Administrator, Facilities Director, or District Systems Administrator.

Evaluation & Professional Growth

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- Frequently Grasping. Applying pressure to an object with the fingers and palm.

First Read: 6/17/2014

Approved:

Revised:

- Frequently Feeling. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
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- Sedentary work. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
- 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.
- The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work.)

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

POSITION TITLE: Administrative Assistant – Student Services/Financial

SUPERVISOR: Director of Student Services

LEVEL: II

DURATION: 12 months

QUALIFICATIONS:

- High school diploma or equivalent
- Additional related training or experience is desirable
- Ability to maintain high level of confidentiality
- Good organizational and technical skills including effective use of various hardware and software applications
- Thorough knowledge of record keeping and filing techniques
- Ability to
 - Work independently
 - Good organizational skills
 - Comprehend, interpret, and apply regulations, procedures, and related information
 - Communicate and interact effectively with others
 - Assemble information in a concise manner
 - Read, understand, and interpret reports relating to job

SUMMARY: The Administrative Assistant-Student Services/Financial carries out all related financial responsibilities for Student Services in collaboration with the district's business office. The individual in this position discharges duties in a way that is professional and represents the School District in a positive way and in accordance with District policies, rules, and regulations.

This position is designed to relieve the administrators of office and routine responsibilities by planning, organizing, coordinating tasks as needed and participating in the school office administrative operations to support overall student and school success.

DUTIES AND RESPONSIBILITIES:

Financial

- Assists Student Services Director with District budget and Federal Grant cost calculations
- Initiates, encumbers, tracks and maintains purchase orders for SAU Special Education Office including: out-of-district tuitions, contracted services, specialized programs and related service staff departments
- Coordinate trainings, collects, reviews and submits Medicaid logs as required
- Provides required financial reports for Medicaid billing purposes

First Read: 6/17/2014
Approved:
Revised:

- Maintains petty cash account
- Prepares cost calculations and billing statements of ConVal services for distribution to “sending” school districts
- Creates and maintains budget spreadsheets for special education departments and district programs

Reporting

- NHSEIS(New Hampshire Special Education Information System) coordinator and data entry for all applicable student and staff, including alternative assessments
- Provide NHSEIS training for all applicable staff
- Generates and ensures the accuracy and timely submission of necessary State reports such as Catastrophic Aid, Chapter 402 placements, 504, Homeless, Annual Verification of Child Count Report, Personnel Census Report, ADMR(Average Daily Membership in Residence), A13N, etc.
- Generates various reports from state database for district personnel

Other Duties and Responsibilities

- Maintenance of central office Special Education files
- Responsible for all preschool reporting
- Maintains special education department resource library and equipment lists
- Tracks applications for ATECH (Assistive Technology) services for children needing IEP (Individual Education Plan) services for the sensory impaired
- Maintains and orders inventory including special education forms

Perform other job related tasks or services as may be assigned by the Director or Assistant Director of Student Services

Evaluation & Professional Growth

The individual in this position is expected to participate in professional growth plans and the evaluation process.

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 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: 6/17/2014
 Approved:
 Revised:

- Frequently Feeling. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- 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.
- Constantly 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.
- Frequently Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.
- Sedentary work. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
- 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.
- The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work.)

NEW HAMPSHIRE PUBLIC SCHOOLS
SCHOOL ADMINISTRATIVE UNIT #1
CONTOOCOOK VALLEY SCHOOL DISTRICT
DRAFT

POSITION TITLE: Administrative Assistant – Human Resources/Benefits

SUPERVISOR: Director of Human Resources

LEVEL: II

DURATION: 12 months

QUALIFICATIONS:

- High school diploma or equivalent
- Additional related training or experience is desirable
- Knowledge of bookkeeping principals and procedures
- Knowledge of payroll processing procedures
- Good organizational skills
- Understanding of State and Federal Employment laws
- Maintain high level of confidentiality
- Good organizational and technical skills including effective use of various hardware and software applications
- Thorough knowledge of record keeping and filing techniques
- Ability to
 - Work independently
 - Comprehend, interpret, and apply regulations, procedures, and related information
 - Communicate and interact effectively with others
 - Assemble information in a concise manner
 - Read, understand, and interpret reports relating to job

SUMMARY: The Administrative Assistant-Human Resources and Benefits performs personnel and other related duties for the district, including benefit administration, and personnel records. The Administrative Assistant-HR/Benefits understands and interprets employee contracts and work agreements, and interacts with staff and outside agencies. The individual in this position discharges duties in a way that is professional and represents the School District in a positive way and in accordance with District policies, rules, and regulations.

This position is designed to ensure the accuracy and confidentiality of the personnel functions for the district.

First Read: 6/17/2014
Approved:
Revised:

DUTIES AND RESPONSIBILITIES:

Human Resources

- Maintain the personnel database for the District
- Process and maintain the online system for all employment applications for all certified and non-certified personnel
- Prepares, processes, and enrolls eligible employees in applicable benefit plans
- Process all new hire certifications as necessary, including Praxis and HQT
- Processes and post changes for COBRA, Workers Comp, FMLA, and Unemployment
- Coordinates and conducts annual open enrollment sessions for benefits
- Prepares and processes employee annual agreements and contracts
- Meet with all employees to explain health care options, NH Retirement and other benefits as necessary
- Collect and verify benefits applications are complete for process to appropriate agencies
- Assists employees with personnel questions with regard to wages and benefits as necessary
- Process criminal record checks with the State of NH and federal agencies
- Files New Hire Report as required with the State of NH Labor Department
- Verifies and disburses paperwork to Payroll
- Generates and ensures the accuracy and punctuality of reports for the State, and others as needed
- Develop and distribute nomination lists as required
- Design and/or redesign necessary forms
- Prepare and process Employment Ads and postings
- Coordinate Staff Appreciation Day activities
- Audit monthly benefit invoices
- Maintain and distribute staff evaluation schedule
- Maintain HR webpage as necessary

Substitute Pool

- Processes and maintain long term substitute requests and agreements
- Maintain, review, and process all substitute teacher applications
- Contacts all substitutes by letter each summer to update for the coming school year
- Process and track student teachers and verifies criminal background checks have been completed

Perform other job related tasks or services as maybe assigned by the Human Resources Director.

Evaluation & Professional Growth

The individual in this position is expected to participate in professional growth plans and the evaluation process.

First Read: 6/17/2014

Approved:

Revised:

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 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.
- Frequently Feeling. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- 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.
- Constantly 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.
- Frequently Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.
- Sedentary work. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
- 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.
- The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work.)

NEW HAMPSHIRE PUBLIC SCHOOLS
SCHOOL ADMINISTRATIVE UNIT #1
CONTOOCH VALLEY SCHOOL DISTRICT
DRAFT

POSITION TITLE: Administrative Assistant - Finance Office/Purchasing & Accounts Payable

SUPERVISOR: Business Administrator

LEVEL: III

DURATION: 12 months

QUALIFICATIONS:

- High school diploma or equivalent
- Additional related training or experience is desirable
- Knowledge of bookkeeping principals and procedures
- Knowledge of accounts payable processing procedures
- Understanding of State and Federal Employment laws
- Maintain high level of confidentiality
- Good organizational and technical skills including effective use of various hardware and software applications
- Thorough knowledge of record keeping and filing techniques
- Ability to
 - Work independently
 - Comprehend, interpret, and apply regulations, procedures, and related information
 - Communicate and interact effectively with others
 - Assemble information in a concise manner
 - Read, understand, and interpret reports relating to job

SUMMARY: The Administrative Assistant-Purchasing/Accounts Payable performs financial, purchasing and other duties for the District including general ledger reconciliation. The individual in this position discharges duties in a way that is professional and represents the School District in a positive way and in accordance with District policies, rules, and regulations

This position is designed to ensure the accuracy and timely execution of purchase orders, invoices for the district; interacts and communicates with staff and outside agencies; and serves as a backup to the Administrative Assistant/Federal Funds and Finance Office.

DUTIES AND RESPONSIBILITIES:

General Accounting

- Verifies, analyzes and posts transactions to journals up to and including General Ledger balances as required
- Assists with annual budget preparation duties
- Reviews interim accounts and related purchase orders monthly

First Read: 6/17/2014
Approved:
Revised:

- Assists in year-end closing and special projects
- Generates and ensures the accuracy and punctuality of reports for the state, auditors and others
- Process budget transfer entries as required

Purchasing

- Enter requisitions and/or purchase orders for review
- Maintain open purchase order files
- Audits and revises Open Purchase Order Report
- Create and monitor interim purchase orders

Accounts Payable

- Maintains accounts payable database and files
- Prepares, processes, and posts accounts payable invoices
- Reconciles accounts payable detail to general ledger, monthly
- Audits vendor statements and responds to vendor inquires and correspondence
- Prepares Board authorization sheet for manifests
- Track and process transportation invoices

PCard Program

- Maintain PCard user accounts
- Process related transactions and reconcile statements

Other Duties and Responsibilities

- Open and distribute daily mail
- Maintain SAU supply inventory
- SAU contact for cell phone changes
- Maintain SAU/ConVal Elementary Schools Petty Cash Accounts
- Performs other job related tasks or services as maybe assigned by the Business Administrator
- Perform other job related tasks or services as directed by the Business Administrator

Evaluation & Professional Growth

The individual in this position is expected to participate in professional growth plans and the evaluation process.

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 Walking. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

First Read: 6/17/2014
 Approved:
 Revised:

- 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.
- Frequently Feeling. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- 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.
- Constantly 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.
- Frequently Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.
- Sedentary work. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
- 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.
- The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work.)

First Read: 6/17/2014

Approved:

Revised:

NEW HAMPSHIRE PUBLIC SCHOOLS
SCHOOL ADMINISTRATIVE UNIT #1
CONTOOCOOK VALLEY SCHOOL DISTRICT
DRAFT

POSITION TITLE: Administrative Assistant - Payroll

SUPERVISOR: Business Administrator

LEVEL: III

DURATION: 12 months

QUALIFICATIONS:

- High school diploma or equivalent
- Additional related training or experience is desirable
- Knowledge of bookkeeping principals and procedures
- Knowledge of payroll processing procedures
- Understanding of State and Federal Employment laws
- Maintain high level of confidentiality
- Good organizational and technical skills including effective use of various hardware and software applications
- Thorough knowledge of record keeping and filing techniques
- Ability to
 - Work independently
 - Comprehend, interpret, and apply regulations, procedures, and related information
 - Communicate and interact effectively with others
 - Assemble information in a concise manner
 - Read, understand, and interpret reports relating to job

SUMMARY: The Administrative Assistant for payroll is responsible for compiling, maintaining, calculating and processing payroll and other relevant personnel information and records.

Ensure the accuracy and confidentiality of the payroll and related personnel functions for the district. Interact and communicate with staff and outside agencies. Discharges duties in a way that is professional and represents the district in a positive way, in accordance with district policies, rules, and regulations applicable to the district.

DUTIES AND RESPONSIBILITIES:

Payroll

- Process biweekly payroll
- Process quarterly and annual reports as required
- Maintain forms and information on District website
- Review and post relevant changes to individual employee wage, deductions, and benefit records

First Read: 6/17/2014
Approved:
Revised:

- Assist employees with payroll questions with regard to wage and benefits
- Generate reports for state, auditors, and others as needed
- Maintain employee attendance records
- Maintain official records for payroll files
- Maintain co-curricular records for disbursements
- Track and process leaves of absence and terminations when required
- Respond to payroll inquiries from various agencies
- Audit and process health, dental, life, LTD, and NHRS payments
- Generate reports for state and others as needed
- Coordinate information with Human Resources, to include; Co-curricular, work agreements and total compensation statements
- Ability to operate a variety of job related machines and/or office equipment and programs
- Compare, interpret, and/or analyze data
- Draw daily operational conclusions and solve practical problems using technical and administrative policies currently in force
- Make independent judgments within the scope of respective job duties
- Utilize mathematical skills such as addition, subtraction, multiplication, division, and determine percentages
- Read and comprehend a variety of professional, technical, and administrative documentation, directions, methods, and procedures
- Knowledge of punctuation, formatting, spelling, and grammatical skills, and able to apply these skills to reporting functions if needed
- Perform other job related tasks or services as directed by the Business Administrator

Evaluation & Professional Growth

The individual in this position is expected to participate in professional growth plans and the evaluation process.

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 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: 6/17/2014
 Approved:
 Revised:

- Frequently Feeling. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- 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.
- Constantly 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.
- Frequently Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.
- Sedentary work. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
- 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.
- The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work.)

First Read: 6/17/2014
Approved:
Revised:

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

POSITION TITLE: Administrative Assistant – Student Services
SUPERVISOR: Director of Student Services
LEVEL: III
DURATION: 12 months-Part-Time

QUALIFICATIONS:

- High school diploma or equivalent
- Additional related training or experience is desirable
- Good organizational and technical skills including effective use of various hardware and software applications
- Thorough knowledge of record keeping and filing techniques
 - Works independently
 - Good organizational skills
 - Comprehend, interpret, and apply regulations, procedures, and related information
 - Maintain a high level of confidentiality
 - Communicate and interact effectively with others
 - Assemble information in a concise manner
 - Read, understand, and interpret reports relating to job

SUMMARY: The Administrative Assistant-Student Services provides administrative assistance to the Student Services Director, Assistant Director, and Coordinators. This position may also serve as the information liaison to the itinerant Special Education Staff and other District Special Education and Student Services personnel, as well as backup for the full time Administrative Assistant for the department. The individual in this position discharges duties in a way that is professional and represents the School District in a positive way and in accordance with District policies, rules, and regulations.

This position is designed to relieve administrators of routine responsibilities by managing assigned projects and by planning, organizing and coordinating tasks to achieve overall department success.

DUTIES AND RESPONSIBILITIES:

- Performs a variety of clerical and administrative work including word processing, filing, recording information, and processing/distributing correspondence
- Coordinates annual mandated Child Find project
- Track and maintain student data for 504 reporting
- Assists Director in coordinating Extended School Year Program

First Read: 6/17/2014
Approved:
Revised:

- Organize annual kindergarten screenings
- Maintains calendars for Director, Assistant Director, and diagnostic staff
- Maintain calendar of meetings for nursing and other related services staff
- Responds with information to inquiries from administrators, staff, parents, and the general public
- Disseminates information to Special Education Staff
- Establishes, maintains, and insures proper use of confidential student files
- Maintains budget information, including preparing and processing purchase orders
- Screens and routes telephone calls to appropriate administrators and staff

Perform other job related tasks or services as may be assigned by the Director or Assistant Director of Student Services

Evaluation & Professional Growth

The individual in this position is expected to participate in professional growth plans and the evaluation process.

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 Walking. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
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First Read: 6/17/2014
 Approved:
 Revised:

- 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.
- The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work.)

Partial Status - Based on known K enrollments for 2014-15

Grade	Total	118	152	160	151	152	733	FTE Teachers
SCHOOL	7.1.14	Kindergarten	1st Grade	2nd Grade	3rd Grade	4th Grade	Total	
AES	# of Students	23	30	28	27	19	127	
	# of Sections	2	2	2	2	1		9
	Teacher	Teacher	Teacher	Teacher	Teacher	Teacher		
	Teacher	Teacher	Teacher	Teacher	Teacher	Teacher		
	Ratio	11.5	15.0	14.0	13.5	19.0		
BES	# of Students	14	14	15	8 + 6 = 14		57	4
	# of Sections	1	1	1	1			
	Teacher	Teacher	Teacher	Teacher	Teacher			
	Ratio	14.0	14.0	15.0	14.0			
DCS	# of Students	7	15	15	8 + 8 = 16	5th Grade	68	5
	# of Sections	1	1	1	1	1		
	Teacher	Teacher	Teacher	Teacher	Teacher	Teacher		
	Para					Para*		
	Ratio	7.0	15.0	15.0	16.0	15.0		
FES	# of Students	7	19	19	10 + 9 = 19		64	4
	# of Sections	1	1	1	1			
	Teacher	Teacher	Teacher	Teacher	Teacher			
	Ratio	7.0	19.0	19.0	19.0			
GES	# of Students	13	14	15	21	4th Grade	81	5
	# of Sections	1	1	1	1	1		
	Teacher	Teacher	Teacher	Teacher	Teacher	Teacher		
	Ratio	13.0	14.0	15.0	21.0	18.0		
HES	# of Students	5 + 11 = 16	14.0	11	14	4th Grade	59	4
	# of Sections	1	1	1	1	1		
	Teacher	Teacher	Teacher	Teacher	Teacher	Teacher		
	Ratio	16.0	14.0	11.0	14.0	18.0		
PES	# of Students	43	43	41	55	4th Grade	237	15
	# of Sections	3	3	3	3	3		
	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	18.3	18.3		
TES	# of Students	6 + 6 = 12	16	16	8 + 19 = 27		55	3
	# of Sections	1	1	1	1			
	Teacher	Teacher	Teacher	Teacher	Teacher			
	Para				Para*			
	Ratio	12.0	16.0	16.0	27.0			
	* Teaching Principal para							
	-watch enrollments							
	Total Students K-5						748	50
	Total Elementary Students K-4						733	

Enrollment numbers may include tuitioned-in student

Partial Status - Based on known K enrollments for 2014-15

SCHOOL	7.1.14	Grade 5 5th Grade	Grade 6	Grade 7	Grade 8	Total	FTE Teachers
DCS	# of Students	15				15	
	# of Sections	1					1
	Teacher	Teacher					
	Para	Para*					
	Ratio	15					
GBS	# of Students	67	66	64	59	256	
	# of Sections	3	3	3	3		12
	Teacher	Teacher	Teacher	Teacher	Teacher		
	Teacher	Teacher	Teacher	Teacher	Teacher		
	Ratio	22.3	22.0	21.3	19.7		
SMS	# of Students	90	97	108	100	395	
	# of Sections	4	4	4	5		17
	Teacher	Teacher	Teacher	Teacher	Teacher		
	Teacher	Teacher	Teacher	Teacher	Teacher		
	Ratio	22.5	24.3	27.0	20.0		
	Total Students	172	163	172	159	666	29
CVHS	Grade	9	10	11	12		
	Teachers	207	213	214	207	841	
		14	14	14	14		
					K to 4	733	50
				5-8	666	29	
				9-12	841	56	
				Total 2014-15	2240	135.0	
				Enrollment numbers may include tuitionec			
				2013-14	2325		
				2012-13	2342		
				2011-12	2434		
				2010-11	2534		
				2009-10	2755		
				2008-09	2855		
				2007-08	2969		
				2006-07	3104		

July 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10 Ad Hoc School Board Goal Committee Mtg. 05:00 PM @ SAU Board Room	11	12
13	14	15 School Board Meeting 07:00 PM @ SAU Office Board Room	16	17	18	19
20	21	22 Policy Committee Meeting 06:30 PM in Conference Room 1	23	24	25	26
27	28	29	30	31		

August 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14 Budget & Property Committee Meeting 06:30 PM @ SAU Office	15	16
17	18	19 School Board Meeting @ SAU Office 07:00 PM	20	21	22	23
24	25	26 Policy Committee Meeting 06:30 PM in Conference Room 1	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](mailto:k Saunders@conval.edu)

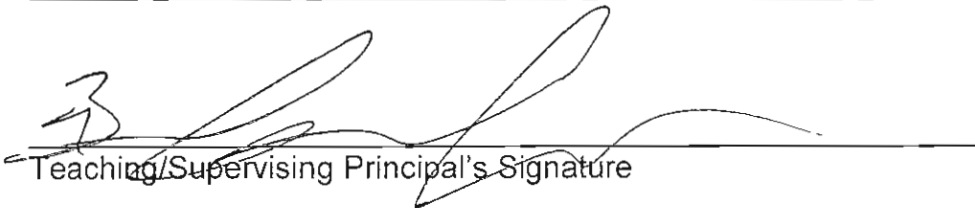
TO: Contoocook Valley School Board
FROM: ConVal School District
DATE: July 7, 2014
RE: REQUEST TO ACCEPT A GIFT OR DONATION

The ConVal School District School requests authorization to accept from:

Name/Address: DNV-6L Renewable Energy

the following gift/donation of: office furniture valued at \$30,000.00

for the purpose of: outfitting office areas


Teaching/Supervising Principal's Signature

SAU OFFICE USE ONLY: Date Received _____

Date Approved by School Board _____

Date Not Approved by School Board/Reason: _____