

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

CONTOOCOOK VALLEY SCHOOL BOARD

Tuesday, July 16, 2013

**Steering Committee
6:00 p.m.**

**School Board Meeting
SAU #1
7:00 p.m.**

1. **Call to Order and Pledge of Allegiance**
2. **Minutes (Board Vote Required)**
 - a. **June 18, 2013** (pg. 1-8)
3. **Points of Pride**
4. **Public Comment**
5. **Consent Agenda**
 - a. **Personnel**
 - 1) Elementary School Principal Opening
 - 2) Job Description – Business Administrator – 1st Read (pg. 9-12)
 - 3) Resignations/Nominations (pg. 13)
 - 4) Stipend Appointments (pg. 14)
6. **Superintendent's Report and Presentation of Business**
 - a. **Monthly Events Calendar** (pg. 15-16)
 - b. **July 1st Enrollment Report** (pg. 17-18)
 - 1) Peterborough Elementary School Kindergarten
7. **Assistant Superintendent's Report**
 - a. **ESEA Waiver (NCLB)**
 - b. **Common Core Update**
 - c. **Title I Monitoring Results**
8. **Reports**
 - a. **Teacher Representative**
 - b. **Budget & Property Committee** – Matthew Craig
 - c. **Wellness Committee** – Rick Matte
 - d. **Education Committee** – Rich Cahoon
 - e. **Policy Committee** – Myron Steere
9. **Old Business**
 - a. **CVHS Parking Lot Discussion** – Marian Alese
 - b. **LGC Refund**
 - c. **Rescind (School Board Vote Required)**
 - CCB: Line and Staff Relations (pg. 19)
 - EA: Support Services Goals (pg. 20)
10. **New Business**
 - a. **1st Read Policies**
 - BKA: Liaison with School Board Association (pg. 21)
 - CBC: Superintendent's Right to Counsel (pg. 22)
 - DEA: Revenues from Local Tax Sources (pg. 23)
 - EB & JLI: School Safety Program (pg. 24-25)
 - EBBB: Reporting Accidents Involving Physical Harm of Students (pg. 26)
 - EHAA: Internet Safety and Responsible Use Policy for Students (27-29)

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.

GBEBB: Employee-Student Relations (pg. 30)

JIC: Student Conduct (pg. 31)

JLC: School Health Services (pg. 32)

KEB: Public Complaints about School Personnel, Employees, Students, or Administration
(pg. 33-34)

b. Literacy Coach Recommendation (Board Vote Required)

11. Approval of Manifests (Board Vote Required)

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

a. Personnel

Upcoming Summer Meetings:

Wellness Committee Meeting Wed., August 7th at 6:00 p.m. @ SAU

Education Committee Meeting Thurs., August 8th at 6:30 p.m. @ SAU

Selectmen's Advisory Committee Meeting, Thurs., August 15th at 7:00 p.m. @ SAU

School Board Workshop, Tuesday, August 20th at 5:00 p.m. @ TBD

OFFICE OF THE SUPERINTENDENT OF SCHOOLS
Peterborough, New Hampshire

CONTOOCOOK VALLEY SCHOOL BOARD

Tuesday, June 18, 2013

School Board Meeting

at

SAU #1

7:00 p.m.

MINUTES

BOARD

Stewart Brock, Rich Cahoon,
Matthew Craig, Butch Estey,
Jon Ingram, David Martz,
Linda Quintanilha, Pierce Rigrod,
Crista Salamy, Myron Steere,
Erik Thibault, Fiona Tibbetts

ADMINISTRATION

Dr. Richard Bergeron, Supt.
Kimberly Saunders, Asst. Supt.
Marian Alese, B.A.
Tim Markley, H.R.
Dr. Rick Matte, Student Services
Dr. Cathy Higgins, Tech.
Tim Grossi, Facilities
Tim Iwanowicz, FES/GES/HES
Ben Loi, PES
Richard Dunning, SMS
Jim Elder, GBS
Brian Pickering, CVHS
Ann Allwarden, Literacy Coach
Brian Grattan, Technology

1. Call to Order and Pledge of Allegiance

Butch Estey called the meeting to order at 7:03 p.m. The Pledge of Allegiance was recited.

2. Minutes (Board Vote Required)

a. June 4, 2013

Myron Steere moved to accept the minutes of June 4, 2013. Matthew Craig second. Erik Thibault abstained. All else in favor. Motion carried.

3. Chairman's Award

None.

4. Points of Pride

Butch Estey reported that this is the Superintendent's final meeting. When Dr. Bergeron was hired he took the helm on curriculum and supported the Board and followed their direction. He enforced the Board's decisions. Certain jobs were not covered that are now covered. A four year teacher's contract, gym renovations, and so many other accomplishments under Dr. Bergeron's tenure were shared. Mr. Estey said that this district is a better district because of Dr. Bergeron. Mr. Estey wished Dr. Bergeron well moving forward.

Dr. Bergeron introduced the girls Softball team and shared their record and State Championship accomplishment. Three players have been named to the All-State team.

MISSION STATEMENT

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Brian Pickering said that good things happen to good people. These young women were role models for other students and our community. They are led by an outstanding head coach and assistant coach. As a school, when events like this happen, it generates school spirit. We are proud of these girls. This is the first softball State Championship in school history.

Dr. Bergeron shared feature articles from both the Sentinel and the Ledger about Dick Dunning.

Butch Estey reported on the Staff Appreciation event held last Friday as well as the bus company barbeque.

5. Public Comment

Myron Steere made a motion to reconsider the request of Greenfield parent Kimberly Kamieniecki to speak in public session. Second.

Butch Estey shared that we have to follow policy on the advice of counsel. Mr. Estey said that he will not allow any discussion on personnel to take place in public session.

Matthew Craig reported that 2/3's vote majority of the Board is required to add something to an agenda. Policy BEA was shared with the Board (attachment #1). Time was given to review the policy.

Rich Cahoon asked if this was an appropriate discussion for non-public. Butch Estey confirmed.

Myron Steere, David Martz, and Rich Cahoon were in favor of overturning the decision not to allow this parent to address the Board.

Linda Quintanilha, Jon Ingram, Pierce Rigrod, Stewart Brock, Crista Salamy, Erik Thibault, Matthew Craig, and Fiona Tibbetts were opposed to allowing Ms. Kamieniecki to address the Board. Motion failed.

6. Consent Agenda

Dr. Bergeron shared information on the percentage of time that teaching principals spend in terms of time teaching and administrator responsibilities (attachment #2).

7. Superintendent's Report and Presentation of Business

a. Personnel

1) Nominations

Tim Markley distributed an updated list of nominations (attachment #3).

Crista Salamy moved to accept the nominations as read. Stewart Brock second.

David Martz asked for information on Careers in Education.

The reply was that it is an ATC course for students pursuing a field in the education of children. Brian Pickering said that they will conduct regular classroom work and in internships.

Unanimous.

Stewart Brock asked how we are doing filling vacant positions. Tim Markley said that they are quickly getting filled. One Para has been recalled. Mr. Markley estimated all open positions to be filled in the next several weeks.

2) Job Description - Lead Grounds Keeper (2nd Read/Adoption) (Board Vote Required)

Rich Cahoon moved to approve the job description as presented. Matthew Craig second. Unanimous.

b. Monthly Events Calendar

The Education Committee will meet on Thursday, June 20th at 6:30 p.m.

The Budget & Property Committee will meet on Tuesday, July 9th at 6:30 p.m.

The Policy Committee will meet on July 16th at 5:30 p.m. and not on July 30th.

8. Reports

a. Student Representative

Zachary Letourneau, CVHS student, reported that the last several days ran smoothly at CVHS. Student Council campaigning and elections took place. Zach congratulated both Richard Dunning and Dr. Bergeron for their hard work and loyalty to educating the great youth of this nation.

b. Teacher Representative

None.

c. Selectmen's Advisory Committee – Erik Thibault

Erik Thibault reported that 80% to 90% of Selectmen's Advisory Committee (SAC) are in favor of moving forward and working together. The SAC likes the formation of a committee similar to the Model Advisory Committee. Five SAC and four School Board will represent the makeup of the committee. John Jordan and Erik Thibault will co-chair. A report on oil was shared. There is interest in teaming up. John Kieley proposed an idea, attached to a list, which should have been separated. The process for SAC to bring up items of concern was discussed rather than sitting around a table and complaining. SAC asked if a SAC member could have a seat at Budget & Property, not a voting seat, to listen and provide input as well as ask questions. John Kieley was nominated.

Discussion about the history of administrators was discussed. A list of positions mandated by the DOE was requested so that they could be taken out of the equation. The efficiency study was brought up again at this meeting. Erik Thibault asked if suggestions from ConVal could be made about decisions at the town level and shared with SAC; they agreed.

The United Way presentation was suggested to be shared at a future School Board meeting. Pine Hill was at the SAC meeting asking town for help. Erik Thibault reminded SAC that it was not ConVal's decision not to renew the lease. One SAC member wanted information on meetings outside of attending board meetings, subcommittee meetings or reading the minutes of meetings on line. Erik said that he had no other suggestions for this request.

Matthew Craig said that he cannot appoint committee members; it would have to be the Board or Board Chair. Butch Estey said that this will be discussed and placed on an agenda.

Crista Salamy asked why the Selectmen need someone to be on Budget & Property Committee to hear things when they can come anyway; it is a public meeting.

John Jordan said that so that they can be considered as a participant in any discussion.

Butch Estey said that he has never been at a meeting where someone was not allowed to talk.

Stewart Brock said that he does not support adding anyone to a committee.

Erik Thibault said that he invited SAC to send a Selectmen to all committee meetings. Someone could report back to the Selectmen.

Matt Craig said that we have a non-voting School Board member attend most meetings. We call on everyone at Budget & Property; giving priority to voting members but allow all to speak.

Rich Cahoon encouraged that if this appointment is considered that it have a time limit such as up until District Meeting.

d. Budget & Property Committee – Matthew Craig

Matthew Craig reported that the committee agreed on a budget review schedule where the main budget items will be looked at on a cycle. They include, bus schedule and transportation, facilities, technology, and the athletic program among others.

Progress on facility use fees was conducted. A cover letter with policy changes was agreed to be worked. This will move to the Policy Committee next.

Lastly, a discussion about the high school parking lot took place. A phased process was discussed and recommended to bring to the Board to engage with a contractor. The committee voted to bring a motion forward.

Butch Estey reported that Erik will serve on the bus stop committee.

Kimberly Saunders distributed a list of events that have taken place over the past two days. Work done on aligning to the Common Core Standards took place.

Matthew Craig asked what was voted in that resulted in the reduction of professional development.

Kimberly Saunders reported that summer professional development money was cut that would have allowed further progress on this topic.

e. Wellness Committee – Linda Quintanilha

Linda Quintanilha said that she would love for public comment at Wellness meetings and for SAC to attend. Discussion took place on the enforcement of the Wellness Policy. The Wellness Walk was discussed for September. Linda Quintanilha asked the Board for \$500 in seed money for the Wellness Walk.

Myron Steere moved to allow \$500 to support the walk. David Martz second.

Butch Estey asked if Linda was comfortable with \$500. Linda confirmed that she was. **Unanimous.**

Linda Quintanilha asked the Board to think of what they might like to donate for raffle prizes

f. Education Committee – Crista Salamy

Crista Salamy reported that the committee learned that Social Studies are almost nonexistent at the elementary level. Teachers were asked to look at a program and see if hours of Social Studies could be fit in during the Language Arts part of the week.

A presentation on writing was very helpful and interesting. Different strategies on teaching students to write better called SRSD were shared. Some staff were taught to implement the program.

g. Policy Committee – Myron Steere

Myron Steere said that he will report out under the policy section of tonight's agenda.

h. Budget Reports – Marian Alese

1) Expenditure Report

Marian Alese reported that that Line 4 reflects summer facilities help. Lines 64-66 reflect equipment transfers from supply lines. The transfers to the three reserve funds should be possible. The final June report will go to B&P in August.

2) Grant Report

Marian Alese reported that any amounts remaining should be able to be carried over to next year.

Ms. Alese reported that the preliminary schedules were sent out to the towns last week.

9. Old Business

a. ConVal High School Parking Lot Update – Tim Grossi

Tim Grossi reported that pricing came back significantly higher than expected. It is suspected that the full scope of the project three years ago was not understood. One of the bids could be accepted and then open up a dialogue about a phase in project to allow for bus lanes and front apron work and then budget for remaining work on the parking lot.

Myron Steere moved to move forward on the phasing project. Matthew Craig second.

Mr. Grossi said that the goal is to address safety first.

David Martz asked if consideration was given to scaling down the project. Tim Grossi confirmed and said that the design comes from almost 10 months of discussion that takes care of current problems and likely anything that could be foreseen.

Tim Grossi said that he cannot enter into the pricing of phasing without approval to enter into the dialogue.

Tim reported that the bids are so different from what was budgeted and are the result of the contractor's belief that the sub materials would not be usable for the future project. Several core samples could be dug to learn more about what lies under the paving. It might result in a savings.

Marian Alese requested that the encumbrance be reaffirmed.

Tim Grossi reported two borings of the parking lot were taken; 12 around the school. The two in the parking lot were deemed inconclusive. Both contractors expect to haul materials in and out. Additional borings would help with the confidence level.

Tim is looking to accept the lower bid and enter into negotiations to phase.

Marian Alese said that we are asking for approval to accept the bid from the contractor and provide Tim the authority to renegotiate the phased bid process.

Tim said that we are not committing to doing the phased project with anyone.

Erik Thibault asked if current sinkholes will be repaired. Tim said that work was not budgeted.

Tim Grossi said that the first year of this phase would be the bus lanes and entry ways to establish entry ways into the parking lot.

Marian said that after we put money into the Capital Reserve account this year it will total approximately \$320,000.

Marian said that we are asking for Tim to have the authority to have a discussion about a phased approach and reaffirm the money that was encumbered three years ago for one more year.

Myron Steere and Matthew Craig took back their motion and second respectively.

Matthew Craig moved to authorize Tim Grossi to enter into negotiations for a phased approach for the parking lot. Myron Steere second. Unanimous.

Myron Steere moved to encumber the \$350,000 for the project. Linda Quintanilha second. Unanimous.

Butch Estey called for a ten minute break at 8:20 p.m.

Myron Steere distributed information during the break. Butch Estey told Myron Steere that he was out of order.

The meeting reconvened at 8:30 p.m.

Butch Estey asked all Board members to please place their names on the document distributed and return it to him.

Butch Estey asked the Board to approve extending legal coverage for our employees in this matter.

Stewart Brock moved to extend legal protection to our employees in this matter. Rich Cahoon second.

Butch Estey said that we want the documents returned and they will be turned over to legal counsel. Several items violate personnel issues.

Matthew Craig asked when the legal protection is completed he would like to know the total cost.

Fiona Tibbetts, Myron Steere, David Martz, and Linda Quintanilha abstained.

Motion carried.

Dr. Bergeron said that he will not respond to the newspaper. Personnel issues should not be shared.

b. Technology Plan Presentation – Cathy Higgins

Dr. Cathy Higgins shared a presentation on the Technology Plan. The purpose and context was shared. The plan is meant to be a strategic approach and describe how technology and information resources support all learners. It is used to develop budget assumptions and used to set a direction for the future. Four major goals deal with learning, teaching and integration, support, and infrastructure.

Dr. Higgins said that the intent of the website version of this plan is to move forward; it contains narrative for the four goals and resources over time. Dr. Higgins distributed a rough estimate for years 1 through 3 and said that it is not intended to be the final budget (attachment #4). This is how the estimates were arrived at in the plan.

Myron Steere asked about the measurements to determine accomplishments since the budget has been approved. For example, how will we determine if 60% are proficient?

Matthew Craig said that it appears that the document is very thorough and well traced in terms of the measurement of success back to the goals.

Greater discussion took place about assessment and accountability.

Discussion took place about adding library media personnel.

Rich Cahoon said that we should table this topic.

Dr. Bergeron said that the history of ConVal, in terms of teacher evaluations, was nonexistent for generations. That all changed with legislative action. The CVEA are active partners in developing the tool. Kimberly Saunders described the process of developing the teacher profile. The profile helps define areas where one would need professional development.

Jon Ingram encouraged the Board to stop thinking of technology as an isolated piece. The measure is in the measure of instruction and in a school's success.

The acceptance of this plan is not legally committing to the budget. This is a plan for the future that can change dependent upon the budget that will or will not support it. It is subject to every year's budget passing. It is a vision.

Crista Salamy asked if a yearly report on what and what was not able to be accomplished. Dr. Higgins confirmed.

Rich Cahoon asked for a theoretical cost of the new positions.

Rich Cahoon moved to table this motion for two weeks. David Martz second.

The extension for this plan was extended out for one year and expires on June 30th.

Jon Ingram said that this is not a budget document, it is a vision document. It will be part of a master staffing presentation. There is no commitment to these staffing positions. Contracts and enrollment are unknown. There are many variables. This is a guiding document. Letting this be the vision is being asked. David Martz asked the consequences of not having a plan in place. Dr. Higgins said that it is important to move forward.

David Martz said that therefore, there are no consequences. Dr. Higgins said that the consequence is not moving forward with the vision.

Brian Grattan said that we have to have an approved Tech Plan on file to apply for ERate funding.

Matt Craig highly encouraged the board to move past this and not table it.

Butch Estey called the question to table.

In favor of tabling: David Martz, Myron Steere, Rich Cahoon

Opposed, Linda Quintanilha, Jon Ingram, Pierce Rigrod, Stewart Brock, Crista Salamy, Erik Thibault, Matthew Craig, Fiona Tibbetts

Jon Ingram moved to accept the plan as written. Matthew Craig second.

Fiona Tibbetts requested online training.

Rich Cahoon said that if the plan could have included all of the costs in the document handed out why couldn't staffing costs be included. Marian Alese offered estimates on staffing costs in terms of instructional and Para positions.

Myron Steere, David Martz, Fiona Tibbetts, Rich Cahoon opposed. Crista Salamy abstained. Motion carried.

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

BBA: School Board Member Authority

Matthew Craig preferred the striking of Board Approval in the third paragraph.

Approved with the deletion of "Board Approval" : 7 members in favor.

Myron Steere moved to approve the policy with the removal of "with Board approval".

Matthew Craig second. Unanimous.

BFE/CHD: Administration in Policy Absence

Myron Steere moved this policy be approved. Linda Quintanilha second. Unanimous.

BIA: New School Board Member Orientation (will rescind old BHA upon adoption)

Myron Steere moved this policy be approved. Linda Quintanilha second. Unanimous.

Myron Steere moved to rescind policy BHA. Linda Quintanilha second. Unanimous.

BIB: School Board Member Development Opportunities (will rescind old BHB upon adoption)

Myron Steere moved this policy be approved. Linda Quintanilha second. Unanimous.

Myron Steere moved to rescind policy BHB. Linda Quintanilha second. Unanimous.

BK: School Board Memberships (will rescind old BJ upon adoption)

Myron Steere moved this policy be approved. Linda Quintanilha second. Unanimous.

Myron Steere moved to rescind policy BJ. Linda Quintanilha second. Unanimous.

CFA: Individual School Administrative Personnel (will rescind old CD upon adoption)

Myron Steere moved this policy be approved. Linda Quintanilha second. Unanimous.

Myron Steere moved to rescind policy CD. Linda Quintanilha second. Unanimous.

CHCA: Approval of Handbooks and Directives

Myron Steere moved this policy be approved. Linda Quintanilha second. Unanimous.

CM: School District Annual Report

Myron Steere moved this policy be approved. Linda Quintanilha second. Unanimous.

DID: Fixed Assets

Myron Steere moved this policy be approved. Linda Quintanilha second. Unanimous.

DK: Payment Procedures

Myron Steere moved this policy be approved. Linda Quintanilha second. Unanimous.

EFE: Vending Machines (will rescind old EFB upon adoption)

Myron Steere moved this policy be approved. Linda Quintanilha second. Unanimous.

Myron Steere moved to rescind EFB. Linda Quintanilha second. Unanimous.

Myron Steere reported an additional 15 to 20 policies were reviewed at the last Policy Committee meeting.

10. New Business

a. Town Payment Schedule/District Assessment – Marian Alese

Marian Alese reported at district assessments were sent to the towns last week. Information included in tonight's packet included a glossary of definitions of Gross Budget, Revenues, and District Assessment. Calculating the assessment was shared. An explanation of ADM-R (Average Daily Membership in Attendance) was shared.

Equalized valuation is the true market value of property calculated by dividing the assessed value of property by an equalization ratio. This calculation is done by the Department of Revenue on October 1 of each year.

The way that towns calculate adequacy is different this year. A two year comparison was shared to explain the difference taking place.

Dr. Bergeron shared with the Board that the formula is provided and the numbers are provided as well and not subject to the discretion of the school district. Towns should not be surprised by the figures because they often know about them first.

Marian shared that she is nervous about the payment schedule because the state could give us less money than projected.

Ms. Alese reported that she will be meeting with all Town Administrators. The hope is that meetings will take place on a quarterly basis.

Marian reported that we knew that a change in adequacy was coming.

Erik Thibault asked if it would be easier if every town was on the same assessment schedule.

Marian said that it may.

Erik Thibault asked if it would be the will of the board to request that all towns assess on the same schedule.

Myron Steere shared the town's inability to determine the rates. In addition, the towns likely use the same assessors. There are many difficult issues.

b. Dept. of Education Office of Business Management (OBM) Form Signing (Board Vote Required)

Marian Alese reported that the Board needs to authorize the Superintendent, Assistant Superintendent, Business Administrator, Director of Student Services, and a contact person to sign the forms and applications for federal projects.

Myron Steere moved to allow the Superintendent of Schools, Assistant Superintendent, Business Administrator, and Director of Students to sign the forms.

Second. Unanimous.

11. Approval of Manifests (Board Vote Required)

Marian Alese certified that manifests 97-100 and 23130043f totaling \$272,126.99 and Payroll 25, 261, and 262 totaling \$2,376,119.24 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 accept the manifests as read. Myron Steere second. Unanimous.

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

a. Personnel

Erik Thibault moved to enter into non public for personnel and student discussion at 10:12 p.m. Unanimous on a roll call vote.

Stewart Brock moved to exit non-public session at 10:39 p.m. David Martz second. Unanimous.

Crista Salamy moved to seal the entire minutes for 20 years. Stewart Brock second. Unanimous.

Myron Steere moved to accept the negotiated agreement. David Martz second. Crista Salamy abstained. Motion carried.

Myron Steere moved to accept the contract as discussed in non-public for Marian Alese. David Martz second. Crista Salamy and Rich Cahoon opposed. All else in favor. Motion carried.

Stewart Brock moved to accept the contract as discussed in non-public for Rick Matte. Matthew Craig second. Unanimous.

David Martz moved to accept the contract as discussed and presented with changes in non-public session for Cathy Higgins. Stewart Brock second. Fiona Tibbetts and Crista Salamy opposed. Motion carried.

Myron Steere moved to accept the contract as discussed in non-public session for Tim Markley. Matt Craig second. Crista Salamy opposed. Motion carried.

Myron Steere moved to adjourn at 10:42 p.m. Stewart Brock second. Unanimous.

Respectfully submitted,

Brenda Marschok

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

DRAFT

POSITION TITLE: Business Administrator (BA)

SUPERVISOR: Superintendent of Schools

QUALIFICATIONS:

- Certification or certifiable as a School Business Administrator
- Master's Degree from an accredited educational institution in Business Education Administration, Finance, or Accounting and/or
- Training and/or experience in school business management, including at least 3 years in a supervisory capacity
- Experience in public school administration preferred.
- A knowledge of applicable RSA's and regulations as it relates to the total range of financial planning and reporting within a school business setting
- Demonstrated ability to actively participate in district wide strategic planning.
- Financial, information systems, and facilities experience preferred

SUMMARY:

This position is responsible for the planning, administration and conduct of the business affairs of SAU #1, in accordance with state laws, policies and practices of the School Board and the direction of the Superintendent of Schools. The BA is responsible for the continuous review of and recommendations for change in the business policies of the district, for the direction and administration of other assigned projects, for the developing and staffing of these functions in accordance with SAU #1 Board policies and the direction of the Superintendent.

DUTIES AND RESPONSIBILITIES:

Skills & Abilities

- Problem Solver
- Interpret and monitor various financial statements
- Effective public relations skills
- Expertise in Systems Thinking
- Analyze data
- Strategic planning
- Use effective interview techniques
- Demonstrate written and oral communication skills
- Knowledge of effective budgeting practices
- Knowledge of local, state, and federal financial reporting requirements, including GASB AND GAAP

- 1 -

*First read: 7/16/13
Approved:
Revised:*

Budgeting

- Financial management, control, and reporting of all funds within the District
- Establish and implement budgetary guidelines
- Compile all relative statistical data for the preparation of the annual budget
- Develop the annual budget timeline
- Prepare all budget development documents as required
- Review, revise, and recommend applicable policies and procedures
- Interpret and supervise the expenditures of all approved budgets
- Arrange for annual audits, prepare all documentation for, and comply with all audit requests
- Process all applicable state reports, including the MS26 (Posted Budget), MS22 (Report of Appropriations Voted), and MS25 (Annual Expenditure Report)

Financial Accounting

- Classify, report, and analyze all financial records of the District
- Perform monthly expense and revenue projections
- Develop and implement financial and accounting policies and procedures that meet all local, state, and federal requirements, including GAAP and GASB
- Assume responsibility for all audit requirements, including maintaining fixed asset schedules and inventories
- Supervise, record, and evaluate the District's debt service program
- Develop and implement a records retention policy that meets legal requirements
- Review, revise, and recommend applicable policies and procedures
- Responsible for and supervises Payroll, Accounts Payable and Grant funding.
- Responsible for all Bond related actions

Purchasing

- Establish and administer the procedure and practice for all purchasing requirements of the District
- Prepare bid specifications and requests for proposals for goods or services in accordance with District policies and state regulations as necessary
- Review, revise, and recommend applicable policies and procedures

Facilities

- In conjunction with the Facilities Director, develop and implement a Facilities Maintenance Plan that meets state and federal guidelines
- Develop and maintain capital asset schedules and inventory
- Develop and implement the District's Capital Improvement Plan
- Assume reporting responsibility for all facilities management operations
- Review, revise, and implement energy management programs
- Develop and implement a plan to improve responsiveness and effectiveness of central maintenance services provided to the schools
- Review, revise, and recommend applicable policies and procedures

- 2 -

First read: 7/16/13
Approved:
Revised:

Risk Management

- Manage the District's Risk Management and Joint Loss Safety Programs
- In conjunction with appropriate parties, provide in service programs related to risk management as necessary
- Review, revise, and recommend applicable policies and procedures

Student Transportation

- Support the student transportation system
- Assess the limitations and cost of student bus proposals
- Procure transportation services
- Comply with transportation related legal and contractual provisions

Food Service

- In conjunction with the Food Service Director, maintain general supervision and evaluation of the program
- Assess the cost of food service proposals.
- Comply with food service related legal and contractual provisions.
- Assist with the efficient operation of the food service program.

Support Services

- Assume responsibility for the reporting of food service operations
- Make recommendations concerning purchases, accounting, and inventory as necessary
- Review, revise, and recommend applicable policies and procedures
- Assume responsibility for the coordination of school transportation services, including request for proposals and contract implementation
- Review, revise, and recommend applicable policies and procedures

Other Duties and Responsibilities

- Participate as an active member of the SAU Leadership Team
- Serve as a resource person to the Superintendent and/or those directly involved in, or concerned with, bargaining and negotiation processes.
- Maintain regular liaison and communication with NH DOE officials and other state agencies concerned with the financial matters of the District matters.
- Maintain effective relations with, and act as a resource for School Board, Selectmen's Advisory Committee, other elected officials, staff, students, vendors, public agencies, media, private organizations and the public
- Administer district insurance providers of such coverage as Health, Dental, Life, Disability, and Liability for staff and property
- Perform other tasks or services as may be assigned by the Superintendent
- May be appointed by the School Board as Board Clerk.

Evaluation & Professional Growth

The individual in this position is expected to participate in the professional growth and evaluation process in accordance with the District procedures. Certification must be maintained. The Superintendent will conduct an annual summative evaluation of Business Administrator's performance.

ADA MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED:

- Occasionally reaching. Extending hand(s) and arm(s) in any direction.
- Seldomly standing. Particularly for sustained periods of time.
- Occasionally walking. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- 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.
- Seldomly 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.
- Frequently hearing. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sounds.
- 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.)

OFFICE OF THE SUPERINTENDENT OF SCHOOLS
Peterborough, New Hampshire

CONTOOCCOOK VALLEY SCHOOL DISTRICT

Personnel Agenda
July 16, 2013

Resignations:

GES/FES/HES

Tim Iwanowicz

Principal

SMS

Ellen Gorr

Special Education Teacher

Nominations:

PES

Jill Camitta

Grade 4

\$37,508.00

GES

Tim Iwanowicz

Grade 4

\$59,174.00

GBS

Cameron Fisk

Health Teacher

\$32,750.00

Notice of Co-Curricular Stipend Positions

CVHS

Shawn King	ADP Director 1st Semester	\$1,900.00
Shawn King	ADP Director 2nd Semester	\$1,900.00
Lisa Carne	ADP English 1st Semester	\$1,800.00
Lisa Carne	ADP English 2nd Semester	\$1,800.00
Christopher Heider	ADP Online Recovery 2nd Semester	\$1,800.00
Rick Simoneau	ADP US History 2nd Semester	\$1,800.00

July 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
		<u>Budget & Property Committee Meeting</u> 06:30 PM @ SAU Board Room	<u>Wellness Committee Meeting</u> 06:00 PM @ SAU Board Room	<u>Education Committee</u> 06:30 PM @ SAU Board Room		
14	15	16	17	18	19	20
		<u>Policy Committee Meeting</u> 03:30 PM @ SAU Conference Room 2 <u>Steering Committee</u> 06:00 PM @ SAU Board Room <u>School Board Meeting</u> 07:00 PM @ SAU Board Room				
21	22	23	24	25	26	27
28	29	30	31			

August 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7 <u>Wellness Committee Meeting</u> 06:00 PM @ SAU Board Room	8 <u>Education Committee</u> 06:30 PM @ SAU Board Room	9	10
11	12	13	14	15 <u>Selectman's Advisory Committee</u> 06:00 PM @ SAU Board Room	16	17
18	19	20 <u>School Board Meeting Retreat</u> 05:00 PM Location TBD	21	22	23	24
25	26 <u>Policy Committee Meeting</u> 06:30 PM @ SAU Board Room	27	28	29	30	31

Grade	Total	136	158	158	158	142	171	765	FTE Teachers
SCHOOL	7.2.13	136	158	158	158	142	171	Total	
AES	# of Students	Kindergarten	1st Grade	2nd Grade	3rd Grade	4th Grade	4th Grade	123	9
	# of Sections	27	23	26	16	31	31		
	Teacher	2	2	2	1	2	2		
	Teacher	Teacher	Teacher	Teacher	Teacher	Teacher	Teacher		
	Ratio	13.5	11.5	13.0	16.0	15.5	15.5		
BES	# of Students	Kindergarten	1st Grade	2nd Grade	3rd & 4th Grade			60	4
	# of Sections	16	19	9	6 + 10 = 16				
	Teacher	1	1	1	1				
	Teacher	Teacher	Teacher	Teacher	Teacher				
	Ratio	16.0	Para	9.0	16.0				
DCS	# of Students	Kindergarten & 1st	1st & 2nd Grade		3rd & 4th Grade	4th & 5th Grade		59	4
	# of Sections	8 + 7 = 15	6 + 9 = 15		7 + 8 = 15	5 + 9 = 14			
	Teacher	1	1		1	1			
	Para	Teacher	Teacher		Teacher	Teacher			
	Ratio	15.0	15.0		15.0	Para*			
FES	# of Students	Kindergarten	1st Grade	2nd Grade	3rd & 4th Grade			70	4
	# of Sections	14	21	14	6 + 15 = 21				
	Teacher	1	1	1	1				
	Para	Teacher	Teacher	Teacher	Teacher				
	Ratio	14.0	Para		15.0				
GES	# of Students	Kindergarten	1st Grade	2nd Grade	3rd Grade	4th Grade		86	5
	# of Sections	14	21.0	14.0	21.0	19			
	Teacher	1	1	1	1	1			
	Teacher	Teacher	Teacher	Teacher	Teacher	Teacher			
	Ratio	14.0	14.0	20.0	19.0	19.0			
HES	# of Students	Kindergarten	1st Grade	2nd Grade	3rd Grade	4th Grade		69	5
	# of Sections	9	14	15	19	12			
	Teacher	1	1	1	1	1			
	Teacher	Teacher	Teacher	Teacher	Teacher	Teacher			
	Ratio	9.0	14.0	15.0	19.0	12.0			
PES	# of Students	Kindergarten	1st Grade	2nd Grade	3rd Grade	4th Grade		248	14
	# of Sections	41	40	58	53	56			
	Teacher	2	3	3	3	3			
	Teacher	Teacher	Teacher	Teacher	Teacher	Teacher			
	Teacher	Teacher	Teacher	Teacher	Teacher	Teacher			
	Ratio	20.5	13.3	19.3	17.7	18.7			
TES	# of Students	Kindergarten & 1st	1st & 2nd Grade		3rd Grade	4th Grade		59	4
	# of Sections	7 + 7 = 14	7 + 7 = 14		16	15			
	Teacher	1	1		1	1			
	Para	Teacher	Teacher		Teacher	Teacher			
	Ratio	13.0	14.0		16.0	15.0			
	* Teaching Principal para					Para*			
						15.0	Total Students K-5	774	49
						16.0	Total Elementary Students K-4	765	

Enrollment numbers may include tuitioned-in student

Contoocook Valley School District Policy

LINE AND STAFF RELATIONS

General Operations

The following principles shall govern the administrative operation of the school system:

- 1) Each school shall be encouraged to develop its educational program most appropriate for the students attending the school, consistent with local School Board policy, state law, and State Board regulations.
- 2) The Superintendent shall have specific responsibility for overseeing the pattern and sequence of education experiences provided for children from kindergarten through grade 12.
- 3) Responsibility shall flow simply and clearly from the teachers, principals and the Superintendent to the School Board.
- 4) Each member of the staff shall be told to whom he/she is responsible and for what functions.
- 5) Whenever feasible, each member of the staff shall be made responsible to only one immediate superior for any one function.
- 6) Each staff member shall be told to whom he/she can go for help in working out his own functions in the school program.

Line of Responsibility

Each employee in the district, except the clerk, treasurer, auditor and counsel, shall be responsible to the Board through Superintendent and school principal.

All personnel shall refer matters requiring administrative action to the administrator immediately in charge of the area in which the problem arises.

Administrators shall refer such matters to the next higher authority when necessary.

The Superintendent in administering this policy shall be guided by the knowledge that the Board values the freest possible interchange of ideas outside the established framework of direct responsibility as preeminently desirable in the schools of the district. Nothing provided herein shall be interpreted as intended to interrupt the free and open flow of ideas and assistance among personnel at every level.

April 2, 1991

Contoocook Valley School District Policy

SUPPORT SERVICES GOALS

Support services are essential to the successful function of a school system. Management of auxiliary operations is therefore an important responsibility of the district administration. It should be remembered, however, that education is the district's central function, and all support services shall be provided, guided, and evaluated by this requirement.

In order to provide support services that are truly supportive of the educational program, the Board establishes these broad goals:

1. To provide a physical environment for teaching and learning that is safe and pleasant.
2. To provide safe transportation for students to and from school and nutritious meals for students.
3. To provide support services resources and assistance with maximum responsiveness in terms of timeliness and degree of fulfillment of the needs of the educational program as they develop.

The School Board looks upon proper business operations of the school system as essential to the central function of the school system which is education. The Board serves as trustee of school facilities and overseer of school business operations for the purpose of providing the facilities and services that will support a good education.

The Board expects operation and maintenance of the school plant, equipment, and services to set high standards of safety, to promote the health of pupils and staff, to Reflect the aspirations of the community, and to support environmentally the efforts of the staff to provide good instruction.

With the assistance of the Superintendent and personnel designated by him/her, the Business administrator shall establish efficient and business-like procedures for fiscal accounting, purchasing, and management of equipment and supplies.

He/she will establish a thorough, effective, and economical maintenance program that will assure a useful life of school sites, plants, and equipment.

1st Board Reading: March 20, 2001
Board Adoption: May 1, 2001

Category: R

LIAISON WITH SCHOOL BOARD ASSOCIATIONS

The School Board Chair will appoint a school board member to act as the liaison with school board associations. The liaison will keep the Board fully informed of the affairs of the New Hampshire and National School Boards Associations (NHSBA) and to keep these organizations informed, as directed from time to time, of the Board's official positions on matters of common interest and concern.

In addition to establishing an informational liaison between itself and the school board associations, the Board will officially be represented at the national level through elected delegates of the NHSBA to the governing assemblies of these organizations.

1st Read: July 16, 2013

2nd Read:

Adopted:

Category: R

SUPERINTENDENT'S RIGHT TO COUNSEL

In formal hearings or in situations in which the Superintendent or his/her designee cannot be represented by the School Board's counsel, she/he shall be entitled to employ the counsel of his/her choice at District expense. The Superintendent or his/her designee will inform the Board as to the choice of counsel. This provision shall not apply in situations involving the employment status of the Superintendent.

~~Adopted: April 2, 1991~~
1st Read: July 16, 2013
2nd Read:
Adopted:

Category: O

REVENUES FROM LOCAL TAX SOURCES

It is the responsibility of the Contoocook Valley School Board to sufficiently explain the objectives and needs of the schools to appropriate community bodies that have a role in school budget adoption, and to the legislative body which casts the final vote, so that local support of education can indeed provide for all children equal educational opportunities.

The major share of all financial support for local school districts is raised by taxing property within the district. Most of the financial support of public education, therefore, is subject to a direct vote of the people.

The Board, administration, and the professional staff will work toward creating fiscally responsible operational budget that meets the goals of school district.

The financial condition of the District, along with its needs and goals, will be shared with the citizens. This will be done through an ongoing public information program, carried out by all appropriate means.

In addition, the Board will accept available state and federal funds that are available, providing there is a specific need for them and if required matching funds are available.

The expenses of the Contoocook Valley School District payable in each fiscal year shall be apportioned according to the Articles of Agreement.

Legal Reference:

Contoocook Valley School District, Articles of Agreement; Article 6 amended March 9, 2010.

1st Read: July 16, 2013

2nd Read:

Adopted:

*Category: P**See also JLI*

SAFETY PROGRAM

The Superintendent will cause the formation of the Joint Loss Management Committee as required by RSA 281-A:64, III, and a Crisis Management Plan that conforms to the national Incident Command System.

The practice of safety shall also be considered a facet of the instructional plan of the District schools by incorporating educational programs in traffic and pedestrian safety, driver education, fire prevention, emergency procedures, etc., appropriately geared to students at different grade levels.

Each Principal shall be responsible for the supervision and implementation of a safety program for his/her school. General areas of emphasis shall include, but not be limited to: in-service training; accident recordkeeping; plant inspection; driver and vehicle safety programs; fire prevention; catastrophe planning; and emergency procedures and traffic safety problems relevant to students and employees. The principal shall be responsible for developing student safety procedures to be used on school busses, school grounds (including playgrounds), during authorized school activities (such as field trips), within school building(s) (including classrooms and laboratories), off school grounds during school sanctioned activities (including, but not limited to, work-based learning and internships), and in the use of online resources. The building's safety plan shall be on file in the SAU office.

Legal References:

RSA 200:40, Emergency Care

RSA 281-A:64, III, Worker's Compensation, Safety Provisions; Administrative Penalty

NH Code of Administrative Rules, Section Ed. 306.04(a)(2), Policy Development, Safety

NH Code of Administrative Rules, Section Ed. 306.04(d), Safety, Procedures

1st Reading: April 15, 2008

2nd Reading: July 22, 2008

Adopted: July 22, 2008

Amended: July 16, 2013

Category: P

See also EB

SAFETY PROGRAM

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NH Code of Administrative Rules, Section Ed. 306.04(d), Safety, Procedures

1st Reading: April 15, 2008

2nd Reading: July 22, 2008

Adopted: July 22, 2008

Amended: July 16, 2013

Category: R

See also EBBC & JLCE

ACCIDENT REPORTS
REPORTING ACCIDENTS INVOLVING PHYSICAL HARM OF STUDENTS

In the case of an accident occurring on school property or at a school-sponsored function, the responsible party supervising adult shall fill out an accident/incident report the day of any accident involving the student and submit it to the Principal as soon as possible, but within 24 hours of the accident. This reporting obligation shall be in addition to any reporting required by law or other district policies. One copy shall be submitted to the Principal and the other copy shall be submitted to the SAU office. Both reports shall be filed within 24 hours of the incident.

At the beginning of each school year, the Principal shall review the policy on accidents and accident reporting with staff.

~~If the accident requires a visit to the school nurse, any other medical care, and/or is likely to result in an insurance claim, then the individual witnessing the accident shall prepare two accident reports. If the incident is one involving the use of an Automated External Defibrillator (AED), the School Nurse, or his/her designee, shall report all instances of the AED use with the New Hampshire Department of Safety. See sample incident report forms in Appendix KFD-R or at www.state.nh.us/safety/ems/documents/aed_incident_rep.pdf~~

Legal Reference:

*NH Code of Administrative Rules – Section Ed. 306.12(b)(1), School Health Services
Appendix KFD-R, NH Department of Safety Incident Report Form*

1st Reading: ~~April 15, 2008~~ July 16, 2013

2nd Reading: ~~May 13, 2008~~ February 17, 2009

Adopted: July 22, 2008 – March 17, 2009

Category: R

INTERNET SAFETY AND RESPONSIBLE USE POLICY FOR STUDENTS

Overview

The ConVal School District provides its students access to a multitude of technology resources. These resources provide opportunities to enhance learning and improve communication within our education community and with the global community beyond our campus. The advantages of having access to these resources are far greater than any potential downside. However, with the privilege of access is the responsibility of students to exercise appropriate personal responsibility in their use of these resources.

The ConVal School District policies are intended to promote the most effective, safe, productive, and instructionally sound uses of networked information and communication tools. The District also makes a good faith effort to protect its students from exposure to Internet materials that are harmful, obscene, violent, or otherwise inappropriate. The District maintains an Internet content filtering system that meets federal standards established in the Children's Internet Protection Act (CIPA) and Children's Online Privacy Protection Act (COPPA) by blocking access to inappropriate material on the Internet and ensuring the safety and security of minors when using email, chat rooms, and other forms of direct electronic communications.

Digital Citizen

The ConVal School District provides information and technology resources for use in safe, legal, and responsible ways. A responsible digital citizen is one who:

1. **Respects one's self.** Users will use online names that are issued to them, and will carefully consider the appropriateness of any information and images that are posted online.
2. **Respects others.** Users will refrain from using technologies to bully, tease, or harass other people. Users will not masquerade using a false identity or impersonate others.
3. **Protects one's self and others.** Users will protect themselves and others by using secure passwords, logging out of a computer when finished, not sharing passwords with others, and by reporting abuse and not forwarding inappropriate materials or communications.
4. **Respects and protects intellectual property.** Users will suitably cite any and all use of websites, books, media, etc., and will request to use the software and media others have produced.
5. **Respects the District's technology equipment, network, and resources.** Users will avoid bandwidth-intensive tasks, the transfer of unnecessarily large files, and the submission of multiple copies of the same print job to a printer. Users are prohibited from attempting to install or download software onto District-owned computers.

Category: R

INTERNET SAFETY AND RESPONSIBLE USE POLICY FOR STUDENTS

(continued)

6. **Protects the ConVal.edu domain from inappropriate use.** Users will use District-provided accounts and subscriptions for school work only. Users will respect filters and other security systems and not attempt to defeat them.

To help ensure student safety and citizenship in online activities, all students will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and about cyberbullying awareness and response.

Expectations

Responsible use of the District's technology resources is expected to be ethical, respectful, academically honest, and supportive of the School District's mission. Each computer user has the responsibility to respect every other person in our community and on the Internet. Digital storage and electronic devices used for school purposes are viewed as extensions of the physical school space. Administrators, or their designees, may review files and communications (including electronic mail) to ensure that users are using the system in accordance with District policy. Users do not have any expectation of privacy of any information stored on servers or transmitted through District communication systems. Users should also understand that school servers regularly record Internet activity in log files and that, if requested under New Hampshire's "Right to Know" law (RSA 91-A: Access to Public Records and Meetings), the District must provide this information.

Some activities are expressly prohibited by law. Users are expected to abide by the generally accepted rules of network etiquette. The following guidelines are intended to clarify expectations for conduct, but they should not be construed as all-inclusive:

- 1 Use of electronic devices should be consistent with the District's educational objectives, mission and curriculum.
- 2 Transmission of any material in violation of any local, federal and state laws is prohibited. This includes, but is not limited to copyrighted material, licensed material, threatening or obscene material, and unauthorized disclosure, use, and dissemination of personal information of minors.
- 3 Intentional or unintentional use of computing resources to access or process proxy sites, pornographic material, explicit text or files, material that is demeaning or degrading, content that is violent or harmful to minors, or files dangerous to the integrity of the network are strictly prohibited.
- 4 Use of computing resources for commercial activities, product advertisement or religious or political lobbying is prohibited.

Category: R

**INTERNET SAFETY AND RESPONSIBLE USE POLICY
FOR STUDENTS**

(continued)

- 5 Users may be held personally and financially responsible for malicious damage done to network software, data, user accounts, hardware and/or unauthorized costs incurred.
- 6 Files stored on District-managed networks may be inspected at any time and should not be considered private.
- 7 Protects the ConVal.edu domain from inappropriate use. Users will use District-provided accounts and subscriptions for school work only. Users will respect filters and other security systems and not attempt to defeat them.

The School District reserves the right to refuse access to the Internet to anyone. Violating any portion of this policy may result in disciplinary action, including temporary or permanent ban on computer or Internet use, suspension or dismissal from school, and/or legal action. The School District will cooperate with law enforcement officers in investigations related to illegal activities conducted through its network.

Legal References:

U.S. Pub. L. No. 106-554, Children's Internet Protection Act (www.ifea.net/cipa.html)
U.S. Pub. L. 105-277, 112 Stat. 2581-728, enacted October 21, 1998, Children's Online Privacy Protection Act of 1998 (COPPA) (15 U.S.C. §§ 6501-6506)
NH RSA 194:3-d, School District Computer Networks.

1st Read: July 16, 2013
2nd Read:
Adopted:

*Category: R**See also GBEBD, JIGDAA***EMPLOYEE-STUDENT RELATIONS**

Staff members are expected to maintain courteous and professional relationships with students and maintain an atmosphere conducive to learning through consistently and fairly applied discipline and established professional boundaries.

Unless necessary to serve an educational, health-related, or student safety purpose:

1. Staff members shall not make derogatory comments to students regarding the school and/or its staff.
2. The exchange of purchased gifts between staff members and students is discouraged.
3. Staff members shall not fraternize through written, verbal, or social/electronic media with students except on matters that pertain to school-related issues.
4. Staff members shall not associate with students in any situation or activity which could be considered sexually suggestive or involve the presence or use of tobacco, alcohol or drugs.
5. Dating between staff members and students is prohibited.
6. Staff members shall not use insults or sarcasm against students as a method of forcing compliance with requirements or expectations.
7. Staff members shall maintain a reasonable standard of care for the supervision, control and protection of students commensurate with their assigned duties and responsibilities.
8. Staff members shall not send students on personal errands.
9. Staff members shall, pursuant to law and School Board policy JLF, immediately report any suspected signs of child abuse or neglect.
10. Staff members shall not attempt to counsel, assess, diagnose or treat a student's personal problem relating to sexual behavior, substance abuse, mental or physical health and/or family relationships but should refer the student to the appropriate staff member or agency for assistance.
11. Staff members shall not disclose information concerning a student, other than school directory information, to any person not authorized to receive such information. This includes, but is not limited to, information concerning assessments, grades, behavior, mental or physical health, and/or family background.
12. Staff members shall not be alone with a student in a room with a door closed, a locked door, or with the lights off.
13. Staff members are strongly discouraged from socializing with students outside of school on social networking websites.

Staff members who violate this policy may face disciplinary measures, up to and including termination, consistent with state law and applicable provisions of a collective bargaining agreement.

Any employee who witnesses or learns of any of the above behaviors shall report it to the building administrator or Superintendent immediately.

1st Read: July 16, 2013

2nd Read:

Adopted:

Category: R

See also JICD

STUDENT CONDUCT

Students have a responsibility to know and respect the rules and regulations of the school.

Students shall receive annually, at the opening of school, a publication (student handbook) listing the rules and regulations to which they are subject. Such publication will be made available in another language or presented orally upon request.

Legal References:

RSA 189:15, Regulations

NH Code of Administrative Rules, Section Ed. 306.04(f)(4), Student Discipline

NH Code of Administrative Rules, Section Ed. 306.06, Culture and Climate

NH Code of Administrative Rules, Section Ed. 317.04(b), Disciplinary Procedures

~~See Appendix: JICD - R~~

1st Reading: July 16, 2013

2nd Reading:

Adopted:

*Category: P**See also EBBC, JLCE*

SCHOOL HEALTH SERVICES

The School Board may appoint a school nurse to function in the school health program. A school nurse shall be a registered professional nurse licensed in New Hampshire, working within nursing scope of practice as defined by New Hampshire Board of Nursing.

The Board may employ or contract with a Licensed Practical Nurse (LPN) or a Licensed Nursing Assistant (LNA) to work under the direct supervision of the school Registered Nurse (RN).

Responsibilities of the school nurse, LPN, and LNA are outlined in the job descriptions for their respective positions. In addition, the Superintendent or his/her designee may assign additional duties to the school nurse, LPN, or LNA.

Personnel qualified to carry out appropriate school health-related activities as defined by EBBC/JLCE shall be available to each school in the District. All injuries or illnesses occurring during the school day shall be reported to the school nurse or the building principal. The school nurse, principal, or designee will notify parents before a student who is injured or ill is permitted to go home and the student's dismissal will be contingent upon parent authorization.

Emergency medical care will be provided pursuant to the guidelines of Board Policy EBBC/JLCE. Any pupil who is required to take prescribed medication during the school day will do so in a manner consistent with District policies and procedures, including policy JLCD and appendix JLCD-R, and the provisions of Department of Education Rule 311.02.

Legal References:

RSA 200:27, School Health Services

RSA 200:29, School Nurse

RSA 200:31, School Health Personnel

NH Code of Administrative Rules, Sec. Ed. 306.12, School Health Services

1st Read: March 31, 2009

2nd Read: April 28, 2009

Adoption: April 28, 2009

Amended: July 16, 2013

Category: R

See also BEDH, KE

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

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

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

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

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

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

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

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

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

*Category: R**See also BEDH, KE***PUBLIC COMPLAINTS ABOUT SCHOOL PERSONNEL,
EMPLOYEES, STUDENTS OR ADMINISTRATION***(continued)*

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

1st Read: ~~December 4, 2012~~ July 16, 2013

2nd Read:

Adopted: