

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

**CONTOOCOOK VALLEY SCHOOL BOARD**

**Tuesday, October 15, 2013**

**School Board Induction Series – Student Services**

**5:00 p.m.**

**School Board Meeting**

**7:00 p.m.**

**Dublin Consolidated School**

1. **Call to Order and Pledge of Allegiance**
2. **May Clark – Dublin Consolidated School Principal Welcome**
3. **Minutes (Board Vote Required)**
  - a. **October 1, 2013 (pg. 1-5)**
4. **Points of Pride**
5. **Public Comment**
6. **Superintendent's Report and Presentation of Business**
  - a. **Monthly Events Calendar (pg. 6-7)**
7. **SERESC Student Services Study Presentation**
8. **Reports**
  - a. **Student Representative**
  - b. **Teacher Representative**
  - c. **Budget & Property Committee – Matthew Craig**
  - d. **Education Committee – Crista Salamy**
  - e. **Selectmen's Advisory Committee – Erik Thibault**
9. **Old Business**
  - a. **Technology Presentation**
  - b. **Expenditure Report – M. Alese (pg. 8-11)**
  - c. **Grants Report – M. Alese (pg. 12)**
  - d. **Budget +/- Report – M. Alese (pg. 13)**
  - e. **CVHS Building Project Report- M. Alese (pg. 14-17)**
  - f. **2nd Read/Adoption Policies (School Board Vote Required) (pg. 18-33)**
    - ECE: Traffic and Parking; (will rescind ECD)
    - IC: School Year
    - ICA: School Calendar (will rescind IC/ICA)
    - IF: Instructional Approach (will rescind IA)
    - IGA: Curriculum Development
    - IHAK: Character and Citizenship Education (will rescind IGAK)
    - IHAL: Teaching About Religion (will rescind IGAC)
    - IHAMA: Teaching About Alcohol, Drugs, and Tobacco (will rescind IGAG)
  - g. **Rescind Policies (School Board Vote Required) (pg. 34-40)**
    - IGAN: Swimming Policy
    - IGDH: Contests for Students
    - IKH: Contests for Students
    - IICB: Community Resource Persons
    - IKAB: Student Progress Reports to Parents
    - INA: Teaching Methods

**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.*

## **10. New Business**

### **a. 1<sup>st</sup> Read Policies** (pg. 41-50)

IGE: Parental Objections to Specific Course Material

IHBAA: Student Evaluations: Specific Learning Disability

IHAMC: HIV/AIDS

IHBB: Programs for Gifted Pupils

IHBCA: Pregnant Students

### **b. PELRB Update** – Tim Markley

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

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

### **a. Personnel**

### **Upcoming Meetings:**

Policy Committee Meeting – Tues., Oct. 29<sup>th</sup> @ 6:30 p.m. @ SAU

School Board Budget Work Session – Sat., Nov. 2<sup>nd</sup> @ 9:00 a.m. @ SAU

Public Hearing to Accept Unanticipated Funds – Tues., Nov. 5<sup>th</sup> @ 6:30 p. m @ SAU

School Board Meeting – Tues., Nov. 5<sup>th</sup> immediately following Public Hearing @ SAU

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

Budget & Property Committee – Tues., Nov. 12<sup>th</sup> @ 6:30 p.m. @ SAU

District Study Committee – Thurs., Nov. 14<sup>th</sup> @ 7:00 p.m. @ SAU

School Board Meeting – Tues., Nov. 19<sup>th</sup> @ 7:00 p.m. @ Pierce School

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

**CONTOOCOOK VALLEY SCHOOL BOARD**

**Tuesday, October 1, 2013**

**School Board Meeting**

**7:00 p.m.**

**SAU #1**

**BOARD**

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

Gil Morris, CVEA

**ADMINISTRATION**

Dr. Brendan Minnihan, Supt.  
Kimberly Saunders, Asst. Supt.  
Marian Alese, B.A.  
Tim Markley, H.R.  
Dr. Rick Matte, Student Services  
Tim Grossi, Facilities  
Dr. Cathy Higgins, Tech.  
Ann Allwarden, AES/BES  
Dr. Noreen McAloon, FES/GES/HES  
Anne O'Bryant, SMS  
Jim Elder, GBS  
Ben Loi, PES  
Niki McGettigan, TPS  
Brian Pickering, CVHS

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

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

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

**a. September 17, 2013**

Matthew Craig moved to accept the minutes of September 17, 2013. Stewart Brock second.

Myron Steere amended the minutes to reflect a change from "Myron Alese" to read "Marian Alese" on page 4 under section (d.)

Erik Thibault amended the minutes to reflect that "Myron Steere" and not "Erik Thibault" second the first motion in bold on page eight.

Unanimous as amended.

**3. Chairman's Recognition Award**

Butch Estey recognized Micky Johnson for the Chairman's Award for the position of Teacher and shared that Ann Allwarden reports that in this individual's new role as the TES grade 1/2 teacher, Micky Johnson has absolutely (and enthusiastically) plunged head first into getting ready for the challenge that lies ahead of her, as well as providing support and encouragement to the other multiage teachers in the district. She rallied everyone together as she spearheaded identifying, planning, organizing, and facilitating a professional development day for multiage teachers. She pulled together--as well as created--a tremendous amount of resources for the teachers, which they will continue to use to guide their work in their multiage PLC this year. I am just constantly amazed and in awe of Micky's passion and commitment. She loves what she does and gives it 100%. (And based on the number of emails she has copied me in on over the last couple of months, she certainly gave 110% this summer!) For this reason, Ann nominated Micky Johnson!!

Mr. Estey also shared the interaction that he has had personally with Ms. Johnson during contract negotiation periods.

Mr. Estey also recognized Dr. Rick Matte for the position of Administrator and shared that Rick Matte joined ConVal in 2011 as Director of Student Services. In his role, Rick has been directly involved with Special

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Education, Homeless, Nurses, and has been involved in the Autism Program. Rick is also the Administrator directly assigned to the Wellness Committee. Just this past weekend, Rick, along with committee members, helped orchestrate, with all of his gusto, a ConVal Community "Walk for Wellness" to promote healthy living. Rick could be seen organizing, setting up, walking with family, and overseeing much of the activity in this organized walk. He connected with and encouraged staff and students to participate in the walk as well. Kudos to Rick for "walking the walk"!

#### **4. Points of Pride**

Dr. Minnihan shared the following points of pride:

##### **CVHS**

ConVal art teacher Mary Goldthwaite-Gagne and her husband Eric have been nominated for New Hampshire's Stay Work Play "Civic Leader of the Year Award."

They were chosen by community members because of their efforts to promote art and music events in the Monadnock Region, such as the "The Thing in the Spring" mixed media art event in Peterborough.

The Rising Stars Awards are an initiative of Stay Work Play, in partnership with New Hampshire Public Radio, to celebrate and recognize New Hampshire's remarkable young professionals.

Congratulations, Mary and Eric, on receiving the nomination!

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The National Council of Teachers of English is pleased to announce that ConVal English Teacher, Angela Hartmann, will be speaking at their Annual Convention in Boston in November.

Ms. Hartmann will present as a member of the panel "Using the Past to Reinvent the Future: Critical Examination of Historical Artifacts in a Study of Space". The National Council of Teachers of English is dedicated to improving the teaching and learning of English and the language arts at all levels of education.

##### **GBS**

Great Brook School 8th grade student, Mya Polochov, received the Jack Kent Cooke Young Scholarship this year. There were more than 2000 applicants, and only 62 were selected. Students selected for this award have demonstrated positive school behavior as evidenced by grades, extracurricular participation, and teacher recommendations. Applicants are asked to write a series of essays, an application, and participate in several interviews. Recipients of this award are assigned a life-coach, along with financial support for selected enrichment opportunities.

Lastly, Dr. Minnihan reported that a recent food drive resulted in the district collecting over 3,000 canned items to be distributed throughout the district.

#### **5. Public Comment**

None.

#### **6. Consent Agenda**

##### **a. Personnel**

Discussed in non-public session and noted at the end of this report.

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

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

Tim Markley shared the October 1<sup>st</sup> enrollment information. Mr. Markley reported that Dublin Consolidated now has a para in K/1. This report will go to the State for the official October 1<sup>st</sup> count. Total enrollment is up by three.

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

A change was made to the Selectmen's Advisory Committee Meeting scheduled on October 10<sup>th</sup> to reflect a start time of 7:00 p.m. as opposed to 6:30 p.m. In addition, the School Board Induction Series meeting scheduled for October 15<sup>th</sup> will discuss Student Services and not Curriculum. Lastly, the District Study Committee will meet on Thursday, November 14<sup>th</sup> at 7:00 p.m. at the SAU Office.

##### **c. Accept Gift/Donation (Board Vote Required)**

1) South Meadow School Special Olympics and ConVal High School Special Olympics requests the authorization to accept a gift/donation totaling \$1949.58 to be split evenly in the amounts of \$<sup>9</sup><sub>2</sub> and \$<sup>9</sup><sub>2</sub>.

from Tim & Sarah Grossi, Peterborough, for the purpose of contributing to the Special Olympics Programs in both South Meadow School and ConVal High School in honor of Dylan Coyne.

Dr. Minnihan shared the information above with regard to a donation and invited both student, Dylan Coyne, and Director of Facilities, Tim Grossi up. Dylan Coyne presented Dr. Minnihan with a check in the amount of \$1,949.58 for the purposes stated from Tim and Sarah Grossi. Tim Grossi shared that the money is his stipend from coaching baseball. After seeing the ear to ear smile that Dylan had on his face after returning from Special Olympics, Mr. Grossi made the decision to donate the money with the hope that other students could have a similar experience and quite possibly pay it forward in the future.

**Rich Cahoon moved to accept the gift as read. Matthew Craig second. Unanimous.**

## **8. Assistant Superintendent's Report**

### **a. NECAP Science**

Kimberly Saunders shared NECAP Science results. Ms. Saunders reported that grade four test results have been flat 08/09 to 09/10. Year 10/11 Grade 4 results reflect a 69% proficiency rate. Overall scores were shared. There has been a focus on science and moving the curriculum which has resulted in changes in test scores. Test results reflect that grade 4 students struggle with inquiry. If we do not increase our science time, we cannot increase our inquiry understanding. Ms. Saunders reported that 68% of fourth grade students receive perfect scores in physical science, 57% in earth space science, 62% in life science and 25% received perfect scores in inquiry in 2012/2013. Inquiry is the only area of the test that addresses skills needed to be a scientist and requires critical thinking skills. Ms. Saunders said that our scores mirror the state average scores somewhat with the exception of inquiry where ConVal scores substantially below.

How much time is currently spent in science and how much more is needed? Approximately 30 minutes every other day is spent on science; which varies from school to school. Ms. Saunders reported that ConVal's elementary school day is short compared to other districts.

Matthew Craig requested that the raw data be placed on our website. Ms. Saunders said that she can share the data she is sharing tonight on our website. Mr. Craig said that it would be interesting to see which school knocks it out of the park in reading and other subjects. Ms. Saunders reported that she would be hesitant to do that because in Temple, for example, we are talking about seven children. Ms. Saunders will provide Matt Craig with the data. Eighth grade student proficiency scores as well as eleventh grade results were shared. The state has not made a decision on how they will approach science in the future.

## **9. Reports**

### **a. Student Representative**

Zach Letourneau reported that the past weekend Homecoming events ran successfully and safe. Mr. Letourneau reported raising over \$5,000 over the weekend. November 23<sup>rd</sup> is the date for the annual Craft Fair.

### **b. Teacher Representative**

Gil Morris reported that the Pep rally and other Homecoming events were successful. Over 500 students attended the Homecoming Dance.

### **c. Budget & Property Committee – Matthew Craig**

Matthew Craig reported that the focus of the last meeting was on the Antrim agreement; an ownership lease relationship with Antrim since incorporation and prior. It is a tangled web of legal paperwork. Antrim Selectboard and Recreation staff attended the meeting. The committee decided that a small group would work with the Town of Antrim to work out a binding agreement. David Martz, Rich Cahoon, and Ann Allwarden will serve on the committee. These three individuals will work to hammer out a good agreement with Antrim.

### **d. Education Committee – Crista Salamy**

Crista Salamy reported that technology at the middle schools was discussed. Money within this budget for this purpose was discussed. More information will be forthcoming.

### **e. District Study Committee – Rich Cahoon**

Rich Cahoon reported that the committee discussed the meeting schedule and decided to meet the second Thursday of each month. A project management approach was decided upon to break up the work into smaller tasks. Google Drive will be used to track progress. The primary focus will be information gathering as well as efficiencies and possible measures to increase enrollments. Listening sessions will be scheduled to hear what the community thinks. Various organizations and groups will be met with.

**Communication:** Stewart Brock reported that this committee is looking to get off the ground. Matthew Craig, Crista Salamy, Kimberly Saunders and he will make up the committee. Mr. Brock reported that he is looking to add one more board member to the committee. A deep and broad community reach will be sought.

## **10. Old Business**

### **a. LGC Refund Update – Marian Alese**

**Insurance:** Marian Alese reported that LGC states that there is no assessment at this point and no penalty for the money coming back. There is a pending lawsuit. Ms. Alese spoke to the DRA about giving only some of the towns their money back at their request. The DRA did not know the answer to that possibility. Ms. Alese reported that some employees who chose a plan other than the free plan may be due a refund. An adjustment in this current year's deduction will take place to compensate them. The total amount of money in rebates is approximately \$20,000. Ms. Alese asked the Board to acknowledge that piece of it.

David Martz asked if the money was asked to be returned would employees be asked to return the money. Ms. Alese was not sure what would happen.

Myron Steere said that the number of plans needs to be reduced in order to competitively bid the insurance out. Butch Estey recommended sending out letters to the Selectboard and invite them to the next meeting as well as conduct a public hearing.

Ms. Alese said that a public hearing would allow the district to accept the money.

**Myron Steere moved to adjust the payroll deductions, in this year, to compensate those employees that are due a refund. Rich Cahoon second.**

**David Martz amended the motion to notice those employees that there may be a change equal to that amount in the future. Second. Unanimous on the amendment.**

**Unanimous as amended.**

### **b. Transportation Request Update – Marian Alese**

Discussed in non-public session.

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

CB: School Superintendent

**Myron Steere moved to approve this policy. Linda Quintanilha second. This will soon match the evaluation criteria. Unanimous.**

EBCA: Emergency Plans (rescind old EBC & EBC-E)

**Myron Steere moved to approve this policy. Linda Quintanilha second. Unanimous.**

**Myron Steere moved to rescind EBC and EBC-E. Linda Quintanilha second. Unanimous.**

EBCB: Fire Drills

**Myron Steere moved to approve this policy. Linda Quintanilha second. Unanimous.**

EBCD: Emergency Closings

**Myron Steere moved to approve this policy. Linda Quintanilha second. Unanimous.**

EBCE: School Closings

**Myron Steere moved to approve this policy. Linda Quintanilha second. Unanimous.**

EC: Building and Grounds

**Myron Steere moved to approve this policy. Linda Quintanilha second. Unanimous.**

GCN: Evaluation of Instructional Staff (rescind old GCM)

**Myron Steere moved to approve this policy. Linda Quintanilha second. David Martz opposed. All else in favor. Motion carried.**

**Myron Steere moved to rescind policy GCM. Linda Quintanilha second. Unanimous.**

JCA: Change of School or Assignment

**Myron Steere moved to approve this policy. Linda Quintanilha second. Unanimous.**

JFAB: Admission and Tuition of Nonresident Student

**Myron Steere moved to approve this policy. Linda Quintanilha second. Unanimous.**

**d. Amended Policies (School Board Vote Required)**

EHB: Data/Records Retention

**Myron Steere moved to amend policy EHB. Linda Quintanilha second.**

Erik Thibault asked that the amendments be highlighted in the future. It was noted that the changes were highlighted in the first read.

EI: Risk Management (2<sup>nd</sup> time for amendment)

**Myron Steere moved to amend this policy. Linda Quintanilha second. Unanimous.**

**e. Rescind Policies (School Board Vote Required)**

IB: Staff Ethics - OK to rescind

IGAD: Occupational Education

IGAF: Physical Education

IGAF-E: Medical Excuse Form

IGAL: Energy Education

**Myron Steere moved to rescind all of the policies as listed. Linda Quintanilha second. Unanimous.**

**11. New Business**

**a. 1<sup>st</sup> Read Policies**

ECE: Traffic and Parking

IC: School Year

ICA: School Calendar

IF: Instructional Approach

IGA: Curriculum Development

IHAK: Character and Citizenship Education

IHAL: Teaching About Religion

IHAMA: Teaching About Alcohol, Drugs, and Tobacco

Myron Steere read the list of policies above for a first read.

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

Marian Alese certified that manifests 22 through 25 totaling \$517,559.17 and Payroll 6 & 610 totaling \$1,830,911.76 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.**

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

**a. Personnel**

**Erik Thibault moved to enter non-public session for purposes of student and personnel at 8:14 p.m. Unanimous on a roll call vote.**

**Erik Thibault moved to enter back into public session at 9:14 p.m. Unanimous on a roll call vote.**

**Matthew Craig moved to seal the minutes of non-public session for 20 years. Stewart Brock second. Myron Steere opposed. Unanimous.**

**Myron Steere moved to accept the resignation of Jon Hall. Matthew Craig second. Unanimous.**

Brendan Minnihan responded that if rumors are being shared; please share the rumor with the SAU Administration.

**Erik Thibault moved to adjourn at 9:16 p.m. Fiona Tibbetts second. Unanimous.**

Respectfully submitted,

Brenda Marschok

## October 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		<u>1</u> School Board Meeting 07:00 PM @ SAU Board Room	<u>2</u> Wellness Committee Meeting 06:00 PM @ SAU Board Room	<u>3</u>	<u>4</u>	<u>5</u>
<u>6</u>	<u>7</u>	<u>8</u> <u>Policy Committee Meeting</u> 05:00 PM @ SAU Conference Room #1  <u>Education Committee</u> 06:30 PM @ SAU Board Room  <u>Budget &amp; Property Committee Meeting</u> 06:30 PM @ SAU Conference Room #1	<u>9</u>	<u>10</u> Selectman's Advisory Committee 07:00 PM @ SAU Board Room	<u>11</u>	<u>12</u>
<u>13</u>	<u>14</u> <u>Columbus Day - NO SCHOOL</u>	<u>15</u> <u>Induction Series - Student Services</u> 05:00 PM @ Dublin Consolidated School  <u>School Board Meeting</u> 07:00 PM @ Dublin Consolidated School	<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>
<u>20</u>	<u>21</u>	<u>22</u>	<u>23</u>	<u>24</u>	<u>25</u>	<u>26</u>
<u>27</u>	<u>28</u>	<u>29</u> <u>Policy Committee Meeting</u> 06:30 PM @ SAU Board Room	<u>30</u>	<u>31</u>		



# November 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5 Public Hearing to Accept Unanticipated Funds 06:30 PM @ SAU Board Room  School Board Meeting 07:00 PM @ SAU Board Room	6 Wellness Committee Meeting 06:00 PM @ SAU Board Room	7	8	9
10	11 Veteran's Day - NO SCHOOL	12 Budget & Property Committee Meeting 06:30 PM @ SAU Board Room	13	14 District Study Committee 07:00 PM @ SAU Board Room	15	16
17	18	19 School Board Meeting 07:00 PM @ Pierce School	20	21	22	23
24	25 K-8 Parent Teacher Conferences - NO SCHOOL	26 All-Staff Professional Development Day - NO SCHOOL  Policy Committee Meeting 06:30 PM	27 Thanksgiving Recess	28 Thanksgiving Recess	29 Thanksgiving Recess	30

## Board Briefs

### October 15, 2013

#### September 30, 2013 Expense

The September report includes all transfers to date. Lines 3 and 5 reflect vacant positions. Related benefit lines reflect those vacancies as well.

Line 31 (repairs and maintenance reflects transfers, expense, and encumbrances that include purchase orders carried over from 12-13.

Line 41 (transportation) reflects the addition of 2 special ed routes, due to placement.

#### September 30, 2013 Grants Report

Reflects expenses and encumbrances to date.

Note that Projects 32611 (IDEA) and 30025 (Title I) had balances at the end of the previous fiscal year. Those amounts will be carried over to 2013-2014. Allocations on this sheet for these projects do not yet reflect these carryover amounts.

#### September 30, 2013 +/- Report

Reflects several staffing changes:

- Addition of a K position at PES
- Addition of a Math position at CVHS
- Addition of a .5 position at PES (Balance funded by Title I)

Reflects changes in funding sources for several positions:

- GBS Special Ed position now funded by general fund
- Two (2) CVHS Special Ed positions now funded by general fund
- Pierce Para position now funded by general fund
- Middle school EH positions now funded by grant
- PES preschool positions now funded by grant

#### CVHS Building Project Report

The report titled "Grants Management Report" is the cumulative report for the CVHS Building Project, and totals \$4,151,315.

The budget report here is the budget prepared by Banwell Architects at the beginning of the project.

The spreadsheet titled "ConVal High School Gym Additions and Renovations" is the budget provided by Hutter Construction, and totals \$4,093,361. **Hutter's budget does not include architectural fees**, so the initial budget for the project, including architectural fees would have been \$4,348,361, including \$160,000 in the general fund for the electrical switch gear.

Our bond was for \$4M, and \$160,000 was available in the general fund, allowing for a total of \$4,160,000 to be spent on the project.

Project savings and in house HVAC work, brought the project in at \$4,123,686.

2013-2014 Expense Report								30-Sep-13	
Account Number		2013-2013	2013-2014	2013-2014	2013-2014	2013-2014	2013-2014	Balance	
Line #	Description	Budget	Transfers	Adjusted Budget	Expense	Encumbered			Account Notes
1	21.000.0000.00.110 REGULAR SALARIES	\$13,372,387.00	-\$116,500.00	\$13,255,887.00	\$1,104,009.66	\$11,828,523.83		\$323,353.51	2.44%
2	21.000.0000.00.111 PARA SALARIES	\$2,055,404.00	\$59,000.00	\$2,114,404.00	\$177,422.59	\$1,919,953.96		\$17,027.45	0.81%
3	21.000.0000.00.112 ADMIN ASSIST SALARIES	\$1,039,298.00	\$18,500.00	\$1,057,798.00	\$199,182.51	\$844,440.51		\$14,194.98	1.34% Vacancy
4	21.000.0000.00.113 CUSTODIAL/MAINTEN SALARIES	\$746,569.00		\$746,569.00	\$186,781.05	\$564,594.21		-\$4,786.26	-0.64%
5	21.000.0000.00.114 ADMINISTRATOR SALARIES	\$2,049,493.00	\$39,000.00	\$2,088,493.00	\$446,729.45	\$1,579,354.10		\$62,409.45	2.99% Vacancy
6	21.000.0000.00.115 DEPARTMENT HEADS	\$40,500.00		\$40,500.00	\$3,115.44	\$37,384.56		\$0.00	0.00%
7	21.000.0000.00.119 SUPPORT SERVICES	\$572,079.00	-\$65,000.00	\$507,079.00	\$89,226.42	\$393,565.59		\$24,286.99	4.79%
8	21.000.0000.00.120 TEMPORARY SALARIES	\$790,492.00		\$790,492.00	\$44,391.85	\$307,752.45		\$438,347.70	55.45%
9	21.000.0000.00.130 OVERTIME	\$34,000.00		\$34,000.00	\$12,128.64	\$2,300.11		\$19,571.25	57.56%
10									
11	21.000.0000.00.211 HEALTH INSURANCE	\$7,046,745.00		\$7,046,745.00	\$1,842,526.71	\$5,030,733.89		\$173,484.40	2.46%
12	21.000.0000.00.212 DENTAL INSURANCE	\$224,240.00		\$224,240.00	\$89,313.13	\$132,734.77		\$2,192.10	0.98%
13	21.000.0000.00.213 LIFE INSURANCE	\$51,691.00		\$51,691.00	\$12,061.00	\$39,630.00		\$0.00	0.00%
14	21.000.0000.00.214 LONG TERM DISABILITY	\$39,195.00		\$39,195.00	\$9,738.24	\$29,456.00		\$0.76	0.00%
15	21.000.0000.00.220 FICA	\$1,580,134.00		\$1,580,134.00	\$172,853.34	\$1,274,762.97		\$132,517.69	8.39%
16	21.000.0000.00.231 NON - TEACH RETIRE	\$569,484.00		\$569,484.00	\$92,742.15	\$471,858.16		\$4,883.69	0.86%
17	21.000.0000.00.232 TEACHER RETIRE	\$2,174,764.00		\$2,174,764.00	\$192,706.96	\$1,766,883.64		\$215,173.40	9.89%
18	21.000.0000.00.260 UNEMPLOYMENT	\$60,000.00		\$60,000.00	\$33,211.00	\$26,789.00		\$0.00	0.00%
19	21.000.0000.00.270 ADMIN ANNUITY	\$36,897.00		\$36,897.00	\$9,960.00			\$26,937.00	73.01%
20									
21	21.000.0000.00.320 PRESENTERS	\$17,600.00		\$17,600.00				\$17,600.00	100.00%
22	21.000.0000.00.322 STAFF SERVICES	\$145,000.00		\$145,000.00	\$81,840.00			\$63,160.00	43.56%
23	21.000.0000.00.323 PUPIL SERVICES	\$79,610.00		\$79,610.00	\$9,309.00	\$51,060.00		\$19,241.00	24.17%
24	21.000.0000.00.330 PURCHASED/PROF	\$863,597.00		\$863,597.00	\$198,370.40	\$560,620.05		\$104,606.55	12.11%
25	21.000.0000.00.340 STATISTICAL SERVICES	\$47,000.00		\$47,000.00				\$47,000.00	100.00%
26	21.000.0000.00.380 SCHOOL BOARD SERVICES	\$161,000.00		\$161,000.00	\$30,429.71	\$83,868.37		\$46,701.92	29.01%
27									
28	21.000.0000.00.411 WATER/SEWER	\$57,000.00		\$57,000.00	\$10,713.87	\$46,236.13		\$50.00	0.09%
29	21.000.0000.00.421 DISPOSAL	\$54,000.00		\$54,000.00	\$7,281.75	\$29,488.50		\$17,229.75	31.91%

2013-2014 Expense Report							30-Sep-13	
Account Number Description		2013-2013	2013-2014	2013-2014	2013-2014	2013-2014	Balance	
Line #		Budget	Transfers	Adjusted Budget	Expense	Encumbered		Account Notes
30	21.000.0000.00.422 SNOW PLOWING	\$100,600.00		\$100,600.00			\$100,600.00	100.00%
31	21.000.0000.00.430 REPAIR/MAINT	\$492,173.00	\$325,000.00	\$820,173.00	\$633,755.14	\$182,978.18	\$3,439.68	0.42% PY Encumbrances
32	21.000.0000.00.431 STRUCTURAL REPAIRS	\$120,800.00		\$120,800.00	\$41,305.21	\$25,132.06	\$54,362.73	45.00%
33	21.000.0000.00.432 ELECTRICAL REPAIRS	\$73,600.00		\$73,600.00	\$48,312.88	\$4,052.03	\$21,235.09	28.85%
34	21.000.0000.00.433 MECHANICAL REPAIRS	\$116,500.00		\$116,500.00	\$26,883.44		\$89,616.56	76.92%
35	21.000.0000.00.434 HVAC REPAIRS	\$179,100.00		\$179,100.00	\$118,336.61	\$28,827.73	\$31,935.66	17.83%
36	21.000.0000.00.440 BUILDING RENTAL	\$2,500.00		\$2,500.00	\$770.00	\$1,730.00	\$0.00	0.00%
37	21.000.0000.00.442 EQUIPMENT RENTAL	\$3,100.00		\$3,100.00			\$3,100.00	100.00%
38	21.000.0000.00.450 RENTAL	\$4,000.00		\$4,000.00	\$4,631.00		-\$631.00	-15.78%
39								
40	21.000.0000.00.510 FIELD TRIP ATHLETIC	\$206,282.00		\$206,282.00	\$24,216.51	\$46,445.00	\$135,630.49	65.75%
41	21.000.0000.00.519 PUPIL TRANSPORTATION	\$1,915,490.00		\$1,915,490.00	\$65,821.94	\$1,921,861.00	-\$72,192.94	-3.77% Special Ed Runs
42								
43	21.000.0000.00.520 INSURANCE	\$190,000.00		\$190,000.00	\$182,271.00		\$7,729.00	4.07%
44	21.000.0000.00.530 TELEPHONE /WEB ACCESS	\$149,000.00		\$149,000.00	\$31,013.50	\$104,439.07	\$13,547.43	9.09%
45	21.000.0000.00.534 POSTAGE	\$29,600.00		\$29,600.00	\$3,591.61	\$1,759.00	\$24,249.39	81.92%
46	21.000.0000.00.540 ADVERTISING	\$16,000.00		\$16,000.00	\$5,076.89	\$10,623.11	\$300.00	1.88%
47	21.000.0000.00.550 PRINTING	\$27,400.00		\$27,400.00	\$1,688.27	\$2,600.00	\$23,131.73	84.42%
48	21.000.0000.00.561 TUITION	\$1,750,935.00		\$1,750,935.00	\$231,107.12	\$1,374,810.77	\$145,017.11	8.28%
49	21.000.0000.00.580 MILEAGE	\$112,050.00		\$112,050.00	\$4,681.99	\$18,718.59	\$88,649.42	79.12%
50	21.000.0000.00.590 MISC PURCH SERV	\$10,500.00		\$10,500.00	\$247.84		\$10,252.16	97.64%
51								
52	21.000.0000.00.622 ELECTRICITY	\$449,500.00		\$449,500.00	\$81,969.15	\$360,395.44	\$7,135.41	1.59%
53	21.000.0000.00.623 BOTTLED GAS	\$13,700.00		\$13,700.00			\$13,700.00	100.00%
54	21.000.0000.00.624 FUEL OIL	\$470,530.00		\$470,530.00	\$125,666.09		\$344,863.91	73.29%
55	21.000.0000.00.656 DIESEL / GASOLINE	\$414,000.00		\$414,000.00	\$19,831.48	\$394,000.00	\$168.52	0.04%
56								
57	21.000.0000.00.610 SUPPLIES	\$907,269.00	\$65,000.00	\$972,269.00	\$242,278.21	\$192,478.70	\$537,512.09	55.28%
58	21.000.0000.00.640 BOOKS	\$104,776.00		\$104,776.00	\$23,317.38	\$37,815.69	\$43,642.93	41.65%

2013-2014 Expense Report							30-Sep-13	
Account Number Description		2013-2013	2013-2014	2013-2014	2013-2014	2013-2014	Balance	
Line #		Budget	Transfers	Adjusted Budget	Expense	Encumbered		Account Notes
59	21.000.0000.00.641 PERIODICALS	\$25,511.00		\$25,511.00	\$15,146.47	\$1,518.92	\$8,845.61	34.67%
60	21.000.0000.00.649 OTHER INFO SOURCES	\$9,648.00		\$9,648.00	\$296.00	\$1,364.70	\$7,987.30	82.79%
61	21.000.0000.00.650 SOFTWARE SUPPORT	\$206,852.00		\$206,852.00	\$119,088.70	\$36,874.85	\$50,888.45	24.60%
62	21.000.0000.00.733 NEW FURNITURE	\$6,469.00		\$6,469.00	\$824.58	\$750.00	\$4,894.42	75.66%
63	21.000.0000.00.734 OTHER EQUIPMENT	\$88,892.00		\$88,892.00	\$38,417.68	\$39,309.37	\$11,164.95	12.56%
64	21.000.0000.00.737 REPL FURNITURE	\$34,940.00		\$34,940.00	\$7,662.30	\$8,096.49	\$19,181.21	54.90%
65	21.000.0000.00.738 REPL EQUIPMENT	\$90,775.00		\$90,775.00	\$43,187.41	\$21,176.83	\$26,410.76	29.09%
66	21.000.0000.00.739 NEW EQUIPMENT	\$220,944.00		\$220,944.00	\$154,099.58	\$18,642.99	\$48,201.43	21.82%
67								
68	21.000.0000.00.810 DUES & FEES	\$140,448.00		\$140,448.00	\$50,141.82	\$11,034.41	\$79,271.77	56.44%
69	21.000.0000.00.830 DEBT SERVICE INTEREST	\$143,953.00		\$143,953.00	\$81,515.63	\$62,437.50	-\$0.13	0.00%
70	21.000.0000.00.890 MISCELLANEOUS	\$46,840.00		\$46,840.00	\$687.46	\$4,812.19	\$41,360.35	88.30%
71	21.000.0000.00.910 DEBT SERVICE PRINCIPAL	\$360,000.00		\$360,000.00		\$360,000.00	\$0.00	0.00%
72	21.000.0000.00.930 TRANS TO FS HEALTH	\$275,000.00		\$275,000.00	\$47,242.52	\$193,677.77	\$34,079.71	12.39%
73	21.000.0000.00.930 TRANS TO FS DENTAL	\$8,900.00		\$8,900.00	\$1,723.64	\$7,146.60	\$29.76	0.33%
74	TOTAL	\$43,426,766.00	\$328,000.00	\$43,754,766.00	\$7,532,771.92	\$32,497,499.79	\$3,724,494.29	
75	PY ENCUMBRANCES	\$586,905.00	-\$328,000.00	\$238,905.00		\$0.00	\$238,905.00	
76	Total	\$43,993,671.00	\$0.00	\$43,993,671.00	\$7,532,771.92	\$32,497,499.79	\$3,963,398.29	9.01%

2012-2013 Grant Summary Report

PROJ #	PROJ NAME	Purpose	C	End Date	Approved Fundina	Year To Date Expense	Encumbrance	Balance 9/30/13
34812	Title IIA Keys to Literacy, ASCD Conference, Common Core, PLC, Para training	Professional Development		06/14	\$109,029.07	55,095.62	26,691.00	27,242.45
35014	Perkins Equipment and professional development or ATC programs	ATC Programs		08/13	\$81,934.72	\$81,934.72	\$0.00	\$0.00
32611	IDEA Various Special Ed positions throughout the District	Special Education		06/13	\$652,934.25	\$612,067.49	\$0.00	\$40,866.76 Carryover for 13-14
30025	Title I Primary function is to address needs of students with difficulty in language arts skills.	Elementary Language Arts		08/13	\$541,284.60	\$438,243.68	\$1,203.00	\$101,837.92 Carryover for 13-14
40002	IDEA Various Special Ed positions throughout the District, including PES preschool and middle school ESP program			08/13	\$550,058.44	\$33,605.50	\$371,809.49	\$144,643.45
40025	Title I Primary function is to address needs of students with difficulty in language arts skills.	Elementary Language Arts		08/14	\$423,668.97	\$26,571.59	\$353,759.42	\$43,337.96
45014	Perkins Equipment and professional development or ATC programs	ATC Programs		08/14	\$76,554.64	\$32,771.38	\$8,703.22	\$35,080.04
47323	Adult Es	Adult Diploma Program		06/14	\$11,220.00	\$0.00	\$0.00	\$11,220.00
Total					\$2,446,684.69	\$1,280,289.98	\$762,166.13	\$404,228.58



# Contoocook Valley School District

## Grants Management Report

Fiscal Year: 2013-2014

Date Range: 07/01/2012 - 10/31/2013

Fund: 25

FUND: 25 Building Fund

ACCOUNT MASK: ??,???,???,??,???

ACCOUNT TYPES: EXPENDITURE

FISCAL YEAR: GL History Connection Groups

ACCOUNT		BUDGET	EXPEND. AMOUNT	ENCUMBR. AMOUNT	TOTAL AMOUNT	BUDGET BALANCE
25.330.4500.25.320	GENERAL CONDITIONS	\$119,765.00	\$182,142.28	\$0.00	\$182,142.28	(\$62,377.28)
25.330.4500.25.321	CONSTRUCTION MANAGER	\$147,953.00	\$241,497.70	\$0.00	\$241,497.70	(\$93,544.70)
25.330.4500.25.322	ARCHITECT	\$255,000.00	\$256,719.88	\$51,043.89	\$307,763.77	(\$52,763.77)
25.330.4500.25.323	DESIGN CONTINGENCY	\$101,776.00	\$6,234.00	\$0.00	\$6,234.00	\$95,542.00
25.330.4500.25.329	ENGINEERING SERVICES	\$9,500.00	\$0.00	\$10,515.73	\$10,515.73	(\$1,015.73)
25.330.4500.25.330	SYSTEMS COMMISSIONING	\$45,000.00	\$56,394.60	\$0.00	\$56,394.60	(\$11,394.60)
25.330.4500.25.360	TESTING	\$10,000.00	\$19,281.70	\$0.00	\$19,281.70	(\$9,281.70)
25.330.4500.25.450	SITE WORK	\$55,161.00	\$60,365.10	\$0.00	\$60,365.10	(\$5,204.10)
25.330.4500.25.451	STUCTURAL	\$434,841.00	\$540,374.20	\$0.00	\$540,374.20	(\$105,533.20)
25.330.4500.25.452	ELECTRICAL	\$565,275.00	\$275,996.00	\$0.00	\$275,996.00	\$289,279.00
25.330.4500.25.453	MECHANICAL AND HVAC	\$511,198.00	\$876,769.53	\$6,750.00	\$883,519.53	(\$372,321.53)
25.330.4500.25.454	ELEVATOR	\$56,720.00	\$17,249.00	\$39,471.11	\$56,720.11	(\$0.11)
25.330.4500.25.455	METALS	\$261,978.00	\$306,964.50	\$0.00	\$306,964.50	(\$44,986.50)
25.330.4500.25.456	CARPENTRY	\$61,600.00	\$97,261.40	\$0.00	\$97,261.40	(\$35,661.40)
25.330.4500.25.457	BUILDING ENVELOPE	\$363,102.00	\$183,818.12	\$64,999.96	\$248,818.08	\$114,283.92
25.330.4500.25.458	DOORS AND WINDOWS	\$131,150.00	\$72,243.60	\$58,900.00	\$131,143.60	\$6.40
25.330.4500.25.459	FINISHES	\$348,555.00	\$238,585.60	\$0.00	\$238,585.60	\$109,969.40
25.330.4500.25.460	DEMOLITION	\$145,874.00	\$102,652.00	\$23,305.90	\$125,957.90	\$19,916.10
25.330.4500.25.810	Building Permits	\$5,000.00	\$6,205.00	\$0.00	\$6,205.00	(\$1,205.00)
25.330.4500.25.890	SPECIALITIES	\$285,830.00	\$128,142.80	\$88,725.07	\$216,867.87	\$68,962.13
25.330.4500.25.895	CONTINGENCY	\$210,782.00	\$72,739.04	\$21,401.00	\$94,140.04	\$116,641.96
25.330.4500.25.930	BOND	\$25,255.00	\$0.00	\$16,937.57	\$16,937.57	\$8,317.43
<b>GRAND TOTAL</b>		<b>\$4,151,315.00</b>	<b>\$3,741,636.05</b>	<b>\$382,050.23</b>	<b>\$4,123,686.28</b>	<b>\$27,628.72</b>

End of Report



ITEM	BUDGET	BUDGET REVISIONS	OWNER C.O.D.	REVISED CONTRACT	BUYOUT	REVISIONS TO BUDGET	PROFIT/LOSS	SUBCONTRACTOR C.O.D.	SUBCONTRACTOR REV./CONTRACT	SUBCONTRACTOR/ VENDOR
Sitework	\$55,000	\$6,434	\$16,964	\$78,338	\$55,000	\$78,430	(\$92)	\$21,338	\$78,338	Mathewson Co.
Foundations - Labor	\$53,010	(\$21,905)		\$29,005	\$0	\$11,000	\$17,915			
	\$0	\$24,905		\$24,905		\$24,905	\$0		\$24,905	Quality Concrete Construction
Flatwork / Misc. Concrete - Labor	\$17,600	(\$26,130)	(\$2,303)	\$19,167	\$0	\$17,207	\$1,960		\$0	
	\$0	\$26,130	(\$8,700)	\$17,430	\$26,130	\$18,010	(\$900)	(\$8,100)	\$18,010	Select Concrete Floors
Reinforcing Steel - Welded Wire Mesh	\$17,717	(\$1,000)		\$14,717	\$12,400	\$10,200	\$4,517	(\$2,700)	\$10,200	Barker Steel
	\$0	\$3,000		\$3,000	\$2,608	\$4,141	(\$1,141)	\$1,533	\$4,141	A.H. Harris
Masonry - Masonry Reinforcing Steel - Modify / Install Existing Precast Panels	\$356,559	(\$19,719)	\$18,866	\$355,726	\$319,250	\$355,710	\$16	\$36,460	\$355,710	Hunter Masonry
	\$0	\$24,309		\$24,309	\$0	\$24,309	\$0		\$24,309	Barker Steel
	\$0	\$13,000		\$13,000	\$0	\$9,800	\$3,200		\$0	Hunter Masonry
Structural / Misc. Steel	\$235,255	\$9,920	\$5,534	\$260,709	\$254,730	\$268,258	\$451	\$13,214	\$267,944	Apollo Steel
Rough Carpentry	\$27,500			\$27,500		\$10,822	\$16,678		\$13,560	
Millwork - Tilt Indoors	\$89,371	\$32	(\$3,500)	\$85,903	\$87,685	\$87,007	(\$1,104)	(\$3,168)	\$84,217	D.S. Huntington Co., LLC
		\$293		\$293		\$293	\$0		\$293	Hiti
Rigid Insulation	\$5,109		\$571	\$5,680	\$3,535	\$3,586	\$2,304		\$3,535	A.H. Harris / Belvedere
Vapor Barriers	\$6,750			\$6,750	\$0	\$0	\$6,750		\$0	
Dampproofing & Waterproofing - Smoke Sealant	\$15,760	(\$6,500)	\$3,432	\$12,692	\$5,370	\$8,820	\$3,872	\$3,312	\$8,682	New England Waterproofing
	\$0	\$6,500	\$4,800	\$11,300	\$6,500	\$11,300	\$0	\$4,800	\$11,300	Partitions Plus
Waterproofing Gym Wall - Allowance	\$3,000		(\$1,000)	\$0	\$0	\$0	\$0		\$0	
Spray Foam Insulation	\$58,930		\$2,480	\$61,410	\$56,430	\$58,836	\$2,574	\$2,406	\$58,836	Quality Insulation
Metal Panels - Two louvers at Gym Storage #624a	\$93,000	\$2,480	(\$800)	\$95,580	\$90,000	\$93,936	\$1,644	\$3,036	\$93,936	Construct, Inc.
		\$308	\$0	\$308	\$308	\$308	\$0		\$308	Nystrom
Membrane Roofing & Blocking	\$65,000	\$5,220	\$1,350	\$71,570	\$65,000	\$70,932	\$638	\$5,932	\$70,932	Academy Roofing
Caulking / Sealants	\$8,691	\$535		\$9,226	\$9,290	\$9,937	(\$711)	\$333	\$9,825	New England Waterproofing (includes air/vapor barrier)
Doors and Hardware	\$56,109	\$15,076	\$3,518	\$74,703	\$70,255	\$74,132	\$571	\$2,626	\$72,881	Kameo Supply
Cooling Doors	\$3,000			\$3,000	\$2,760	\$2,760	\$240		\$2,760	Overhead Door Co. of Manchester
Storefront / Glass - Sunroom Skylights	\$74,950	\$13,910	\$1,200	\$90,060	\$85,900	\$90,060	\$0	\$4,160	\$90,060	Granite State Glass
		\$6,411		\$6,411	\$3,495	\$6,139	\$252	\$852	\$4,347	Belvedere / HCC install
Metal Framing / Blocking / Insulation / Drywall	\$51,600	\$8,808	\$2,184	\$62,592	\$55,380	\$66,832	(\$4,240)	\$11,252	\$66,832	Gemini Construction
		\$1,664	\$0	\$1,664	\$1,664	\$1,664	\$0		\$1,664	Partitions Plus (labor supplied to GC)
Electrical Room Partitions/Doors - Allowance	\$4,500		(\$1,500)	\$0	\$0	\$0	\$0		\$0	
Acoustical Ceilings / Teclum Panels	\$40,000	\$2,405	\$9,395	\$91,800	\$76,733	\$88,725	\$3,075	\$11,992	\$88,725	Deschamps Acoustics
Existing Floor Preparatory Work - Allowance	\$33,150	(\$40,504)		(\$7,354)	\$0	\$0	(\$7,354)		\$0	
isting gym floor		\$24,000		\$24,000	\$24,000	\$24,000	\$0		\$24,000	Primer Concrete
isting concrete slabs		\$13,339		\$13,339	\$13,339	\$13,339	\$0		\$13,339	HCC
isting concrete slabs		\$3,165		\$3,165	\$3,165	\$3,165	\$0		\$3,165	AAE Flooring

Wood Gym Floor	\$113,500	(19,310)	\$7,800	\$122,770	\$114,900	\$120,890	\$1,890	\$5,990	\$120,800	New England Sport Floors
- Generator Rental for Sanders	\$0	\$940		\$940	\$930	\$930	\$0		\$930	HCC Equipment
- Replacement brass element covers	\$0	\$2,300		\$2,300	\$1,039	\$2,413	(\$413)		\$1,039	The Granite Group (+ HCC install)
Flooring	\$54,868		\$1,054	\$55,922	\$54,868	\$54,916	\$1,006	\$981	\$55,849	A&E Flooring
Vapor Emission Control	\$132,170			\$132,170	\$0	\$0	\$132,170		\$0	
Epoxy Flooring	\$39,076			\$39,076	\$36,375	\$36,856	\$2,220	\$481	\$36,856	CPH Floor Coatings
Painting	\$65,000		\$1,991	\$66,991	\$46,000	\$47,838	\$19,153	\$1,749	\$47,749	King Painting
Visual Display Boards	\$1,635	(\$675)		\$960	\$1,975	\$1,991	(\$1,031)		\$1,975	Ton Saker
- Installation labor		\$675		\$675	\$675	\$675	\$0		\$675	HCC
Signage	\$5,570			\$5,570	\$4,587	\$4,587	\$983		\$4,587	Advantage Signs
Lockers - Wenger Lockers	\$141,363	(\$58,475)	(\$6,405)	\$76,479	\$72,372	\$65,963	\$10,516	(\$6,409)	\$65,963	Wenger
- Fence Lockers		\$58,475	(\$6,795)	\$49,600	\$58,475	\$49,600	\$0	(\$8,795)	\$49,600	School Furnishings
Fire Extinguishers	\$743	(\$743)		\$0	\$0	\$0	\$0		\$0	
Gym Equipment	\$12,500			\$12,500	\$11,790	\$11,790	\$710		\$11,790	New England Facility Sales
Toilettroom Specialties	\$28,835	\$473		\$29,308	\$26,230	\$27,410	\$1,898	\$1,180	\$27,410	ITZS Contracting
- Installation of the fire extinguishers		\$270		\$270	\$270	\$270	\$0		\$270	HCC
Specialties										
- Projector brackets	\$0	\$168		\$168	\$168	\$168	\$0		\$168	Adenama
Demolition	\$125,000		\$17,065	\$142,065	\$105,000	\$125,938	\$16,107	\$17,320	\$122,320	North Ridge Contracting
Elevator	\$56,720			\$56,720	\$56,720	\$56,720	\$0		\$56,720	Stanley Elevator Co.
Fire Protection	\$48,721	\$360	\$2,355	\$51,436	\$45,454	\$47,809	\$3,627	\$2,355	\$47,809	John L. Carter Sprinkler Co.
Mechanical	\$952,123	(\$372)	(\$692,123)	\$239,678	\$240,000	\$239,678	\$0	(\$372)	\$239,678	KPMB Enterprises, LLC
	\$0	\$1,520		\$1,520	\$1,520	\$1,520	\$0		\$1,520	HCC labor (deducted from KPMB)
Electrical	\$320,765	\$21,799	\$27,557	\$370,121	\$342,950	\$369,466	\$655	\$26,301	\$369,251	Grace Electric
		\$6,787		\$6,787	\$6,787	\$6,787	\$0		\$6,787	HCC labor (deducted from Grace)
General Conditions	\$119,765			\$119,765	\$0	\$121,016	(\$1,251)		\$0	
Building Permit	\$5,795		(\$5,795)	\$0	\$0	\$0	\$0		\$0	
Performance & Payment Bonds	\$27,825		(\$6,061)	\$21,764	\$32,097	\$25,963	(\$4,199)	(\$6,174)	\$25,963	The Rowley Agency
Builder's Risk Insurance	\$0		\$3,961	\$3,961	\$0	\$3,961	\$0		\$0	The Rowley Agency
General Insurance	\$16,000			\$16,000	\$0	\$16,000	\$0		\$0	
Dust Partitions	\$5,000			\$5,000	\$0	\$2,540	\$2,460		\$0	
Final Cleaning	\$9,118			\$9,118	\$5,633	\$7,153	\$1,965	\$1,513	\$7,146	Karing Touch
Changing Room Trailers	\$27,175			\$27,175	\$0	\$33,025	(\$5,849)		\$0	Triumph Corp
Army Fencing	\$5,000			\$5,000	\$3,232	\$2,231	\$2,769		\$2,232	East Coast Rear A Fence
Inspections - Allowance	\$10,000			\$10,000	\$20,287	\$20,287	(\$10,287)		\$20,287	John Turner Consulting

\$ 3,245,039  
 570,884  
307,163  
 \$ 4,123,686

# 2<sup>nd</sup> Reads

Category: O

### **TRAFFIC AND PARKING**

Driving and parking on school property are privileges granted by the School Board, or its designee, to persons who have reasons to be in the schools or on school property.

The assignment of parking areas to staff, students, and visitors to the school will be the responsibility of the school administration.

Vehicle parking and travel on school property is at the risk of the vehicle owner. The Contoocook Valley Regional School District is not responsible for any vehicle damage that may occur while on District property.

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

## **Contoocook Valley School District Policy**

### **TRAFFIC AND PARKING CONTROLS**

Driving and parking on school property are privileges granted by the Board to persons who have reasons to be in the schools or on school property.

The school administration will develop in cooperation with local traffic authorities a plan for accommodating the flow of traffic on school roadways, and traffic regulations.

The assignment of parking areas to staff, students, and visitors to the school will be the responsibility of the school administration.

Because the Board desires to maintain the natural beauty of school grounds and surroundings, and to prevent damage to ground cover, plants, and trees caused by vehicles the Board directs that signs be posted on all school property indicating that no motorized vehicles may be operated on school grounds unless they are operated in properly designated areas. The signs will indicate that violators of traffic regulations of the school district will be prosecuted.

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

*Category: R**See also ICA*

### **SCHOOL YEAR**

The school year shall include a minimum of 180 instructional days for students and additional days for the teaching staff, emergency days, etc.

Any days that the schools are closed for emergency reasons will be made up at the end of the school year or during recess periods, as approved by the Board upon the Superintendent's recommendation.

Alternatively, the school year may consist of the number of hours as required by New Hampshire Department of Education Rules. In the event schools are closed for excessive days for emergency reasons, the Superintendent may recommend to the School Board a revised schedule that satisfies all Department of Education requirements, but which may amend the number of days in the school year.

**Legal References:**

*RSA 189:1, Days of School*

*RSA 189:24, Standard School*

*NH Code of Administrative Rules, Section Ed. 306.18, School Year*

*NH Code of Administrative Rules, Section Ed. 306.19, School Calendar*

*NH Code of Administrative Rules, Section Ed. 306.27 (q), High School Schedule for Seniors/Graduation*

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

2<sup>nd</sup> Read: October 15, 2013

Adopted:

*Category: R**See also IC***SCHOOL CALENDAR**

The school calendar will be developed by the Superintendent or designee and approved by the School Board. Any exceptions or revisions to the calendar must be approved in advance by the Board.

The Superintendent or designee shall ensure that the calendar conforms to the number of actual days of instruction and employment as required by law, board policy, and staff contracts.

To the extent possible, the calendar will be coordinated with the school calendars of the area vocational schools and regional special education programs.

**Legal Reference:**

*NH Code of Administrative Rules, Section Ed. 306.19, School Calendar*

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



## **Contoocook Valley School District Policy**

### **SCHOOL YEAR/SCHOOL CALENDAR**

The school year shall provide 180 instructional days for students and additional days for the teaching staff.

The school calendar will be developed by the Superintendent and approved by the Board. To the extent possible, the calendar will be coordinated with the school calendars of the area vocational school and regional special education programs.

Any days that the schools are closed for emergency reasons will be made up at the end of the school year or during recess periods, as approved by the Board upon the Superintendent's recommendation.

April 2, 1991

*Category: R**See also IFA, IGA, IJ*

### **INSTRUCTIONAL APPROACH**

It is the policy of the School Board that instruction will be aligned with the goals, mission, and policies of the School District. Additionally, the District's instructional program will comply with the rules of the NH Department of Education and all applicable state statutes and federal law.

Instruction will be focused on meeting the instructional needs of students with different talents, interests, and development.

The instructional program will include:

1. Procedures for diagnosing learner needs
2. Methods and strategies for teaching that incorporate learner needs
3. Research-based learning opportunities
4. Techniques for evaluating student outcomes
5. The provision of remedial instruction as needed

Instruction will also include, where possible, consideration of all available community resources, including but not limited to organizations, businesses, talented individuals, natural resources, and technology to engage each student in achieving the necessary skill and knowledge.

**Legal References:**

*N.H. Code of Administrative Rules, Section Ed 306.26(a)(2), Kindergarten through Grade 8 Curriculum, Instructional Program*

*N.H. Code of Administrative Rules, Section Ed 306.27(b)(3), High School Curriculum, Instructional Program*

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

2<sup>nd</sup> Read: October 15, 2013

Adopted:

# Contoocook Valley School District Policy

## INSTRUCTIONAL GOALS

The Contoocook Valley School Board desires that there be a basic curriculum to provide for the intellectual growth of all pupils, so developed that learning experiences and achievement may vary according to individual needs.

Each pupil, regardless of his/her occupational choice shall be provided with the opportunity to acquire the basic skills, knowledge, attitudes, and understandings needed for living in a democracy.

This policy will insure that students have the opportunity to develop intellectual curiosity, critical thinking, problem-solving abilities, and aesthetic appreciation in the school years in such a manner that they will be used throughout a lifetime.

The ten educational goals which follow address themselves to the true meaning of quality in education. They are relevant to the lives of learners of any age whether they are in formal institutions of learning, in programs of continuing education, or in any environment where learning is taking place. Each learner who has the potential and inner strength should strive toward the ideal implicit in each goal.

The goals are intertwined; no one goal stands in isolation from the rest. They will help to define performance objectives for learners, identify tasks to be performed by teachers in giving life to those objectives, and help to determine means for evaluation learners' progress toward the goals. These goals, then, express the quest for quality, reaching for the ideal and reality in education.

1. Physical and Emotional Well-Being: Education should contribute to the learner's physical and emotional well-being; especially to a sense of personal worth and to a capacity for influencing one's own destiny.
2. Basic Communication Skills: Education should develop in each learner the basic skills needed for communication, perception, evaluation, and conceptualization of ideas. Among the most important skills are reading, writing, speaking, listening, visual and computational skills.
3. Effective Use of Knowledge: Education should provide for each learner access to our cultural heritage, stimulate intellectual curiosity, and promote intellectual development.
4. Capacity and Desire for Lifelong Learning: Education should foster and stimulate in each learner the natural desire for lifelong learning and should develop the skills necessary to fulfill the desire.

## Contoocook Valley School District Policy

5. Citizenship in a Democratic Society: Education should provide each learner with a knowledge or understanding of how our society functions in theory and in practice. Education must also foster individual commitment to exercise the rights and responsibilities of citizenship and to protect the rights of others.
6. Respect for the Community: Education should provide each learner with knowledge and experience which contribute to an understanding of human similarities and differences and which advance mutual respect for humanity and for the dignity of the individual.
7. Occupational Competence: Education should provide the learner with the skills, experience, attitudes and guidance for initial job placement; it is even more important for the learner to develop a capacity to adapt to changing conditions.
8. Understanding of the Environment: Education should provide each learner with knowledge and understanding of the social, physical, and biological worlds and the balance with environmental issues, and should develop attitudes and behavior leading to intelligent use of the environment.
9. Creative Interests and Talents: Education should provide each learner with varied opportunities to nurture interests, to discover and to develop natural talents, and to express values and feelings through various media.
10. Individual Values and Attitudes: Education should expand and advance the human dimensions of all learners, especially by helping them to identify and cultivate their own spiritual, moral, and ethical values and attitudes.

April 2, 1991

Category: R

### CURRICULUM DEVELOPMENT

The School Board will encourage and support the professional staff in its efforts to investigate new curricular ideas, develop and improve programs, and evaluate results.

The Assistant Superintendent will spearhead curriculum development for the school system. The Assistant Superintendent will establish curriculum committees for the study of curriculum improvements, including the selection of new instructional materials, as found necessary and desirable.

The Board will make final decisions on curriculum renewal and adoptions, based on the approved curriculum renewal cycle. The Assistant Superintendent will submit to the Board recommendations developed in conjunction with curriculum committees and the professional staff. The Board in reviewing and evaluating curriculum recommendations may solicit community opinion.

All teachers have professional obligations to the school program beyond regular classroom duties, and these obligations include work on curriculum committees. It is expected that all teachers will make contributions to curriculum development.

**Legal Reference:**

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

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

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

Category: P

### **CHARACTER AND CITIZENSHIP EDUCATION**

Those in charge of curriculum development will have the responsibility for integrating into the curriculum, as appropriate, the following principles:

1. Each individual has dignity and worth.
2. A free society requires respect for persons, property, principles, and self.
3. Each individual has a right to learn and freedom to achieve.
4. Each individual, regardless of age, gender, race, creed, color, religion, marital status, sexual orientation, national or ethnic origin, or disability, has the right to equal opportunity.
5. Each individual has the right to personal liberties.
6. Each individual is responsible for his/her own actions, and should exercise self-discipline where and when appropriate.
7. Each individual has a responsibility to the group as well as to the total society.
8. A democratic government is established by majority vote.
9. Democratic societies are based on law.
10. Problems are solved through reason and orderly processes.
11. An individual should be tolerant of another's beliefs and should have the freedom to express his/her own.
12. Each individual has the right to work, to pursue an occupation, and to gain satisfaction from personal efforts.

Teaching in the area of character and citizenship will take place throughout the K-12 program.

#### **Legal References:**

*NH Code of Administrative Rules, Section Ed 306:04(a)(5), Character and Citizenship*  
*NH Code of Administrative Rules, Section Ed 306:04(i), Character and Citizenship*

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

2<sup>nd</sup> Read: October 15, 2013

Adopted:

## Contoocook Valley School District Policy

### MORAL/ETHICAL EDUCATION

The Board assumes its leadership role in the development of ethical values among young people by endorsing moral and ethical education.

Those in charge of curriculum development will have the responsibility for integrating into the curriculum as appropriate the following principles:

1. Each individual has dignity and worth.
2. A free society requires respect for persons, property, and principles.
3. Each individual has a right to learn and freedom to achieve.
4. Each individual, regardless of race, creed, color, sex, ethnic background, or economic status, has the right to equal opportunity.
5. Each individual has the right to personal liberties.
6. Each individual is responsible for his/her own actions.
7. Each individual has a responsibility to the group as well as to the total society.
8. A democratic government is established by majority vote.
9. Democratic societies are based on law.
10. Problems are solved through reason and orderly processes.
11. An individual should be tolerant of another's beliefs and should have freedom to express his/her own.
12. Each individual has the right to work, to pursue an occupation, and to gain satisfaction from personal efforts.

Teaching in the area of moral and ethical values will take place throughout the K-12 program.

April 2, 1991

*Category: O*

**TEACHING ABOUT RELIGION**

The School Board will ensure that any instruction relating to religion within the District shall conform to applicable legal requirements.

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



## Contoocook Valley School District Policy

### TEACHING ABOUT RELIGION

Religious education is the responsibility of the home and church, and within the district's schools shall remain the free choice of the individual, true to the American heritage and Constitution.

However, religion influences many areas of education, such as literature and history, and religion's role in civilization can, and should be, properly taught. Moreover, it is proper for teachers to emphasize the generally accepted moral and ethical principles of all religions and to provide information to and the opportunity for students to study the forms of various religions. In other words, it is proper for teachers to teach about religion as opposed to teaching sectarian beliefs, although study of the Bible and other sacred documents as literary forms may inform students concerning particular sectarian beliefs.

Teachers shall be permitted to expose students to information concerning religions and religious beliefs, but teachers shall not advocate, openly or covertly or by subtlety, a particular religion or religious beliefs.

Spiritual values are important in the development of a well-rounded individual, and development of well-rounded individuals is an encompassing goal of the district's educational programs and activities.

*Category: R*

**TEACHING ABOUT ALCOHOL, DRUGS, AND TOBACCO**

The Superintendent or designee shall be responsible to establish and periodically review the District's guidelines for the education about alcohol, drug, and tobacco use and dealing with abuse.

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

## Contoocook Valley School District Policy

### TEACHING ABOUT ALCOHOL, DRUGS, AND TOBACCO

Alcohol, drug or tobacco abuse includes any physical or mental state resulting from the use of a drug for any purpose other than its medically prescribed use, and that this mental and/or physical effect precludes realization of the educational potential of the individual. The objectives of the curriculum are rooted in the Board's belief that prevention requires education and that the most important aspect of the policies and guidelines of the district should be the education of each individual student to the dangers of alcohol, drugs, and tobacco. The Superintendent shall be responsible to establish and periodically review the district's guidelines for staff members in conducting alcohol, drug, and tobacco education and dealing with abuse.

#### Objectives of Curriculum

1. To create an awareness of the total problem—prevention; education; treatment; rehabilitation; and law enforcement on the local, state, national, and international levels.
2. To inform the students of the effect on the body of narcotics, sedatives, hallucinogens, stimulants, alcohol, and tobacco.
3. To relate the use of drugs, alcohol, and tobacco to physical, mental, social, and emotional practices.
4. To encourage the individual to adopt an appropriate attitude toward pain, stress, and discomfort.
5. To develop the student's ability to make intelligent choices based on facts and to develop the courage to stand by one's own convictions.
6. To understand the need for seeking professional advice in dealing with problems related to physical and mental health.
7. To understand the personal, social, and economic problems causing the misuse of drugs, alcohol, and tobacco.
8. To develop an interest in preventing illegal use of drugs, alcohol, and tobacco in the community.

See RSA 186:11 (IX)

April 2, 1991

# Rescinds Only

**Contoocook Valley School District Policy****SWIMMING POLICY**

School-sponsored swimming field trips are restricted to locations within the ConVal School District, and one certified lifeguard must be present for every 40 children when the children are swimming. There should be enough other adults present to handle the other children in the event of an accident (i.e. a minimum of three adults). Certification by Red Cross standards requires four-year renewal of Senior Life Saving and annual renewal of First Aid. This policy does not apply to swimming for instructional or therapeutic purposes. Exceptions to this policy will be considered by the Board on an individual basis.

April 2, 1991

## Contoocook Valley School District Policy

### CONTESTS FOR STUDENTS

Contests for students which are not school sponsored may be permitted when the Principal and Superintendent judge that the contest fits into the overall instructional objectives of the school.

The following statements are to guide the administration in deciding if a contest is permitted:

1. The primary educational aims of the schools and the needs and interests of the pupils must be in the first consideration at all times.
2. Schools shall not be used to promote private interests and causes that have not gained general approval as being for the public welfare.
3. The sponsor of the contest must be able and ready to assume all administrative and clerical burdens in connection with the activity, such as the preparation of information, or informative materials, reading and judging of essays, management and judging of debates, and awarding prizes to the winners.
4. The contest must be such that individual students are able to work out contributions by their own efforts.
5. The subject must not be commercial, controversial, sectarian or concerned with propaganda. It must emphasize high moral standards, good citizenship, and intellectual competence.
6. The contest should not place an undue burden on students, teachers, or schools or require frequent or lengthy absence of participants from school.
7. The sponsor of the outside activity should submit his request to the Principal and/or Superintendent not less than six weeks before the time set to begin the activity, in order that adequate preparations and/or adjustments may be made in the school program.

April 2, 1991

## Contoocook Valley School District Policy

### CONTESTS FOR STUDENTS

Any contest for students which is to be administered by or through the school must be approved by the Contoocook Valley School Board. Before approving any contest, the board must be convinced that the contest would be of educational value to the students.

Any contest must also comply with Board policy prohibiting advertising in the school.

April 2, 1991

## Contoocook Valley School District Policy

### COMMUNITY RESOURCE PERSONS

The Contoocook Valley School Board recognizes that one of the greatest resources of the school is to be found in the people of the community who have special knowledge and particular talents to contribute to the school program. The Board, therefore, encourages the use of community resources and citizens to assist in furthering the educational program. Each principal should study the needs of his or her individual school, survey the resources available in the school community, weigh their probable usefulness, and then present to the Superintendent for approval any plans that the principal may develop for using those community resources.

The Superintendent should consider all such plans, both on their merit and their implications as if they were to be carried out throughout the school district. Use of outside personnel and resources would be under regulations approved by the Superintendent. Staff members utilizing the services of resource persons shall insure that these people are properly thanked for their contribution, either by means of students' letters or a note from the teacher.

April 2, 1991



## Contoocook Valley School District Policy

### STUDENT PROGRESS REPORTS TO PARENTS

The Contoocook Valley School Board believes it is essential that parents be regularly and fully informed of their children's progress in school.

Each school will report a pupil's progress to the student and to his/her parent or guardian. The report will be clear, concise, and accurate, and will provide a basis of understanding among teachers, parents, and students for the benefit of the individual pupil. The Board directs the administration to develop progress report forms or cards in accordance with this policy.

Teachers should make frequent use of Student Progress Reports. Teachers must notify the parents of failing students at least three weeks before the end of the marking period. No student should fail who has not received a warning. Sending a warning home a few days prior to the end of the marking period does not satisfy or meet this requirement. Forms for the report are available in the Guidance Office. A copy of the progress report must be sent to the Guidance Office. Teachers are encouraged to call parents or have personal conferences as needed.

April 2, 1991

## Contoocook Valley School District Policy

### TEACHING METHODS

It is the desire of the Contoocook Valley School Board that the best available strategies and methods for bringing about learning be utilized in the district's schools. The instructional staff is expected to keep abreast of new and more promising instructional ideas and practices developed in schools throughout the nation and to apply those which apparently have the potential for improving the learning program in the district's schools.

Strategies and methods shall be focused on the personalization of learning, including (1) appraisal of individual learning style, abilities, disabilities; (2) assessment of individual learning needs; (3) development, implementation, and evaluation of individual learning programs; and (4) the modification and/or recycling of individual learning programs.

April 2, 1991

# 1<sup>st</sup> Reads

Category: P

### **PARENTAL OBJECTIONS TO SPECIFIC COURSE MATERIAL**

The School Board recognizes that there may be specific course materials that some parents/guardians find objectionable.

In the event a parent/guardian finds specific course material objectionable, the parent/guardian may notify the building principal of the specific material to which they object and request that the student receive alternative instruction, sufficient to enable the child to meet state requirements for education in the particular subject area. This notification and request shall be in writing.

The building principal and the parent must mutually agree to the alternative instruction. The alternative instruction agreed upon must meet state minimum standards.

School district staff will make reasonable efforts, within the scope of existing time, schedules, resources and other duties, to accommodate alternative instruction for the student. Alternative instruction may be provided by the school, through approved independent study, or through other method agreed to by the parent/guardian and the building principal. Any cost associated with the alternative instruction shall be borne by the parent.

Nothing in this policy shall be construed as giving parents/guardians the right to appeal to the school board.

Parents who wish for particular instructional material be reviewed for appropriateness may submit a request for review in accordance with Board Policy KEC.

#### **Legal References:**

RSA 186:11, IX-c, State Board of Education; Duties.

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

2<sup>nd</sup> Read:

Adopted:

Category: P

See also IHBA

# **STUDENT EVALUATIONS: SPECIFIC LEARNING DISABILITY**

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

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

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

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

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

2<sup>nd</sup> Read:

Adopted:

Category: R

See also GBGAA & JLCCA

## HIV/AIDS

Preamble. Human Immunodeficiency Virus (HIV) progressively destroys the body's ability to fight infections and certain cancers. The term acquired immunodeficiency syndrome (AIDS) is used to mean the later stages of an HIV infection. To assist the District and infected persons, the District adopts the following policy.

### I. General Principles:

(A) HIV is not spread by casual, everyday contact. Therefore, absent a serious secondary infection that may be transmitted to others or a significant health problem that restricts the infected person's ability to attend School, a student who is infected with HIV or AIDS shall attend the School and classroom to which he or she would be assigned, and shall receive the rights, privileges and services to which he or she would be entitled if not infected, free of physical and verbal harassment.

(B) There shall be no discrimination in employment against a person infected with HIV or AIDS based solely upon said infection. No District employee shall be terminated, non-renewed, demoted, suspended, transferred or subjected to adverse action based solely upon his/her infection with HIV or AIDS, or the perception that he or she is so infected. However, the District may take whatever action is appropriate as to an employee who, despite reasonable accommodation, is unable to perform his/her duties due to an illness, including an illness related to HIV or AIDS.

(C) The School District shall provide a sanitary environment and shall establish procedures for handling bodily fluids, pursuant to Section V.

(D) The District shall administer a program of education about HIV or AIDS for students, their families, and School District employees to ensure that they are informed about the following:

- (1) The nature and effects of HIV including current information about how it is transmitted and prevented in ways that are scientifically, legally, and educationally sound;
- (2) District policies and procedures relating to employees and students with diseases such as HIV or AIDS;
- (3) Resources within the School District and elsewhere for obtaining additional information or assistance; and
- (4) Procedures to prevent the spread of communicable diseases at School.

### II. Evaluation of Infected Students and Staff

(A) HIV is not transmitted casually. Accordingly, infection with HIV or AIDS is not, by itself, sufficient reason to remove a student or staff member from the School. When the Superintendent has been notified that a student or staff member is infected with HIV or AIDS, the Superintendent

Category: R

See also GBGAA & JLCCA

# **HIV/AIDS**

(continued)

shall act appropriately to ensure the safety of persons in the School setting and to plan to support the infected person.

(B) When the District learns that a student is infected with HIV or AIDS, the appropriate procedures under State and Federal Law with regard to evaluation and educational programming shall be followed if the student is or may be educationally handicapped.

(C) (1) When notified that an employee is infected with HIV or AIDS, the Superintendent shall determine whether the infected person has a significant health problem that will restrict his/her ability to work and shall determine whether the infected person has a secondary infection (e.g., tuberculosis) that poses a medically recognized risk of transmission of disease. The Superintendent shall make this determination by consulting with the infected person's physician and the infected person.

The Superintendent also may consult with public health officials and other persons, subject to the confidentiality provisions in this policy. The Superintendent shall consider methods in which the School District may anticipate and meet the needs of persons infected with HIV or AIDS.

(2) Absent a secondary infection, which creates a medically recognized risk of transmission of disease, or a significant health problem that restricts the infected person's ability to work, the Superintendent shall not alter the job assignment of the infected person. However, the Superintendent shall periodically review the case with the persons described in Section II(C) (1).

(3) If the Superintendent determines that a secondary infection poses a medically recognized risk of transmission of disease in the School setting or that a significant health problem restricts the infected person's ability to work, the Superintendent shall consult with the persons described in Section II(C) (1). After said consultation, the Superintendent shall, if necessary, develop an individually tailored plan to accommodate the staff member if possible. Additional persons may be consulted if necessary for gaining additional information, but the infected person must approve of the notification of any additional persons who are informed of the infected person's identity. The Superintendent may consult with legal counsel to ensure that any official action is consistent with state and federal law. If an individually tailored plan is necessary, said plan should be medically, legally, educationally and ethically sound.

(D) Infected students who are aggrieved by the education plan determinations may appeal said determinations pursuant to state and federal special education law if the infected student is eligible for or claims that he is eligible for special education or special education and related services. Infected persons who do not claim that they are eligible for special education or special education and related services, but who are aggrieved by the Superintendent's determinations, may appeal said determinations to the Board.

(E) Confidentiality shall be observed throughout the foregoing process.

Category: R

See also GBGAA & JLCCA

## HIV/AIDS

(continued)

### III. Confidentiality

(A) The identity of a student or staff member who is infected with HIV or AIDS may be disclosed to those persons who determine whether the infected person has a secondary infection that poses a medically recognized risk of transmission of disease in the School setting or whether a significant health problem will restrict the infected person's ability to work or attend class. These persons include:

- (1) The Superintendent or a person designated by the Superintendent to be responsible for the determination, or, in the case of a student who is identified as educationally handicapped or who is claimed or believed to be educationally handicapped, the special services team.
- (2) The physician of the infected person.
- (3) Public health officials, to the extent that their knowledge of the infected person's identity is necessary.

(B) The persons listed in Section III (A) (1) - (2) and the infected person (or his/her parents or guardians) shall determine whether additional persons to know the identity of an infected person. The identity of an infected person shall not be disclosed to persons who are not listed in Section III (A) without the consent of the infected person, or the infected person's parents or guardians. The persons to whom the infected person's identity may be disclosed with the aforementioned consent include the School nurse, the School Principal or other persons necessary to protect the health of the infected person or to evaluate and monitor the case.

(C) All staff members who know the identity of persons infected with HIV or AIDS shall treat said information as confidential. No information will be divulged directly or indirectly to any individuals or groups, except as noted in Section III (A) - (B). All medical information and written documentation of discussions, telephone conversations, proceedings, and meetings concerning the HIV or AIDS infection shall be maintained in a locked file. Access to said file shall be granted only to those persons who have the written consent of the infected person or his/her parents or guardians. The names of infected persons shall not be used in documents, except when essential. No document containing the name or other information that reveals the identity of an infected person may be shared with any person for any purposes without the consent of the infected person or the infected person's parents or guardians. Any School staff member who violates the confidentiality provisions of Section III shall be subject to discipline. Test results and medical records shall be disclosed only with the consent of the infected person (or that person's parent if he is a minor), pursuant to a subpoena or order of a court or administrative agency, or otherwise in accordance with law.



*Category: R**See also GBGAA & JLCCA***HIV/AIDS**

(continued)

**IV. Testing**

Mandatory testing for communicable diseases that are not spread by casual, everyday contact (e.g., HIV or AIDS) shall not be a condition for School entry or attendance, or for employment or continued employment.

**V. Control of Infections**

(A) HIV cannot penetrate unbroken skin, and there is no evidence that HIV has been transmitted through contact with vomit, nasal discharge, saliva, urine, or feces. However, said body fluids commonly transmit infections such as Hepatitis, colds and flu. Accordingly, direct skin contact with body fluids should be avoided whenever possible.

(B) Staff members shall follow the universal precautions in handling body fluids in the Schools.

(C) The District shall cooperate with local, state and federal health agencies in controlling infections.

(D) If a person in a school setting has been exposed to blood-to-blood contact, the district should counsel the person to seek medical testing and attention.

**VI. Health Education**

The Board recognizes that HIV/AIDS education should be integrated into the health and family life curriculum, but may also be applied to other curriculum areas.

The District's HIV/AIDS education program must address, at a minimum, the nature, transmission, prevention, and effects of the disease. The program shall be provided in a sequential manner in all grades, taking into consideration the age and maturity of the pupils and the subject matter of the course.

Development of the program should take into account the instructional needs of all pupils in the District and be scientifically, legally, and educationally sound.

The Superintendent shall ensure that the information presented as a part of the HIV/AIDS program is articulated in such a way that transition from grade to grade in the elementary Schools and from elementary to secondary approaches to the material will be appropriate for all pupils.

The Superintendent shall ensure that all staff involved in teaching the HIV/AIDS education program are properly certified and adequately prepared to teach the material. As necessary, appropriate staff training shall be provided. All employees shall have training in Universal Precautions.

Category: R

See also GBGAA & JLCCA

## **HIV/AIDS**

(continued)

### **Legal References:**

*RSA 186:11, IX, Instruction as to Intoxicants and Venereal Disease*

*RSA 186:11, IX-a, AIDS Instructional Material*

*RSA 189:1-a, Duty to Provide Education*

*RSA 186-C, Special Education*

*RSA 193:1, Duty of Parent; Compulsory Attendance by Pupil*

*RSA 193:3, Change of School or Assignment, Manifest Educational Hardship or Best Interest, Excusing Attendance*

*National Association of State Boards of Education, Someone at School Has AIDS, 2001*  
*[www.aids.gov/basic/index.html](http://www.aids.gov/basic/index.html)*

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

2<sup>nd</sup> Read:

Adopted:

*Category: O*

**PROGRAMS FOR GIFTED PUPILS**

The Board recognizes the need for programs for gifted and talented pupils.

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

2<sup>nd</sup> Read:

Adopted:

Category: R

### **PREGNANT STUDENTS**

Maternal or paternal status shall not affect the rights and privileges of students to receive a public education.

Pregnant students shall be permitted to continue in school in all instances when continued attendance has the sanction of the expectant mother's physician. The School Board may require a physician's statement of activity limitations.

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

2<sup>nd</sup> Read:

Adopted: