

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

**CONTOOCOOK VALLEY SCHOOL BOARD**

**Tuesday, October 6, 2015**

**School Board Meeting**

**SAU #1 Offices**

**Board Room**

**7:00 p.m.**

- 1. Call to Order and Pledge of Allegiance**
- 2. Acceptance of School Board Meeting Minutes (Board Vote Required)**
  - a. September 15, 2015 (pg. 1-5)**
- 3. School Board Chairman's Award**
- 4. Points of Pride**
- 5. Public Comment**
- 6. Consent Agenda**
  - a. Personnel (pg. 6-8)**
    - 1) June 2017 Retirements/June 2016 Retirements
    - 2) 2015-16 Stipend Positions
  - b. Enrollment – October 1, 2015**
- 7. Superintendent's Report and Presentation of Business**
  - a. Monthly Events Calendar (pg. 9-10)**
  - b. Peterborough Elementary School – Preschool Playground**
  - c. Accept Gift/Donation (Board Vote Required)**
    - 1) ConVal High School requests the authorization to accept a gift/donation totaling \$1000.00 from the NH State Council on Arts Grant for the purpose of funding visiting artists.
- 8. Assistant Superintendent's Report**
  - a. Bullying Report**
- 9. Reports**
  - a. Teacher Representative – Patrick Cogan**
  - b. Student Representative – River Marmorstein**
  - c. Strategic Plan Committee – Pierce Rigrod**
  - d. Selectmen's Advisory Committee**
- 10. Old Business**
  - a. 2<sup>nd</sup> Read/Adoption Policy (School Board Vote Required) (pg 11-22)**
    - DGA: Authorized Signatures/Check-Writing Services
    - DK - Payment Procedures for a 2nd Read
    - ECA: Building and Grounds Security
    - GBAA: Sexual Harassment - Employees/Staff
    - KCB: Community Involvement in Decision Making
    - KL: Legislative Representative
    - KMA: Relations with Parent Organizations
    - LDA: Student Teaching and Internships
    - LEB: Advanced Course Work/Advanced Placement Courses
- 11. New Business**
  - a. SWIFT Presentation**
- 12. Approval of Manifests (Board Vote Required)**
- 13. Non-Public Session: RSA 91-A:3,II (If Required)**
  - a. Negotiations**
  - b. Personnel**

**Upcoming Meetings:**

Budget & Property Committee – Tues., Oct. 13<sup>th</sup> @ 6:30 p.m. @ SAU

Policy Committee – Tues., Oct. 20<sup>th</sup> @ 6:00 p.m. @ SAU

School Board Meeting – Tues., Oct. 20<sup>th</sup> @ 7:00 p.m. @ GBS

*MISSION STATEMENT*

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

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

**CONTOOCOOK VALLEY SCHOOL BOARD**

**Tuesday, September 15, 2015**

**School Board Meeting**

**SAU #1**

**Board Room**

**7:00 p.m.**

**MINUTES**

**BOARD**

Gary Backstrom, Rich Cahoon,  
Richard Dunning, Butch Estey,  
Janine Lesser, David Martz,  
Stephan Morrissey, Linda Quintanilha,  
Pierce Rigrod, Crista Salamy,  
Myron Steere, Fiona Tibbetts,  
Jerome Wilson

River Marmorstein, Student Rep.  
Patrick Cogan, CVEA Rep.

**ADMINISTRATION**

Dr. Brendan Minnihan, Supt.  
Kimberly Saunders, Asst. Supt.  
Marian Alese, B.A.  
Tim Markley, H.R.  
Dr. Rick Matte, Student Services  
Dr. Ann Allwarden, AES/Pierce  
Jim Elder, GBS  
Amy Janoch, HES  
Ben Loi, PES  
Anne O'Bryant, SMS  
Nicole Pease, DCS  
Brian Pickering, CVHS  
Colleen Roy, GES

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

**a. September 1, 2015**

Myron Steere moved to accept the minutes of September 1, 2015. Pierce Rigrod second. Gary Backstrom and Janine Lesser abstained. All others in favor. Motion carried.

**3. Points of Pride**

**FES**

The school year is off to a tremendous start at FES. All staff and students have been working hard to build strong classroom communities focused on our core values of respect, responsibility and kindness. We have also been working together as a whole school to brainstorm ways in which we can act with respect, kindness and responsibility. Last week, Jeannie Connolly and Tara Fletcher, from Arts Enrichment, spent the day at the school helping us to build our community quilt. All students and staff members made a quilt square that will be put together and displayed in the entrance to the school throughout the year to remind us of our commitment to our core values and our school community.

**GES**

Greenfield had a great turnout at their recent Open House. It was wonderful to see so many families, old and new. Their "Girls on The Run" team is up and running full steam ahead. The girls are working hard to prepare for a 5K run in November. First graders marveled at caterpillars turning into chrysalids and then

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butterflies in a little over a week! They were lucky enough to observe them actually making the chrysalids. Science in action! Second graders

started working with the Cornucopia Project in our bountiful gardens. We had a bumper crop of cherry tomatoes despite the hot, dry weather! We can't wait to see how the potatoes turn out!

### **SMS**

All 6<sup>th</sup> grade students attended Camp Takodah for a team building event last Friday. It was a great day! The SMS Dance team had their first Beach Party Event on Friday night to raise money for their trip to perform in Disneyworld.

Open House was a great success with over \$400.00 raised for the band field trip selling supper for the parents to purchase.

### **DISTRICT**

Over 30 ConVal teachers participated in collaborative, professional learning with Beth Hulbert from the OGAP group about Additive Reasoning on Monday and Tuesday. This is the first of several learning opportunities that our teachers will be part of throughout this year. Teachers will be bringing some their new learning back to their classrooms!

#### **4. Public Comment**

None.

#### **5. Consent Agenda**

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

1) Retirements (2017 and 2016)

**Myron Steere motioned to accept the retirements of Frank Davidson (June 2017), and Christine McClure (June 2016). Pierce R. With Gratitude**

2) 2015-2016 Stipend Positions

Tim Markley referenced stipend positions as informational.

3) Job Description – 504 Interventionist – High School (2<sup>nd</sup> Read/Adoption)

**Myron Steere motioned to adopt the job description as read. Linda Quintanilha second. Unanimous.**

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

##### **a. Monthly Events Calendar**

The Policy Committee will meet on October 6<sup>th</sup> and 20<sup>th</sup> at 6:00 p.m.

Budget & Property Committee will meet on October 13<sup>th</sup> at 6:30 p.m.

Dr. Minnihan proposed holding all School Board meetings at the SAU but requested that board members attend events in the schools. It would be more worthwhile to board members and legitimate to the students to see what they are doing in our schools.

Rich Cahoon asked for consideration of a meeting at GBS around budget season. It could be around the time of the budget hearing or other time.

David Martz proposed three meetings a year at GBS. Crista Salamy said that it would be nice to split the meetings. Four times a year at GBS was agreed.

##### **b. Budget Process**

1) Specific Program Review

Dr. Minnihan asked the board if there are specific programs that the board would like reviewed for the upcoming budget season.

Myron Steere asked for a priority list as conducted last year.

Pierce Rigrod asked for cost information on a summer program at GBS and SMS. It would model a summer academy.

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### **c. Enrollment Update**

Dr. Minnihan shared a table of enrollment data detailing the changes from September 1<sup>st</sup> to September 15<sup>th</sup>. It also compared from September 1, 2014 and that of September 15, 2015. Full-time equivalent data was shared.

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

### **a. Bullying Report**

Tabled.

## **8. Reports**

### **a. Teacher Representative – Patrick Cogan**

Patrick Cogan reported out on a sharing by SMS fifth grade science on museum exhibits.

### **b. Student Representative – River Marmorstein**

River Marmorstein reported that event planning is underway with Student Council. The emphasis is on getting more kids involved and getting everyone's voices heard. Several students have started an effort to give condolences to a local business owner who unexpectedly passed away.

### **c. Strategic Plan Committee – Pierce Rigrod**

Pierce Rigrod reported that goal matrices are under development. The SAU is working on context material for tables which are the action steps to meet the goals. Community forums will be scheduled at the end of the process. Integrating other plans for alignment will take place.

Dr. Minnihan reported that he expects that a rough draft will be available for the next Strategic Plan Committee meeting.

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

Rich Cahoon reported that co-curricular information was shared. Individuals helping with co-curricular who are not receiving a stipend will be identified. In addition, GBS has asked that a gymnastics club be started. The practice is that middle school principals receive budgets which they can expend based on interest. Crista Salamy reported that multi-age and multi-grade were discussed. It will go back to policy and be added into an existing policy. A report back from the Policy Committee is expected.

Goal statements were reviewed. Further review is underway. The October 21<sup>st</sup> meeting will focus on the high school.

### **e. Budget & Property Committee – Myron Steere**

Myron Steere reported that discussion on security took place. The Capital Plan was reviewed. Other plans are being prepared. A mini-van purchase for food service delivery was discussed. Draft budget assumptions were reviewed as well as the budget calendar. The formation of a non-profit was discussed. CVHS track bids were shared. Prebuying of materials for the track will allow for cost savings.

**Myron Steere moved to prepurchase track materials. Richard Dunning second. Unanimous.**

## **9. Old Business**

### **a. Mission, Vision, and Core Beliefs Adoption (School Board Vote Required)**

Dr. Minnihan shared the second draft of the Mission, Vision, and Core Beliefs.

**Myron Steere moved to approve the ConVal Mission, Vision, and Core Beliefs. Second. Gary Backstrom opposed. Motion carried.**

### **b. Kinder Morgan Pipeline – David Martz**

David Martz said that the proposed compressor station is not an appropriate place in Temple. It is too close to the elementary school.

**David Martz moved to send this letter to the Federal Energy Regulatory Commission requesting that the permit be denied.** This is an opposition to the placement of the pipeline; not to the pipeline itself. The items in the letter are issues around the health and safety of our students.

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**Rich Cahoon second.**

David Martz reported that this letter has come from the Temple Selectmen.

Myron Steere and Butch Estey asked about the safety record referenced in the second bullet. Mr. Martz reported that they have had pipelines blow up, they have had issues around compressor stations, air emissions, and accidents. Myron Steere said that it would be nice to outline the safety concerns in the letter. David Martz agreed to add the detail.

Rich Cahoon said that the sentence should be struck from the letter.

**David Martz moved to amend the letter to strike the second bullet on safety concerns. Rich Cahoon second.**

Stephan Morrissey asked if this was appropriate for the board to draft.

Butch Estey asked if the board should get involved in every political issue. David Martz said that it is not political, it is from a safety standpoint.

Butch Estey said that maybe Temple Elementary School should be closed for safety issues as a result.

Richard Dunning said that he is neither for nor against this request. He would like to see the opposing side.

Butch Estey reported that Kinder Morgan was invited to meet with the board however, declined.

Gary Backstrom suggested that the State Representatives and Governor should be copied.

**In favor: 8**

**Opposed: 2**

**Fiona Tibbetts was out of room at 7:36 p.m. at the time of the vote.**

**Abstained: 2**

**Motion carried.**

## **10. New Business**

### **a. 1st Read Policy**

GBAA: Sexual Harassment - Employees/Staff

KL: Legislative Representative

LDA: Student Teaching and Internships

LEB: Advanced Course Work/Advanced Placement Courses

These policies were referenced as first read policies. Send questions/comments to Rich Cahoon or Kimberly Saunders.

Fiona Tibbetts exited the meeting at 7:45 p.m.

### **b. DOE 25 School Board Signing – Marian Alese**

Marian Alese outlined the DOE 25. Unanticipated revenues are a result of LGC money. Marian asked approval.

**Myron Steere moved to approve the DOE 25. Stephan Morrissey second. Unanimous.**

### **c. Budget Calendar**

Marian Alese outlined key dates in the budget calendar. In September, building administrators will be given general directions. Review of the budget assumptions is important. The budget will begin to build in October. An early presentation on November 7<sup>th</sup> will take place. January 12<sup>th</sup> is the last day to post hearing notices and have a collective bargaining agreement. The Budget Hearing is on January 19<sup>th</sup>. Deliberative Session on February 6<sup>th</sup> is proposed. Snow days will be added to the calendar.

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

Marian Alese certified that manifests 9-14 totaling \$273,928.88 and Payroll totaling \$745,855.68 have been reviewed by her and found to be proper charges against Contoocook Valley School District for goods and/or services received and have been properly processed prior to their submittal to the School Board.

**Dick Dunning moved to accept the manifests as read. Stephan Morrissey second. Unanimous.**

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

**a. Negotiations**

**b. Personnel**

**Myron Steere motioned to enter into non-public session in accordance with RSA 91-A:3,II for matters of personnel at 7:52 p.m. Unanimous on a roll call vote.**

Kimberly Saunders and Rick Matte exited the meeting at 7:52 p.m.

**Motion to exit non-public session at 8:20 p.m. Second. Unanimous.**

Marian Alese, Tim Markley, and Dr. Minnihan exited the meeting at 8:20 p.m.

**Myron Steere motioned to seal the minutes for five years. Stephan Morrissey second. Unanimous.**

**Myron Steere motioned to enter non-public for matters of personnel at 8:20 p.m. Unanimous on roll call vote.**

**Myron Steere motioned to exit non-public session at 9:20 p.m. Unanimous.**

**Motion to seal the minutes indefinitely. Stephan Morrissey second. Unanimous.**

**Myron Steere moved to enter non-public session at 9:21 p.m. for matters of personnel. Unanimous.**

**Myron Steere motioned to exit non-public session at 9:34 p.m. Linda Quintanilha second. Unanimous.**

**Motion to seal the meetings of non-public session for infinity. Second. Unanimous.**

**Motion to adjourn at 9:34 p.m. Second. Unanimous.**

Respectfully submitted,

Brenda Marschok

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Peterborough, New Hampshire

CONTOOCCOOK VALLEY SCHOOL DISTRICT

October 6, 2015  
Personnel Agenda

June 2017 Retirements:

CVHS

Richard Page	Physical Education Teacher
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SMS

Kimberly Heald	Grade 7 Teacher
Margaret Van Valkenburgh	Grade 7 Teacher

PES

Helena Bates	Special Education Teacher
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HES

Karen Lowenthal	Grade 1/2 Teacher
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TES

Marci Homan	Kindergarten Teacher
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June 2016 Retirements:

HES

Kathryn Richardson	Grade 3 Teacher
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2015-16 Stipend Positions:

Attached

# NON-ATHLETIC

## CVHS

Amanda	Bastoni	The Link	\$2,905.00
Amanda	Bastoni	Yearbook	\$4,233.00
Judith	Bernardi	Class Advisor - Junior .5	\$954.50
Greg	Bickford	Club - French	\$996.00
Eric	Bowman	History Club	\$788.50
Eric	Bowman	Student Council	\$2,573.00
Kenneth	Cloutier	Ocean Bowl	\$1,909.00
Debra	Coyne	Future Business Leaders	\$996.00
Debra	Coyne	Graduation Advisor	\$426.40
Maria	Crowley	Dance Team	\$996.00
Emily	Daniels	Class Advisor - Freshman .5	\$498.00
Bruce	Dodge	Drama - Musical Tech Director	\$1,238.36
Bruce	Dodge	Drama - Play Tech Director	\$1,238.36
MaryAnn	Flemming	Drama - Musical Music Director .35	\$900.55
Jo Ann	Fletcher	Interact	\$1,577.00
Nancy	Gagnon	National Honor Society	\$1,577.00
Nancy	Gagnon	Youth and Government .5	\$954.50
Elizabeth	Halper	Drama - Musical Choreographer .6	\$613.54
Elizabeth	Halper	Drama - Play Director	\$1,909.00
Elizabeth	Halper	Drama - Program Producer .5	\$788.50
Judy	Heddy	Graduation Advisor	\$107.20
Christopher	Heider	History Club	\$788.50
Christopher	Heider	Youth and Government .5	\$954.50
Cynthia	Hodgdon	Club - German	\$996.00
Joan	Joseph	Class Advisor - Senior .5	\$1,286.50
Robin	Kennedy	Club - Spanish .5	\$498.00
Eric	Kostecki	Class Advisor - Freshman .5	\$498.00
Brock	Lambert	Class Advisor - Senior .5	\$1,286.50
Moir	Milne	National Science Bowl	\$1,909.00
Jahna	Moncrief	Music - All State Strings	\$747.00
Jahna	Moncrief	Music - NE Festival	\$747.00
Rachel	Moore	Drama - Musical Choreographer .4	\$409.02
Elizabeth	Moore	Drama - Musical Director	\$2,905.00
Elizabeth	Moore	Drama - Program Producer .5	\$788.50
Krystal	Morin	Drama - Musical Music Director .65	\$1,672.45
Krystal	Morin	Music - All State Chorus	\$747.00
Krystal	Morin	Music - Monadnock Valley Festival	\$747.00
Krystal	Morin	Music - NE Festival	\$747.00
Krystal	Morin	Music - Select Chorus	\$1,909.00
Gilbert	Morris	Class Advisor - Sophomore .5	\$498.00
Gregory	Morris	Math Team	\$1,577.00
Sherry	Nixon	Equestrian	\$2,490.00
Sherry	Nixon	Graduation Advisor	\$213.40
Velka	Pacheco-McMahon	Club - Spanish .5	\$498.00

Benjamin	Putnam	Club - Art	\$647.40
Keith	Stevens	Drama - Festival Director	\$1,909.00
James	Wickham	Music - All State Band	\$747.00
James	Wickham	Music - Jazz Band	\$1,909.00
James	Wickham	Music - Memorial Day Parade	\$484.72
James	Wickham	Music - Monadnock Valley Festival	\$747.00
James	Wickham	Music - NE Festival	\$747.00
James	Wickham	Music - Pep Band	\$747.00
Samuel	Winslow	Class Advisor - Sophomore .5	\$498.00
Dana	Wood	Envirothon	\$1,909.00
Michael	Wozmak	Class Advisor - Junior .5	\$954.50
Michael	Young	Golf Club	\$996.00

### **GBS**

Cari	Gillespie	Gymnastics	\$796.00
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### **SMS**

Elizabeth	Fortin	Music - All State Chorus	\$484.72
Paul	Simpson	Volleyball	\$1,000.00

## **ATHLETICS**

### **CVHS**

Leah	Fiasconaro-Conway	Spirit Team - Basketball	\$3,320.00
Art	LaFleur	Special Olympics - Spring	\$1,000.00
Art	LaFleur	Special Olympics - Winter	\$1,000.00
Paul	Landau	Strength & Conditioning - Spring	\$1,660.00
Paul	Landau	Strength & Conditioning - Winter	\$1,660.00
Mary	Maughan	Special Olympics - Fall	\$1,000.00
Mary	Maughan	Special Olympics - Spring	\$1,000.00
Mary	Maughan	Special Olympics - Winter	\$1,000.00
Scott	McGovern	Skiing - Varsity Nordic	\$2,656.00
Julie	Murphy	Special Olympics - Fall	\$1,000.00
Julie	Murphy	Special Olympics - Spring	\$1,000.00
Julie	Murphy	Special Olympics - Winter	\$1,000.00
Holly	Wilson	Skiing - Varsity Alpine	\$2,656.00

## **SUPPLEMENTAL**

### **CVHS**

Amanda	Bastoni	Photojournalism for the Web - 1st Semester	\$1,000.00
Lisa	Carne	ADP English - 1st Semester	\$1,800.00
Lisa	Carne	ADP English - 2nd Semester	\$1,800.00
Karen	Fabianski	Robotics - 1st Semester	\$1,000.00
Shawn	King	ADP Director - 1st Semester .5	\$1,800.00
Shawn	King	ADP Director - 2nd Semester .5	\$1,800.00
Karrie	Mitschmyer	Yearbook - 1st Semester	\$2,000.00
Karrie	Mitschmyer	Yearbook - 2nd Semester	\$2,000.00
Gil	Morris	Robotics - 1st Semester	\$1,000.00
John	Reitnauer	Director - 1st Semester	\$2,500.00
John	Reitnauer	Director - 2nd Semester	\$2,500.00
Helfried	Zrzavy	Photojournalism for the Web - 1st Semester	\$1,000.00

# October 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6 Policy Committee Meeting @ SAU 06:00 PM  School Board Meeting @ SAU 07:00 PM	7	8	9	10
11	12 District Closed	13 Budget & Property Committee Mtg. @ SAU 06:30 PM	14	15	16	17
18	19	20 Policy Committee Meeting 06:00 PM  School Board Meeting @ GBS 07:00 PM	21 Education Committee Mtg. @ SAU 05:00 PM	22 Selectmen's Advisory Committee Mtg. @ SAU 07:00 PM	23	24
25	26	27	28	29	30	31

# November 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 School Board Mtg. @ SAU 07:00 PM	4	5	6	7
8	9	10	11	12	13	14
15	16	17 School Board Mtg. @ SAU 07:00 PM	18	19	20	21
22	23	24	25	26	27	28
29	30					

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*Category: R**See also DJ***AUTHORIZED SIGNATURES/CHECK-WRITING SERVICES****Checks**

Checks drawn on the general fund or any special fund (with the exception of the activity fund) will require the signature of the School District Treasurer, who is authorized to sign only after certification of manifests by the Business Administrator. Checks drawn on an activity fund will require the signature of the building principal or the Building Administrator.

All checks used by the school district will be pre-numbered.

**Direct Deposit**

Vendors may elect to have payments electronically transferred to their bank accounts.

Vendors must agree to complete the Vendor Direct Deposit Authorization Form and send it directly to the ConVal School District Finance Office.

The direct deposit will be processed to only one (1) account as identified on the Vendor Direct Deposit Authorization Form. Once enrolled for direct deposit, all future payment to the vendor will be through ACH.

If a vendor/business closes its account with one financial institution and opens an account with another financial institution, the vendor must notify the ConVal Finance immediately, and submit a new Vendor Direct Deposit Authorization Form.

Such payments will not be made until authorized by the Business Administrator, as per policy DJ (Purchasing).

1<sup>st</sup> Read: September 1, 2015

2<sup>nd</sup> Read: October 6, 2015

Adopted:

Category: R

### **PAYMENT PROCEDURES**

In keeping with the District's desire for efficient fiscal management, the following procedure for payment of its liabilities is in effect:

All manifests, supported by original invoices, must be certified by the Business Administrator.

In order that Board Members be fully informed, and have the opportunity to ask questions concerning payment, a copy of the detailed check register will be noticed to the Board in advance, upon completion of the preparation of that manifest.

Payment by the Treasurer will be authorized on the basis of two (or more) School Board members.

When vendor manifests are due between Board meetings, the Treasurer is authorized to pay on the signature of the Superintendent or the Business Administrator.

In the event that a Board Member requests that a particular vendor payment be held for additional questions, that Board Member will contact the Business Administrator directly, and that particular check will be held until the matter has been resolved.

All manifests will be submitted at the next Board meeting, and must be approved by a majority of the School Board, immediately following certification by the Business Administrator.

The District's Treasurer will sign all checks that will be mailed from the central office.

Electronic payments to vendors made be made according to the procedure outlined in policy DGA (Authorized Signatures).

**Legal References:**

*RSA 197:23-a, Treasurer's Duties*

1<sup>st</sup> Read: May 5, 2015

2<sup>nd</sup> Read: ~~September 1, 2015~~ October 6, 2015

Adopted:

*Category: R*

### **BUILDING AND GROUNDS SECURITY**

The School Board will cooperate closely with local law enforcement and fire departments, and with insurance company inspectors.

Records and funds will be kept in a safe, locked location.

Access to school buildings and grounds outside of regular school hours will be limited to school personnel whose work requires it. An adequate key control system will be established to limit access to buildings to authorized personnel.

School buildings will be closed and locked after the last school activity has concluded each day.

A building being used by an authorized school or community group in the evening, or on non-school days, will be opened for such activity and secured again after its conclusion.

A school district employee may be required on school grounds during the course of the activity. Only a school district employee will be allowed to open and close the school in the event of such an activity.

Classroom windows and doors are to be locked when the building is closed. In addition to this policy, the Superintendent is charged with establishing further safety and security provisions as may be necessary.

The building principal is responsible for enforcing this policy.

1<sup>st</sup> Read: September 1, 2015

2<sup>nd</sup> Read: October 6, 2015

Adopted:

*Category: P**See also JBAA***SEXUAL HARASSMENT – EMPLOYEES/STAFF****I. PURPOSE**

The purpose of this policy is to maintain a learning environment that is free from sexual harassment or other improper and inappropriate behavior that may constitute harassment as defined below.

Sexual harassment is against the law and is against school board policy. Any form of sexual harassment is strictly prohibited. It is a violation of this policy for any employee or third party to harass any person through conduct or communication of a sexual nature as defined by this policy.

"Employee" shall include, but not be limited to all school district staff, teachers, non-certified personnel, administrators, volunteers, coaches and/or other such personnel whose employment or position is directed by the school district.

"Third parties" include, but are not limited to parents, school visitors, service contractors or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the district and others not directly subject to district control.

The District will investigate all complaints, either formal or informal, verbal or written, of sexual harassment and will discipline any employee who sexually harasses or is sexually violent toward another person.

**II. SEXUAL HARASSMENT DEFINED**

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, sexual physical conduct, and /or conduct of a sexual nature when:

- (1) Submitting to the unwelcome conduct is made a term or condition of an individual's employment, either explicitly or implicitly.
- (2) Submitting to or rejecting the unwelcome conduct is used as the basis for decisions affecting a person's employment; or
- (3) The unwelcome conduct has the purpose or effect of unreasonably interfering with a person's work performance or creating an intimidating, hostile, or offensive working environment.
- (4) Sexual violence.

Sexual harassment may include, but is not limited to:

1. Verbal harassment and/or abuse of a sexual nature;
2. Subtle pressure for sexual activity;
3. Inappropriate patting, pinching or other touching;
4. Intentional brushing against an employee's body;
5. Demanding sexual favors accompanied by implied or overt threats;
6. Demanding sexual favors accompanied by implied or overt promises of preferential treatment;
7. Any sexually motivated unwelcome touching; or
8. Sexual violence that is a physical act of aggression that includes a sexual act or sexual purpose.

*Category: P**See also JBAA***SEXUAL HARASSMENT – EMPLOYEES/STAFF**

(continued)

**III. REPORTING PROCEDURES**

1. The Superintendent or his/her written designee is responsible for implementing all procedures of this policy. Additionally, the Superintendent may develop and implement additional administrative regulations in furtherance of this policy.
2. Any employee who believes he or she has been the victim of sexual harassment should report the alleged act(s) to the building Principal. If the alleged perpetrator is the Principal, the alleged victim may report the allegation to any other district employee. That employee shall then report the allegation to the Superintendent. The Board encourages the reporting employee to use the Report Form available from the Principal or Superintendent.
3. In each building, the Principal is the person responsible for receiving oral or written reports of sexual harassment. Upon receipt of a report, the Principal will notify the Superintendent immediately without screening or investigating the report. If the report was given verbally, the Principal shall reduce it to written form within 24 hours and then forward it to the Superintendent. Failure to forward any sexual harassment report or complaint as provided herein will result in disciplinary action. If the complaint involves the building Principal, the complaint shall be filed directly with the Superintendent.
4. The Board designates the Superintendent as the District Human Rights Officer to receive any report or complaint of sexual harassment. If the complaint involves the Superintendent, the complaint shall be filed directly with the School Board. The District shall post the name of the Human Rights Officer in conspicuous places throughout school buildings, including a telephone number and mailing address.
5. Submission of a complaint or report of sexual harassment will not affect the employee's standing in school, future employment, or work assignments.
6. The use of formal Reporting Forms provided by the District is voluntary. The District will respect the confidentiality of the complainant and the person(s) against whom the complaint is filed as much as possible, consistent with the School District's legal obligations and the necessity to investigate allegations of sexual harassment and take disciplinary action when the conduct has occurred.

**IV. INVESTIGATION AND RECOMMENDATION**

The Human Rights Officer will authorize an investigation upon receipt of a report or complaint alleging sexual harassment. This investigation may be conducted by District officials or by an independent investigator designated by the School Board.

If District officials conduct the investigation, the investigation should consider the surrounding circumstances, the nature of the sexual advances, the relationship between the parties and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes sexual harassment requires a determination based on all the facts and surrounding circumstances.

*Category: P**See also JBAA***SEXUAL HARASSMENT – EMPLOYEES/STAFF**

(continued)

The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator. Students who are interviewed may have a parent or other representative present.

In addition, the District may take immediate steps, at its discretion, to protect the complainant, students and employees pending completion of an investigation of alleged sexual harassment.

If the Board determines that a third-party designee should conduct the investigation, the District agrees to assent to that party's methods of investigation.

Upon completion of an investigation conducted by either District officials or an independent investigator, the Board and the Superintendent will be provided with a written factual report and recommended action.

**V. SCHOOL DISTRICT ACTION**

If investigating party determines that the alleged conduct constituted sexual harassment, the Superintendent may discipline the offending employee. Such discipline may include, but is not limited to, a warning, training, temporary suspension or dismissal. If the investigating party determines that the alleged conduct did not constitute sexual harassment, both the complaining party and the accused will be informed of such.

Conduct which does not rise to the level of sexual harassment as defined by the policy, but is nonetheless inappropriate or in violation of other related Board policies, will be addressed on a case-by-case basis by the Superintendent. Any discipline will be in accordance with all laws and collective bargaining agreements, if applicable.

**VI. APPEAL OF INVESTIGATOR'S RECOMMENDATION**

Either the complainant or the accused may appeal the investigator's recommendation and subsequent District action, if any, to the School Board.

After a hearing, the School Board will vote to either accept or deny the investigator's recommendation and resulting discipline.

Either party may then appeal the Board's decision in accordance with applicable law.

**VII. REPRISAL**

The School District will discipline any employee who retaliates against any other employee who reports alleged sexual harassment or who retaliates against any person who testifies, assists or participates in an investigation, proceeding or hearing relating to a sexual harassment complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

Category: P

See also JBAA

**SEXUAL HARASSMENT – EMPLOYEES/STAFF**

(continued)

**VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES**

These procedures do not deny the right of any individual to pursue other avenues of recourse, which may include filing charges with the Commissioner of Education, initiating civil action or seeking redress under state criminal statutes and/or federal law.

**IX. SEXUAL HARASSMENT AS SEXUAL ABUSE**

Under certain circumstances, sexual harassment may constitute sexual abuse under New Hampshire law. In such situations, the District shall comply with all applicable laws.

Nothing in this policy will prohibit the School District from taking immediate action to protect victims of alleged sexual abuse.

**X. BY-PASS OF POLICY**

Any individual with a sexual harassment complaint may choose to bypass this Policy and accompanying regulation and proceed directly to: N.H. Commission on Human Rights, at 2 Chenelle Dr., Concord, NH 03301, phone 603-271-2767 or US Department of Health & Human Services, Office for Civil Rights, Region 1, JFK Building, Room 1875, Boston, MA 02203, phone 617-565-1340.

**Legal References:**

*Ed 303.01(j), Substantive Duties of School Boards; Sexual Harassment Policy*

*Ed 306.04(a)(9), Sexual Harassment*

*RSA 354-A:7, Unlawful Discriminatory Practices*

*Appendix: GBAA-R, BBA-R*

1<sup>st</sup> Read: September 15, 2015

2<sup>nd</sup> Read: October 6, 2015

Adopted:

Category: O

### **COMMUNITY INVOLVEMENT IN DECISION MAKING**

The Contoocook Valley School Board recognizes that the public has vast resources of training and experience useful to schools. The strength of the local school district is in large measure determined by the degree to which these resources are tapped for advisory purposes and to the degree that these resources are involved in supporting the improvement of the local educational program.

The Board shall encourage the involvement of citizens both as individuals and as groups to act as advisers and resource people in ways such as the following:

1. In solving specific problems;
2. In extending the instructional services of the classroom teacher in those instances where the specific talents of the layperson or persons complement such services;
3. In serving as advisory people to curriculum development projects.

The advice of the public will be given consideration. In the evaluation of such contributions, the first concern will be for the educational program as it affects the pupils. The final decision may depart from this advice when in the judgment of the administrative staff and the Board such advice is not consistent with goals adopted by the Board, current educational practice, or within the reach of the financial resources available.

1<sup>st</sup> Read: September 1, 2015

2<sup>nd</sup> Read: October 6, 2015

Adopted:

Category: O

### **LEGISLATIVE REPRESENTATIVE**

One person from the School Board shall serve as legislative contact with the New Hampshire School Boards Association in order to keep the Board abreast of happenings and upcoming legislation relating to education. He/she shall carry the opinions of the Board to the legislature when requested.

1<sup>st</sup> Read: September 15, 2015

2<sup>nd</sup> Read: October 6, 2015

Adopted:

Category: O

### **RELATIONS WITH PARENT ORGANIZATIONS**

The Contoocook Valley School Board recognizes that parent-teacher organizations are a source of interest in the public schools. The District looks to the PTO as a means of promoting a finer educational program by achieving better understanding among the pupils, the parents and the teachers, and administrators. The District will give every encouragement to the maintenance of an enthusiastic and industrious parent organization.

The Board recognizes the PTO as an organization of cooperation among parents, teachers and administrators in the promotion of a sound program of education.

1<sup>st</sup> Read: September 1, 2015

2<sup>nd</sup> Read: October 6, 2015

Adopted:

Category: *R*

### **STUDENT TEACHING AND INTERNSHIPS**

The School Board recognizes the student teacher program as an important aspect of a future teacher's education. Therefore, the Board will cooperate with institutions of higher education in training student teachers.

All persons involved in this program must recognize that the first and primary responsibility of the district is to the students within its schools. If at any time a student teacher becomes unacceptable, the district reserves the right to refuse that student teacher further teaching experience within the district.

Student teachers who work in the school district shall be accepted only after approval of the Superintendent or designee and the Principal of the building in which the person is to teach.

Student teachers are restricted to not more than three non-consecutive days of substitute teaching, except in emergency situations.

Building principals have the final determination and approval of what classroom and cooperating teacher student teachers are placed with.

1<sup>st</sup> Read: September 15, 2015

2<sup>nd</sup> Read: October 6, 2015

Adopted:

**ADVANCED COURSE WORK/ADVANCED PLACEMENT COURSES**

Any student who is capable of and wishes to do advanced course work or take advanced placement classes while in high school should be permitted to do so. School district administrators and guidance counselors will provide assistance to students who wish to enroll in such courses. If advanced course work or advanced placement courses are not available within the school district, administrators or guidance counselors are instructed to assist students in identifying alternative means of taking such classes. These means may include taking courses at a different public school or a private school, or through distance education courses or other suitable means.

Credit may be given, provided the course conforms to applicable District policies and state standards. The District will not be responsible for any tuition, fees, or other associated costs incurred by the student for enrollment in such courses.

This policy will be published annually in the High School Student Handbook.

**Legal References:**

*NH Code of Administrative Rules, Section Ed 306.14(g), Advanced Course Work*

1<sup>st</sup> Read: September 15, 2015

2<sup>nd</sup> Read: October 6, 2015

Adopted: