

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.

- 1. Call to Order and Pledge of Allegiance**
- 2. Acceptance of School Board Meeting Minutes (Board Vote Required)**
 - a. September 1, 2015 (pg. 1-5)**
- 3. Points of Pride**
- 4. Public Comment**
- 5. Consent Agenda**
 - a. Personnel**
 - 1) Retirements (2017 and 2016) (pg. 6)
 - 2) 2015-2016 Stipend Positions (pg. 7-8)
 - 3) Job Description – 504 Interventionist – High School (2nd Read/Adoption) (pg. 9-11)
- 6. Superintendent's Report and Presentation of Business**
 - a. Monthly Events Calendar (pg. 12-13)**
 - b. Budget Process**
 - 1) Specific Program Review
 - c. Enrollment Update**
- 7. Assistant Superintendent's Report**
 - a. Bullying Report**
- 8. Reports**
 - a. Teacher Representative – Patrick Cogan**
 - b. Student Representative – River Marmorstein**
 - c. Strategic Plan Committee – Pierce Rigrod**
 - d. Education Committee – Crista Salamy**
 - e. Budget & Property Committee – Myron Steere**
- 9. Old Business**
 - a. Mission, Vision, and Core Beliefs Adoption (School Board Vote Required)**
 - b. Kinder Morgan Pipeline – David Martz**
- 10. New Business**
 - a. 1st Read Policy**
 - GBAA: Sexual Harassment - Employees/Staff (pg. 14-17)
 - KL: Legislative Representative (pg. 18)
 - LDA: Student Teaching and Internships (pg. 19)
 - LEB: Advanced Course Work/Advanced Placement Courses (pg. 20)
 - b. DOE 25 School Board Signing – Marian Alese**
 - c. Budget Calendar (pg. 21)**
- 11. Approval of Manifests (Board Vote Required)**
- 12. Non-Public Session: RSA 91-A:3,II (If Required)**
 - a. Negotiations**
 - b. Personnel**

Upcoming Meetings:

Strategic Plan Committee – Tues., Sept. 22nd @ @ 6:30 SAU
Selectmen's Advisory Committee – Thurs., Sept. 24th @ 7:00 p.m. @ SAU
School Board Meeting – Tues., Oct. 6th @ 7:00 p.m. @ SAU
Education Committee Meeting – Wed., Oct. 7th @ 5:00 p.m. @ SAU

MISSION STATEMENT

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

OFFICE OF THE SUPERINTENDENT OF SCHOOLS
Peterborough, New Hampshire

CONTOOCOOK VALLEY SCHOOL BOARD

Tuesday, September 1, 2015

School Board Meeting

SAU #1

Board Room

7:00 p.m.

BOARD

Rich Cahoon, Richard Dunning,
Butch Estey, David Martz,
Linda Quintanilha, Pierce Rigrod,
Crista Salamy, Myron Steere,
Fiona Tibbetts, Jerome Wilson

Patrick Cogan, CVEA
Linda Compton, CVEA
River Marmorstein, Student 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 School
Jim Elder, GBS
Nicola Fraley, FES
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 7:01 p.m. The Pledge of Allegiance was recited.

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

a. August 18, 2015

Myron Steere moved to accept the minutes of August 18, 2015. Dick Dunning second. Linda Quintanilha abstained. All else in favor. Motion carried.

3. Points of Pride

SMS

Over 150 students participated in the 5th grade /new student orientation on Aug. 26th from 10-2pm. There was a great parent turn out as well. Thanks to our 40 student mentors who welcomed our new students to SMS to have a positive start to the school year.

Pierce School

At Pierce School's first whole school assembly, staff members reviewed the three core values that have been in place for many years--*Be safe. Be kind. Do the right thing.* They then introduced a new fourth core value--***Have courage.*** Examples of having courage include:

- Try your best even when things are difficult.
- Ask questions even when it feels hard to ask them.
- Ask for help when you need it.
- Give a different answer.
- Explore a different side or point of view.
- Defend your choices.

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The assembly then ended with an exciting unveiling of Pierce School's new mascot--the Bennington Black Bear! Black bears are adaptable, intelligent, and curious. They are also playful. They like to swim and love to climb trees. These characteristics seemed a perfect match to the students who attend Pierce School.

In athletics, high school boys and girls soccer all won vs. Goffstown. At GBS, Principal, Jim Elder dressed up as a present on opening day. PES has a new climate committee who worked to welcome all new students to PES.

Butch Estey reported that Brendan Minnihan has been selected to sit in the Gallery and visit the Pope in Washington, DC.

Dr. Minnihan reported that all of the schools were visited on opening day.

Butch Estey reported that he toured CVHS on opening day.

4. Public Comment

None.

5. Consent Agenda

a. Personnel

1) Nominations

Myron Steere moved to accept the nominations of Griffen Fletcher, Rachel Bowman, and Aidan Holding as listed. Pierce Rigrod second. Unanimous.

Stipend Positions – Notification

Tim Markley referenced this information for notification only.

Resignation – Myron Steere moved to accept the resignation of Maureen Montanus. Rich Cahoon second. Unanimous.

b. Enrollment - August 27, 2015

Tim Markley referenced September 1st enrollment information. The first day of school enrollment reflects the number of students that attended school on the first day and not our enrollment.

Dr. Minnihan reported minor pluses and minuses.

6. Superintendent's Report and Presentation of Business

a. Monthly Events Calendar

1) April 2016 School Board Meeting Dates

The proposed School Board meeting schedule was reviewed. In particular, the April 2016 schedule was discussed and will remain as stated; first and third Tuesday.

b. Review draft Mission, Vision, and Core Beliefs

Dr. Minnihan shared a draft of the Mission, Vision, and Core Beliefs. "Learn, Explore, and Give" might be an example of brevity.

Dr. Minnihan reported that Administrative Council met and created ideals, he asked for input.

Discussion took place about maintaining language to include the partnership with our member communities. School Board members were asked to send thoughts to the Superintendent

7. Reports

a. Teacher Representative – Patrick Cogan

Patrick Cogan and Linda Compton, Co-CVEA Presidents, recognized Tina Perreault as a great teacher for her willingness to change and take on multi-age class last minute.

b. Student Representative – River Marmorstein

River Marmorstein reported that they are trying to get everyone on Student Council involved in something. The year in general is being discussed. Students are happy to be back at school.

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c. Strategic Plan Committee – Pierce Rigrod

Pierce Rigrod reported out that the committee is in the process of drafting and reviewing goals, objectives and strategies. Pulling the pieces of the plan together, along with the capital components is being worked on to draw together. The next meeting is September 3rd at 6:30 p.m. Community forums will be planned.

d. Education Committee – Crista Salamy

Crista Salamy reported that they have met twice; two recommendations for the board include the forming of cooperative sports for ice hockey to merge Monadnock with ConVal. This would include referees, ice time, and transportation. It is a two year agreement. If numbers decline on both sides it can be renegotiated. The approximate cost is roughly \$34,000 for each team, girls and boys, with a cost savings of \$10K in the first year.

Brian Pickering reported that Monadnock has committed for boys because they know that they have the numbers but they are unsure about the girls at this point.

Crista Salamy motioned to look at splitting the cost for ice hockey with Monadnock in a two year agreement plan. Myron Steere second.

Butch Estey said that the motion states to share the cost but did not say to form a cooperative. He asked if the intent is for a cooperative. Crista Salamy confirmed. Myron Steere confirmed.

Dr. Minnihan said that he thought that Mark Swasey asked for the Boards permission to continue to investigate forming a cooperative for boys and girls ice hockey. They are looking for a vote to proceed and not a vote to form the cooperative.

Rich Cahoon said that the NHIAA requires a vote to explore the cooperative and another to approve the formation of a cooperative.

Rich Cahoon said that at this point the request has changed dramatically from three days ago.

Marian Alese suggested a motion to enter into negotiations with Monadnock to form a cooperative for both girls and boys ice hockey.

Crista Salamy and Myron Steere withdrew their motion and second respectively.

Myron Steere moved to enter into negotiations with Monadnock to form a cooperative hockey program. Crista Salamy second.

Myron Steere suggested looking at the athletic programs to examine for viability as part of the Strategic Plan. Discussion took place about the projected numbers for both the girls and boys teams.

David Martz asked about competitiveness in the game; how many are competitive. Myron Steere reported that the girl's team scored two goals last year.

Dick Dunning asked that if we have 22 boys who want to skate, why we want a cooperative.

Brian Pickering said that joining with another school will allow the team to be more competitive.

In favor: Pierce Rigrod, Jerome Wilson, Rich Cahoon, Linda Quintanilha, Dick Dunning, Myron Steere, Fiona Tibbetts, Crista Salamy

Opposed: David Martz

Motion carried.

Crista Salamy reported that because of South Meadow's increased enrollment; particularly in the "specials"; there are 28, 29, and sometimes 30 students in a classroom. Putting the money back for the art position that was reduced was asked. This is an Education Committee recommendation.

Crista Salamy motioned to put the money back for the art position. Myron Steere second. Marian Alese reported that it could be \$60K to \$100K depending on salary and benefits. Ms. Alese said that you cannot put the money back as an appropriation.

Linda Quintanilha asked if the two extra positions that are budgeted for are gone. Marian Alese confirmed. Marian Alese said that tomorrow is the first payroll. The position changes were fairly dramatic this year.

Ms. Alese said that she suspects that there is a salary delta and would know more in several days.

David Martz asked what we are actually doing. Butch Estey said that we are being asked to put the art teacher position back into SMS.

Rich Cahoon said that there are 13 fewer students this year and asked why this is a surprise and coming up now. Dr. Minnihan said that a position was reduced making the situation difficult. This year, with more students, it is untenable.

Dick Dunning shared his support for this request and cited safety as an issue.

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Marian Alese said that it is likely that between salary deltas and food service benefit savings that money may be there.

Unanimous.

Crista Salamy reported that the Education Committee is working on their output goals in the Strategic Plan.

e. Negotiations – CVAA Agreement – Butch Estey

Butch Estey reported that the CVAA Agreement has to be discussed. Tim Markley will work to set a date to convene a meeting.

8. Old Business

a. 2nd Read/Adoption Policy (School Board Vote Required)

DBJ: Transfer of Appropriation

Rich Cahoon moved this policy for adoption. Myron Steere second. Unanimous.

DK: Payment Procedures

Rich Cahoon moved this policy for adoption. Myron Steere second. Unanimous.

David Martz said that the word “then” should be added to the fourth line to read “...then the District’s Treasurer will sign all checks....”.

Marian Alese reported that this would be opposite of the practice in place for the past 40 years.

Myron Steere asked if the auditors approve our process. Marian Alese confirmed.

David Martz asked what happens to the check if the manifest is not approved. Rich Cahoon said that we take it up with the Superintendent. We have a valid purchase order for goods or services provided so we have to pay it. That vote would be a vote of no confidence for the accounting.

Marian Alese said that we are doing what we have been doing for many years. If the board is okay with tabling this, she will ask the auditor.

Linda Quintanilha moved to table the approval of this policy until further information from auditors. Second.

EEA: Student Transportation Services

Rich Cahoon changed the 5 day appeal process to 15 days.

Rich Cahoon moved to adopt as amended. Second. Unanimous.

JEB: Entrance Age

Rich Cahoon moved to adopt this policy as read. Myron Steere second. The change was to allow for a waiver process. **Unanimous.**

9. New Business

a. 1st Read Policy

DGA: Authorized Signatures/Check-Writing Services

ECA: Building and Grounds Security

KCB: Community Involvement in Decision Making

KMA: Relations with Parent Organizations

Rich Cahoon asked the board for feedback on the above four policies as first reads.

10. Approval of Manifests (Board Vote Required)

Marian Alese certified that August manifests totaling \$408,912.72 and Payroll totaling \$875,868.26 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 process prior to their submittal to the School Board.

Myron Steere motioned to accept the manifests as listed. Dick Dunning second. Unanimous.

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

a. Negotiations

None.

b. Personnel

Myron Steere motioned to enter into non-public session in accordance with RSA 91-A:3,II for matters of personnel at 8:04 p.m. Unanimous on a roll call vote.

Myron Steere moved to exit non-public session at 8:23 p.m. **David Martz** second. Unanimous.

Myron Steere moved to seal the minutes of non-public session indefinitely. Second. Unanimous.

Linda Quintanilha motioned to adjourn at 8:24 p.m. **Richard Dunning** second. Unanimous.

Respectfully submitted,

Brenda Marschok

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OFFICE OF THE SUPERINTENDENT OF SCHOOLS
Peterborough, New Hampshire

CONTOOCOOK VALLEY SCHOOL DISTRICT

September 15, 2015
Personnel Agenda

June 2017 Retirements:

CVHS

Frank Davidson

Special Education Teacher

June 2016 Retirements:

BES

Christine McClure

Grade 2 Teacher

2015-16 Stipend Positions:

Attached

ATHLETICS

CVHS			
Bill	Edson	Track Assistant - Spring .3	\$796.80
Deb	Riley	Basketball - Girls Varsity	\$4,083.60

SUPPLEMENTAL

CVHS			
Bill	Leahy	Weight Room Instr/Supervision 1st Sem	\$1,500.00
Bill	Leahy	Weight Room Instr/Supervision 2nd Sem	\$1,500.00
SMS			
Taylor	Koban	After School Academic Support	\$647.40

NON-ATHLETIC

GBS			
Cassie	Anderson	Student Council .17	\$278.38
Joan	Bando	Club - Art	\$647.40
Linda	Bundy	Club - Recycling	\$647.40
Patrick	Cogan	Music - All State Chorus	\$484.72
Patrick	Cogan	Music - Select Chorus	\$1,909.00
Maryanne	Cullinan	Drama .5	\$511.28
Maryanne	Cullinan	Student Council .17	\$278.38
Kathryn	Doherty	Drama .5	\$511.28
Kathryn	Doherty	Graduation Coordinator	\$484.72
Kathryn	Doherty	Yearbook .5	\$619.18
Sarah	Hale	New Hampshire Dance Institute	\$996.00
Sue	Ketchum	Student Council .17	\$278.38
Ellen	Kidd	Student Council .17	\$278.38
Siobhan	Leclerc	Graduation Coordinator	\$484.72
Siobhan	Leclerc	Student Council .17	\$278.38
Siobhan	Leclerc	Yearbook .5	\$619.18
Jahna	Moncrief	Music - All State Band	\$484.72
Jahna	Moncrief	Music - All State Orchestra	\$484.72
Jahna	Moncrief	Music - Memorial Day Parade	\$484.72
Catrina	Young	Student Council .17	\$278.38
SMS			
Tim	Baylies	Drama Tech	\$503.00
Tim	Baylies	Radio Club	\$647.40
Michele	Brezovec	Newspaper	\$1,238.36
Michele	Brezovec	Peer Mediation	\$1,577.00
Michele	Brezovec	Robotics	\$2,709.63
Colleen	Brophy	Club - Environmental	\$1,220.64
Janet	Buoanno	Garden Club	\$546.68
Dorene	Decibus	Science Club	\$1,331.05
Dorene	Decibus	Student Council 5/6 .5	\$834.98
Elizabeth	Fortin	Music - Select Chorus	\$1,909.00

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

POSITION TITLE: 504 Interventionist - High School

SUPERVISOR: Director of School Counseling (CVHS)

QUALIFICATIONS/SKILLS:

- Bachelor's degree required, Master's Degree preferred; supplemented with at least three (3) years of related experience.
- Current Teaching Certification from the NH DOE
- Being Highly Qualified in other areas (Math, English, and Social Studies) are highly desirable.
- Knowledge of academic support functions
- Interpersonal/human relation skills
- Verbal and written communication skills
- Ability to relate effectively with students, institutional personnel, and the parents
- Ability to maintain confidentiality
- Ability to instruct
- Commitment to supporting the needs of students Ability to create an environment of respect and rapport, manage routines and procedures and contribute to the culture for student behavior.
- Solid communication skills, ability to meet deadlines and willingness to participate in a professional community.

SUMMARY:

This position works with students who receive services under a Section 504 Plan and provide academic support recommended by their school counselor.

DUTIES AND RESPONSIBILITIES:

- Schedule students to meet during TASC to assist them with organization, study and time management skills.
- Students access support during regular class time for support
- Teachers send students during regular class time for support
- Assist students on specific assignments:
 - Break down larger projects into smaller chunks
 - reword assignments so students understand the requirements
 - show students where to get information to complete work
 - help students analyze and interpret information in a way that they can understand readings and assignments
 - reword materials in a way that is meaningful for students

- help students brainstorm and organize thoughts into working outlines for essays
- assist students that struggle with writing to edit and refine their work
- assist students that struggle with test taking by providing an alternative setting for assessment
- provide alternative methods of assessment per teacher agreement
- provide support for longer reading assignments, showing students different strategies for decoding and making connections between different materials
- Attend after school 504 meetings as needed for 504 students
- Attend all required staff meetings and professional development activities.
- Instruct and direct paraprofessionals on strategies to assist 504 students in the classrooms.
- Connect students to assistive technology and is available to help them with particular needs
- Support students with computer work, typing, research and submitting papers to teachers
- Follow select classes on Edmodo to aid student understanding of the delivery platform, content and assignments posted, which aids in communication with parents about class/teacher expectations.
- Assist teachers and students with specific administrative tasks, such as enlarging copies for students as needed
- Track grades and communicate with teachers about student performance weekly
- Maintain a daily log of interactions with students to aid in communication with teachers, counselors, parents and administration.
- Observe students in classroom setting
- Audit classes to gain better understanding of material or specific requirements of certain projects to be able to offer supplemental teaching of the students, supporting them to be able to complete their work
- Discuss with parents, concerns over grades, assignments and behavior as well as communicating successes
- Collaborate with counselors about concerns raised by students, parents and teachers over grades, assignments and behavior as well as celebrating successes.
- Discuss grades with students and teach them to develop a plan to make up work or improve performance in class
- Provide a supportive environment for students that need a person to talk to or a place to 'cool off' when issues arise.
- Book students for TASC and to teachers where they need extra support
- Assist students with research assignments during class time at teacher request when extra support is necessary
- Collect assignments for students that are out with chronic illness and provide tutoring upon return as needed
- Participate in 504 review meetings and provide feedback on work done with the student
- Encourage students to work to the best of their ability and ask for help

ADA MINIMUM QUALIFICATIONS OR STANDARDS REQUIRES:

The physical activity of this position

- Seldomly, Kneeling. Bending legs at knee to come to a rest on knee or knees.
- Seldomly, Crouching. Bending the body downward and forward by bending leg and spine.
- Occasionally, Reaching. Extending hand(s) and arm(s) in any direction.
- Occasionally, Standing. Particularly for sustained periods of time.
- Seldomly, Walking. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- Frequently, Fingering. Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Seldomly, Grasping. Applying pressure to an object with the fingers and palm.
- Seldomly, Feeling. Perceived attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of the fingertips.
- Frequently, Talking. Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Constantly, Hearing. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
- Occasionally, Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.

The physical requirements of this position

- Sedentary work. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

The visual acuity requirements include color, depth perception, and field of vision.

- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.

The conditions the worker will be subject to in this position.

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

September 2015

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

October 2015

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

*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.

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

1st Read: September 15, 2015

2nd Read:

Adopted:

Category: O

LEGISLATIVE REPRESENTATIVE

One person from the School Board shall serve as legislative contact with the N.H. 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.

1st Read: September 15, 2015

2nd Read:

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.

1st Read: September 15, 2015

2nd Read:

Adopted:

Category: P

See Also IK, IKF, ~~IMBA~~, IMBC, IHCD**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

~~1st Read: September 21, 2010~~

~~2nd Read: January 20, 2011~~

~~Adoption: January 20, 2011~~

1st Read: September 15, 2015

2nd Read:

Adopted:

Draft 16-17 Budget Prep Calendar

SEPTEMBER						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

1 School Board
7 Labor Day
15 School Board
24 Instructions for Principals

OCTOBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1 Admin Council
6 School Board
12 Columbus Day
20 School Board
22 Admin Council
26-30 School Meetings

NOVEMBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

3 School Board
7 Board Budget Workshop
11 Veterans Day
17 School Board
25-27 Thanksgiving Recess

DECEMBER						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

1 School Board
8 School Board
18 Final Budget
24-31 Holiday Recess

JANUARY						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1 New Year's Day
5 School Board
12 Last Day to Post Hearing Notice
Last Day for Collective Barg
Last Day for Petitioned Article
19 Board/Budget/CVEA Hearing
25 Post Warrant

FEBRUARY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

2 School Board
6 Deliberative Session
16 School Board