

**OFFICE OF THE SUPERINTENDENT OF SCHOOLS**

**106 Hancock Road**

**Peterborough, New Hampshire**

**CONTOOCOOK VALLEY SCHOOL BOARD**

**School Board Meeting**

**Tuesday, August 18, 2015**

**SAU Office**

**7:00 p.m.**

- 1. Call to Order and Pledge of Allegiance**
- 2. Minutes (Board Vote Required)**
  - a. July 14, 2015** (pg. 1-4)
- 3. Points of Pride**
- 4. Public Comment**
- 5. Consent Agenda**
  - a. Personnel** (pg. 5-13)
    - 1) Nominations
    - 2) Notice of Co-Curricular
    - 3) Resignations
    - 4) Job Description – 504 Interventionist – High School (1<sup>st</sup> Read)  
- Special Educator, Emotional Support Program, CVHS (2nd Read/Adoption)
- 6. Superintendent's Report and Presentation of Business**
  - a. Monthly Events Calendar** (pg. 14-15)
  - b. Superintendent Update Report**
    - 1) Superintendent Goals Update
- 7. Reports**
  - a. Student Representative** –River Marmorstein
  - b. Teacher Representative** – Patrick Cogan
  - c. Budget & Property Committee** – Myron Steere
- 8. Old Business**
  - a. School Board Goals (School Board Vote Required)**
  - b. Strategic Plan Committee Update** – Pierce Rigrod
  - c. Rescind/Waive Policies (School Board Vote Required)** (pg. 16-21)
    - Facility Fee Schedule: Pending further discussion on Community Use of School Facilities (Policy KF)
    - KBA: Publics' Right to Know
    - KBAA: Policy on Right-to-Know Law, RSA 91-A
    - KJB: Posting of Community Notices
- 9. New Business**
  - a. 1<sup>st</sup> Read Policy** (pg. 22-25)
    - DBJ: Transfer of Appropriation
    - EEA: Student Transportation Services
    - JEB: Entrance Age
  - b. Kinder Morgan Pipeline Discussion** – David Martz
  - c. 2016/2017 Budget and Planning Considerations** – Butch Estey
  - d. Primex Agreement**
- 10. Approval of Manifests (Board Vote Required)**
- 11. Non-Public Session: RSA 91-A:3,II (If Required)**
  - a. Negotiations**

**Upcoming Meetings:**

Strategic Plan Committee Meeting – Thurs., August 20<sup>th</sup> @ 6:30 p.m. @ SAU

Strategic Plan Committee Meeting – Thurs., August 27<sup>th</sup> @ 6:30 p.m. @ SAU

School Board Meeting – Tues., September 1<sup>st</sup> @ 7:00 p.m. @ SAU

School Board Meeting – Tues., September 15<sup>th</sup> @ 7:00 p.m. @ SAU

**MISSION STATEMENT**

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

**OFFICE OF THE SUPERINTENDENT OF SCHOOLS**

**106 Hancock Road  
Peterborough, New Hampshire**

**CONTOOCCOOK VALLEY SCHOOL BOARD**

**Tuesday, July 14, 2015**

**SAU Office**

**Public Hearing**

**7:00 p.m.**

**Expend Capital Reserve Funds/Trust Funds**

*In accordance with RSA 35:1, and 198:20C, a public hearing will be held by the Contoocook Valley School Board for the purpose of expending Capital Reserve Funds and/or Trust Funds for the 2015-2016 fiscal year.*

**School Board Meeting**

***Immediately Following Public Hearing***

**BOARD**

Rich Cahoon, Richard Dunning,  
Butch Estey, Janine Lesser,  
Stephan Morrissey, Linda Quintanilha,  
Pierce Rigrod, Myron Steere,  
Jerome Wilson

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  
Brian Pickering, CVHS  
Dr. Ann Allwarden, AES/Pierce  
Nicole Fraley, FES  
Nicole Pease, DCS  
Anne O'Bryant, SMS  
Jim Elder, GBS  
Amy Janoch, HES

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

**Butch Estey called the Public Hearing to order at 7:02 p.m. (see minutes of Public Hearing). The Pledge of Allegiance was recited.**

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

**a. June 16, 2015**

**Myron Steere motioned to accept the minutes of June 16, 2015. Stephan Morrissey second.**

Myron Steere noted that on the vote of the woodworking position, he either abstained or voted no.

Butch Estey said that an abstention counts as a "no vote".

Myron Steere said that a majority is required to pass. If you have 8 and only 4 voted for it, you do not have a majority. You can revote it if you would like.

**Linda Quintanilha abstained. Motion carried.**

Mr. Estey reported that Tom Ferenc has tendered his resignation to the Board; he recently moved to Hancock. Mr. Estey introduced Jerry Wilson, Peterborough, as the new Peterborough School Board member.

**3. Points of Pride**

Beautiful Mosaics created by the students of AES, Pierce, GES, FES, HES, DCS, and TES at this year's field day will be on exhibit this summer at The River Center (46 Concord Street) in Peterborough. The gallery room is open Monday through Thursday from 9am to 4pm. It is worth the trip to see what all of the

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students accomplished during the annual Field Day Art Station. In the fall, each school will receive one of the seven artworks to display in their school as a reminder of the value of teamwork.

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

Al Burt, Greenfield, extended a thanks to the new members of the Board. He expressed his gratitude to the new found financial wisdom the board has found. He cited the outsourcing of the food service program, as well as the "no" vote of the board to hire additional staff in the district. Mr. Burt referenced courses that he felt were undersubscribed as problematic. Mr. Burt asked for consideration for small classes to go on the internet to take virtual courses. He challenged the board to give thought to offer undersubscribed courses virtually.

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

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

##### **1) Nominations**

**Myron Steere moved to accept the nominations (of Nicole Boisvert, Stephanie Chinnery, Dr. Peter Naitove, Debra Shumway, Elise Driscoll, Abraham Ewing, Tyler Mudrick, Greg Bickford, Christianna Rivet, Derek Castor, Cassie Anderson, Darlene Jiang-Demetriou, Courtney Taylor, and Andrea Jurewich) as read. Second. Unanimous.**

##### **2) Resignations**

**Myron Steere moved to accept the resignation of Jean Nannicelli as read. Stephan Morrissey second. Unanimous.**

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

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

The Negotiations Committee will meet on Tues., July 28<sup>th</sup> at 5:30 p.m. at the SAU Office  
The Policy Committee will meet on Tues., August 18<sup>th</sup> at 6:00 p.m. at the SAU Office.

##### **b. Field Trip Request (Board Vote Required)**

- 1) ConVal High School – Grade 10-12 students will travel to the heart of Renaissance Italy to study Art History April 15-23, 2016.

**Myron Steere moved to approve the trip as requested. Stephan Morrissey second.**

A discussion on chaperones took place.

**Unanimous.**

##### **c. Superintendent Update Report**

##### **1) Superintendent Goals**

Dr. Minnihan shared an update on his goals. Dr. Minnihan reported that there is carryover from last year's goals; the technology plan is still moving forward as well as the goal related to equity in the middle schools. If the question is in terms of teacher load, they have become closer and closer. If the question about equity is programmatic, our alignment K-12 has improved dramatically. Work on communication is moving forward and getting stronger. Pierce Rigrod cited PTO participation as an area to tap into.

Linda Quintanilha shared that equity in terms of resources is often thought of; each of the schools should have the tools necessary i.e. planners, computers, etc. In addition, special education is very different in each of the two middle schools.

Butch Estey said that the evaluation system needs to be firm in place. We need to bring staff who are basic up to higher levels. Kimberly Saunders reported that principals and administrators began training in March and continued in May. The introduction for the teachers took place in June. Ten sessions will take place to look at gathering of evidence, conduct "walk-throughs" of classrooms to rate the same regardless of school or administrator. The majority of professional development days next year are devoted toward evaluations.

Rich Cahoon spoke about using statistics to measure evaluations.

Dick Dunning reiterated that doing something about the sound in this board room is important. Discussion took place about who reads evaluations and who reads evaluations of staff that work in more than one school. Lead staff conduct evaluations.

Dr. Minnihan agreed to draft a status on his goals.

Butch Estey reminded board members that if they want to visit an administrator they must pass it through the Board Chair first.



## 7. Reports

### a. Student Representative – River Marmorstein

River Marmorstein reported that Summer Academy appears to be going well and is fun. A group of students will attend a Leadership Conference at UNH in August.

Brian Pickering reported 140 participants in Summer Academy. Rich Cahoon asked for a breakdown of how many students are taking electives and how many recovery courses. Brian Pickering will report back.

### b. Teacher Representative – Patrick Cogan

None.

### c. Budget & Property Committee – Myron Steere

Myron Steere said that security was discussed at the last Budget & Property (B&P) Committee meeting. In addition, school board goals, and prioritizing the building aid opportunities were discussed. The tractor was discussed. PES has a preschool playground going in this summer.

**Myron Steere moved to approve the PES preschool playground. Dick Dunning second.** There is no cost to the district other than some prep work. **Unanimous.**

Myron Steere also reported that trust funds were discussed at the last B&P Committee meeting.

Rich Cahoon noted that biomass was also discussed at this meeting. Pierce Rigrod said that we are writing a five year plan for capital investments. Myron said that an evaluation of the boilers in the year of replacement is needed and will be conducted for consideration of alternative heat sources.

### d. Selectmen's Advisory Committee

John Jordan reported that assessments and average daily membership (ADM) were discussed at the last meeting. SAC voted to make no changes to the formula. The effects of downshifting from the State was discussed.

Marian Alese reported that the June payment was extended into July. She suggests extending it through August and September because the tax rates will be actual in October. Myron Steere was in agreement.

**Myron Steere moved to extend the payments through August and September. Rich Cahoon second.** **Unanimous.**

## 8. Old Business

### a. School Staffing Request

A revote for the woodworking position was requested.

**Rich Cahoon moved to approve the hiring for a woodworking position. Pierce Rigrod second.** **Unanimous.**

Dr. Minnihan shared a request for Dublin Consolidated School – 19 students in a K/1 classroom is the current status. Our request for DCS, given the needs of the students and recommendations of principals, is that we add a full-time para that can work in the K/1 classroom to provide support.

**Myron Steere moved to add the para for DCS. Pierce Rigrod second.**

Linda Quintanilha asked if we are moving to a place of co-teaching and more independence for students. Dr. Minnihan shared that the K/1 and grade 2 classrooms will be next to each other. Students who are advanced can access the second grade class.

**Unanimous.**

Dr. Minnihan shared the recommendation for Francestown Elementary School – the Grade 1 teacher is transferring to HES, the K/1 teacher will transfer into a reading specialist position at PES. As a result, we have a new Grade 3 teacher at FES. Dr. Minnihan asked that a K teacher and a Grade 1 teacher be brought forward.

**Stephan Morrissey moved that FES have both a kindergarten teacher and a Grade 1 teacher. Myron Steere second.**

Dick Dunning said that he cannot support the request. He said that he believes we can find someone to do the combined class with 10 kindergarten students and 9 grade 1 students.

Dr. Minnihan said that he is making this request because the administrators and teachers in this school have made this request.

Dick Dunning said that he cannot support the request, if the request was for a para, he would support this.

Stephan Morrissey urged the board to consider the request of the administrator. Discussion ensued. – 3 –



In favor of hiring two teachers; one for kindergarten and one first grade: Linda Quintanilha, Jerry Wilson, Janine Lesser, Pierce Rigrod, Myron Steere, Rich Cahoon, Stephan Morrissey.

Opposed: Dick Dunning

Motion carried.

**b. Strategic Plan Committee – Goal Statements (Board Vote Required)**

Pierce Rigrod reported that goal statements were developed and worked on. A draft was developed. General areas on objectives were discussed as well as resources. A timeline was developed. Today, these statements are being brought to the board. Goals and actions will be drafted moving forward.

**Stephan Morrissey moved to accept the Strategic Plan final goals. Dick Dunning second.**

Myron Steere asked for a definition of “best practices” included with the plan. Pierce Rigrod said that the challenge for this plan is that other plans are being developed as well. A soft launch is planned for the end of August.

**Unanimous.**

**c. School Board Goals Update**

Pierce Rigrod reported not receiving a lot of feedback on the proposed goals. Pierce said that completion of the goals can be accomplished through Google docs.

**9. New Business**

**a. Additional Encumbrances for 2014-2015**

Marian Alese reported that over the course of the year, when looking at expense reports, there has been a significant amount of money in the health insurance line as a result of several changes. Ms. Alese reported having approximately a million dollars unencumbered in the health insurance line. The question arose about encumbering and transferring some of those funds to accommodate other work. Discussion about using some of this money to do roofing or security work took place. Marian reported that she contacted the auditors and they confirm that it can take place if the board votes. Marian reported approximately \$225,000 for security is proposed and \$250,000 for roof replacement.

In the Capital Plan, we are starting roof replacement at CVHS next year. We committed to reserving \$500K to reduce taxes in the 15-16 line.

**Myron Steere moved to use \$475,000 to encumber this work. Stephan Morrissey second.**

Myron Steere said that with this approximate \$500k we are turning back \$1.25 million over the previous year. This smooths the impact on some of these projects with taxes.

Janine Lesser asked about the security and the need for policy. Myron Steere said that we need some minimal security work. This money will help offset our building aid.

Tim Grossi said that the process is not being circumvented but this allows the possibility for this work.

**Unanimous.**

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

Marian Alese certified that manifests and payroll from June 17<sup>th</sup> through June 30<sup>th</sup> have been reviewed by her and found to be proper charges against the Contoocook Valley School District for goods and or services received and have been properly processed prior to their submittal to the School Board.

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

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

**a. Negotiations**

**Myron Steere moved to enter non-public at 8:33 p.m. Unanimous on a roll call vote.**

**Myron Steere moved to exit non-public session at 8:45 p.m. Dick Dunning second. Unanimous**

**Myron Steere moved to accept the new hiring matrix. Stephan Morrissey second. Unanimous.**

**Linda Quintanilha motioned to adjourn at 8:46 p.m. Stephan Morrissey second. Unanimous.**

Respectfully submitted,

Brenda Marschok

OFFICE OF THE SUPERINTENDENT OF SCHOOLS  
Peterborough, New Hampshire

CONTOOCCOOK VALLEY SCHOOL DISTRICT

August 18, 2015  
Personnel Agenda

**2015-16 Nominations:**

**CVES**

Kevin Morneault	Physical Education Teacher	\$34,000
Heather Boyd	Part-Time .55 School Nurse	\$27,498

**FES**

Ashley Klingseisen	Grade 1	\$43,057
Ashley Angwin	Kindergarten	\$38,630

**SMS**

Kristine Allen	Math Support Interventionist	\$63,795
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**GBS/SMS**

Erin Hoy	Middle School Spanish	\$45,457
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**CVHS**

Maureen Montanus	Office Occupations Teacher	\$46,708
Randy Manni	Special Education Teacher	\$50,668
Aidan Holding	Part-Time .5 German Teacher	\$17,000

**2015-16 Co-Curricular**

Attached

**2015-16 Resignations**

**CVHS**

Shelly Gardner (August)	Special Education Teacher
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## Notice of Co-Curricular Positions

### ATHLETICS

Julie Anderson	SMS	Special Olympics - Spring	\$1,000.00
Julie Anderson	SMS	Special Olympics - Winter	\$1,000.00
Matt Bolduc	SMS	Soccer - Boys B Team	\$1,660.00
Sarah Cox	SMS	Basketball - Girls A	\$1,992.00
Sarah Cox	SMS	Hockey Field	\$1,992.00
Richard Ellingwood	SMS	Basketball - Boys A	\$1,992.00
Jen Greenough	SMS	Special Olympics - Spring	\$1,000.00
Jen Greenough	SMS	Special Olympics - Winter	\$1,000.00
Tod Silegy	SMS	Soccer - Boys A Team	\$1,992.00
Tod Silegy	SMS	Softball	\$1,992.00
Rick Taft	SMS	Basketball - Girls B	\$1,992.00
Doug Thompson	SMS	Basketball - Boys B	\$1,992.00
Sarah Titus	SMS	Cross Country	\$1,992.00
Cassie Anderson	GBS	Hockey Field	\$1,992.00
Cassie Anderson	GBS	Softball	\$1,992.00
Cassie Anderson	GBS	Spirit Team - Basketball	\$1,992.00
Scott Baldwin	GBS	Soccer - Boys A Team	\$1,992.00
Scott Baldwin	GBS	Track - Spring	\$1,992.00
Cam Fisk	GBS	Baseball	\$1,992.00
Cam Fisk	GBS	Basketball - Boys A	\$1,992.00
Cheryl Jessie	GBS	Cross Country	\$1,660.00
Pete Ketchum	GBS	Director - Athletic 1st Half	\$2,430.00
Pete Ketchum	GBS	Director - Athletic 2nd Half	\$2,430.00
Pete Ketchum	GBS	Basketball - Girls	\$1,992.00
Pete Ketchum	GBS	Soccer - Girls	\$1,992.00
Pete Ketchum	GBS	Wrestling - Varsity	\$1,660.00
Steve Bartsch	CVHS	Football - Assistant	\$2,656.00
Mark Boardman	CVHS	Football - Assistant	\$2,656.00
Kevin Carne	CVHS	Soccer - Girls JV	\$3,320.00
Tim Conway	CVHS	Football - Assistant	\$2,656.00
Leah Fiasconaro-Conway	CVHS	Spirit Team - Football	\$2,656.00
Lance Flamino	CVHS	Cross Country Varsity Coed	\$3,320.00
Jon Gullage	CVHS	Football - Assistant	\$2,656.00
Amanda Hinton	CVHS	Volleyball Varsity	\$3,320.00
Cynthia Hodgdon	CVHS	Hockey Field - JV	\$2,656.00
Robin Kennedy	CVHS	Volleyball - JV	\$2,656.00
Paul Landau	CVHS	Football - Varsity	\$4,083.60



## Notice of Co-Curricular Positions

Mark Leger	CVHS	Hockey Ice - Boys Varsity	\$4,083.60
Courtney McKay	CVHS	Hockey Ice - Girls Varsity	\$4,083.60
Valdemir Roque DaSilva	CVHS	Soccer - Boys Varsity	\$4,083.60
Dave Springfield	CVHS	Soccer - Girls Varsity	\$4,083.60
Carrie Whittemore	CVHS	Hockey Field - Varsity	\$3,320.00
Brian Whittemore	CVHS	Hockey Field - Freshman	\$2,656.00
Brian Whittemore	CVHS	Wrestling - Varsity	\$4,083.60

## Supplemental

Fabiola Woods	AES	Teacher in Charge	\$2,000.00
Christine McClure	BES	Teacher in Charge	\$2,000.00
Nancy Gagnon	CVHS	Department Head - Social Studies	\$4,500.00
Tammy Grenier	CVHS	Campus Monitor - Sem 1	\$2,000.00
Tammy Grenier	CVHS	Campus Monitor - Sem 2	\$2,000.00
Judy Heddy	CVHS	Department Head - Health/P.E.	\$4,500.00
Mark Holding	CVHS	Department Head - English	\$4,500.00
Sara Krapohl	CVHS	Department Head - World Language	\$4,500.00
Greg Morris	CVHS	Department Head - Math	\$4,500.00
Ben Putnam	CVHS	Department Head - Art/Music	\$4,500.00
Carol Young	CVHS	Department Head - Science	\$4,500.00
Peter Ketchum	GBS	PBIS Assistant	\$1,500.00
Peter Ketchum	GBS	PBIS Assistant	\$1,500.00
Cathy Forrest	SMS	Bus Monitor	\$3,500.00
Taylor Koban	SMS	Crossing Guard	\$3,900.00
Tod Silegy	SMS	Director - Athletic 1st Half	\$2,430.00
Tod Silegy	SMS	Director - Athletic 2nd Half	\$2,430.00

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

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**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).

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

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**POSITION TITLE:** Special Educator, Emotional Support Program, CVHS

**SUPERVISOR:** Director of Student Services

**QUALIFICATIONS:**

- At least 3 years' experience working as a special educator strongly preferred.
- Bachelor's Degree in Education required, Master's Degree in Special Education preferred.
- A current special education certification from the NH DOE.
- A specialized endorsement in the area of ED from the NH DOE.
- Being Highly Qualified in other areas (Math, English, and Social Studies) are highly desirable.

**SUMMARY:**

The position of the Emotional Support Special Education teacher involves working with students who are identified as having an Emotional Disturbance and who are in the emotional support program (called the Expect Success Program, ESP). Specifically, this position requires a strong understanding of the social and emotional needs of high school students, as well as the programmatic needs that accompany an emotional support program.

Moreover, the position requires a strong understanding of the special education process, strong organizational skills, and the ability to facilitate and differentiate the instructional needs of students. This position will also require the ability to be flexible to the emotional and social needs of students with emotional disabilities and be able to work collaboratively with a wide variety of people (teachers, related service personnel, parents, administrators and area agencies).

**DUTIES AND RESPONSIBILITIES:**

- Ability to maintain an atmosphere of learning in an Emotional Support Program is required.
- Possess the belief that students with disabilities are best served in their local school where they are included with their nondisabled.
- Possess an understanding of curriculum standards as they apply to high school students.
- Possess the ability to teach high school students who have significant emotional and learning challenges.

- Possess an understanding of IDEA, associated timelines, and NHSEIS.
- Be able to work effectively with a wide range of people: students, parents, teachers, related services providers, administrators and area agencies.
- Ability to create an environment of respect and rapport, manage routines and procedures and contribute to the culture of positive student behavior.
- Ability to deliver services and meet the academic and social emotional needs of students enrolled in the program.
- Solid communication skills, ability to meet deadlines and willingness to participate in a professional community.

#### **ADA MINIMUM QUALIFICATIONS OR STANDARDS REQUIRES:**

The physical activity of this position

- Occasionally, Stooping. Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Occasionally, Kneeling. Bending legs at knee to come to a rest on knee or knees.
- Occasionally, Crouching. Bending the body downward and forward by bending leg and spine.
- Seldom, Crawling. Moving about on hands and knees or hands and feet.
- Occasionally, Reaching. Extending hand(s) and arm(s) in any direction.
- Frequently, Standing. Particularly for sustained periods of time.
- Occasionally, Walking. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- Occasionally, Pushing. Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Occasionally, Pulling. Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Seldom, Lifting. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Occasionally, Fingering. Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Occasionally, Grasping. Applying pressure to an object with the fingers and palm.
- Constantly, 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).

# August 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11 Policy Committee - <u>CANCELLED</u> 05:30 PM	12	13 Budget & Property Committee Mtg. @ SAU 06:30 PM	14	15
16	17 Education Committee Meeting @ SAU Offices 05:00 PM	18 Policy Committee @ SAU Offices 06:00 PM  School Board Meeting @ SAU Offices 07:00 PM	19	20 Strategic Plan Committee Mtg. @ SAU 06:30 PM	21	22
23	24	25	26	27	28	29
30	31					

# September 2015

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

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## FACILITY FEE SCHEDULE

Rental fees and other charges for use of school facilities shall be administered based on a fee schedule reviewed as necessary by the Contoocook Valley School Board, and may be subject to change from time to time. All rental fees will be assessed on a daily basis.

Facility	A	B	C
<b>Cafeteria/Multipurpose:</b>			
Antrim Elementary School	N/C	\$30	\$60
Pierce School	N/C	\$30	\$60
Dublin Consolidated School	N/C	\$30	\$60
Francestown Elementary School	N/C	\$30	\$60
Greenfield Elementary School	N/C	\$30	\$60
Hancock Elementary School	N/C	\$30	\$60
Peterborough Elementary School	N/C	\$35	\$70
Temple Public School	N/C	\$30	\$60
Great Brook School	N/C	\$40	\$80
South Meadow School	N/C	\$40	\$80
ConVal High School	N/C	\$50	\$100
<b>Gymnasium:</b>			
Antrim Elementary School*	N/C	\$35	\$70
Peterborough Elementary School	N/C	\$35	\$70
Great Brook School	N/C	\$40	\$80
South Meadow School	N/C	\$40	\$80
ConVal High School Main Gym	N/C	\$50	\$100
ConVal High School Small Gym	N/C	\$40	\$80
<b>Theater:</b>			
ConVal High School Lucy Hurlin Theatre	N/C	\$150	\$300
<b>Kitchen:</b>			
Antrim Elementary School	N/C	\$25	\$50
Pierce School	N/C	\$20	\$40
Dublin Consolidated School	N/C	\$20	\$40
Francestown Elementary School	N/C	\$20	\$40
Greenfield Elementary School	N/C	\$20	\$40
Hancock Elementary School	N/C	\$20	\$40
Peterborough Elementary School	N/C	\$30	\$60
Temple Public School	N/C	\$20	\$40
Great Brook School	N/C	\$35	\$70
South Meadow School	N/C	\$35	\$70
ConVal High School	N/C	\$40	\$80
<b>Classroom:</b>		\$10	\$20
<b>Labor Rates:</b>			
Custodial or Groundskeeper Staff:	\$30/hr per staff member (2 Hour Minimum)		
Kitchen Staff:	\$20/hr per staff member (2 Hour Minimum)		
Auditorium/Technical Support:	\$35/hr per staff member (2 Hour Minimum)		

## Facilities Fee Scheduled (continued)

Athletic Fields	Without Striping	With Striping
Great Brook School	\$ 35 /2 hour block	\$ 70 /2 hour block
South Meadow School	\$ 35 /2 hour block	\$ 70 /2 hour block
ConVal High School	\$ 50 /2 hour block	\$ 100 /2 hour block

\*Antrim Gymnasium subject to lease agreement with Town of Antrim.

### SEASONAL OR LONG TERM USE

Applications for seasonal or long-term use should be submitted prior to the opening week of school or at least 10 days prior to the beginning of the event. Fee categories noted above will serve as the priority usage for facility usage.

Labor rates below will be in effect, where applicable.

**Labor Rates:**

Custodial or Groundskeeper Staff:	\$30/hr per staff member (2 Hour Minimum)
Kitchen Staff:	\$20/hr per staff member (2 Hour Minimum)
Auditorium/Technical Support:	\$35/hr per staff member (2 Hour Minimum)

Facility	A	B	C
Long Term Usage	N/C	\$10 / day	\$20 / Day



## Contoocook Valley School District Policy

### **PUBLIC'S RIGHT TO KNOW** (Public Access to Records)

The School Board recognizes that parents and other citizens, and school and community groups have all become more concerned about the quality of public education. They are questioning the effectiveness of school programs and activities, and they seek to become actively involved in the planning for educational improvements.

Since community involvement in the educational process requires knowledge of that process, it will be the policy of the Board that all facts and information kept or prepared on the activities of the public schools, except confidential information, as exempted by law, will be considered public information.

Any citizen may, with proper care, during office hours and subject to such regulations as the Superintendent may prescribe, have access to and inspect the public records in the possession of the of the public schools.

See RSA 91-A.

April 2, 1991

## Contoocook Valley School District Policy

### POLICY ON RIGHT-TO-KNOW LAW, RSA 91-A

Purpose: The School Board recognizes that it is the general intent of RSA 91-A to permit persons to attend public proceedings and to make "public records" available to the public. The Board also declares that the purpose of this policy is to establish procedures which will ensure compliance and full implementation of that law.

Meetings: Generally, the meetings of the School Board shall be open to the public. As specifically provided in RSA 91-A:2, I, discussions of strategy or negotiations with respect to collective bargaining, as well as consultations with legal counsel are not "meetings" subject to the requirements of the statute.

Nonpublic Sessions: The Board shall meet in nonpublic session to consider or act upon only those matters set forth in RSA 91-A:3, II.

Notice of Meetings: Except in an emergency, a notice of the time and place of each meeting (whether a public meeting or nonpublic session) shall be posted in two public places in each town in the School District, or shall be printed in a newspaper of general circulation at least 24 hours, excluding Sundays and legal holidays, prior to such meetings. An emergency session may be called by the Chairperson of the Board if he or she determines that a situation exists where immediate undelayed action is necessary. The Board shall employ whatever means may be available to inform the public that a meeting is to be held, and the minutes of the meeting shall clearly state the basis for the emergency session.

Minutes of Public Meetings: The Superintendent shall arrange for minutes of public meetings to be kept as required by RSA 91-A:2, II. The minutes shall include the names of School Board members present, persons appearing before the Board, a brief description of the matters discussed and final decisions. A decision to hold a nonpublic session must be included in the minutes of the public meeting. The Superintendent shall arrange for the minutes of a public meeting to be available to the public within 72 hours of the close of the meeting.

Procedure for Nonpublic Sessions: Any motion to enter nonpublic session shall state the specific exemption under RSA 91-A:3, II relied upon for the nonpublic session. If such a motion is made, duly seconded and carried after a majority roll call vote, the Board shall proceed to meet in nonpublic session solely for the purpose(s) specified. Minutes of proceedings in nonpublic session shall be kept.

In preparing the agenda for a School board meeting, the Superintendent shall consider the possible need for the Board to meet in nonpublic session and may request that a legal opinion be made available to the Board.

Minutes and decisions reached in nonpublic session shall be made public within 72 hours of the meeting, unless it is determined by a 2/3 vote of the members present that release of the information likely (1) would affect adversely the reputation a person other than a member of the Board or (2) would impair the effectiveness of the action, or that (3) the information pertains to terrorism. A determination not to release information is a "decision" which must be recorded in the minutes together with the reason for nondisclosure.

## Contoocook Valley School District Policy

If the subject of a nonpublic session relates to an employee who is entitled to such meeting and who requests that the meeting be open to the public, the Board shall comply unless on the advice of legal counsel, it is determined that the content of the meeting could result in an invasion of the privacy of a person other than the employee or a member of the Board, or in defamation to such other person.

Public Records: The Superintendent shall make public records open to public inspection and shall arrange for the reproduction of such records if requested.

All requests to inspect and/or copy public records shall be in writing, delivered to the Office of the Superintendent. A reasonable fee shall be charged for the actual cost of providing the copies requested, which cost may include the cost of personnel time.

If the requested records are not immediately available for release, the Superintendent shall, within 5 business days of the request, (1) make the requested records available, (2) deny the request in writing with the reason(s) therefor, or (3) acknowledge receipt of the request in writing and provide a statement of the time reasonably necessary to determine whether the request shall be granted or denied.

If the requested record is maintained in a computer storage system, in lieu of producing an original document, the Superintendent may provide a printout of a record, if the District has the capacity to produce the record in a manner that does not reveal information which is confidential under RSA 91-A or any other law.

Under the provisions of RSA 91-A, not all records in the custody of the District are "public records" subject to inspection and copying by the public. The types of records which are exempted are specified in RSA 91-A:5. If the Superintendent is in doubt as to whether any particular record is exempt, a legal opinion shall be obtained before such record is released.

If the Superintendent determines that a record should not be released, the Superintendent shall advise the person requesting the record that the Superintendent's decision may be appealed to the School Board. Any such appeal must be in writing delivered to the Board within 30 calendar days of the denial. If an appeal is made to the Board; the Superintendent shall provide the Board with a legal opinion at least 24 hours prior to the meeting at which the Board intends to consider the matter.

1<sup>st</sup> Board Reading: May 10, 2005  
Board Adoption: June 7, 2005

## Contoocook Valley School District Policy

### POSTING OF COMMUNITY NOTICES

- I. Non-school notices may be posted on school bulletin boards if the following requirements are met:
  - a. Approval by the Principal
  - b. Clearly state on notice that the function or activity is not a school-sponsored activity.
  - c. The function or activity is directly of benefit to local youth.
  - d. The notice does in no way include information or advertising of promotional nature which would benefit private enterprise.
- II. All notices regarding school-sponsored activities may be posted under the jurisdiction of the Principal.

April 2, 1991

Category: O

### **TRANSFER OF APPROPRIATION**

In the event it becomes necessary to expend an amount greater than what was appropriated for a specific purpose, the Board is authorized to transfer funds from an unexpended balance of one appropriation to a different appropriation that is in deficit. All transfers of appropriations will be made consistent with the provisions of RSA 32:10.

The Board authorizes the Superintendent to transfer funds between line items up to \$510,000. Any such transfers shall be reported to the School Board at the Board's next regularly scheduled meeting. The Board will be advised in advance of any transfer in excess of \$510,000. Any transfer of funds shall be done to achieve purposes that align with the expenditure of public funds.

In no circumstance shall the total amount spent exceed the total amount appropriated at the School District Annual Meeting.

The Superintendent is authorized to develop administrative rules or regulations to accompany this policy.

It is the intent of the Board to limit its spending to the amount specified for each line item. However, transfer of funds between line items will be permitted if deemed desirable, except that excess funds may not be transferred from the Unemployment Compensation line item (see RSA 282-A:71, III).

#### **Legal References:**

*RSA 32:10, Transfer of Appropriations*

*RSA 282-A:71, III, Unemployment Compensation*

~~1<sup>st</sup> Read: September 18, 2012~~

~~2<sup>nd</sup> Read: November 13, 2012~~

~~Adopted: November 13, 2012~~

1<sup>st</sup> Read: August 18, 2015

2<sup>nd</sup> Read:

Adopted:



*Category: R**See also EEAE, JICC*

### **STUDENT TRANSPORTATION SERVICES**

The District shall provide transportation for pupils to schools in the District consistent with provisions of RSA 189:6, RSA 189:6-a, RSA 189:9, and RSA 189:9-a provided that they live one mile or more from the school. Exceptions that are in the best interest of student safety may be made by the Superintendent or designee.

#### **General Operating Policy**

Bus routes, stops and schedules shall be established annually, under the direction of the Superintendent or his/her designee in cooperation with the pupil transportation contractor subject to review by the School Board. Routes will be developed annually and posted.

Pupils attending private schools shall be entitled to the same transportation privileges within the District as are provided for pupils in public school within the District.

Routes will use the most direct roads safe for bus travel. Where an alternate route may be selected without sacrifice to efficiency or economy, preference will be given to that route serving the larger number of students more directly. School buses will not travel on unsafe roads.

New routes shall be established in the interest of efficiency, or when full capacity of the trips on existing routes has been reached.

School schedules may be adjusted to allow maximum utilization of each bus in the system. The Superintendent or his/her designee may modify approved routes, stops, and/or schedules during the school year if conditions warrant such a modification. All modifications to any bus routes, stops, or schedules will be reported to the ConVal School Board within 10 days of the modification.

Approved bus stops shall be located at safe and appropriate intervals in places where students may be loaded and unloaded. Drivers may not load or unload pupils at other than authorized bus stops.

The number of bus stops on each trip shall be limited to enable buses to maintain a reasonable average speed and not to exceed the established times of the routes.

#### **Student Conduct on School Buses**

Bus drivers have the responsibility to maintain orderly behavior of students on school buses and will report in writing misconduct to the student's Principal. The school principal will have the authority, to suspend the riding privileges of students failing to conform to Board rules and regulations. Parents of children whose conduct on school buses endangers the health, safety, and welfare of other riders will be notified that their children face the loss of school bus riding privileges in accordance with the student discipline code. The Board must approve suspensions of the right to ride the school bus that continue beyond twenty (20) days.

Category: R

See also EEAE, JICC

## STUDENT TRANSPORTATION SERVICES

(continued)

### Resolution of Conflicts

Parents who wish to request a change or exemption from any of the Student Transportation policies shall direct that request to the SAU Business Administrator. If the SAU Business Administrator ruling does not satisfy the parent, he/she may appeal the ruling within five days to the Superintendent. If the parent is again not satisfied by the ruling, he/she may appeal within 5 days to the School Board.

### Legal References:

*RSA 189:6, Transportation of Pupils*

*RSA 189:8, Limitations and Additions*

*RSA 189:9, Pupils in Private Schools*

*RSA 189:9-a, Pupils prohibited for Disciplinary Reasons*

*RSA 200:40, Emergency Care*

*Appendix: JICC-R & EEA-R*

~~1<sup>st</sup> Reading: April 15, 2008~~

~~2<sup>nd</sup> Reading: May 13, 2008~~

~~Adopted: July 22, 2008~~

~~Amended: September 17, 2013~~

1<sup>st</sup> Read: August 18, 2015

2<sup>nd</sup> Read:

Adopted:

Category: P

### **ENTRANCE AGE**

A student shall enter grade one if his/her chronological age will be six (6) before August 25 of the school year of entry, ~~with the exception of those students enrolled in Kindergarten for the 2013—2014 school year.~~

A child may only enter Kindergarten if his/her chronological age will be five (5) before August 25 of the school year of entry, ~~with the exception of those students enrolled in the second year of a preschool during the 2013—2014 school year.~~

~~No waiver shall be granted from this minimum age requirement. The School Board finds that there are no reliable tests or criteria for determining Kindergarten readiness and that the only fair and ethical criterion for determining school entry is whether the child has reached the chronological age for school entry. The Board finds that age is the only nondiscriminatory criterion for enrollment in Kindergarten. The sole exception to the Board's prohibition against a waiver shall be the circumstance where a Kindergarten student has transferred from another school district which enrolled the student in Kindergarten on the basis of a different birth date eligibility standard. The Superintendent is hereby authorized to grant a waiver for such an exceptions to Kindergarten entrance age. Decisions of the Superintendent may be appealed to the School Board. The fact that another school district has granted a waiver shall not be considered an exception to this policy.~~

Incoming transfer students in grades K - 8, inclusive, will be initially placed in accordance with the data forwarded by the sending District. Such placement is tentative and subject to reassignment by the Superintendent of Schools or his/her designee.

Nothing in this policy shall supersede the responsibility and authority of a District IEP Team to determine and make an educational placement in accord with the Individuals with Disabilities Education Improvement Act ("IDEA"), as amended and reauthorized, as well as the corresponding state laws pertaining to the education of children with educational disabilities. Nothing in this policy shall supersede the responsibility and authority of a District Section 504

Team to make a placement decision in accord with Section 504 of the Rehabilitation Act of 1973.

#### **Legal Reference:**

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

~~1<sup>st</sup> Read: September 21, 2010~~

~~2<sup>nd</sup> Read: November 2, 2010~~

~~Adoption: November 2, 2010~~

~~Amended: May 7, 2013~~

~~Amended: January 21, 2014~~

~~Amended: March 4, 2014~~

1<sup>st</sup> Read: August 18, 2015