

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

**106 Hancock Road
Peterborough, New Hampshire**

CONTOOCOOK VALLEY SCHOOL BOARD

Tuesday, February 2, 2016

School Board Meeting

SAU Office

7:00 p.m.

- 1. Call to Order and Pledge of Allegiance**
- 2. Minutes (Board Vote Required)**
 - a. January 19, 2016 (pg. 1-5)**
- 3. Chairman's Recognition Award**
- 4. Points of Pride**
- 5. Public Comment**
- 6. Consent Agenda**
 - a. List of Registered Board Candidates**
- 7. Superintendent's Report and Presentation of Business**
 - a. Personnel**
 - 1) Notice of Stipend positions (pg. 6-7)
 - b. Monthly Events Calendar (pg. 8-9)**
 - c. February 1, 2015 Enrollment Update (pg. 10-11)**
- 8. Reports**
 - a. Student Representative** –River Marmorstein
 - b. Teacher Representative** – Patrick Cogan
 - c. Budget & Property Committee** – Myron Steere
 - 1) Food Service Review
 - d. Selectmen's Advisory Committee** – Rich Cahoon
- 9. Old Business**
 - a. Fill the Void Financial Update**
 - b. Rescind/Waive Policies (School Board Vote Required)**

JHCC-A: Exclusionary Communicable Diseases (pg. 12-13)
JLA: Use of Students in Public Information Program (pg. 14)
 - c. 2nd Read/Adoption (School Board Vote Required)**

FBB: Enrollment Projections (pg. 15)
IJOA: K-12 Field Trips (pg. 16)
- 10. New Business**
 - a. 1st Read Policy**

IHBAC: Student Evaluations – Specific Learning Disabilities (pg. 17)
JHCC: Communicable Disease Control (pg. 18)
JICF: Gang Activity (pg. 19)
 - b. Submission of Board Officer Declaration**
 - 1) Policy BDBA Board Officers (pg. 20-21)
 - c. Student Information System (Board Vote Required)**
 - d. "Transition Documentary" (Policy EEAA) – Rick Matte**
 - e. District Meeting Part I- Warrant Assignments (pg. 22-24)**
 - f. Ratification of Strategic Plan School Board Goals (School Board Vote Required)**
- 11. Public Comment**
- 12. Approval of Manifests (Board Vote Required)**
- 13. Non-Public Session: RSA 91-A: 3, II (If Required)**
 - a. Personnel**

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.

Upcoming Meetings:

Strategic Plan Committee – Thurs., February 4th at 6:30 p.m. @ SAU

District Meeting Part I (Deliberative Session) – Saturday, February 6th @ 10:00 a.m. @ CVHS Gym

Budget & Property Committee Mtg. – Tues., February 9th @ 6:30 p.m. @ SAU

Education Committee Meeting – Mon., February 15th at 5:00 p.m. @ SAU

Public Hearing on Petition Warrant Article – Tues., February 16th at 6:30 p.m. @ SAU

School Board Meeting – Tues., February 16th *immediately following Public Hearing.* @ SAU

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

**106 Hancock Road
Peterborough, New Hampshire**

CONTOOCOOK VALLEY SCHOOL BOARD

Tuesday, January 19, 2016

School Board Meeting

SAU #1

Immediately following Public Hearings

BOARD

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

Patrick Cogan, 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
Tim Grossi, Facilities
Niki McGettigan, TES
Dr. Ann Allwarden, AES/Pierce
Amy Janoch, HES
Nicole Pease, DCS
Jim Elder, GBS
Anne O'Bryant, SMS
Ben Loi, PES
Gib West, CVHS
Nicola Fraley, FES
Colleen Roy, GES

1. Call to Order and Pledge of Allegiance

Chairman Estey called the meeting to order at 7:45 p.m.

2. Minutes (Board Vote Required)

a. January 5, 2016

Myron Steere moved to accept the minutes of January 5, 2016. Stephan Morrissey second.
Unanimous.

3. Points of Pride

Dr. Minnihan shared Points of Pride as reported to him from principals. Among them included the recognition of Brian Pickering as NH Secondary School Principal of the Year from the NH Association of School Principals.

4. Public Comment

None.

5. Consent Agenda

a. Personnel

1) Resignations

Tim Markley referenced an amended Personnel Agenda to include the resignations of Ben Loi, PES Principal, and Holly Wilson at GBS.

Myron Steere motioned to accept the resignations as read. Stephan Morrissey second.
Unanimous.

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.

2) Notice of Stipend Positions

Tim Markley referenced the notice of stipend positions for board notification.

6. Superintendent's Report and Presentation of Business

a. Monthly Events Calendar

Strategic Plan Committee will meet on Thursday, February 4th at 6:30 p.m. at the SAU Office.

Budget & Property Committee will meet on Tuesday, February 9th at 6:30 p.m. at the SAU Office.

b. Accept Gift/Donation (Board Vote Required)

- 1) Great Brook School requests the authorization to accept a gift/donation totaling \$1,400.00 from a resident of Bennington for the purpose of purchasing choir dresses.

Stephan Morrissey motioned, with gratitude, to accept the donation as read. Myron Steere second. Unanimous.

- 2) South Meadow School requests the authorization to accept a gift/donation totaling \$ 1,000.00 from the Morgan Stanley – The Daniels Foundation, for the purpose of educational and outreach programs at the SMS Library.

Stephan Morrissey motioned, with gratitude, to accept the donation as read. Myron Steere second. Unanimous.

c. Policy BDBA – Board Officer Reminder

Dr. Minnihan referenced this policy as a reminder to board members interested in running for the positions of School Board Chair or Vice-Chair. Interested Board members should declare their candidacy at the first Board meeting in February.

d. Notification of book chapter

Dr. Brendan Minnihan reported that one of our teachers, Liz Lawler, had a professor observe her class for several days and has written a chapter based on the observations. There is a description of her class, names have been changed, and will be included as a chapter in a book.

7. Assistant Superintendent's Report

a. Professional Evaluation Program (Board Support Requested)

Kimberly Saunders reported that implementation of a new evaluation model has been underway for over a year. Ms. Saunders shared survey results of this work. Of the 225 professional employees, 170 responded to the survey. 76% of the respondents felt the rubrics were appropriate and that the new evaluation program provided opportunities for reflection. Other survey data points were shared. Based on the survey results, further communication on the overall plan is viewed as needed.

The Professional Evaluation Committee will review data and develop a recommendation. Based on feedback, the committee recommends that in order to make feedback more meaningful that the end date be moved from March 1st to April 1st. The number of mini observations was recommended for change as well.

Butch Estey said that work has been done to develop the evaluation process over the years. This is exactly what was hoped for; that it would evolve.

Dr. Minnihan confirmed that flexibility is important. At the onset, it was not known if 10 mini observations was the appropriate number. It was found to be too many.

Myron Steere moved to accept the recommendations of the Assistant Superintendent. Stephan Morrissey second.

Richard Dunning asked if the numbers are more in line with what is reasonable. Dr. Minnihan reported that an administrator is on the committee and shares information on the impact. This resulted in some of the recommended change.

Kimberly Saunders shared that administrators have been working to define what "Basic" looks like and other designations such as "Proficient".

Tim Markley reported that the April 1st date is an absolute drop dead date for purposes of contracts and non-renewals.

Chairman Estey called the question.

Rich Cahoon opposed

Crista Salamy abstained.

All else in favor.

Motion carried.

8. Reports

a. Student Representative- River Marmorstein

River Marmorstein reported that finals week is underway. River shared his pride for Brian Pickering as recipient of the Secondary School Principal of the Year.

Further River reported attending a meeting with the Chamber of Commerce speaking about the budget with fellow students.

b. Teacher Representative – Patrick Cogan

Patrick Cogan and Linda Compton reported that this is the last week of second quarter. Mr. Cogan reported that Gil Morris's robotic team ranked 15 of 43 at a competition in MA.

c. Budget & Property Committee Meeting – Myron Steere

Myron Steere reported that the expense report was reviewed at the last meeting, discussion about work on roofs, which will result in three bids forthcoming, security discussion and bidding, and a discussion on organizational structure all took place. This discussion was forwarded to Strategic Plan Committee. In addition, discussion took place about taking the cost of an elementary school, divided by the number of students, less special education and transportation costs and having individual towns paying.

Linda Quintanilha asked if administration was not asked to develop recommendations about possible configuration. It was confirmed, this would be one option of which they might choose.

Kimberly Saunders spoke about comparison scores with respect to QUEST information. The numbers reflected the percentages of those students who participated.

d. Education Committee Meeting – Crista Salamy

Crista Salamy reported that three topics were discussed; Title I and School Wide Services which allowed for school wide Title I services. Currently, the only students who can be serviced by Title I are those who qualify for services. The School Wide opportunity would allow all students to receive Title I services.

Linda Quintanilha asked that Education Committee be involved in the process. It is likely that this go to all of the committees.

A presentation on Impact Monadnock, a screening of awareness for ages 0-5 in the areas of immunization and nutrition was discussed. Impact Monadnock is looking for space to meet.

Lastly, a final discussion on the information regarding adding 30 minutes of free time to a total equivalent of 60 minutes took place.

Crista Salamy said that it is the recommendation to the full board not to add more free time to the school day from bell to bell and that it be left to the discretion of the schools. Rich Cahoon second.

Crista added that there is one school that potentially needs readjusting and is being reviewed.

Butch Estey asked if all schools have the same amount of time. Crista reported that they all have 30 minutes and some more. Butch asked if it was changed would it be across all schools. Crista said that if we restrict the time even more by adding another 30 minutes of free time, a teacher would be restricted from adding additional breaks.

Butch Estey asked if we added 30 minutes, the day would have to be longer. Crista said that was not the intent of the group that came forward. The request was to find the time within the current schedule.

Rich Cahoon said that some kindergarten students at PES have recess during the last half hour of the day and we asked them to look at that.

Unanimous.

e. Strategic Plan Committee – Pierce Rigrod

Pierce Rigrod reported that potential vendors to edit and format the plan was discussed which would result in a polished product. A boiled down fact sheet will be developed for distribution at specific locations in our communities i.e. realty offices.

Reorganization was discussed and will be one of the priorities moving forward.

In other news, Richard Dunning said that he sat on the Drug Task Force at the high school. He has been very impressed with the work that took place.

9. Old Business

a. Expenditure Report – Marian Alese

Marian Alese reported no big surprises. She has not yet contacted the trustees for transfers for line 66 for the tractor. Line 3 reflects adjustments made previously by the board. The health insurance line reflects the unreserved fund balance.

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

- DFEA: Free Admissions

Rich Cahoon distributed a slight adjustment in the policy. The change reflected the addition of "Normal ticketing and seating capacity procedures apply" and the word "School" within the policy.

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

10. New Business

a. 1st Read Policies

- FBB: Enrollment Projections

- IJOA: K-12 Field Trip Policy

Rich Cahoon referenced these as first reads.

- IKG: Awards and Scholarships

Tabled.

b. Petition Warrant Articles

The Petition Warrant Article submitted was discussed. A note of recommendation or not for warrant purposes was discussed. Richard Dunning said that he cannot support this. It makes it practically impossible for change.

Butch Estey said that this would allow for a school to actually have 10 children in it but no change could come for three years. Mr. Estey sensed that this might be intended to stop people to come forward. Rich Cahoon shared that he reads the petition warrant differently; it requires that all research must have been conducted within a period of three years.

Butch Estey also referenced the requirement that an impact study be conducted on all towns.

David Martz said that he did not support the article either but cited the 2/3's requirement to pass.

Rich Cahoon said that we want people to have this conversation and feel comfortable having it. Any decision should be made on research and careful thought. He said that we should recommend it.

Rich Cahoon moved to recommend this article. Janine Lesser second.

Linda Quintanilha asked if the district attorney has reviewed the article. Marian Alese confirmed that he has indirectly seen the article. A public hearing on this article is required. It has to go on the warrant because it is a petition warrant article.

Janine Lesser said that it gives another dimension for consideration of closing or consolidating schools. It requires people to look more than at just the budget and she shared her appreciation for that.

Linda Quintanilha agreed that a study should be conducted.

Rich Cahoon said that he does not think that the impact of this article is great. It requires that an impact study be conducted within three years.

Pierce Rigrod said that it is a philosophical warrant article. He said that it says that we are committing to a process that includes an independent evaluation that includes certain factors. Mr. Rigrod said that he believes that this would send a message that the board is serious.

Fiona Tibbetts said that she cannot support this article.

In favor: Rich Cahoon, Janine Lesser

Opposed: Linda Quintanilha, Jerome Wilson, Richard Dunning, Fiona Tibbetts, Myron Steere, David Martz, and Stephan Morrissey.

Abstained: Crista Salamy

Motion failed to support the petition warrant article.

c. Acceptance of Warrant (Board Vote Required)

Myron Steere moved to accept the warrant. Rich Cahoon second.

Discussion took place about the lack of a Special Education Trust Fund Warrant Article. Marian said that if something happened, a deficit appropriation could take place in the subsequent year.

David Martz spoke about Article 10 – does the MOU cover this? Confirmed. If money never gets transferred into this, an article would be placed on the warrant to discontinue the trust fund. There is a provision in the MOU that speaks about how money gets dispensed.

Rich Cahoon said that money was placed in the facilities trust fund and moved.

Rich Cahoon moved to increase to \$150K (Article 4).

Marian alese said that we were charged with getting the budget to a certain level. In order to do that, we needed to remove \$1M+. To Rich's point, if we want to stay on the plan, we need to put money in the trust fund.

Linda Quintanilha called the question.

In favor of increasing Article 4 to \$150K:

Linda Quintanilha opposed.

All else in favor.

Motion passed.

Linda Quintanilha moved to add back the special education trust fund warrant in the amount of \$50,000. Rich Cahoon second.

In favor: seven (7) board members.

Opposed: four (4) board members.

Motion passed.

Linda Quintanilha moved to make the Special Education Trust Fund Article article 6.

In favor: 3

Opposed: 7

Motion failed.

This will be placed at end of trust funds – Article #8.

Rich Cahoon said that the rationale for him on not supporting a Special Education Trust Fun article is that there is already a half million dollars in the fund.

Vote on the warrant with the additions:

Dick moved the warrant as amended. Myron Steere second. Unanimous.

d. Signing of MS26, Warrant, and Default Budget Posting

Board members signed the appropriate documents.

11. Public Comment

Kristen Reilly introduced herself to the Board. She reported that she was one of the parents who came and spoke to the Education Committee about adding unstructured free time in the school day to relieve some of the pressure that students feel. Ms. Reilly urged board members to schedule time in the individual schools and spend an entire day to understand the day.

12. Approval of Manifests (Board Vote Required)

Marian Alese certified that manifests totaling \$489,469.71 and payroll 14 totaling \$810,720.30 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.

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

None.

Motion to adjourn at 9:14 p.m. Second. Unanimous.

Respectfully submitted,

Brenda Marschok

OFFICE OF THE SUPERINTENDENT OF SCHOOLS
Peterborough, New Hampshire

CONTOOCCOOK VALLEY SCHOOL DISTRICT

February 2, 2016
Personnel Agenda

Notice of Stipend Positions

Attached

NOTICE OF STIPEND POSITIONS

ATHLETICS

CVHS

Amanda Hinton	Softball - JV	\$2,656.00
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SMS

Scott Buffum	Baseball	\$1,992.00
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GBS

Tim Conway	Baseball	\$1,992.00
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SUPPLEMENTAL

CVHS

Griffen Fletcher	SAT Prep - Juniors Only	\$350.00
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Cathy Riley	SAT Prep - Juniors Only	\$350.00
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February 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 Policy Committee Mtg. @ 6:00 pm @ SAU School Board Mtg. @ SAU @ 7:00 pm	3	4 Strategic Plan Committee Mtg. @ 6:30 p.m. @ SAU	5	6 District Meeting @ 10:00 a.m. @ CVHS Gym (snow date 2/8)
7	8 Snow Date: District Meeting @ 7:00 p.m. @ CVHS Gym	9 Budget & Property Committee Mtg. @ 6:30 p.m. @ SAU	10	11	12	13
14	15 Education Committee Mtg. @ 5:00 p.m. @ SAU	16 Policy Committee Mtg. @ 6:00 pm @ SAU Public Hearing on Petition Warrant Article @ 6:30 p.m. @ SAU School Board Mtg. @ SAU following Public Hearing	17	18	19	20
21	22	23	24	25	26	27
28	29					

March 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Policy Committee Mtg. @ 6:00 pm @ SAU School Board Mtg. @ SAU @ 7:00 pm	2	3	4	5
6	7	8 ConVal School District Voting Day!	9	10	11	12
13	14	15 Policy Committee Mtg. @ 6:00 pm @ GBS School Board Mtg. @ GBS @ 7:00 pm	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Grade	Total	63	138	134	156	167	139	797	FTE Teachers
SCHOOL	1,27.16	Pre-School	Kindergarten	1st Grade	2nd Grade	3rd Grade	4th Grade	Total	
AES	# of Students	34	23	23	33	27	23	163	
	# of Sections	2	2	2	2	2	2		
	Teacher	Teacher	Teacher	Teacher	Teacher	Teacher	Teacher		
	Teacher	Teacher	Teacher	Teacher	Teacher	Teacher	Teacher		
	Ratio	17.0	11.5	11.5	16.5	13.5	11.5		12
BES	# of Students		Kindergarten	1st Grade	2nd Grade	3rd Grade	4th Grade	68	
	# of Sections		12	16	14	15	11		
	Teacher		1	1	1	1	1		
	Teacher		Teacher	Teacher	Teacher	Teacher	Teacher		
	Ratio		12.0	16.0	14.0	15.0	11.0		5
DCS	# of Students		Kindergarten & 1st Grade		2nd Grade	3rd Grade	4th & 5th Grade	68	
	# of Sections		13 + 8 = 21		14	16	6 + 11 = 17		
	Teacher		1	1	1	1	1		
	Teacher		Teacher	Teacher	Teacher	Teacher	Teacher		
	Para		Para						
	Ratio		21.0						4
FES	# of Students		Kindergarten	1st Grade	2nd Grade	3rd Grade	4th Grade	62	
	# of Sections		9	10	19	15	9		
	Teacher		1	1	1	1	1		
	Teacher		Teacher	Teacher	Teacher	Teacher	Teacher		
	Ratio		9.0	10.0	19.0	15.0	9.0		5
GES	# of Students	Pre-School	Kindergarten	1st Grade	2nd Grade	3rd Grade	4th Grade	99	
	# of Sections	16	18	11	15	18	21		
	Teacher	1	1	1	1	1	1		
	Teacher	Teacher	Teacher	Teacher	Teacher	Teacher	Teacher		
	Ratio	16.0							6
HES	# of Students		Kindergarten	1st & 2nd Grade		3rd Grade	4th Grade	48	
	# of Sections		14	6 + 7 = 13		13	8		
	Teacher		1	1		1	1		
	Teacher		Teacher	Teacher		Teacher	Teacher		
	Ratio								4
PES	# of Students	Pre-School	Kindergarten	1st Grade	2nd Grade	3rd Grade	4th Grade	257	
	# of Sections	13	41	55	47	48	53		
	Teacher	1	3	3	3	3	3		
	Teacher	Teacher	Teacher	Teacher	Teacher	Teacher	Teacher		
	Teacher	Teacher	Teacher	Teacher	Teacher	Teacher	Teacher		
	Ratio	13.0	13.7	18.3	15.7	16.0	17.7		16
TES	# of Students		Kindergarten	1st & 2nd Grade		3rd & 4th Grade		43	
	# of Sections		8	5 + 7 = 12		15 + 8 = 23			
	Teacher		1	1		1			
	Teacher		Teacher	Teacher		Teacher			
	Para					Para*			
	Ratio		8	12.0		23.0			3
* Teaching Principal para									
Enrollment numbers may include tuitioned-in students									
Total Students Pre-K-5									808
Total Elem. Students K-4									734

SCHOOL	1,27.16 # of Students # of Sections Teacher Ratio	4th & 5th Grade 6 + 11 = 17 Teacher 17	Grade 6	Grade 7	Grade 8	Total	FTE Teachers
DCS						11	1
GBS	# of Students # of Sections Teacher Teacher Teacher Ratio	51 3 Teacher Teacher Teacher 17.0	64 3 Teacher Teacher Teacher 21.3	68 3 Teacher Teacher Teacher 22.7	64 3 Teacher Teacher Teacher 21.3	247	12
SMS	# of Students # of Sections Teacher Teacher Teacher Teacher Teacher Ratio	97 4 Teacher Teacher Teacher Teacher Teacher 24.3	101 4 Teacher Teacher Teacher Teacher 25.3	98 4 Teacher Teacher Teacher Teacher 24.5	108 5 Teacher Teacher Teacher Teacher Teacher 21.6	404	17
	Total Students	159	165	166	172	662	29
CVHS	Grade Teachers	9 171 14	10 201 14	11 200 14	12 217 14 K to 4 5-8 9-12 Total 2015-16	789 734 662 789 2185	55 29 56 140.0
			Enrollment numbers may include tuitioned-in students				
			2014-15	2014-15	2014-15	2239	
			2013-14	2013-14	2013-14	2325	
			2012-13	2012-13	2012-13	2342	
			2011-12	2011-12	2011-12	2434	
			2010-11	2010-11	2010-11	2534	
			2009-10	2009-10	2009-10	2755	
			2008-09	2008-09	2008-09	2855	
			2007-08	2007-08	2007-08	2969	
			2006-07	2006-07	2006-07	3104	

Contoocook Valley School District Policy

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EXCLUSIONARY COMMUNICABLE DISEASES

*Campylobacteriosis: exclude while having diarrhea and until two consecutive negative stools at least 24 hours apart and 48 hours after completing antibiotics (if given).

Chicken Pox: exclude from school six days after last crop of vesicles have appeared. May return to school with crusts which must be very dry.

Conjunctivitis: may return to school 24 hours after proper medication has begun.

*German Measles (Rubella): exclude until the rash is gone and individual is free from all other symptoms.

*Giardiasis: exclude while having diarrhea.

*Hemophilus Influenza: exclude until treatment is completed. Careful observation of exposed contacts.

*Hepatitis, Viral-Type A (Infectious): exclude at least seven days after onset of jaundice.

Impetigo: exclude for 24 hours from the time effective treatment has begun.

*Influenza: exclude while symptomatic.

*Measles: exclude for seven days after the appearance of the rash.

*Meningitis (Aseptic or Viral): exclude from school, contact medical provider for further instructions.

*Meningitis (Bacterial): exclude from school, contact medical provider for further instructions.

*Mumps: exclude from school nine days from the onset of swelling, unless the swelling has completely subsided before this time.

Pediculosis (Head Lice): exclude from school until treatment is completed and student has been reexamined.

*Salmonellosis: exclude while having diarrhea and until two negative stools are obtained at least 24 hours apart and 48 hours after completing medication if prescribed.

Scabies: exclude for 24 hours after they and their families have been treated adequately. Communicable until mites and eggs are destroyed by treatment.

Contoocook Valley School District Policy

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Scarlet Fever: exclude while there is a fever; may return to school after 24 hours of adequate medical treatment.

*Shigellosis (Bacillary): exclude while having diarrhea and two negative stools at least 48 hours after stopping antibiotics if given.

Skin Problems: anyone with an undiagnosed rash cannot return to school without a doctor's written permission.

Strep Throat: may return to school after 24 hours of adequate medical treatment.

*Tuberculosis: employee should have pre-employment TB skin tests. Significant reactors should have chest x-ray and physician clearance prior to employment. Employees with non-significant (negative) TB skin test should be repeated every three years. A student or staff member with active or suspected TB should be excluded from school until approval is given by the NH Division of Public Health services (TB control program) and private physician.

*Whooping Cough (Pertussis): exclude for seven days after the onset of therapy if treated. If not treated, exclude for three weeks.

* = A WRITTEN PHYSICIAN'S CONFIRMATION THAT THE INDIVIDUAL HAS HAD THE DISEASE AND CAN RETURN TO SCHOOL IS NEEDED PRIOR TO READMISSION.

ANYONE RETURNING TO SCHOOL AFTER CONTRACTING A COMMUNICABLE DISEASE SHOULD REPORT TO THE NURSE'S OFFICE BEFORE SHE/HE CAN BE ADMITTED TO SCHOOL

Board Adoption: February 6, 1996

Contoocook Valley School District Policy

USE OF STUDENTS IN PUBLIC INFORMATION PROGRAM

One of the strongest links of communications between the school district and the public is the pupil in the classroom. Failure to provide parents with appropriate information may lead to misinformation about the schools.

It is the responsibility of the school administration to see that information regarding school activities, programs, and organizations is properly disseminated to parents.

The school administration shall take reasonable steps to ensure that the use of students as couriers is limited to carrying information about the school system, or a particular school, except as specifically provided in the following paragraph. School information may include publications, newsletters, notices, or other printed matter published under the name of the school district, the individual school, or the recognized parent/teacher group.

Students may serve as couriers for information generated by non-school organizations, subject to the following conditions: (1) the information clearly states that it is not school-sponsored, (2) the sponsor of the information/activity is a non-profit organization and the activity is student-related, (3) the school board, or its agents, reserves the right to refuse any request for distribution of such information, on a case by case basis, and (4) the distribution of such information is subject to prior approval by the Superintendent of his/her designee.

Information published by the school district, individual school, employee organizations or unions, recognized parent/teacher groups, or non-school groups which advocates a particular position on bond issues, political matters, labor relations issues, or school district budgets will not be distributed through the use of students as couriers.

FBB – Enrollment Projections

Enrollment projections will be prepared every five years under the direction of the Superintendent and will be reviewed and brought up to date annually.

The projections will take into consideration the following:

1. School registration figures
2. Review of forthcoming changes in town planning and zoning
3. Review of current and planned community land development and housing projects

Whenever construction of new school facilities or the closing of any school buildings is being contemplated, the Board may authorize outside studies made of population trends and school enrollment.

Legal Reference:

Category: R

1st Read: January 19, 2016

2nd Read: February 2, 2016

Adopted:

IJOA – K-12 Field Trips

Field trips that support curriculum goals shall be encouraged and shall be planned carefully as an integral part of instructional units. Trips organized by school officials will be considered as school activities and all of the regular school rules and regulations shall be in effect. Annual budgetary provisions may limit the extent of field trips.

Overnight Trips

Overnight and even more extensive trips require considerably more planning, detail and supervision than area school day trips. The value of these trips is recognized, but only as they relate to established school curriculum. The Superintendent or his/her designee shall have the authority to approve area or regional trips requiring students to spend one or two nights away from home.

Extensive Travel, Domestic and Overseas

Proposed trips requiring students to be away from home for more than two days shall only be authorized by the Contoocook Valley School Board. The principal shall exercise extensive review of trip proposals before recommending approval through the Superintendent to the School Board. Students participating in extended field trips are expected to pay the full cost for these experiences although school personnel are encouraged to help students earn and/or obtain the resources they might require.

Non-School Sponsored Trips, Programs or Events

From time to time, the School District may allow outside organizations, or even District employees on behalf of such organizations, to solicit students to participate in special programs, trips or events which are NOT sponsored or sanctioned by, or affiliated in any way with, the School District. These programs may include, but are not limited to, such things as sports camps, summer or school vacation travel, domestic or overseas, are examples of special event trips. Even though the proposed activity is not school sponsored, District employees wishing to take students to special training or special events SHALL secure the approval of the principal or supervising administrator before approaching students and requesting student participation.

When administrative approval to inform and solicit student's involvement is attained, District employees, or outside organizations participating in these events shall make it clear to students and parents that these activities are not school sponsored and that the School District has no liability whatsoever with respect to such trips. Parents of any student(s) participating in such activities, shall sign a form acknowledging the activity is not sponsored by the School District and that the School District shall have no liability for any claim relating to the activity. Any trip literature or permission slips shall contain the wording in bold and capitalized font: "THIS IS NOT A SCHOOL SPONSORED ACTIVITY".

Category: R

See also IJOC: Volunteers

1st Read: January 19, 2016

2nd Read: February 2, 2016

Adopted:

IHBAA IHBAC Student Evaluations – Specific Learning Disabilities

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

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

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

Legal References:

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

Category: P

~~1st Read: October 15, 2013~~

~~2nd Read: January 7, 2014~~

~~Adopted: January 7, 2014~~

1st Read: February 2, 2016

2nd Read:

Adopted:

JHCC – Communicable Disease Control

The Contoocook Valley School District will work cooperative with the New Hampshire Division of Public Health Service New Hampshire Department of Health and Human Services to enforce and adhere to the Public Health Code (Chapter He-P 300 Diseases) for the prevention, control, and containment of communicable disease in schools. To insure adherence to current law and medical practices, these policies and administrative regulations will be reviewed annually by the school nurses.

Legal Reference:

Statutory Authority: RSA 141-C:6

Category: R

Adopted: April 16, 2002

1st Read: February 2, 2016

2nd Read:

Adopted:

JICF – Gang Activity

It is the policy of this District that membership in secret fraternities or sororities, or in other clubs or gangs not sponsored by established agencies or organizations, is prohibited.

Gangs which initiate, advocate, or promote activities which threaten the safety or well-being of persons or property on school grounds or which disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol or any other attribute which indicates or implies membership or affiliation with such a group, present a clear and present danger to the school environment and educational objectives of the community are forbidden.

Incidents involving initiations, hazing, intimidation, and/or activities of such group affiliations which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students are prohibited.

Any student wearing, carrying, or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or affect the attendance of another student will be subject to disciplinary action, including suspension and expulsion.

The Superintendent may provide in-service training in gang behavior and characteristics to facilitate staff identification of students at-risk and promote membership in authorized school groups and activities as an alternative.

NOTICE: The prohibitions set forth by this policy shall be printed in the Student Handbook for the middle and high schools.

Category: R

~~1st Board Reading: March 28, 2000~~

~~Board Adoption: May 16, 2000~~

1st Read: February 2, 2016

2nd Read:

Adopted:

Category: R

BOARD OFFICERS

1. At the first meeting of the School Board after the District Voting in March, the Board shall elect a Chairperson and a Vice-Chairperson. Candidates for Chairperson shall have served at least two years as a member of the Board. Candidates for Vice-Chairperson shall have served at least one year as a member of the Board.
2. Method of Election. Candidates for each office shall declare in writing their candidacy at the first Board meeting in February of each year. Each candidate shall have the opportunity to speak to their qualifications at the following meeting and answer questions from Board members.

In the event that Board members may be leaving the Board, the candidates to replace them shall be invited and encouraged to attend this meeting.

The election of the Chairperson and Vice-Chairperson shall be done by a roll-call vote at the first meeting of the School Board after the District Voting in March. A plurality of votes cast during this open roll-call vote will be sufficient to elect a candidate.

3. Term Limits.

The length of term for these offices shall be one year. A Board member may serve as either Chairperson or Vice-Chairperson, or four terms in a combination of these offices.

4. Duties.

The Chairperson shall preside at all meetings and shall not originate or second motions; however, the Chairperson shall have the right to vote on all matters before the Board. The Chairperson shall consult with the Superintendent on the preparation of the agenda for each meeting, shall call special meetings as needed, shall have authority to sign contracts and other instruments as approved by the Board in its name and on its behalf, and shall have such other powers and duties as the Board may determine.

The Vice-Chairperson shall have the powers and duties of the Chairperson in his/her absence or for the duration of the disability, and such other powers and duties as the Board may determine.

5. Resignation of Chairperson.

In the event that a Chairperson shall resign or be otherwise unable to serve a full term, the Vice-Chairperson shall assume the role of Chairperson. The Board will decide whether to elect an interim Vice Chairperson. If so, the aforementioned election procedure will be followed.

Category: R

BOARD OFFICERS

(continued)

6. Other Officers.

Secretary

The Secretary of the School Board is hired by the Superintendent subject to approval by the Board. The Secretary shall be responsible for Board correspondence when directed by the Chairperson. The Secretary shall attend all board meetings and keep an accurate record of all proceedings which she/he shall sign.

She/He shall have custody of the record books and documents of the School Board, which are to be available for public inspection at all reasonable times. She/He shall be responsible to the Superintendent in performance of duties.

Legal References:

RSA 195:5, Cooperative School District Officers: School Board Powers & Duties

RSA 197:20, School Meetings & Officers: Clerk Duties

RSA 197:22, School Meetings & Officers: Treasurers Bond

RSA 197:23-a, School Meetings & Officers: Treasurers Duties

RSA 671:23, School District Elections: Warrant

RSA 671:6, School District Elections: Other Officers

RSA 671:31, School District Elections: Reports by Clerk

1st Read: November 16, 2010

2nd Read: December 21, 2010

Adoption: December 21, 2010

Amended: May 3, 2011

WARRANT

The State of New Hampshire

To the Inhabitants of the Contoocook Valley School District consisting of the Towns of Antrim, Bennington, Dublin, Francestown, Greenfield, Hancock, Peterborough, Sharon, and Temple qualified to vote in District affairs:

You are hereby notified to meet at the **ConVal High School** at 184 Hancock Rd., (Route 202 North) in Peterborough on the **sixth day of February** next at **10 o'clock in the morning** for the first session of the Annual School District Meeting, and you are further notified to meet at the following places in the Town of your residence:

Antrim	Antrim Town Hall	8 a.m. – 7 p.m.
Bennington	Pierce Elementary School	8 a.m. – 7 p.m.
Dublin	Dublin Town Hall	8 a.m. – 7 p.m.
Francestown	Francestown Town Office	10 a.m. – 7 p.m.
Greenfield	Greenfield Town Hall	10 a.m. – 7 p.m.
Hancock	Hancock Town Office	8 a.m. – 7 p.m.
Peterborough	Peterborough Town House	8 a.m. – 7 p.m.
Sharon	Sharon Meeting House	11 a.m. – 7 p.m.
Temple	Temple Town Hall	10 a.m. – 7 p.m.

on the **eighth day of March** next for the second session of the Meeting (polls will be open for voting at the second session) to act upon the following subjects:

Article 01: Operating Budget-School District-SB2

Shall the Contoocook Valley Regional School District raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling \$45,228,639? Should this article be defeated, the default budget shall be \$44,876,932, which is the same as last year, with certain adjustments required by previous action of the Contoocook Valley Regional School District or by law; or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only. (The ConVal School Board RECOMMENDS adoption of this article.)

Article 02: Collective Bargaining Agreement

To see if the Contoocook Valley Regional School District will vote to approve the cost items included in the collective bargaining agreement reached between the ConVal School Board and the ConVal Education Association which calls for the following increases in salaries and benefits at the current staffing level:

Fiscal Year	Estimated Increase
2016-2017	\$167,531
2017-2018	\$647,778

and further to raise and appropriate \$167,531 for the current fiscal year, such sum representing the additional costs attributable to the increase in salaries and benefits required by the new agreement over those that would be paid at current staffing levels. (The ConVal School Board RECOMMENDS adoption of this article.)

Article 03: Special Meeting for Defeated/Amended Collective Bargaining Unit

Shall the Contoocook Valley Regional School District, if Article 2 is defeated, authorize the governing body to call one special meeting, at its option, to address Article 2 cost items only? (Majority vote)

Article 04: Appropriate to Capital Reserve Fund from Fund Balance

Shall the Contoocook Valley Regional School District vote to raise and appropriate the sum of \$150,000 to be added to the Contoocook Valley Regional School District Building Capital Reserve Fund, previously established? This sum to come from June 30, 2016 fund balance available for transfer on July 1, 2016. (The ConVal School Board designates this article as a SPECIAL warrant article and RECOMMENDS adoption of this article.)

Article 05: Appropriate to Equipment Capital Reserve Trust Fund from Fund Balance

Shall the Contoocook Valley Regional School District vote to raise and appropriate the sum of \$100,000 to be added to the Equipment Capital Reserve Fund as previously established? This sum to come from June 30, 2016 fund balance available for transfer on July 1, 2016. (The ConVal School Board designates this article as a SPECIAL warrant article and RECOMMENDS adoption of this article.)

Article 06: Appropriate to Athletics/Co-Curricular Trust Fund from Fund Balance

Shall the Contoocook Valley Regional School District vote to raise and appropriate the sum of \$100,000 to be added to the Athletics/Co-Curricular Fund as previously established under the provisions of RSA 198:20-c? This sum to come from June 30, 2016 fund balance available for transfer on July 1, 2016. (The ConVal School Board designates this article as a SPECIAL warrant article and RECOMMENDS adoption of this article.)

Article 07: Appropriate to Health Insurance Maintenance Trust Fund from Fund Balance

Shall the Contoocook Valley Regional School District vote to raise and appropriate the sum of \$100,000 to be added to the Health Insurance Maintenance Fund as previously established pursuant to the provisions of RSA 198:20-c? This sum to come from June 30, 2016 fund balance available for transfer on July 1, 2016. (The ConVal School Board designates this article as a SPECIAL warrant article and RECOMMENDS adoption of this article.)

Article 08: Appropriate to Special Education Trust Fund from Fund Balance

Shall the Contoocook Valley Regional School District vote to raise and appropriate the sum of \$50,000 to be added to the Special Education Trust Fund as previously established? This sum to come from June 30, 2016 fund balance available for transfer on July 1, 2016. (The ConVal School Board designates this article as a SPECIAL warrant article and RECOMMENDS adoption of this article.)

Article 09: Accept Reports of Agents and Auditors

Shall the Contoocook Valley School District accept the reports of Agents, Auditors, Committees, and Officers chosen?

Article 10: School Board Salaries

Shall the Contoocook Valley Regional School District appoint the salaries of the School Board and fix the compensation of any other officers or agents of the District as follows: School Board Chair, \$1500; each member, \$1000; Treasurer, \$2,500; Moderator, \$300? (The ConVal School Board RECOMMENDS adoption of this article.)

Article 11: Establish Performing Arts Center Trust Fund

Shall the Contoocook Valley School District 1) establish an expendable trust fund under the provisions of RSA 198:20-c to be known as the Performing Arts Center Funding Account, for the purpose of depositing privately donated gifts, legacies, and devises including gifts and donations from the Contoocook Valley Visual and Performing Arts Center (VPAC); 2) designate the Trustees of the Trust Funds of the Town of Peterborough as custodian of the Trust Funds and 3) designate the Contoocook Valley Regional School Board as agents to expend these Trust Funds? (The ConVal School Board RECOMMENDS adoption of this article.)

Article 12: Petitioned Article

In the interest of providing voters with an accurate and detailed assessment of the impact school closures have on communities, we are requesting that an impact study be required for any proposed school closure, consolidation or relocation. It is our opinion that school consolidation, closure or relocation has a substantial impact beyond just our school budget. It is our hope that voters are presented with honest information that assesses the impact such a measure would have on their property values, local businesses, traffic flow, law enforcement and most of all, on our children's futures. For these reasons, we are presenting the following amendment to the Conval School District Articles of Agreement for voter consideration.

To amend paragraph 5 of the Conval School District Articles of Agreement to read as follows:

5. The Contoocook Valley School District (ConVal) shall be responsible for grades one through twelve (1-12) and Kindergartens. Kindergartens were previously authorized by a vote at an annual Cooperative School District meeting. Grades nine through twelve (9-12) shall be educated at the centrally located Senior High School in Peterborough. Grades five through eight (5-8) shall be educated at the Middle Schools in Antrim and Peterborough. Elementary Schools shall be maintained in Antrim, Bennington, Dublin, Francestown, Greenfield, Hancock, Peterborough, and Temple. Any proposal, either petitioned, initiated by the school board, or administration considering school closures, consolidation and or relocation must be accompanied by a current, comprehensive and independent impact study that includes evaluating potential changes in property valuation, local business, traffic flow, traffic enforcement, student transportation, student participation in sports, extracurricular activities, class sizes, and community outreach. The impact study shall evaluate each township within the Contoocook Valley Regional School District separately and the final report will be made public at a minimum of three months prior to a public vote on the proposed closure, consolidation or relocation. The definition of "current" in terms of the independent impact study, shall mean a period of three years prior to a public vote. No school closure, consolidation, and or relocation will become effective unless two-thirds of the voters of the District voting shall vote in favor of adopting the measure. (SUBMITTED BY PETITION. The ConVal School Board DOES NOT RECOMMEND this article for adoption.) (2/3's Vote Required)

Article 13: School Board Members

To choose Contoocook Valley School District Officers as follows: Six (6) Members of the School Board; one (1) from the Town of Antrim for a term of three (3) years; one (1) from the Town of Dublin for a term of three (3) years; one (1) from the Town of Hancock for a term of three (3) years; one (1) from the Town of Peterborough for a term of three (3) years; one (1) from the Town of Peterborough for a term of three (3) years; one (1) from the Town of Peterborough for a term of one (1) year.