

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

**CONTOOCOOK VALLEY SCHOOL BOARD**

**Tuesday, April 19, 2016**

**School Board Meeting**

**SAU Office**

**7:00 pm**

1. Call to Order and Pledge of Allegiance
2. Acceptance of School Board Meeting Minutes (Board Vote Required) (pg. 1-4)
  - a. April 5, 2016
3. Points of Pride
4. Public Comment
5. Consent Agenda
  - a. Personnel (pg. 5)
6. Superintendent's Report and Presentation of Business
  - a. Monthly Events Calendar (pg. 6-7)
7. Reports
  - a. Student Representative – River Marmorstein
  - b. Teacher Representative – Patrick Cogan
  - c. Strategic Plan Committee – Pierce Rigrod
    - 1) The statement of the problem (**Board Vote Required**)  
*"An excellent education, as outlined in the Strategic Plan, includes providing guaranteed, viable curriculum that is equitable in terms of learning opportunities and available services. Our current organizational structure poses significant challenges to the district's ability to provide every child with an excellent and equitable education every day."*
  - d. Budget & Property Committee – Richard Dunning
    - 1) Facility Fee Use Schedule (**Board Vote Required**)
    - 2) Security Project (**Board Vote Required**)
    - 3) Peterborough Withdrawal Study Facilitator Request (**Board Vote Required**)
8. Old Business
  - a. Expenditure Report – Marian Alese (pg. 8-11)
  - b. NESDEC Affiliation (**Board Vote Required**)
  - c. ATC Agreement (**Board Vote Required**)
  - d. 2<sup>nd</sup> Read/Adoption (**Board Vote Required**)
    - JJA: Student Activities & Organizations (pg. 12)
    - JJIB: Interscholastic Athletics (pg. 13-15)
    - JLA: Student Insurance Program (pg. 16)
    - KMB: Relations with Booster Organizations (pg. 17)
    - IJOA: K-12 Field Trips (pg. 18)
9. New Business
  - a. 1<sup>st</sup> Read Policies
    - GBAA: Sexual Harassment – Employees/Staff (pg. 19-22)
    - JLIE: Student Automobile Use (pg. 23)
10. Public Comment
11. Approval of Manifests (**Board Vote Required**)
12. Non-Public Session: RSA 91-A:3,II (If Required)
  - a. Personnel

**Upcoming Meetings:**

Education Committee – Mon., April 25<sup>th</sup> @ 5:30 pm @ SAU

Selectmen's Advisory Committee – Thurs., April 28<sup>th</sup> @ 7:00 pm @ SAU

School Board Meeting – Tues., May 3<sup>rd</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**  
**Peterborough, New Hampshire**

**CONTOOCCOOK VALLEY SCHOOL BOARD**

**Tuesday, April 5, 2016**

**School Board Meeting**

**7:00 P.M.**

**SAU Office**

**BOARD**

Gary Backstrom, Rich Cahoon,  
Richard Dunning, Bernd Foecking,  
Tom Kelly, Janine Lesser,  
David Martz, Stephan Morrissey,  
Kristen Reilly, Myron Steere

River Marmorstein, Student Rep.

**ADMINISTRATION**

Dr. Brendan Minnihan, Supt.  
Kimberly Saunders, Asst. Supt.  
Marian Alese, B.A.  
Tim Markley, H.R.  
Dr. Rick Matte, Student Services  
Dr. Ann Allwarden, AES/Pierce  
Nicola Fraley, FES  
Amy Janoch, HES  
Anne O'Bryant, SMS  
Nicole Pease, DCS  
Colleen Roy, GES

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

**Myron Steere called the meeting to order at 7:00 p.m. The Pledge of Allegiance was recited.**

**2. School Board Chairman's Recognition**

**Myron Steere read the nomination and recipient of the School Board Chairman's Award of Katie Richardson.**

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

**a. March 15, 2016**

**Motion to accept the minutes of March 15, 2016. Second. David Martz abstained. All else in favor. Motion carried.**

**4. Points of Pride**

**Dr. Minnihan shared many Points of Pride as reported to him from administrators throughout the schools.**

**5. Public Comment**

**Myron Steere reported that citizens may address the board under the Public Comment section for two minutes. The time may be extended with a majority vote of the board.**

**6. Consent Agenda**

**a. Personnel**

**1) Notice of Stipend Positions**

**Tim Markley referenced stipends for notification of the board as informational.**

**Mr. Markley shared an addendum which included the June 2016 retirement of Mark Frawley.**

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

**Mr. Markley also shared the notification of resignation for Jean Godlewski at the end of the school year.**

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

**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.*

Rich Cahoon asked what can be done to replace this vacancy with an appropriately credentialed individual to allow Running Start opportunities.

Dr. Minnihan said that it would be listed in the advertisement as a requirement.

**Unanimous.**

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

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

The Strategic Plan Committee will meet on April 7<sup>th</sup> at 6:30 p.m.

### **b. School Board Induction**

Dr. Minnihan reminded the board that the School Board Induction meeting is this Saturday. Myron Steere recommended the board attend this valuable meeting.

### **c. April 1, 2016 Enrollment Update**

Tim Markley reported very little change in current enrollment.

## **8. Reports**

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

River Marmorstein reported that he attended the physics presentation shared in German. It was very interesting. River also reported that fourth quarter started yesterday.

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

None.

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

Rich Cahoon reported that an update on OGAP implementation was shared at the last Education Committee meeting. The recommendation is to continue with the plan. Colleen Roy shared information on what exactly OGAP is at the meeting as well.

The Education Committee confirmed that OGAP continue.

In addition, the alternative school start committee shared the delivery of survey data related to altering the start time of school. The committee was asked to report back to the Ed Committee in May on logistical items.

Dick Dunning reported that at one time the actual start times were reversed, with elementary earlier and middle/high later. They were changed to the current practice as a result of athletic events and other factors.

Rich Cahoon confirmed that there are a lot of unanswered questions, of which athletics was one of.

## **9. Old Business**

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

- EBBC: Emergency Care and First Aid

Rich Cahoon referenced this policy for a second read. Considerable input from Dr. Matte, nurses, and attorney have been considered.

**Rich Cahoon moved to adopt this policy. Dick Dunning second. Unanimous.**

### **b. Authorization to Use Narcan in Schools (School Board Vote Required)**

Rich Cahoon reported that it is the legal advice that we could vote to authorize opioid antagonists in the school.

**Rich Cahoon moved to authorize the use of opioid antagonists in schools. Dick Dunning second. Unanimous.**

## **10. New Business**

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

- JJA: Student Activities & Organizations

- JJIB: Interscholastic Athletics

- JLA: Student Insurance Program

- KMB: Relations with Booster Organizations

Rich Cahoon referenced these four policies for a first read. He requested that feedback on these policies be sent to him as well as Kimberly Saunders and Carol Arnold.

#### **b. Graduation Regalia Policy**

Rich Cahoon shared past controversy in the past. Students who completed basic training wearing their uniform at graduation is the discussion. The House passed overwhelmingly and is recommended for passage at the Senate. The Governor has indicated that it will be signed.

There has been discussion about wearing military uniforms at graduation. The only question is whether or not Brendan Garabrandt's alma mater can accept this with grace.

**Rich Cahoon moved that military uniforms may be worn by any student at graduation effective immediately and that the issue be forwarded to the policy committee in the future. Stephan Morrissey second.**

Any student who has completed basic training may wear their military uniform at graduation.

Dick Dunning said that completion of basic training and in the active military should be the requirement.

Rich Cahoon confirmed that the motion should include that.

**Rich Cahoon withdrew his motion and Stephan Morrissey withdrew his second.**

**Rich Cahoon moved to immediately adopt the language of House Bill 1225. Second. Unanimous.**

#### **c. Upcoming Student Travel Abroad**

Dr. Minnihan shared a trip that has been scheduled to travel to Italy. He reported that Ben Putnam has met with all families to discuss the trip as a result of recent events abroad. Dr. Minnihan reported that he surveyed other Superintendents who reported that some cancelled trips to Paris. Other trips are continuing as planned. Hyper vigilance is important. Dr. Minnihan wanted to make the board aware.

#### **d. HealthTrust Authorization (School Board Vote Required)**

Marian Alese reported two votes are needed. The first is to acknowledge participation with HealthTrust to participate in the pooled risk management program and the second vote would be to combine with the towns for the purposes of ratings.

**Dick Dunning moved to authorize ConVal to participate in the pool. Stephan Morrissey second. Unanimous.**

**Stephan Morrissey moved to participate in the combination of member towns for ratings purposes. David Martz second. Unanimous.**

**Stephan Morrissey motioned to authorize Marian Alese to sign the document. Dick Dunning second. Unanimous.**

#### **e. Health Insurance Rate Update – Marian Alese**

Marian Alese reported that our base plan has changed. The 16/17 budget was based on a certain plan with a maximum guaranteed rate of 20%. The savings in premium when made the switch to ABSO20 was designated for raises. The projected rates came in less than 14%. There will be a surplus in the health insurance rate next year. More information to come once staffing settles for next year.

#### **11. Public Comment**

None.

Marian Alese reported that the Monadnock Transcript Ledger is going to do a report on propane buses. Benji Rosen will be riding the buses.

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

Marian Alese certified that manifests totaling \$367,937.84 and Payroll 19 and 20 totaling \$2,705,015.47 have been reviewed by her and found to be proper charges against Contoocook Valley School District for goods and or services received and have been properly processed prior to their submittal to the School Board.

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

Myron Steere reported that Dick Dunning and Dave Martz are on the list for manifest approvals.



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

**a. Personnel**

**Stephan Morrissey moved to enter non-public session in accordance with RSA 91-A:3,II at 7:48 p.m. Unanimous on a roll call vote.**

**Stephan Morrissey moved to exit non-public session at 7:57 pm. Second. Unanimous.**

**David Martz moved to seal the minutes of non-public session until end of April. Stephan Morrissey second. Unanimous.**

Myron Steere reminded committees to vote for Chairman of their committees.

**Motion to adjourn at 7:58 p.m. Second. Unanimous.**

Respectfully submitted,

Brenda Marschok

OFFICE OF THE SUPERINTENDENT OF SCHOOLS  
Peterborough, New Hampshire

CONTOOCOOK VALLEY SCHOOL DISTRICT

April 19, 2016  
Personnel Agenda

2016-17 Nominations:

District

Stephanie Messina

School Psychologist

\$39,104

June 2016 Resignations:

CVHS

Aidan Holding

.5 German Teacher

# April 2016

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

# May 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 Policy Committee Mtg. @ 6:00 pm @ SAU  School Board Mtg. @ SAU @ 7:00 pm	4	5	6	7
8	9 Education Committee Mtg. @ 5:30 pm @ SAU	10	11	12 Strategic Plan Committee Mtg. @ 6:30 pm	13	14
15	16	17 Policy Committee Mtg. @ 6:00 pm @ GBS  School Board Mtg. @ GBS @ 7:00 pm	18	19	20	21
22	23	24	25	26	27	28
29	30 Memorial Day – No School	31				

# Board Briefs

April 12, 2016

## Expenses

Attached is the March 2016 expense report. Please note the following:

This report reflects all approved transfers to date.

- Line 11 reflects the transfer of \$500K to the unreserved line (Line 74)
- Lines 3 (Electrical) and 35 (HVAC) reflected unanticipated expenses at DCS and PES.
- I have encumbered \$500K for transfers to the Trust Accounts

It is likely that we will have surplus in snow plowing and oil. We anticipate using these funds to complete the tasks removed from the 16-17 budget.



# 2015-2016 Expense Report

12-Apr-16

Account Number	Description	2015-2016 Budget	2015-2016 Transfers	2015-2016 Adjusted Budget	2015-2016 Expense	2015-2016 Encumbered	Balance	Includes Approved Transfers
Line #								Account Notes
1	21.000.0000.00.110 REGULAR SALARIES	\$13,593,836.00	-\$121,450.00	\$13,472,386.00	\$9,117,840.24	\$4,043,214.91	\$311,330.85	2.31%
2	21.000.0000.00.111 PARA SALARIES	\$2,068,442.00	\$61,450.00	\$2,129,892.00	\$1,479,718.26	\$650,296.78	-\$123.04	-0.01%
3	21.000.0000.00.112 ADMIN ASSIST SALARIES	\$985,744.00	\$60,000.00	\$1,045,744.00	\$768,739.37	\$271,917.55	\$5,087.08	0.49%
4	21.000.0000.00.113 CUSTODIAL/MAINTEN SALARIES	\$697,995.00	-\$60,000.00	\$637,995.00	\$439,758.12	\$152,510.28	\$45,726.60	7.17% Vacancy
5	21.000.0000.00.114 ADMINISTRATOR SALARIES	\$2,253,283.00		\$2,253,283.00	\$1,714,480.59	\$534,163.93	\$4,638.48	0.21%
6	21.000.0000.00.115 DEPARTMENT HEADS	\$31,500.00		\$31,500.00	\$22,012.58	\$9,487.42	\$0.00	0.00%
7	21.000.0000.00.119 SUPPORT SERVICES	\$648,124.00		\$648,124.00	\$486,773.48	\$161,281.91	\$68.61	0.01%
8	21.000.0000.00.120 TEMPORARY SALARIES	\$850,008.00		\$850,008.00	\$600,180.46	\$156,825.33	\$93,002.21	10.94%
9	21.000.0000.00.130 OVERTIME	\$37,500.00		\$37,500.00	\$31,706.12		\$5,793.88	15.45%
10								
11	21.000.0000.00.211 HEALTH INSURANCE	\$6,415,928.00	-\$ 500,000.00	\$5,915,928.00	\$4,468,085.20	\$1,175,824.64	\$272,018.16	4.60% Transfer to Unreserved
12	21.000.0000.00.212 DENTAL INSURANCE	\$234,670.00		\$234,670.00	\$183,193.40	\$40,715.90	\$10,760.70	4.59%
13	21.000.0000.00.213 LIFE INSURANCE	\$40,500.00	\$ 4,090.00	\$44,590.00	\$33,208.00	\$11,382.00	\$0.00	0.00%
14	21.000.0000.00.214 LONG TERM DISABILITY	\$51,245.00	-\$ 4,090.00	\$47,155.00	\$34,955.32	\$12,011.85	\$187.83	0.40%
15	21.000.0000.00.220 FICA	\$1,578,932.00		\$1,578,932.00	\$1,083,973.42	\$446,555.05	\$48,403.53	3.07%
16	21.000.0000.00.225 HRA ACCOUNT	\$ 131,500.00		\$131,500.00	\$28,713.77		\$102,786.23	78.16%
17	21.000.0000.00.231 NON - TEACH RETIRE	\$573,133.00		\$573,133.00	\$392,516.06	\$148,443.68	\$32,173.26	5.61%
18	21.000.0000.00.232 TEACHER RETIRE	\$2,361,208.00		\$2,361,208.00	\$1,632,163.46	\$703,570.58	\$25,473.96	1.08%
19	21.000.0000.00.260 UNEMPLOYMENT	\$ 49,133.00		\$49,133.00	\$48,323.00		\$810.00	1.65%
20	21.000.0000.00.270 ADMIN ANNUITY	\$14,721.00		\$14,721.00	\$14,721.00		\$0.00	0.00%
21	21.000.0000.00.320 PRESENTERS	\$17,600.00		\$17,600.00	\$11,376.00		\$6,224.00	35.36%
22	21.000.0000.00.321 STAFF TUITION	\$75,540.00		\$75,540.00	\$54,854.00		\$20,686.00	27.38%
23	21.000.0000.00.322 STAFF SERVICES	\$ 70,200.00		\$70,200.00	\$39,279.73	\$23,837.00	\$7,083.27	10.09%
24	21.000.0000.00.323 PUPIL SERVICES	\$112,165.00		\$112,165.00	\$69,653.07	\$87,617.88	-\$45,105.95	-40.21%
25	21.000.0000.00.330 PURCHASED/PROF	\$1,116,416.00	\$ 60,000.00	\$1,176,416.00	\$826,511.62	\$286,914.96	\$62,989.42	5.35%
26	21.000.0000.00.340 STATISTICAL SERVICES	\$30,000.00		\$30,000.00	\$26,587.50		\$3,412.50	11.38%
27	000.0000.00.380 SCHOOL BOARD SERVICES	\$160,500.00		\$160,500.00	\$110,326.06		\$50,173.94	31.26%
28	000.0000.00.411 WATER/SEWER	\$48,800.00		\$48,800.00	\$39,265.87	\$3,790.47	\$5,743.66	11.77%

2015-2016 Expense Report

12-Apr-16

Account Number		2015-2016 Budget	2015-2016 Transfers	2015-2016 Adjusted Budget	2015-2016 Expense	2015-2016 Encumbered	Balance	Includes Approved Transfers	
Line #	Description							Account Notes	
29	21.000.0000.00.421 DISPOSAL	\$41,650.00		\$41,650.00	\$27,412.50	\$7,696.50	\$6,541.00	15.70%	
30	21.000.0000.00.422 SNOW PLOWING	\$140,210.00		\$140,210.00	\$56,770.25	\$83,439.75	\$0.00	0.00%	
31	21.000.0000.00.430 REPAIR/MAINT	\$304,640.00	\$300,000.00	\$604,640.00	\$223,231.87	\$356,421.20	\$24,986.93	4.13%	
32	21.000.0000.00.431 STRUCTURAL REPAIRS	\$185,500.00	\$317,000.00	\$502,500.00	\$156,529.15	\$321,484.00	\$24,486.85	4.87%	
33	21.000.0000.00.432 ELECTRICAL REPAIRS	\$ 32,300.00	\$ 6,000.00	\$38,300.00	\$38,533.39	\$17,096.08	-\$17,329.47	-45.25% DCS Fire Alarm	
34	21.000.0000.00.433 MECHANICAL REPAIRS	\$ 58,500.00	\$ 43,000.00	\$101,500.00	\$45,194.34	\$50,933.42	\$5,372.24	5.29%	
35	21.000.0000.00.434 HVAC REPAIRS	\$ 98,900.00	\$ 50,000.00	\$148,900.00	\$137,305.10	\$47,664.12	-\$36,069.22	-24.22% PES	
36	21.000.0000.00.440 BUILDING RENTAL	\$2,500.00		\$2,500.00	\$1,200.00	\$1,300.00	\$0.00	0.00%	
37	21.000.0000.00.442 EQUIPMENT RENTAL	\$1,000.00		\$1,000.00			\$1,000.00	100.00%	
38	21.000.0000.00.450 RENTAL	\$4,000.00		\$4,000.00	\$495.00		\$3,505.00	87.63%	
39									
40	21.000.0000.00.510 FIELD TRIP /ATHLETIC	\$227,020.00		\$227,020.00	\$130,105.45	\$71,201.71	\$25,712.84	11.33%	
41	21.000.0000.00.519 PUPIL TRANSPORTATION	\$2,230,022.00		\$2,230,022.00	\$1,408,034.25	\$813,908.84	\$8,078.91	0.36%	
42									
43	21.000.0000.00.520 INSURANCE	\$211,550.00		\$211,550.00	\$197,900.10		\$13,649.90	6.45%	
44	21.000.0000.00.530 TELEPHONE /WEB ACCESS	\$151,000.00		\$151,000.00	\$100,770.89	\$47,058.10	\$3,171.01	2.10%	
45	21.000.0000.00.534 POSTAGE	\$ 29,420.00		\$29,420.00	\$7,824.42	\$1,538.38	\$20,057.20	68.18%	
46	21.000.0000.00.540 ADVERTISING	\$ 17,000.00		\$17,000.00	\$16,434.43	\$16,932.77	-\$16,367.20	-96.28%	
47	21.000.0000.00.550 PRINTING	\$ 16,850.00		\$16,850.00	\$15,470.77	\$960.00	\$419.23	2.49%	
48	21.000.0000.00.561 TUITION	\$1,774,341.00		\$1,774,341.00	\$1,150,177.78	\$549,358.91	\$74,804.31	4.22%	
49	21.000.0000.00.580 MILEAGE	\$93,130.00		\$93,130.00	\$48,503.43	\$8,211.89	\$38,414.68	41.25%	
50	21.000.0000.00.590 MISC PURCH SERV	\$15,000.00		\$15,000.00	\$9,147.96	\$240.74	\$5,611.30	37.41%	
51									
52	21.000.0000.00.622 ELECTRICITY	\$433,800.00		\$433,800.00	\$325,986.65	\$93,870.80	\$13,942.55	3.21%	
53	21.000.0000.00.623 BOTTLED GAS	\$11,700.00		\$11,700.00	\$6,675.92	\$5,049.08	-\$25.00	-0.21%	
54	21.000.0000.00.624 FUEL OIL	\$344,843.00		\$344,843.00	\$142,231.18		\$202,611.82	58.75%	
55	21.000.0000.00.656 PROPANE / GASOLINE	\$238,000.00		\$238,000.00	\$133,450.55	\$94,210.25	\$10,339.20	4.34%	
56									
57	21.000.0000.00.610 SUPPLIES	\$768,880.00		\$768,880.00	\$519,882.20	\$182,267.10	\$66,730.70	8.68%	
58	21.000.0000.00.640 BOOKS	\$ 75,103.00		\$75,103.00	\$45,297.96	\$24,976.02	\$4,829.02	6.43%	
59	21.000.0000.00.641 PERIODICALS	\$21,310.00		\$21,310.00	\$16,162.81	\$824.52	\$4,322.67	20.28%	

# 2015-2016 Expense Report

2015-2016 Expense Report										12-Apr-16	
Line #	Account Number	Description	2015-2016		2015-2016		2015-2016		Balance	Includes Approved Transfers	
			Budget	Transfers	Adjusted Budget	Expense	Encumbered				
Account Notes											
60	21.000.0000.00.649	OTHER INFO SOURCES	\$ 4,125.00		\$4,125.00	\$2,088.50	\$799.86	\$1,236.64	29.98%		
61	21.000.0000.00.650	SOFTWARE SUPPORT	\$209,145.00		\$209,145.00	\$163,314.20	\$8,540.15	\$37,290.65	17.83%		
62	21.000.0000.00.733	NEW FURNITURE	\$ 1,600.00		\$1,600.00	\$89.98		\$1,510.02	94.38%		
63	21.000.0000.00.734	OTHER EQUIPMENT	\$ 0.00		\$0.00			\$0.00			
64	21.000.0000.00.737	REPL FURNITURE	\$13,500.00		\$13,500.00	\$2,240.45	\$622.87	\$10,636.68	78.79%		
65	21.000.0000.00.738	REPL EQUIPMENT	\$271,147.00		\$304,812.00	\$276,941.65	\$17,464.74	\$10,405.61	3.41%		
66	21.000.0000.00.739	NEW EQUIPMENT	\$ 7,800.00		\$32,800.00	\$74,770.85		-\$41,970.85	-127.96%		
67											
68	21.000.0000.00.810	DUES & FEES	\$152,360.00		\$152,360.00	\$141,648.96	\$4,479.05	\$6,231.99	4.09%		
69	21.000.0000.00.830	DEBT SERVICE INTEREST	\$109,756.00		\$109,756.00	\$109,755.00		\$1.00	0.00%		
70	21.000.0000.00.890	MISCELLANEOUS	\$ 45,350.00		\$45,350.00	\$21,558.32	\$14,425.03	\$9,366.65	20.65%		
71	21.000.0000.00.910	DEBT SERVICE PRINCIPAL	\$360,000.00		\$360,000.00	\$360,000.00		\$0.00	0.00%		
		TRANS TO TRUST FUNDS			\$0.00		\$500,000.00	-\$500,000.00	#DIV/0!	Anticipated Transfers	
72		TOTAL	\$42,951,575.00	\$274,665.00	\$43,226,240.00	\$29,870,051.96	\$12,263,338.00	\$1,092,850.04			
73		PY ENCUMBRANCES	\$1,031,709.00	-\$774,665.00	\$257,044.00	\$15,302.16		\$241,741.84			
74		Unreserved Fund Balance		\$500,000.00	\$500,000.00		\$500,000.00	\$0.00			
75		Total	\$43,983,284.00	\$ 0.00	\$43,983,284.00	\$29,885,354.12	\$12,763,338.00	\$ 1,334,591.88	3.03%		

## JJA – Student Activities & Organizations

It is the policy of the School Board to allow opportunities for all students to participate in co-curricular activities designed to meet their needs and interests.

Such activities must supplement and enrich regular academic instruction, provide opportunities for social development, encourage participation in clubs, athletics, performing groups, or encourage service to the school and community.

Any student organization must be recommended by the Principal and approved by the Board.

### Eligibility

To participate in co-curricular and extra-curricular activities, all students must meet eligibility requirements, and understand that such participation is a privilege, not a right. The superintendent is directed to establish eligibility standards and procedures for acceptable academic performance, good citizenship/sportsmanship, parental permission, fees, and physical exams/health requirements. The eligibility standards and procedures will be published in the student/parent handbooks.

In addition, students who choose to participate in interscholastic sports will be governed by Policy JJIB, Interscholastic Athletics, and by the eligibility standards of the New Hampshire Interscholastic Athletic Association (NHIAA).

### Participation

The district allows students enrolled in other schools - including charter schools, non-public schools, and home schools - to participate on an equal basis in any activity offered by the district that is not offered at a student's school of attendance, provided they meet the eligibility requirements for participation. This applies to:

1. Students who are residents of this school district but who are being educated in a home school may participate provided they comply with all laws governing non-public home-based education.
2. Students who are residents of the district by who are being educated in an independent or parochial school if the school in which the student is enrolled does not sponsor the activity.

The superintendent is directed to establish procedures for application and appeal to implement this participation allowance.

### Participation Fees

Non-enrolled students participating in district co-curricular and extra-curricular activities are subject to the same fees charged enrolled students for the activity.

### Legal Reference:

*NH Code of Administrative Rules, Section Ed. 306.26(d), Kindergarten-Grade 8 Curriculum*  
*NH Code of Administrative Rules, Section Ed. 306.27(b)(5), High School Cocurricular Program*  
*NH Code of Administrative Rules, Section Ed. 306.27(v), Reasonable accommodations for students with disabilities*

### Category: O

1<sup>st</sup> Read: April 5, 2016  
2<sup>nd</sup> Read: April 19, 2016  
Adopted:

## JJIB – Interscholastic Athletics

The Contoocook Valley School Board believes individual students will benefit through opportunities to grow physically and intellectually through their experience in self-discipline and their contribution to team effort made possible through competitive interschool and intramural team and individual sports activities.

It is the Board's policy to provide interscholastic athletic competition in a variety of sports. Students shall be allowed to participate in school-sponsored sports on the basis of their physical condition and desire. Qualified personnel should be provided for coaching and supervising such programs. In addition, it is the policy of the Board to provide intramural athletic activities as an outgrowth of class instruction in physical education and commensurate with the grade level of the students involved.

The purpose of school athletics is both educational and recreational. The athletic program should encourage participation by as many boys and girls as possible and should be carried on with the best interests of the participants as the first consideration. This should be done without unreasonable interference with other obligations in the school community.

It is recognized that a well-organized and well-conducted athletic program is a potent factor in the morale of a school student body and an important phase of good community-school relations. Too great an emphasis on winning contests or too consistent a record of losing them are both harmful to the development of good attitudes among students and the public.

### Policy Conditions

1. Students must provide written documentation that they have passed a physical at least once in the preceding 24 months prior to participation on the team. Students and parents should note that this may require a student to take and pass a physical during the school year, even if the student has already participated on a school athletic team during that school year.

This requirement does not apply to students participating in intramural athletics.

2. The athletic program is an integral part of the school curriculum and comes under the authority of the principal to the same degree as do all other phases of the curriculum.
3. Those teachers having direct responsibility for the conduct of the athletic program of the school are required to conform in all ways to the general education program as laid down by the Board and administration, including such matters as schedules, financial expenditures, relationships with other schools, and health and safety regulations.



## JJIB – Interscholastic Athletics, continued

4. The High School is a member of the New Hampshire Interscholastic Athletic Association (NHIAA), and in all athletic matters will adhere firmly to the rules and regulations of that body and to the philosophy of sports which NHIA encourages. The eligibility of students to participate in the athletic program is determined in accordance with NHIAA regulations.
5. Expenditures for the athletic program are incorporated as part of the general budget of the Board. Coaches of each sport will submit their budgetary needs to the athletic director for the next school year, and the latter will present the total athletic budget request to the principal for approval and inclusion in the general budget. No expenditures for athletic purposes may be made in excess of those approved in the budget without approval of the Superintendent or designee.
- ~~6. District participation in interscholastic athletics shall be subject to approval by the Board. This shall include approval of membership in any leagues, associations, or conferences, of rules for student participation, and of annual sports schedules.~~
7. Insurance against accident or injury shall be provided by the parents for students engaging in interscholastic athletics, who shall provide evidence of such insurance prior to the start of practice.

### CVHS ATHLETIC RULES – NHIAA

The Board hereby adopts the recommendations of the New Hampshire Interscholastic Athletic Association regarding student academic standing and eligibility to participate on school athletic teams.

#### Scholastic Standing

- ~~A. No pupil who has failed to pass four (4) units of work\* during the previous ranking period\*\* shall represent the school in any interscholastic contest. A minimum of four (4) units of work per marking period is required for participation in interscholastic athletics.~~

#### Definitions:

- ~~1. Basic Ranking Period  
Not less than six (6) weeks~~
- ~~2. Previous Basic Ranking Period  
Indicates the last prior ranking period of the school year.~~
- ~~3. Passing Grade  
As determined by the NHIAA individual member high schools.~~

## JJIB – Interscholastic Athletics, continued

~~Summer School: A student athlete may not regain athletic eligibility by making up academic deficiencies or failures of the regular school year during the summer months.~~

~~B. Incompletes: Incompletes are not to be considered passing grades for purposes of eligibility.~~

~~\* A unit of work reflects a course that meets the equivalent of 5 times per week.~~

~~\*\* This is interpreted as the school's previous ranking period not the student's previous ranking period.~~

**Category: O**

**See Also JJA**

~~1<sup>st</sup> Read: September 1, 2009~~

~~2<sup>nd</sup> Read: October 6, 2009~~

~~Adoption: October 6, 2009~~

1<sup>st</sup> Read: April 5, 2016

2<sup>nd</sup> Read: April 19, 2016

Adopted:

## JLA – Student Insurance Program

The Board recommends that all students have accident insurance for their parents' protection. The school does not provide insurance covering medical payment for student accidents. Although arranging for such insurances is the responsibility of the student and parents or guardians, the Board will name an insurance carrier each year to offer group rates. Participation in the group plan is purely optional.

Please note that students participating in interscholastic athletics will be required to have accident insurance; proof of accident insurance is necessary if a student is to take part in interscholastic sports.

***Category: O***

1<sup>st</sup> Read: April 5, 2016  
2<sup>nd</sup> Read: April 19, 2016  
Adopted:

## **KMB – Relations with Booster Organizations**

The Contoocook Valley School Board recognizes that the endeavors and objectives of booster organizations and similar groups can be a valuable means of stimulating interest in and endorsement of the aims and achievements of our public school system.

Generally, actions initiated by boosters provide the atmosphere and climate to weld together desirable community-school relationships.

At any time, the District may establish an All Sports Booster Club whose purpose is to raise funds for athletic needs by acting as an official arm of the school district and by carrying the name of the school and/or district (i.e., CVHS All Sports Booster Club). This booster club will be directed by a Committee of Trustees (to include the CVHS Athletic Director) who will oversee official fund raising efforts to include seasonal sports program sales, concession stand sales, and other efforts as approved by the district School Board. All monies raised may be used to purchase goods and/or services not covered under the regular budget, at the discretion of the building principal (or designee), and the approval of the Business Administrator.

The second type of organization is community-based or sport-specific booster club whose purpose is to raise funds in support of particular athletic teams and/or programs, (i.e., Friends of Baseball). Except for those boosters already in existence and who are subject to ConVal District policies (Football and Hockey), this type of booster club may not carry the name of the ConVal district nor one of the ConVal schools.

All funds received by the District from these organizations will be considered donations to the particular program or programs. Any amount or (value of goods) over \$500 must be accepted at a School Board Meeting. Such funds may be used to purchase goods and/or services for a specific athletic program as designated by the booster club and approved by the building principal (or designee), and the Business Administrator.

1<sup>st</sup> Read: April 5, 2016

2<sup>nd</sup> Read: April 19, 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 overnight ~~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 of standard trip-related expenses 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*

1<sup>st</sup> Read: January 19, 2016

2<sup>nd</sup> Read: ~~February 2, 2016~~ April 19, 2016

Adopted:



## **GBAA - Sexual Harassment – Employees/Staff**

### **I. PURPOSE**

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

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

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

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

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

### **II. SEXUAL HARASSMENT DEFINED**

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

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

Sexual harassment may include, but is not limited to:

- a) Verbal harassment and/or abuse of a sexual nature;
- b) Subtle pressure for sexual activity;
- c) Inappropriate patting, pinching or other touching;
- d) Intentional brushing against an employee's body;
- e) ~~Demanding~~ for sexual favors accompanied by implied or overt threats;
- f) ~~Demanding~~ for sexual favors accompanied by implied or overt promises of preferential treatment;

## GBAA - Sexual Harassment – Employees/Staff, continued

- g) Any sexually motivated unwelcome touching; or physical contact, including sexual assault;
- h) ~~Sexual violence that is a physical act of aggression that includes a sexual act or sexual purpose.~~ Display or distribution of written or graphic material that is obscene, sexually suggestive or derogatory, or shows hostility towards an individual or group based on sex; or
- i) Jokes, comments, or gestures of a sexual nature that are derogatory or show hostility towards an individual or group based on sex.

### III. REPORTING PROCEDURES

1. The Superintendent or his/her written designee is responsible for implementing all procedures of this policy. Additionally, the Superintendent may develop and implement additional administrative regulations in furtherance of this policy.

2. Any employee who believes he or she has been the victim of sexual harassment should report the alleged act(s) to ~~the building Principal~~ a supervisor or other designated individual. If the alleged perpetrator is the Principal, the alleged victim may report the allegation to any other district employee. That employee shall then report the allegation to the Superintendent. The Board encourages the reporting employee to use the Report Form available from the ~~Principal or Superintendent~~ Human Resources Office.

3. In each building, the Principal is the person responsible for receiving oral or written reports of sexual harassment. Upon receipt of a report, the Principal will notify the Superintendent immediately without screening or investigating the report. If the report was given verbally, the Principal shall reduce it to written form within 24 hours and then forward it to the Superintendent. Failure to forward any sexual harassment report or complaint as provided herein will result in disciplinary action. If the complaint involves the building Principal, the complaint shall be filed directly with the Superintendent.

4. The Board designates the Superintendent as the District Human Rights Officer to receive any report or complaint of sexual harassment. If the complaint involves the Superintendent, the complaint shall be filed directly with the School Board. The District shall post the name of the Human Rights Officer in conspicuous places throughout school buildings, including a telephone number and mailing address.

5. Submission of a complaint or report of sexual harassment will not affect the employee's standing in school, future employment, or work assignments.

6. The use of formal Reporting Forms provided by the District is voluntary. The District will respect the confidentiality of the complainant and the person(s) against whom the complaint is filed as much as possible, consistent with the School District's legal obligations and the necessity to investigate allegations of sexual harassment and take disciplinary action when the conduct has occurred.

### IV. INVESTIGATION AND RECOMMENDATION

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

## **GBAA - Sexual Harassment – Employees/Staff, continued**

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

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

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

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

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

### **V. SCHOOL DISTRICT ACTION**

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

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

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

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

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

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

### **VII. REPRISAL**

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

## GBAA - Sexual Harassment – Employees/Staff, continued

### VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse, which may include filing charges with the Commissioner of Education New Hampshire Human Rights Commission or the U.S. Equal Employment Opportunity Commission, initiating civil action or seeking redress under state criminal statutes and/or federal law.

### IX. SEXUAL HARASSMENT AS SEXUAL ABUSE

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

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

### X. BY-PASS OF POLICY

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

### VIII. INDIVIDUAL LIABILITY

The District specifically prohibits employees from aiding or abetting others in conduct that is prohibited by this policy, including retaliation against individuals who report alleged harassment or participate in any investigation of alleged harassment. Under New Hampshire law, employees who aid and abet others in the harassment or engage in retaliation, may be held individually liable for violating the New Hampshire laws against discrimination. This may include encouraging others to engage in harassment, interfering with an investigation of alleged harassment, or failing to take steps required under this policy to stop harassment.

#### Legal References:

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

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

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

*Appendix: GBAA-R, BBA-R*

**Category: P**

*See also JBAA*

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

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

~~Adopted: October 6, 2015~~

1<sup>st</sup> Read: April 19, 2016

2<sup>nd</sup> Read:

Adopted:

## **JHFD JLIE – Student Automobile Use**

Driving a car is a privilege granted by the State of New Hampshire as long as one drives in a safe and sane manner. Careless driving around the school parking area and driveways is something more than an offense against school regulations. Careless driving is subject to police action and anyone guilty of such careless driving will be reported promptly to the police.

Improper use of a motor vehicle on school grounds can result in suspension from school (in school or away from school) for a period of time not exceed five (5) days. Driving a motor vehicle from school grounds during the school day without authorization will be considered improper use of a motor vehicle and will be considered grounds for suspension.

Parking at the school is a privilege granted by the school and the privilege will be withdrawn if it is abused.

Prior to driving or parking on school grounds, students will be required to register motor vehicles in the main office and will be required to have a school sticker on the motor vehicle.

If a student leaves the school grounds in a motor vehicle without authorization, parents will be notified and the student will be subject to disciplinary action including suspension from school. Students walking off school grounds are subject to disciplinary action including suspension.

Some of the major responsibilities and obligations accompanying the privilege of using private transportation include:

- a. Arriving at school in time to park the vehicle and be in the school building by the first bell.
- b. When students arrive in the morning they must park, and lock their cars and go directly to the front of the school or enter the school and go directly to the cafeteria, and remain there until the first bell rings.
- c. Operating the vehicle safely on school property and parking only in the authorized area.
- d. Not leaving school property or allowing others to leave the school grounds with the vehicle during school hours unless authorized specifically by the administration.

Student drivers are urged to use common sense and caution due to the pedestrian traffic in the area of the school. Speed should not exceed 15 mph.

Cruising around in the parking lot before and after school is prohibited.

Violations of regulations will result in suspension of right to drive on school property and/or police prosecution.

**Category: R**

~~April 2, 1991~~

1<sup>st</sup> Read: April 19, 2016

2<sup>nd</sup> Read:

Adopted: