

OFFICE OF THE SUPERINTENDENT OF SCHOOLS
Peterborough, New Hampshire

CONTOOCCOOK VALLEY SCHOOL BOARD

Tuesday, June 7, 2016

SAU Office

Public Hearing

7:00 P.M.

In accordance with RSA 198:20-b, a public hearing will be held by the Contoocook Valley School Board for the purpose of expending funds from the CVHS Daniel's Fund and ConVal Athletic Capital Reserve Fund for the 2015-2016 fiscal year.

School Board Meeting

Immediately Following Public Hearing

- 1. Call to Order and Pledge of Allegiance**
- 2. School Board Chairman's Recognition**
- 3. Acceptance of School Board Meeting Minutes (Board Vote Required)**
 - a. May 17, 2016 (pg. 1-4)**
- 4. Points of Pride**
- 5. Public Comment**
- 6. Consent Agenda**
 - a. Personnel (pg. 5-7)**
 - 1) Staff Nominations
 - 2) Notice of Stipend Positions
 - 3) June 2016 Resignations
 - 4) Approval for Summer hire(s) – **(Board Vote Required)**
 - 5) Job Description Approval – Culture Monitor **(Board vote Required)**
- 7. Superintendent's Report and Presentation of Business**
 - a. Monthly Events Calendar (pg. 8-9)**
 - b. June 1, 2016 Enrollment Update**
 - c. John Vance/Rivermead**
- 8. Reports**
 - a. Student Representative – River Marmorstein**
 - b. Teacher Representative – Patrick Cogan**
 - c. Strategic Plan Committee – Pierce Rigrod**
 - d. Budget & Property Committee – Richard Dunning (pg. 10-12)**
 - 1) Capital Projects – Request to transfer funds **(Board Vote Required)**
 - 2) Authorize to expend security funds up to \$225,000 **(Board Vote Required)**
 - 3) Authorize use of Capital Reserve funds **(Board Vote Required)**
 - e. Selectmen's Advisory Committee – John Jordan**
 - f. Education Committee – Crista Salamy**
 - g. Policy Committee – Rich Cahoon**
- 9. Old Business**
 - a. 2nd Read/Adoption (Board Vote Required)**
 - BDB: Board Officers (pg. 13-14)
 - JLCE: Emergency Care and First Aid (pg. 15)
- 10. New Business**
 - a. Board Representation on VPAC Design Committee – Marian Alese**
 - b. Request to transfer balance (\$27K) of 15/16 Technology Funds (Board Vote Required)**
 - c. 2016/2017 Payment Schedules – Marian Alese**
 - d. Professional Evaluation System (Board Vote Required)**

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.

11. Rescind Policies

- JK: Employment of Students (pg. 16)

12. Public Comment

13. Approval of Manifests (Board Vote Required)

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

a. Negotiations

b. Personnel

Upcoming Meetings:

Strategic Plan Committee Mtg. – Thurs., June 9th @ 6:30 p.m. @ SAU

Budget & Property Committee Mtg. – Tues., June 14th @ 7:00 p.m. @ SAU

Policy Committee Mtg. – Tues., June 21st @ 6:00 p.m. @ SAU

School Board Mtg. – Tues., June 21st @ 7:00 p.m. @ SAU

School Board Retreat – Tues., June 21st immediately following the regular School Board Mtg. @ SAU

OFFICE OF THE SUPERINTENDENT OF SCHOOLS
Peterborough, New Hampshire

CONTOOCOOK VALLEY SCHOOL BOARD

Tuesday, May 17, 2016

School Board Meeting
Great Brook School
7:00 pm

BOARD

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

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
Jim Elder, GBS
Anne O'Bryant, SMS
Colleen Roy, GES
Nicky Fraley, FES
Dr. Ann Allwarden, AES/Pierce
Nicole Pease, DCS
Amy Janoch, HES

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

a. May 3, 2016

Dick Dunning moved to accept the minutes of May 3, 2016. Stephan Morrissey second. Unanimous.

3. Points of Pride

Dr. Minnihan shared various Points of Pride as reported to him from administrators.

4. Public Comment

Myron Steere reported that anyone from the public may speak for 2 minutes. There was no Public Comment.

5. Consent Agenda

a. Personnel

1) Nominations

Tim Markley referenced an amended list of nominations which included Alexcina Smith, Grade 2 Teacher, Ann Catherine Keating, Grade 8 Math Teacher, Melissa Mucha, Elementary School Counselor, and Benjamin Moenter, School Psychologist. In addition, an SMS Tech Integrator was added.

Stephan Morrissey moved to accept the nominations as shared. Dick Dunning second. Unanimous.

2) June 2016 Resignations

June 2016 resignations for Cynthia Bradshaw and Deborah Dionne were shared.

Dick Dunning moved with regret to accept the resignations. Janine Lesser second. Unanimous.

Mr. Markley shared a Culture Monitor Job Description for a first read.

6. Superintendent's Report and Presentation of Business

a. Monthly Events Calendar

1) School Board Retreat

June 21st and August 27th were the board retreat dates selected.

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.

In addition, Policy Committee will meet on June 7th at 5:30 p.m. rather than at 6:00 p.m.
Strategic Plan Committee will meet on Thursday, June 9th at 6:30 p.m. at the SAU.
Budget & Property Committee will meet on Tuesday, June 14th at 7:00 p.m. at the SAU.

7. Reports

a. Student Representative – River Marmorstein/Lily Denehy

River Marmorstein reported that the prom is this Saturday at Keene State College. The senior trip on Friday, June 3rd will be camping in the Loon Mountain area and zip lining the following day. Cost of trip is \$100 with provisions to cover students who cannot afford to attend.

Lily Denehy, reported the ConVal Literary Magazine "Link" received a journalism award recently. Ann Henry received an individual award as well.

River shared pictures from Project Crash which took place last Friday. He reported that the Social Media regarding this event has made an impact on decisions for this weekend. The program was beneficial and influenced our students to make positive decisions.

Both Richard Dunning and Dr. Minnihan shared their perspective from having attending this event.

b. Teacher Representative – Patrick Cogan

Patrick Cogan reported that eight of Laura Doell's students won a poetry contest. Eric Rothhaus and Shannon Dunning will hold the 3rd annual poetry night this weekend. TES Teachers reported students are learning through the community connection Cornucopia Project.

c. Education Committee – Crista Salamy

1) Sabbatical Proposal (Board Vote Required)

Kimberly Saunders reported that on the recommendation of the Education Committee she requests that the board approve a sabbatical request to hike the Appalachian Trail

Dick Dunning motioned to approve the Sabbatical Proposal as recommended. Rich Cahoon second.

Kimberly Saunders outlined the process to request a sabbatical.

Unanimous.

2) Summer Program Transportation (Board Vote Required)

Kimberly shared the request to approve up to \$7K for summer transportation from GBS to Peterborough for Summer Program.

Dick Dunning moved to approve up to \$7K for summer transportation. Stephan Morrissey second.

Unanimous.

d. Budget & Property Committee – Richard Dunning

1) Superintendent Search (Board Vote Required)

Stephan Morrissey moved to allow up to \$50K to hire a company to conduct a Superintendent search. Janine Lesser second.

Rich Cahoon called Point of Order. Rules about following the process.

Manchester just allocated \$25K to conduct this search. Why do we need \$50K? Why are we ending up with this again?

Dick Dunning said that there weren't funds allocated to conduct a search. Funds are needed to search. This search would begin as soon as possible. If last year, October were too late to start the search, he suspected we would want to begin as soon as possible. The figure is "up to" \$50K."

Rich thought that we would begin next winter. Rich suggested addressing this in non-public.

David Martz moved to table a vote until after non-public session. Stephan Morrissey second. Unanimous.

2) Food Service Contract (Board Vote Required)

Dick Dunning requested a vote on the Food Service Contract. Information on summer programming must be out by June 10th.

David Martz moved to approve the contract. Stephan Morrissey second.

Pierce Rigrod asked about a reduction in the management to cover the deficit.

Marian said that the subsidy is for approximately \$75K that includes the management fee. If it is more than that, the management fee would be reduced. This subsidy is separate but the same as the management fee. The budget includes a management fee which is included in the budget. We will likely not be paying a management fee this year.

Discussion took place about consistency in language.

Stephan Morrissey moved to table the subject to non-public session. David Martz second.

Rich Cahoon asked if we have to waive our bidding policy. Marian said that there are four annual renewal - 2 -
does not have to go back out to bid.

In favor of tabling: Unanimous.

Pierce Rigrod said that we have a policy on competitive foods. We did work to reduce the expense in this program. Time to look at competitive foods offered needs consideration.

Marian Alese said that competitive foods refers to foods served outside of the food service program.

Pierce Rigrod moved to have the Wellness Committee confirm that competitive foods comply with food regulations.

Rich Cahoon said that this is a follow up request for a report.

Stephan Morrissey moved that this be discussed on this agenda at this time. Second. Unanimous.

Kimberly Saunders reported that the Wellness Committee is a committee of staff.

Pierce Rigrod moved to have the Wellness Committee make determinations if competitive foods meet compliance of USDA Guidelines.

Kimberly said that these are foods sold outside of the food service program.

Rich said that USDA became less strict and as a result we relaxed as well.

Pierce Rigrod revised his motion to include a review of the Food Service Program to be sure it is in compliance of regulations.

Janine Lesser said that she would like the Wellness Committee to determine if the a la carte offerings meet wellness guidelines.

Rich said that we have a Food Service Director who is hired to do that. Unless we don't think that our vendor is not following the USDA Guidelines.

Stephan Morrissey moved for a vote.

Pierce asked if we have had monitoring reports.

Marian said that they have to follow government nutritional guidelines. Their menu information is available on line. If the question is about the availability of a la carte items, that is a different question. What they are serving in a la carte is in line with the standards.

Kimberly Saunders said that the Wellness Committee does not have a dietician on their committee. Performing a study is outside their area of expertise.

Every menu is signed off by a registered dietician.

Marian suggested an Advisory Committee look at the offerings.

Rich said that we expect the Food Service comply with a certain level.

Rick Matte will report back on what type of forum will address this.

David Martz moved to table vote. Stephan Morrissey second. Unanimous.

3) Fuel Purchase Authorization (Board Vote Required)

Stephan Morrissey moved to allow Marian Alese to negotiate fuel. David Martz second. Unanimous.

8. Old Business

a. Expenditure Report – Marian Alese

Line 1 has a delta due to staffing changes.

\$500K was transferred from line 11 for unreserved fund balances.

Pupil Services is as a result of student driven services; a transfer will be requested.

Department of Labor inspection results in a balance

Curriculum supplies in the amount of \$100K have been encumbered.

\$500k will be used to reduce taxes.

Pierce Rigrod asked for an update on the return of monies. Marian confirmed that an update would be forthcoming.

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

- KFA: Public Conduct on School Property

Stephan Morrissey moved this policy for adoption. David Martz second. Unanimous.

c. Rescind/Waive Policies (School Board Vote Required)

- IHBCA: Pregnant Students

Stephan Morrissey moved to rescind this policy. David Martz second. Unanimous.

9. New Business

a. 1st Read Policies

- BDB: Board Officers

- JLCE: Emergency Care and First Aid

Rich Cahoon asked that feedback on the above two policies be directed to the policy committee; copying Kimberly Saunders.

b. School Board Priorities – Pierce Rigrod (Board Vote Required)

Pierce Rigrod referenced a list of Board priorities.

Myron Steere moved to remove item #7 (food service) from the list. Stephan Morrissey second.

Pierce Rigrod said that the idea is to review this list for an upcoming retreat rather than a vote.

Stephan Morrissey moved to table this until after the retreat. Second. Unanimous.

10. Public Comment

None.

11. Approval of Manifests (Board Vote Required)

Marian Alese certified that manifests listed totaling \$257,270.22 and Payroll 23 totaling \$733,223.01 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.

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

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

a. Personnel

Stephan Morrissey read the reasons for entering into Non-Public Session and sealing minutes of such.

Kimberly Saunders shared a list of Program Changes to the Professional Evaluation Program. A vote will be needed at the next School Board Meeting. Send questions to Kimberly by email.

Stephan Morrissey moved to enter into non-public session in accordance with RSA 91-A:3,II for matters of negotiations at 8:12 p.m. Unanimous on a roll call vote.

Stephan Morrissey moved to exit non-public session at 8:35 p.m. Second. Unanimous.

Stephan Morrissey moved to seal the minutes of non-public session for 10 years. Second. Unanimous.

Stephan moved to vote in favor of approving the food service contract acceptance. Dick Dunning second. Unanimous.

Stephan Morrissey moved to enter into non-public session in accordance with RSA 91-A:3,II at 8:36 p.m. for matters of personnel. Second. Unanimous.

Stephan motioned to exit non-public session at 8:46 p.m. David Martz second. Unanimous on a roll call vote.

Stephan Morrissey moved to agree to waive all days in the matter discussed. Tom Kelly second. Unanimous.

Stephan Morrissey moved to enter into non-public session in accordance with RSA 91-A:3,II at 8:47 p.m. for matters of personnel. Unanimous on roll call vote.

Motion to exit non-public session at 9:04 p.m. Second. Unanimous.

Stephan Morrissey moved to seal the minutes of non-public session for 10 years for matters of reputation. Second. Unanimous.

Stephan Morrissey moved to table the matter until the next meeting.

Stephan Morrissey moved to enter into non-public session in accordance with RSA 91-A:3,II for matters of personnel. Unanimous on a roll call vote.

Stephan Morrissey motioned to exit non-public session at 9:19 p.m. Second. Unanimous.

A motion to seal the minutes of this non-public session for three years for negotiations was made. Second. Unanimous.

Dick Dunning moved to authorize the SAU administration to search for a company to do a Superintendent search with parameters of up to, but not more than \$50K. Stephan Morrissey second. Unanimous.

Stephan Morrissey moved to adjourn at 9:21 p.m. Second. Unanimous.

Respectfully submitted,

Brenda Marschok

OFFICE OF THE SUPERINTENDENT OF SCHOOLS
Peterborough, New Hampshire

CONTOOCOOK VALLEY SCHOOL DISTRICT

June 7, 2016
Personnel Agenda

2016-17 Nominations:

GBS

Lindsay Caputo	Grade 5 Teacher	\$36,015
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SMS

Steven Bless	Library Media Specialist	\$69,295
Stephanie Stahl	School Nurse	\$37,006
Karen Newton	Special Education Teacher	\$53,364
Mark Gebo	School Counselor	\$45,347

GES

Lindsey O'Brien	Grade 1 Teacher	\$47,876
Rachel Heard	Grade 4 Teacher	\$38,535

PES

Bethany Towne	Kindergarten Teacher	\$34,850
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Notice of Stipend Positions

CVHS

Paul Landau	Weight Room Instr/Supervision 2 nd Semester	\$ 1,500
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June 2016 Resignations:

CVHS

Leah Felegara	Math Teacher
Christine Morris	Math Teacher

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

POSITION TITLE: Culture Monitor, High School

SUPERVISOR: ConVal High School Dean of Students

REPORTS TO: ConVal High School Dean of Students

QUALIFICATIONS:

- CPI (Crisis Prevention Institute) and LSCI (Life Space Crisis Intervention) Certified
- Ability to communicate and make connections with staff, students and visitors to ConVal
- Minimum of 3 years of experience in a public school setting or an equivalent combination of education and experience that would provide the appropriate knowledge, skills and abilities.
- Training and experience in Positive Behavior Interventions and Supports preferred
- Excellent organizational skills

SUMMARY:

This position works directly with the Dean of Students to create, promote, and maintain a positive safe culture for learning at Conval High School.

DUTIES AND RESPONSIBILITIES:

- Creates a strong presence in the halls and reports any problems to Dean of Students.
- Builds positive rapport with students and staff in order to create a conduit for concerns or problems that may arise.
- Works with students to develop problem solving strategies.
- Assists Dean of Students with interpretation of SWIS behavior data.
- Refers students as deemed necessary to appropriate counseling services within building.
- Understands policies and procedures for safe operation of building.
- Serves as a valuable member of SST – Student Service Team.
- Provides rapid response and interventions consistent with school wide procedures.
- Co- Facilitates intervention groups with counseling department – this has included anger management group, and at risk boys group.
- Leads and coordinates lunch duties with teaching staff.
- Leads and coordinates afternoon bus/student exit at end of day. This includes directing traffic exits and assuring that staff are arranged in proper places in order to provide a safe exit at end of day.
- Assist as needed in all emergency evacuation drills
- Understand practices, procedures and data of the PBIS behavior system
- Utilize positive behavior strategies for providing on-going assistance to students
- Assist students who exhibit behavior that interferes with learning

First Read: 5/17/2016
Approved:
Revised:

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

- Serve as a member of the behavior response team
- Monitor hallways, parking lot, cafeteria and campus in order to foster a positive culture
- Report incidents of problem behavior to the Dean of Students in a timely manner
- Communicate with students, staff, and parents as directed by the Dean of Students
- Assist in mediation meeting with student conflicts.
- Has been trained and provides Restorative Justice Practices in situations/incidents as deemed appropriate.
- Provides assistance in student office referrals.
- Leads discipline team in video surveillance recovery in order to assist investigations.
- Has been trained in Renew Intervention and will assist in training of future staff.
- Stays after work day if need arises.
- Any other position related tasks assigned by the Dean of Students

ADA MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED:

- Frequently standing, particularly for sustained periods of time.
- Frequently walking, moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- Occasionally lifting, raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Constantly talking, expressing, or exchanging ideas by means of the spoken word. Those activities in which one must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Constantly hearing and perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
- Sedentary work, exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
- The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work.)

June 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6 Education Committee Mtg. @ 5:30 pm @ SAU	7 Policy Committee Mtg. @ 5:30 pm @ SAU Public Hearing @ 7:00 p.m. School Board Mtg. @ SAU	8	9 Strategic Plan Committee @ 6:30 p.m. @ SAU	10	11 ConVal High School Graduation @ 10:00 a.m. @ CVHS
12	13	14 Budget & Property @ 7:00 p.m. @ SAU	15	16	17	18
19	20	21 Policy Committee Mtg. @ 6:00 pm @ SAU School Board Mtg. @ SAU @ 7:00 pm School Board Retreat following.	22	23	24	25
26	27	28	29	30		

July 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 District Closed	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Budget and Property May 24th Board Briefs Listed Items 2, 3, and 4 Need Board Approval

1. Fee Schedule: See attached.
2. Capital Project Priorities: B&P bringing forward a request to use surplus funds from snow plowing line for use in "paving and crack filling" at multiple schools. See attached.
3. Authorize Buildings and Grounds to expend security funds up to the budgeted amount, \$225,000, to complete security measures in all schools.
4. Use of Capital Reserve Funds. See attached.

Memo

To: Budget & Property
From: Marian Alese
cc:
Date: May 24, 2016
Re: Use of Surplus Funds and Capital Expenses

Thankfully, the mild winter has resulted in approximately \$70K in surplus funds in the snow plowing line of the budget. *OK*

We are requesting that we use that money for paving and crack fill at multiple schools. Aside from Temple Elementary and CVHS, the school with the greatest need at South Meadow and Great Brook. Attached is an email from Phil Matthewson detailing an estimate for the entrance road. We also have approximately \$20K encumbered for the work at Temple. Items cut from the 2017 budget include \$25K for the parking lot at Dublin Consolidated and an additional \$34K for the parking lot at Temple.

We have had approximately \$80K in unanticipated expenses, and will likely ask to transfer funds at the next meeting. These expenses include sewer lines at FES, CVHS, and SMS; HVAC controls at PES, which were scheduled for 2018.

As you recall, several other items were cut from the FY 2017 budget. We are requesting that we use capital reserve funds for the following:

- Thermal Doors at PES \$27K
- Thermal Doors at GBS \$27K
- HVAC in 8th grade wing at GBS \$30K
- Partial Roof Seam Maintenance at SMS \$27K
- Thermal Envelope at CVHS \$32K, though it may be possible to roll this into the potential bond

We will continue to review and revise the capital plan in the next couple of weeks.

FACILITY FEE SCHEDULE
DRAFT Revised May 2016

Notwithstanding agreements with member towns and the ConVal Youth Sports Association, rental fees and other charges for use of school facilities shall be administered based on a fee schedule set by the Contoocook Valley School Board, and may be subject to change from time to time.

All rental fees will be assessed on a daily basis.

All users shall provide a certificate of insurance, and may be asked to pay a refundable \$500 deposit at the time of booking.

Type of Organization/Event	A	B	C
Non-profit			
Non-Profit Meeting Space	NC		
Private School Athletic Program		2% Facility Fee plus Staff Fee	
Fund Raiser for Schools	NC		
Fund Raiser		2% Facility Fee plus Staff Fee	
For Profit			
All For Profit Organizations			5% of Gross Sales plus Staff Fee
Labor Rates:			
Custodial or Groundskeeper	\$30/hr per staff member (2 hour minimum)		
Kitchen Staff:	\$20/ hr per staff member (2 hour minimum)		
Auditorium/Technical Support:	\$35/ hr per staff member (2 hour minimum)		

Athletic Fields	Without Lights	With Lights
Peterborough Elementary	\$60/2 hour block	\$350 Per Event
South Meadow School	\$75/2 hour block	
ConVal High School	\$100/2 hour block	

SEASONAL OR LONG TERM USE

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

Labor rates below will be in effect, where applicable.

Labor Rates:	
Custodial or Groundskeeper Staff:	\$30/hr per staff member (2 hour minimum)
Kitchen Staff:	\$20/ hr per staff member (2 hour minimum)
Auditorium/Technical Support:	\$35/ hr per staff member (2 hour minimum)

~~BDBA~~ BDB– 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.

6. Other Officers.

Secretary

BDBA BDB – Board Officers, continued

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

Category: R

~~1st Read: November 16, 2010~~
~~2nd Read: December 21, 2010~~
~~Adoption: December 21, 2010~~
~~Amended: May 3, 2011~~

1st Read: May 17, 2016
 2nd Read:
 Adopted:

JLCE – Emergency Care and First Aid (Student Accidents and Accident Reports)

All school personnel have responsibilities regarding injuries and emergencies as follows:

1. Administering first aid and/or summoning medical assistance
2. Notifying administration
3. Notifying parents/guardians
4. Filing accident reports

School personnel must use reasonable judgment in handling accident cases. Caution should be exercised not to minimize or maximize any injuries or emergency. Personnel will understand the proper steps to be taken in the event of an injury or emergency, including appropriate activation of EMS and obtaining additional staff assistance when possible. Personnel shall also understand their role as it relates to the District's Emergency Response Plan.

If a school nurse or licensed practical nurse is not available to a school for any reason, at least one other person who has a current first aid and cardiopulmonary certification (CPR), including AED training, (automated external defibrillator) will be available (per Ed 306.12). Also required is annual training of the Health Office delegatee and other authorized staff in assisting in the administration of an Epi-pen, a metered dose inhaler, and/or an opioid antagonist. Being available means they must be on school grounds during school hours or present at scheduled school activities so that they can provide emergency care immediately, without prior notification to parents/guardians. However, parents/guardians shall be promptly notified after emergency assistance has been provided.

All accidents judged to be other than minor require an accident report to be filled out and filed with the Principal and SAU Office within 24 hours of the incident per policy EBBB.

The District makes it possible for parents to subscribe to student accident insurance at low rates. The program is offered each year during September. The District does not provide student accident insurance.

At the beginning of each school year, the Principal shall review the policy on accidents and accident reporting with staff. Each school may adopt procedures consistent with this policy for its effective implementation.

(Include in Staff Handbook)

Legal Reference:

RSA 200:40, Ed 306.12

Category: P

1st Read: May 17, 2016

2nd Read:

Adopted:

JK – Employment Of Students

Students school responsibilities are to take precedence over non-school related jobs. However, students who need or desire to work part-time while attending school will be encouraged to do so provided their work commitments do not interfere with their achievement in school.

Assistance offered by the district in helping youth find employment will take the following forms:

Work Permits: In compliance with law, the school administration will be responsible for processing requests for, and issuing work permits which enable students between the ages of 16 and 18 to work while attending school part-time. Such employment must meet legal requirements pertaining to jobs suitable for minors.

In-school Employment: Part-time and summer jobs may be open to students in keeping with their abilities and needs of the school and district for student help. The Board also authorizes the district to serve as an employer for cooperative work-experience programs. As with all district employment, the Board will approve appointments, and establish pay rates. These rates will conform with requirements of the minimum wage law and/or job training rates.

Job Placement Service: In view of its objective to train students for occupational fields, the district will work closely with other agencies in finding appropriate jobs for both graduating students and for students who need to augment their incomes while attending school. Job opportunities may be posted on bulletin boards; however, school personnel will not select individual students for employment by outside employers.

In hiring new personnel for office and other jobs, the administration is directed to make a special effort to seek applications from qualified graduates of the district's occupational training programs.

Rescind: June 7, 2014

< JJI - Interscholastic Athletics

JKA - Corporal Punishment (<http://schoolboard.convalsd.net/district-policies/j-students/jka-corporal-punishment/>)