

# OFFICE OF THE SUPERINTENDENT OF SCHOOLS

106 Hancock Road  
Peterborough, New Hampshire

## CONTOOCOOK VALLEY SCHOOL BOARD

### School Board Meeting

Tuesday, August 9, 2016

SAU Office

7:00 p.m.

1. **Call to Order and Pledge of Allegiance**
2. **Moment of Silence** – Mr. Jim Grant and Cole Wohle
3. **Accept School Board Meeting Minutes (Board Vote Required)**
  - a. **July 12, 2016** (pg. 1-4)
4. **Points of Pride**
5. **Public Comment**
6. **Consent Agenda**
  - a. **Personnel**
    - 1) Notice of Stipend Positions (pg. 5-6)
  - b. **Board Requests**
7. **Superintendent's Report and Presentation of Business**
  - a. **Monthly Events Calendar** (pg. 7-8)
  - b. **August 1, 2016 Enrollment Update**
  - c. **Accept Gift/Donation (Board Vote Required)** (pg. 9)
    - 1) South Meadow School requests authorization to accept a gift/donation totaling \$3,000.00 from Travis and Amy Hatmaker for the purpose of purchasing Cross Country Uniforms.
  - d. **Accept Gift/Donation (Board Vote Required)** (pg. 10-12)
    - 1) The Career Technical Education requests authorization to accept a gift/donation of Firefighter program equipment from the Mascenic Regional School District.
  - e. **Executive Summary**
8. **Reports**
  - a. **Teacher Representative** – Patrick Cogan
  - b. **Strategic Plan Committee** – Pierce Rigrod
  - c. **Education Committee** – Janine Lesser
9. **Old Business**
  - a. **Fill the Void Design Update** – Janine Lesser
10. **New Business**
  - a. **1<sup>st</sup> Read Policy**
    - EEAA: Video and Audio Surveillance on School Property (pg. 13-16)
    - EEAB: Video and Audio Recording For Instructional and Professional Development Purposes (pg.17-20)
    - JIH: Student Searches and Their Property (pg. 21-22)
  - b. **Formal Recognition of ConVal Youth Sports Association**
  - c. **Communication Contract – Spradling Group (Board Vote Required)** (pg. 23-25)
  - d. **Request for additional personnel**
  - e. **Monadnock Community Hospital Memorandum of Understanding (Board Vote Required)** (pg. 26-28)
11. **Public Comment**
12. **Approval of Manifests (Board Vote Required)**
13. **Non-Public Session: RSA 91-A:3,II (If Required)**
  - a. **Negotiations**
  - b. **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.*

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

**CONTOOCOOK VALLEY SCHOOL BOARD**

**Tuesday, July 12, 2016**

**School Board Meeting**

**SAU Office**

**7:00 P.M.**

**BOARD**

Rich Cahoon, Richard Dunning,  
Bernd Foecking, Tom Kelly,  
Stephan Morrissey, Linda Quintanilha,  
Kristen Reilly, Pierce Rigrod,  
Myron Steere

Patrick Cogan, CVEA

**ADMINISTRATION**

Kimberly Saunders, Supt.  
Dr. Ann Allwarden, Asst. Supt.  
Marian Alese, B.A.  
Tim Markley, H.R.  
Dr. Rick Matte, Student Services  
Helena Bates, PES  
Jim Elder, GBS  
Amy Janoch, HES  
John Jordan, AES/Pierce  
Anne O'Bryant, SMS  
Nicole Pease, DCS

**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. June 21, 2016

Stephan Morrissey moved to accept the minutes of June 21, 2016. Dick Dunning second. Tom Kelly and Linda Quintanilha abstained. All else in favor. Motion carried.

**3. Points of Pride**

Kimberly Saunders reported various Points of Pride which included that The New Hampshire Band Directors' Association Executive Board had just announced that they have selected ConVal Band Director Jim Wickham as the NHBDA Outstanding Young Band Director for 2016.

**4. Public Comment**

None.

**5. Consent Agenda**

a. Personnel

1) Notice of Stipend Positions - Supplemental

Rich Cahoon asked if staffing and combining of grades has stayed the same. Tim Markley reported that enrollment data is being tabulated. Kindergarten enrollment is down from last year by over 20 students.

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

a. AES/Pierce School Interim Principal Introduction

John Jordan was introduced as the Antrim Elementary School/Pierce School Interim Principal.

b. Monthly Events Calendar

The following meetings were added to the calendar:

Strategic Plan Committee will meet on August 11<sup>th</sup> at the SAU at 6:30 p.m.

Budget and Property Committee will meet on August 16<sup>th</sup> at the SAU at 7:00 p.m.

**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.*

### **c. Executive Summary**

Kimberly shared information outlined in her Executive Summary.

**Stephan Morrissey moved to ask administration to share a press release to communicate the out of district tuition opportunity.**

### **d. Board Requests**

Marian Alese reported that an email address titled boardrequests@conval.edu is the email address to make a request of ConVal Administration. When responding to requests it will reply to all.

## **7. Reports**

### **a. Selectmen's Advisory Committee – John Jordan**

John Jordan, Hancock, reported that discussion on the budget surplus was discussed, the high school track and ATC were discussed as well.

### **b. Budget & Property Committee – Richard Dunning**

Dick Dunning said that a request to use \$65K for use of HVAC controls at HES, Thermal Envelope at CVHS, and solar tubes at SAU is recommended.

**Stephan Morrissey moved to use \$65K for the use of HVAC controls at HES, thermal envelope work at CVHS, and solar tubes at the SAU. Kristen Reilly second. Unanimous.**

### **Teachers Report – Patrick Cogan**

Patrick Cogan reported that he spent several days in DC looking at constitutional law. Teachers across the fifty states participated.

## **8. Old Business**

None.

## **9. New Business**

### **a. Facilitator Discussion: Primex**

- 1) Re: Strategic Plan Goal #3, Action Item 3.4.1- Develop a Framework for considering new school configuration options.

Primex Facilitator, Jonathan Kipp, led a discussion about facilitating a conversation about considering new school configuration options.

Developing a process and parameters for consolidation considerations is the goal tonight.

Mr. Kipp suggested asked for identification of potential parameters.

Parameters shared included: (bolded parameters were decided to be of higher importance)

- School size/number of students
- **Maintaining a nine town cooperative school district**
- **Equity**
- Title I or not
- **Financial**
- **Education quality**
- Proximity
- Transportation time/bussing
- Space utilization
- Community values/public input/public acceptability
- Administration/staff recommendation and implementation
- Class size (min/max)
- Co-curricular offerings
- Professional services i.e. nursing, counseling, other support services
- Impact of configuration change on students
- Building/condition
- Town culture

Mr. Kipp asked if any of the above can be eliminated to narrow the parameters down.

Bolded parameters were noted as of high importance.

Discussion took place about the impact and importance of each of the bullets.

Mr. Kipp asked if the financial decision drives the options or do we want to create the options and determine the financial impact?

It was noted that often throughout this discussion the word "consolidation" and "reconfiguration" were used somewhat interchangeably however they are very different. Consolidation is not off the table.

Different models of reconfiguration would require participation in affected towns as well as an education and understanding to the public of what would be proposed.

Discussion about using outside facilitation to survey, tabulate, and make a recommendation was suggested.

**Stephan Morrissey moved to have the SAU put an RFP together for the purposes of hiring an outside firm to gather information. Pierce Rigrod second.**

Marian Alese cautioned that although the RFP is to help take this off of the administration's plate, it will still require a lot of work on behalf of administration. Regardless of the decision in the end, it will impact each town differently.

Rich Cahoon said that a consulting firm would not take work off administrator's plates but will provide a perceived objective view.

Pierce Rigrod said that this does not need to be settled tonight.

Dick Dunning supported the motion. A firm might ask questions that have not been asked. We would be paying for experience.

Tom Kelly said that this is so important we need to get it right. Consultants would be valuable.

Bernd Foecking said that receiving feedback from the RFP's might be helpful.

The RFP parameters need consideration and that is what will be bid.

**Stephan Morrissey amended his motion to permit the administration to consult with the Strategic Plan Committee.**

**Pierce Rigrod withdrew his second.**

**Two opposed; Rich Cahoon and Linda Quintanilha**

**Kristen Reilly abstained.**

**All else in favor. Motion carried.**

#### **10. Public Comment**

**None.**

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

Marian Alese certified that manifests from 15/16 totaling \$508,026.61 and 16/17 totaling \$115,574.09 as well as 15/16 payroll totaling \$1,779,492.90 and 16/17 totaling \$173,249.21 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 accept the manifests as read. Second. Unanimous.**

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

**a. Negotiations**

**b. Personnel**

**Stephan Morrissey moved to enter into non-public session in accordance with RSA 91-A: 3, II at 8:39 p.m. for matters of personnel. Pierce Rigrod second. Unanimous on a roll call vote.**

**Rick Matte and Marian Alese exited at 8:40 p.m.**

**Stephan Morrissey moved to exit non-public session at 8:47 p.m. Linda Quintanilha second. Unanimous.**

**Stephan Morrissey moved to approve the contract for the Superintendent as discussed. Linda Quintanilha second. Tom Kelly opposed. Dick Dunning abstained. All else in favor. Motion carried.**

**Stephan Morrissey moved to accept the contract for the Assistant Superintendent. Bernd Foecking second. Tom Kelly opposed. All else in favor. Motion carried.**

**Stephan Morrissey moved to enter into non-public in accordance with RSA 91-A:3,II at 8:48 p.m. for matters of negotiations. Unanimous on a roll call vote.**

**Stephan Morrissey moved to exit non-public session at 9:14 p.m. Linda Quintanilha second. Unanimous.**

Stephan Morrissey moved to amend contracts and regularize them as outlined in option 2. Rich Cahoon second.

In favor: 5

Opposed: 3 (Bernd Foecking, Tom Kelly, and Dick Dunning).

Motion carried.

Rich Cahoon moved to seal the minutes of non-public session for 3 years. Stephan Morrissey second. Unanimous.

Stephan Morrissey moved to enter into non-public session for negotiations. Unanimous on roll call vote at 9:16 p.m.

Stephan Morrissey moved to exit non-public session at 9:36 p.m.

Stephan Morrissey moved to seal the minutes for 5 years. Rich Cahoon second.

Pierce Rigrod motioned to adjourn at 9:49 p.m. Linda Quintanilha second. Unanimous.

Respectfully submitted,

Brenda Marschok

**2016-17**  
**NOTICE OF STIPEND POSITIONS**

**ATHLETIC**

Mike	Beliveau	CVHS	Football - Assistant	1	\$2,656.00
Kevin	Carne	CVHS	Soccer - Girls JV	1	\$3,320.00
Tim	Conway	CVHS	Football - Assistant	1	\$2,656.00
Leah	Fiasconaro-Conway	CVHS	Spirit Team - Football	1	\$2,656.00
Lance	Flamino	CVHS	Cross Country Varsity Coed	1	\$3,320.00
Mary	Goldthwaite	CVHS	Cross Country Coed - Assistant	1	\$1,859.20
Jon	Gullage	CVHS	Football - Assistant	1	\$2,656.00
Amanda	Hinton	CVHS	Volleyball Varsity	1	\$3,320.00
Cindy	Hixson	CVHS	Soccer - Girls Assistant	0.5	\$1,328.00
Cynthia	Hodgdon	CVHS	Hockey Field - JV	1	\$2,656.00
Robin	Kennedy	CVHS	Volleyball - JV	1	\$2,656.00
Paul	Landau	CVHS	Football - Varsity	1	\$4,083.60
Valdemir	Miranda Roque	CVHS	Soccer - Boys Varsity	1	\$4,083.60
Josh	Smith	CVHS	Soccer - Boys JV	1	\$3,320.00
Dave	Springfield	CVHS	Soccer - Girls Varsity	1	\$4,083.60
Emily	Twitchell	CVHS	Soccer - Girls Assistant	0.5	\$1,328.00
Carrie	Whittemore	CVHS	Hockey Field - Varsity	1	\$3,320.00
Brian	Whittemore	CVHS	Hockey Field - Freshman	1	\$2,656.00
Cassie	Anderson	GBS	Hockey Field	1	\$1,992.00
Cassie	Anderson	GBS	Softball	1	\$1,992.00
Cassie	Anderson	GBS	Spirit Team - Basketball	1	\$1,992.00
Scott	Baldwin	GBS	Soccer - Girls	1	\$1,992.00
Scott	Baldwin	GBS	Track - Spring	1	\$1,992.00
Tim	Conway	GBS	Baseball	1	\$1,992.00
Cam	Fisk	GBS	Basketball - Boys A	1	\$1,992.00
Phil	Germain	GBS	Wrestling	1	\$1,660.00
Cheryl	Jessie	GBS	Cross Country	1	\$1,660.00
Kevin	Morneault	GBS	Soccer - Boys A Team	1	\$1,992.00
Julie	Anderson	SMS	Special Olympics - Spring	1	\$1,000.00
Julie	Anderson	SMS	Special Olympics - Winter	1	\$1,000.00
Scott	Buffum	SMS	Baseball	1	\$1,992.00
Anthony	Cipolla	SMS	Cross Country	1	\$1,992.00
Jen	Greenough	SMS	Special Olympics - Spring	1	\$1,000.00
Jen	Greenough	SMS	Special Olympics - Winter	1	\$1,000.00
Amanda	Kava	SMS	Hockey Field	1	\$1,992.00
Curt	Martens	SMS	Soccer - Girls	1	\$1,992.00
Tod	Silegy	SMS	Soccer - Boys A Team	1	\$1,992.00
Tod	Silegy	SMS	Softball	1	\$1,992.00
Paul	Simpson	SMS	Basketball - Girls B	1	\$1,992.00
Emeric	Szep	SMS	Soccer - Boys B Team	1	\$1,660.00
Doug	Thompson	SMS	Basketball - Boys B	1	\$1,992.00

**2016-17**  
**NOTICE OF STIPEND POSITIONS**

**SUPPLEMENTAL**

NAME		DAC	Position	FTE	Stipend Amt
Lois	Essex	CVHS	Detention	1	\$25/hr
Nancy	Gagnon	CVHS	Department Head - Social Studies	1	\$4,500.00
Tammy	Grenier	CVHS	Campus Monitor - Sem 1	1	\$2,000.00
Tammy	Grenier	CVHS	Campus Monitor - Sem 2	1	\$2,000.00
Judy	Heddy	CVHS	Department Head - Health/P.E.	1	\$4,500.00
Mark	Holding	CVHS	Department Head - English	1	\$4,500.00
Sara	Krapohl	CVHS	Department Head - World Language	1	\$4,500.00
Greg	Morris	CVHS	Department Head - Math	1	\$4,500.00
Ben	Putnam	CVHS	Department Head - Art/Music	1	\$4,500.00
Carol	Young	CVHS	Department Head - Science	1	\$4,500.00
Peter	Ketchum	GBS	PBIS Assistant	1	\$1,500.00
Peter	Ketchum	GBS	PBIS Assistant	1	\$1,500.00
Peter	Ketchum	GBS	Director - Athletic 1st Half	1	\$2,430.00
Peter	Ketchum	GBS	Director - Athletic 2nd Half	1	\$2,430.00

**NON-ATHLETIC**

Michele	Brezovec	SMS	Newspaper	1	\$1,238.36
Michele	Brezovec	SMS	Peer Mediation	1	\$1,577.00
Michele	Brezovec	SMS	Robotics	1	\$2,709.63
Colleen	Brophy	SMS	Club - Environmental	1	\$1,220.64
Eileen	Couture	SMS	Yearbook	0.5	\$619.18
Dorene	Decibus	SMS	Science Club	1	\$1,331.05
Dorene	Decibus	SMS	Student Council 5/6	0.5	\$834.98
Elizabeth	Fortin	SMS	Music - All State Chorus	1	\$484.72
Elizabeth	Fortin	SMS	Music - All State Strings	1	\$484.72
Elizabeth	Fortin	SMS	Music - Select Chorus	1	\$1,909.00
Katherine	Fox	SMS	Art Club	1	\$546.68
Taylor	Koban	SMS	Drama	1	\$1,022.56
Taylor	Koban	SMS	Drama Tech	1	\$503.00
Taylor	Koban	SMS	Radio Club	1	\$647.40
Kevin	LeBlanc	SMS	Weight Training - Winter/Spring	1	\$996.00
Ed	Lowy	SMS	Music - All State Band	1	\$484.72
Ed	Lowy	SMS	Music - Jazz Band	1	\$1,238.36
Ed	Lowy	SMS	Music - Memorial Day Parade	1	\$484.72
Sarah	Russell	SMS	Yearbook	0.5	\$619.18
Paul	Simpson	SMS	Volleyball	1	\$1,000.00
Rebecca	Stapleton	SMS	New Hampshire Dance Institute	1	\$996.00
Kim	Wall	SMS	Dance Team	1	\$996.00
Stacy	Whitaker	SMS	Student Council 7/8	0.5	\$834.98

# August 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9 School Board Mtg. @ SAU @ 7:00 pm	10	11 Strategic Plan Committee @SAU @ 6:30 p.m.	12	13
14	15	16 Budget & Property @ SAU @ 7:00 p.m.	17	18	19	20
21	22	23 School Board Mtg. @ SAU @ 7:00 pm	24	25	26	27 School Board Retreat – 9:00 a.m. @ Harris Ctr. In Hancock
28	29 Education Committee @ SAU @ 5:30 p.m.	30	31			

# September 2016

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

NEW HAMPSHIRE PUBLIC SCHOOLS  
SCHOOL ADMINISTRATIVE UNIT #1

CONTOOCOOK VALLEY SCHOOL DISTRICT  
OFFICE OF THE SUPERINTENDENT OF SCHOOLS  
106 Hancock Road, Peterborough, NH, 03458-1197

Telephone: 603-924-3336

Fax: 603-924-6707

Dr. Brendan Minnihan  
Superintendent of Schools  
[bminnihan@conval.edu](mailto:bminnihan@conval.edu)

Kimberly Saunders  
Assistant Superintendent of Schools  
[ksaunders@conval.edu](mailto:ksaunders@conval.edu)

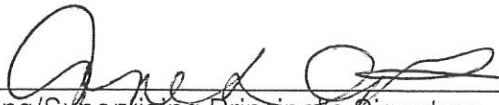
TO: Contoocook Valley School Board  
FROM: South Meadow School  
DATE: June 8, 2016  
RE: REQUEST TO ACCEPT A GIFT OR DONATION

The SMS - Athletics PE School requests authorization to accept from:

Name/Address: Travis and Amy Hatmaker  
Temple NH

the following gift/donation of: Three thousand - check valued at \$ 3000 -

for the purpose of: Cross Country Uniforms

  
Teaching/Supervising Principal's Signature

SAU OFFICE USE ONLY: Date Received \_\_\_\_\_

Date Approved by School Board \_\_\_\_\_

Date Not Approved by School Board/Reason: \_\_\_\_\_



School Administrative Unit 87  
Greenville & New Ipswich  
16 School Street, Greenville, NH 03048  
603-721-0160 [www.mascenic.org](http://www.mascenic.org)

Ms. Ruthann Goguen – Superintendent

August 2, 2016

Mr. Myron Steere III, School Board Chairman  
Ms. Kimberly Saunders, Superintendent of Schools  
Contoocook Valley Regional School District  
SAU #1  
106 Hancock Road  
Peterborough, NH 03458

Dear Mr. Steere & Ms. Saunders,

On behalf of the Mascenic Regional School District it is my pleasure to let you know that our School Board unanimously voted in favor of donating the equipment from the Firefighter program to the ConVal School District.

Attached you will find the inventory list. Please contact our Business Administrator, Mr. Glen Waring, at [gwareing@mascenic.org](mailto:gwareing@mascenic.org) or 603-721-0165 to make arrangements to pick up the equipment.

If you need any additional information, please do not hesitate to contact me.

Sincerely,

  
Ruthann Petruno-Goguen  
Superintendent of Schools

cc: J. Salmonson, School Board Chair  
G. Waring, Business Administrator

Enclosure

## Fire program items

7/20/16

### shed

Item	source
24 ft extension ladder	new ipswich fire
24 ft extension ladder	program
14 ft roof ladder	peterborough fire
Various wooden props	new ipswich fire
10 ft 24" pvc pipe	new ipswich fire
1. 4"inch hose dummy	new ipswich fire
2. 50' lengths 1 3/4" attack line	new ipswich fire
1 100' length 4" supply hose	new ipswich fire
2 1/2 to 1 3/4" adapters various	hancock fire
7 scba back plates	lyndeborough fire
10 tyvek suits	new ipswich fire
1. 1 3/4" nozzle	unknow
1. 2 1/2" hose dummy	new ipswich fire
1 complete scba pack	peterborough fire

### Tech building

5 complete scba packs	lyndeborough fire
2 complete scba packs	peterborough fire

21 scba masks	lyndeborough fire
1 pair ff gloves	unknown
5 pass devices	peterborough fire
9 various training lock devices	unknown
13 . 2008 hazardous material guides	nhfa
3 pair safety glasses	unknown
20 scba bottles	lyndeborough fire
2 pair bunker pants	new ipswich fire
1 water extinguisher	unknown
1 old scba bottle	unknown

# **EEAA – VIDEO AND AUDIO SURVEILLANCE ON SCHOOL PROPERTY**

~~The ConVal School District is committed to the use of technology to enhance the education of its students. The District acknowledges that video, digital video and audio recording ("recording") in the classroom may be useful for instructional and/or professional development purposes.~~

~~The decision whether or not to conduct video, digital video or audio recording for educational purposes shall be made in the first instance by the classroom teacher and their request and consent to recording shall be documented in writing and placed on file with the building principal. All such recordings shall be deemed the copywritten property of The ConVal School District and shall not be reproduced without the District's express permission. Recordings shall not be sold. Recording in the classroom for other than educational or professional development purposes is prohibited. Recordings made for instructional use are intended to provide information for pedagogical and scholarly study. In the case of recording for educational purposes, only the student(s) or instructor, on whose behalf a request for recording is made, will be granted access to that recording. The building principal or an administrator may authorize others to view an existing recording on a case-by-case and as-needed basis.~~

~~The decision whether or not to conduct video, digital video or audio recording for professional development purposes shall be documented in writing and approved by the building principal. All such recordings shall be deemed the copywritten property of The ConVal School District and shall not be reproduced without the District's express permission. Professional development recordings shall not be sold. Recordings made for professional developmental purposes shall, to the extent possible, be made in a manner that focuses upon the educator participating in the professional development activity and which minimizes any student privacy concerns. The recirculation of the recording shall be limited in scope to those individuals participating in the professional development process, and shall only occur with the prior permission of the building principal. To the extent students are included in the recording, steps shall be taken such as video editing and proper camera angles to preserve student privacy. When a recording is no longer necessary for professional development purposes, it shall be erased.~~

~~Student recording as an accommodation in their Individualized Education Plan or Section 504 Plan shall not be deemed a school recording unless the recording is conducted by the school on behalf of the student. All recordings made as an accommodation, or for instructional recovery or academic study shall be erased at the end of the semester or when they are no longer needed, whichever is the latter event. If~~

~~the classroom teacher wishes to preserve a recording for future instructional purposes, they shall seek permission from the building principal to preserve the recording.~~

~~No recording, whether for educational or professional development purposes shall take place in a classroom without first securing the written consent of each adult student, or minor student's parent or guardian. An adult student or minor child of a parent who refuses consent for a class where recording is the curriculum, such as a television or broadcast journalism course, shall not be permitted to enroll in the course. This policy shall be reproduced in the next student handbook, and the parent or adult student's written receipt of the handbook shall be deemed acceptance of ConVal's use of video and audio classroom recording for instructional purposes unless the adult student or parent opts out of granting permission. Until such policy is reproduced in the handbook, this policy and a permission form shall be disseminated by the classroom educator when recording in their classroom is contemplated. Permission for recording will be obtained through materials sent home at the beginning of each school year. The ConVal School District reserves the right to reassign students to classes in accord with their recording preferences.~~

#### **~~A. Purposes for Which Written Consent is Required:~~**

~~Unless otherwise permitted by law, the following conditions apply to the recordings in classrooms:~~

- ~~1. If an educator intends to create a recording of a class, including one or more students, prior written consent must be on file from the parent/legal guardian of each affected student in the class.~~
- ~~2. If an administrator wishes to create a recording of an educator, student, or class prior written consent from the affected teacher and/or the parent or legal guardian must be on file.~~

#### **~~B. Circumstances Under Which Written Consent is Not Required~~**

- ~~1. Written consent is not required for video and/or audi recording pursuant to a student's IEP or 504 Plan, when the Team determines that such recording is necessary for the delivery of a free appropriate public education (FAPE). In such cases, the Team is expected to establish reasonable conditions and limitations necessary for the student to receive a FAPE.~~
- ~~2. Recording of another class, performance, competition, ceremony instruction, presentation, orientation, training, assembly, or another school sponsored event that occurs outside the physical confines of a classroom.~~
- ~~3. Recordings made in compliance with the District's FERPA Annual notice.~~

This policy has been adopted after a public hearing conducted by the ConVal School Board.

**Legal References:**

- ~~\_\_\_\_\_ RSA 189:68(IV)~~
- ~~\_\_\_\_\_ 20 U.S.C. § 1232g, Family Education Rights and Privacy Act (FERPA)~~
- ~~\_\_\_\_\_ 34 CFR Part 99, Family Education Rights and Privacy Act (FERPA)~~

~~1<sup>st</sup> Read: November 17, 2015~~

~~2<sup>nd</sup> Read: Waived~~

~~Adopted: November 17, 2015~~

## **EEAA – Video and Audio Surveillance On School Property**

The School Board authorizes the use of video and/or audio devices on District property to ensure the health, welfare, and safety of all staff, students and visitors to District property and to safeguard District buildings, grounds, and equipment. The Superintendent will approve appropriate locations for surveillance devices. Placement of the video cameras will be based on the presumption and belief that students, staff and visitors have no reasonable expectation of privacy in public areas or quasi-public areas or at public events. Such locations may include gymnasiums, libraries, cafeterias, hallways and outside perimeters.

Signs will be posted on school building to notify students, staff and visitors that video cameras may be in use. Parents and students will also be notified through the student handbook.

Copies of video and/or audio recordings from surveillance cameras will normally be retained for a period of two weeks and thereafter will be erased either by deletion or copying over with a new recording. If a recording contains evidence of any misconduct or crime, it will be retained until the matter has been fully resolved. Any release or viewing/listening of recordings will be in accordance with the law and will take into consideration the privacy rights of students depicted on the recording.

Recordings from surveillance cameras may be reviewed by District personnel for disciplinary or investigative purposes and may be used as evidence in any disciplinary or criminal proceedings.

Recordings from surveillance cameras will not be used in connection with the annual evaluation of teachers under the **ConVal Teacher Evaluation Plan**.

Recordings from surveillance cameras are not considered educational records under FERPA, unless they are maintained as part of a student disciplinary proceeding.

See Also: **EEAB Video and Audio Recording For Instructional and Professional Development Purposesm, EEAE (School Bus Safety Program)**

***Legal References:***

*RSA 189:68(IV)*

*20 USC 1232g, Family Education Rights and Privacy Act (FERPA)*

*34 CFR Part 99, Family Education Rights and Privacy Act (FERPA)*

1<sup>st</sup> Read: August 9, 2016

2<sup>nd</sup> Read:

Adopted:

## **~~EEAA – VIDEO AND AUDIO RECORDING FOR INSTRUCTIONAL AND PROFESSIONAL DEVELOPMENT PURPOSES~~**

~~The ConVal School District is committed to the use of technology to enhance the education of its students. The District acknowledges that video, digital video and audio recording (“recording”) in the classroom may be useful for instructional and/or professional development purposes.~~

~~The decision whether or not to conduct video, digital video or audio recording for educational purposes shall be made in the first instance by the classroom teacher and their request and consent to recording shall be documented in writing and placed on file with the building principal. All such recordings shall be deemed the copywritten property of The ConVal School District and shall not be reproduced without the District's express permission. Recordings shall not be sold. Recording in the classroom for other than educational or professional development purposes is prohibited. Recordings made for instructional use are intended to provide information for pedagogical and scholarly study. In the case of recording for educational purposes, only the student(s) or instructor, on whose behalf a request for recording is made, will be granted access to that recording. The building principal or an administrator may authorize others to view an existing recording on a case-by-case and as-needed basis.~~

~~The decision whether or not to conduct video, digital video or audio recording for professional development purposes shall be documented in writing and approved by the building principal. All such recordings shall be deemed the copywritten property of The ConVal School District and shall not be reproduced without the District's express permission. Professional development recordings shall not be sold. Recordings made for professional developmental purposes shall, to the extent possible, be made in a manner that focuses upon the educator participating in the professional development activity and which minimizes any student privacy concerns. The recirculation of the recording shall be limited in scope to those individuals participating in the professional development process, and shall only occur with the prior permission of the building principal. To the extent students are included in the recording, steps shall be taken such as video editing and proper camera angles to preserve student privacy. When a recording is no longer necessary for professional development purposes, it shall be erased.~~

~~Student recording as an accommodation in their Individualized Education Plan or Section 504 Plan shall not be deemed a school recording unless the recording is conducted by the school on behalf of the student. All recordings made as an accommodation, or for instructional recovery or academic study shall be erased at the~~

~~end of the semester or when they are no longer needed, whichever is the latter event. If the classroom teacher wishes to preserve a recording for future instructional purposes, they shall seek permission from the building principal to preserve the recording.~~

~~No recording, whether for educational or professional development purposes shall take place in a classroom without first securing the written consent of each adult student, or minor student's parent or guardian. An adult student or minor child of a parent who refuses consent for a class where recording is the curriculum, such as a television or broadcast journalism course, shall not be permitted to enroll in the course. This policy shall be reproduced in the next student handbook, and the parent or adult student's written receipt of the handbook shall be deemed acceptance of ConVal's use of video and audio classroom recording for instructional purposes unless the adult student or parent opts out of granting permission. Until such policy is reproduced in the handbook, this policy and a permission form shall be disseminated by the classroom educator when recording in their classroom is contemplated. Permission for recording will be obtained through materials sent home at the beginning of each school year. The ConVal School District reserves the right to reassign students to classes in accord with their recording preferences.~~

#### **~~A. Purposes for Which Written Consent is Required:~~**

~~Unless otherwise permitted by law, the following conditions apply to the recordings in classrooms:~~

- ~~1. If an educator intends to create a recording of a class, including one or more students, prior written consent must be on file from the parent/legal guardian of each affected student in the class.~~
- ~~2. If an administrator wishes to create a recording of an educator, student, or class prior written consent from the affected teacher and/or the parent or legal guardian must be on file.~~

#### **~~B. Circumstances Under Which Written Consent is Not Required~~**

- ~~1. Written consent is not required for video and/or audi recording pursuant to a student's IEP or 504 Plan, when the Team determines that such recordin is necessary for the delivery of a free appropriate public education (FAPE). In such cases, the Team is expected to establish reasonable conditions and limitations necessary for the student to receive a FAPE.~~
- ~~2. Recording of another class, performance, competition, ceremony instruction, presentation, orientation, training, assembly, or another school sponsored event that occurs outside the physical confines of a classroom.~~
- ~~3. Recordings made in compliance with the District's FERPA Annual notice.~~

This policy has been adopted after a public hearing conducted by the ConVal School Board.

**Legal References:**

- ~~\_\_\_\_\_ RSA 189:68(IV)~~
- ~~\_\_\_\_\_ 20 U.S.C. § 1232g, Family Education Rights and Privacy Act (FERPA)~~
- ~~\_\_\_\_\_ 34 CFR Part 99, Family Education Rights and Privacy Act (FERPA)~~

~~1<sup>st</sup> Read: November 17, 2015~~

~~2<sup>nd</sup> Read: Waived~~

~~Adopted: November 17, 2015~~

## **EEAB – Video and Audio Recording For Instructional and Professional Development Purposes**

The ConVal School District is committed to the use of technology to enhance the education of its students. The District acknowledges that video, digital video, and audio recording (“recording”) in the classroom may be useful for instructional and/or professional development purposes.

The decision whether or not to conduct video, digital video, or audio recording for educational purposes shall be made in the first instance by the classroom teacher and their request shall be documented in writing and placed on file with the building principal. All such recordings shall be deemed the copy written property of the ConVal School District and shall not be reproduced without the District’s express permission. Recordings shall not be sold. Recordings made for instructional use are intended to provide information for pedagogical and scholarly study. In the case of recording for educational purposes, only the student(s) or instructor, on whose behalf a request for recording is made, will be granted access to that recording. The building principal or an administrator may authorize others to view an existing recording on a case-by-case and as-needed basis.

The decision whether or not to conduct video, digital video, or audio recording for professional development purposes shall be documented in writing and approved by the building principal. All such recordings shall be deemed the copy written property of the ConVal School District and shall not be reproduced without the District’s express permission. Professional development recordings shall not be sold. Recordings made for professional developmental purposes shall, to the extent possible, be made in a manner that focuses upon the educator participating in the professional development activity and which minimizes any student privacy concerns. The recirculation of the recording shall be limited in scope to those individuals participating in the professional development process, and shall only occur with the prior permission of the building

principal. To the extent students are included in the recording, steps shall be taken such as video editing and proper camera angles to preserve student privacy. When a recording is no longer necessary for professional development purposes, it shall be erased.

Student recording as an accommodation in their Individualized Education Plan or Section 504 Plan shall not be deemed a school recording. All recordings made as an accommodation, or for instructional recovery or academic study shall be erased at the end of the semester or when they are no longer needed, whichever is the latter event. If the classroom teacher wishes to preserve a recording for future instructional purposes, they shall seek permission from the building principal to preserve the recording.

The District may use audio or video recordings in connection with the instruction of teacher interns or student teachers, after providing written notification to the parent/legal guardian of each student in the class. The notice must include the purpose of, and privacy policy for, the recordings. The Superintendent or his/her designee is authorized to develop procedures and forms pertaining to the use of such recordings.

The District shall not record a school classroom for the purpose of teacher evaluations, as defined by the **ConVal Teacher Evaluation Plan**, without first obtaining the written consent of the teacher and each adult student or minor student's parent or legal guardian. To the extent instruction occurs in quasi-public areas, such as gymnasiums, cafeterias, libraries, hallways or elsewhere on school grounds, and such areas are equipped with surveillance cameras, for security and safety purposes, such recordings shall not be used by administrators in connection with the annual evaluation of teachers under the **ConVal Teacher Evaluation Plan**, but may be used for any other lawful purpose.

This policy was originally adopted on November 17, 2015 after a public hearing conducted by the ConVal School Board.

**Legal References:**

*RSA 189:68(IV)- (V)*

*20 U.S.C. § 1232g, Family Education Rights and Privacy Act (FERPA)*

*34 CFR Part 99, Family Education Rights and Privacy Act (FERPA)*

1st Read: August 9, 2016

2nd Read:

Adopted:

## J1H -- Student Searches and Their Property

The Superintendent, principal, security personnel of the school or other authorized personnel may detain and search any student or students on the premises of the public schools, or while attending, or while in transit on school vehicle, to any event or function sponsored or authorized by the school under the following conditions:

1. When any authorized person has reasonable suspicion that the student may have on the students' person or property alcohol; dangerous weapons; ~~prohibited electronic devices~~; controlled dangerous substances as defined by law or stolen property if the property in question is reasonably suspected to have been taken from a student, a school employee, or the school during school activities; or any other items which have been or may reasonably be disruptive of school operations or in violation of student discipline rules and applicable provisions of the student handbook.
2. School lockers and school desks are the property of the school, not the student. Students who use school district lockers, desks, and other storage areas or compartments have no reasonable expectation of privacy from school employees as to the contents of those areas. Lockers, desks, and other storage areas or compartments may be subjected to searches at any time with or without reasonable suspicion. Students are not to use any school area or property to store anything that should not be at school. Students shall not exchange lockers or desks. Students shall not use any lockers or desks other than those assigned to them by the principal or designee. A shared locker or storage area implies shared responsibility.
3. Authorized personnel may conduct a search of the student's person or the student's belongings, as noted above, whenever a student freely and voluntarily consents to such a search. Consent obtained through threats or coercion is not considered to be freely and voluntarily given.
4. Strip searches are forbidden. No clothing except cold weather/outdoor garments and footwear will be requested to be removed before or during a search.
5. Authorized personnel conducting a search shall have authority to detain the student or students and to preserve any contraband seized. Contraband seized during the course of a search will be preserved and held in accordance with applicable administrative rules and procedures.
6. Any searches of students as outlined herein will be conducted by authorized personnel of the same sex as the student being searched. Whenever possible, two authorized persons shall be present during any search of a student or student property.
7. ~~The Superintendent is authorized to arrange for the use of trained canines to aid in the search process.~~

## JIH – Student Searches and Their Property

(continued)

8. Items that may be seized during an unauthorized search, in addition to those mentioned in Paragraph 1 above, shall include but not be limited to, any item, object, instrument, or material commonly recognized as unlawful or prohibited by law or by district policy. For example: prescription or non-prescription medicines, switchblade knives, brass knuckles, billy clubs, and pornographic literature are commonly recognizable as unlawful or prohibited items. Such items, or any other items which may pose a threat to a student, the student body, or school personnel shall be seized, identified as to ownership if possible, and held for release to proper authority.

In conducting searches of students and property, school officials should consult with legal counsel and law enforcement authorities to be aware of circumstances when involvement of the police is advisable and/or necessary.

Searches of student automobiles are governed by Board Policy JIHB.

### **Legal References:**

*NH Constitution, Pt. 1, Art. 19*

<sup>1</sup>*State v. Drake, 139 NH 662 (1995)*

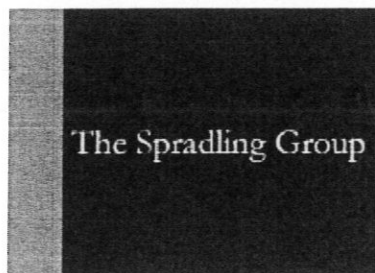
*State v. Tinkham, 143 NH 73 (1998)*

*Appendix JIH-R*

1<sup>st</sup> Read: August 9, 2016

2<sup>nd</sup> Read:

Adopted:



## Con-Val Communications Proposal

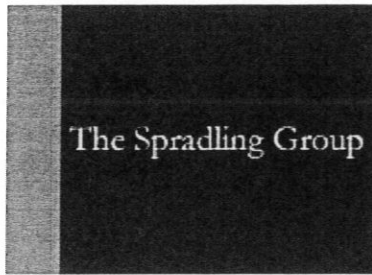
**Mission:** To improve communication and relationships between the administration of SAU #1, the ConVal School Board and the public, which includes parents, taxpayers, businesses and residents.

**Challenge:** Declining enrollment is not a new phenomenon nor is it new to most of the state of New Hampshire. However, there is urgency to address the question of declining enrollment in SAU #1, and several solutions have been presented through the petition warrant article process. This has led to many town-by-town ideas for how to proceed. During these times, smart leadership and clear communication of both goals and progress is essential for all involved in the dialogue. Right now, that communication is not as good as it can and should be in SAU #1.

**Goals/Vision:** To raise the profile of both the school board and SAU #1 administration to improve relationships with the public and with voters of the school district. This involves improved outreach and communications using both social media and traditional methods.

**SAU #1:** 9 towns (Antrim, Bennington, Dublin, Frankestown, Greenfield, Hancock, Peterborough, Sharon, and Temple), 11 schools, 250 sq miles of district. All funnel into ConVal HS in Peterborough. 2,179 students in SAU #1.

**Strengths:** The SAU #1 dropout rate well below state average (.48% vs 1.05% NH), the district employs a loyal and award-winning staff, has invested recently in new technology and revamped its website to better communicate with the public, there is a terrific performance track record at SAU #1 as 65% of High School grads go to college, students perform well above average scores on AP tests.



## Public Relations/Media/Consulting

### **Needs/Areas of Focus and Improvement:**

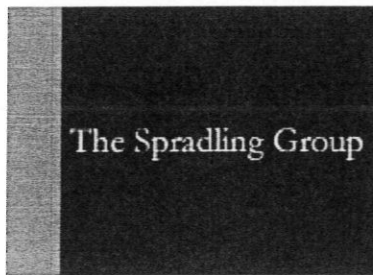
Must improve direct connections with parents, establish a dialogue of what they like and do not like, and locate areas of improvement (review survey results)

Social Media of High School is non-existent and we could not find SAU #1 social media at all. A growing number of people use Twitter and FB to learn information and read news, so it is important for the district to be a part of the communications pipeline. SAU #1 must improve outreach and connections to parents and community with this technology.

Hot Topics to be shared publicly: working with staff, school board and administration, SAU #1 can create a list of what makes the district unique, special, valuable. These can serve as a guide for social media, ideas for what to talk about and establish consistent talking points for all those who publicly represent SAU #1.

### **Communications Plan Goals:**

- End “warrant article” approach to public schools and build stronger parental and public support of SAU #1 schools through better, clearer communication.
- Communicate where parents get their information (social media)
- Demonstrate ways in which SAU #1 is adding value to education of children
- Implement school by school communication approach through social media and connect efforts to SAU #1 and ConVal Regional High School.
- Assist SAU #1 School Board in developing a clear and consistent voice in the public education conversation, including more direct communications to parents and media.



## Public Relations/Media/Consulting

### **Tasks for Spradling Group:**

- Establish communications channels for SAU #1 School Board and assist members with improving outreach to communities of the district, through press releases, social media, letters to the editor, direct mail, etc. as needed.
- Work with Superintendent Saunders to develop and implement SAU social media outreach, including school-by-school oversight, social media policy development, and training for teachers and staff.
- Train SAU #1 staff and guide teachers on how to use Twitter based outreach.
- Strategize and outline priority messages for outreach to community
- Draft messaging and media releases as needed
- Serve as on-call consultant for crisis management / emergency communications for SAU #1

**Proposed Fee/Timeline:** \$1300/month from September 1, 2016 - January 1, 2017

**ATHLETIC TRAINING AGREEMENT**  
**CONVAL HIGH SCHOOL**  
**2016 – 2017**

This position is for contracted services.

The Contoocook Valley School District (CVSD) agrees to contract services for with a certified athletic trainer (AT) to cover practices, games, and training programs for CVSD High School during the 2016-2017 school year. CVSD will provide the certified athletic trainer with a stipend, payable in biweekly installments, beginning August 2016, to cover the costs of the AT at the school will reimburse Monadnock Community Hospital forty thousand dollars (\$40,000) to provide a Certified Athletic Trainer. MCH will employ the trainer, provide management oversight, and provide full benefits consistent with MCH policy for exempt employees. In return, the Conval School District will reimburse MCH \$40,000 per year.

Duties and responsibilities listed below.

**ATHLETIC TRAINING JOB DESCRIPTION:**

Provide "Athletic Training Services"\* to student athletes in accordance with NHIAA By-Law's and the New Hampshire Athletic Training Practice Act.

- Maintain appropriate general treatment orders to be reviewed annually and approved by the team physician.
- Provide athletic training services for all home athletic contests and away varsity football games.
- Act as liaison between family physicians and specialists, the school district, athletes and their parents.
- Maintain accurate records of injuries, treatments and provide insurance claim forms for sports injuries treated by a physician.
- Develop and maintain a budget for the athletic training program.
- Schedule and be present for pre-participation sports physicals and ImPact Testing.
- Provide the coaches and athletic director with a list of athletes medically eligible to compete under district and state rules and regulations.
- Assist the athletic director as requested.

**DESCRIPTION OF SERVICES:**

The AT, in coordination with the Athletic Director (AD), will supervise the organization and management of the athletic training room and be responsible for the following activities:

1. The AT will arrive at school prior to the end of the last period in order to prepare the athletes for practices or games. The AT will remain at the school, either in the training room or on the field, until the game(s) or practices are completed. Changes in this schedule will be made with the AD.
2. The AD at CVSD high school will coordinate the practice and game coverage with the AT and other medical personnel.
3. The AT will evaluate all injuries occurring at practices and games. The AT will have the authority to manage all athletic injuries to CVSD students unless a physician is present. The AT will offer his/her services to all visiting schools.
4. The AT will keep appropriate medical records on all athletes evaluated, treated, or referred. These records will be made available upon request to school administrators on a strictly confidential basis. Unless otherwise stated, these records will be considered the property of the school.

5. Informing the athlete's parents and coaches of the athlete's progress from the initial onset of an injury requiring the attention of a physician until the athlete resumes athletic participation.

6. If outside referral is deemed necessary, the AT will refer the athlete to the appropriate health care professionals. If necessary, a specified physician can be notified. The parents, AD and the School Nurse will be notified regarding all referrals requested by the AT. When indicated, the AT will consult with other health care professionals regarding the condition and status of the injured athlete under his/her care.

7. If an athlete is seen by a physician, a written notice from the physician clearing the athlete to resume participation must be presented to the AT prior to the athlete's return to the sporting activity. The AT will consult with the Physician as necessary in a case where the return of an athlete is deemed premature by the AT.

8. For less severe injuries (one that does not require the athlete to sit out more than 24- 48 hours) and that do not require a referral to a physician or other health care professional, the AT will establish treatment guidelines and follow-up for the injured athlete. The athlete must be cleared by the AT before returning to the sporting activity.

9. The AT will act as liaison between the school and any community hospital's services and programs. The services include physical therapy and conditioning instruction. Programs include preseason sports physicals, sport fitness testing, injury care clinics and conditioning instructions.

10. CVSD will provide the AT with space, equipment, and furniture to be able to effectively provide injury care and athletic training services to the athletes and coaches. The equipment and furniture will include taping/treatment tables, supply closet, desk, chair, and filing cabinet. Athletic training kits and supplies will also be made available by CVSD.

11. CVSD will provide communication for the AT in the form of walkie-talkies or cell phones, so he/she can communicate between fields.

#### **TERM**

The term of this agreement shall be the 2016-2017 school year as described below.

Beginning :

Fall Season

Fall Season coverage will begin with the first practice in August as established under NHIAA and extend through any tournament cycles.

Winter Season

Winter Season coverage will begin during the first winter practice session as established under NHIAA and extend through the winter tournament schedule.

Spring Season

The spring season coverage will begin during the first spring practice session as established by the NHIAA and extend through the spring tournament.

Monadnock Community Hospital ~~The certified athletic trainer~~ will maintain liability insurance of \$1,000,000 per occurrence and \$3,000,000 aggregate, and will have the Contoocook Valley School District named on the Policy as additionally insured.

#### **FEES**

Full Year: Monadnock Community Hospital will provide the services of an AT for for a total of 1,800 hours during the 2016 – 2017 School Year to Conval High School in return for a sum of \$40,000.00. Monadnock Community Hospital will submit three (32) invoices totalling \$13,333.33.00 and one (1) invoice totaling 13,333.34 to Conval. The invoices will be delivered upon completion of a contract and payment will be made on in November 15, 2016 January 15, 2017, and April 15, 2017 and payment is to be made within 30 days.

Agreed to on this date of \_\_\_\_\_ of 2016 by authorized parties:

Conval School District \_\_\_\_\_ Monadnock Community Hospital

<u>Printed Name</u> _____	<u>Printed Name</u> <u>Richard D. Scheinblum</u>
_____	<u>Chief Financial Officer</u>

<u>Signed</u> _____	<u>Signed</u> _____
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