

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

106 Hancock Rd.

Peterborough, New Hampshire

CONTOOCOOK VALLEY SCHOOL BOARD

Tuesday, May 16, 2017

Great Brook School

Antrim, NH

Public Hearing

7:00 p.m.

Motion Ratifying the Postponed Second Session of the 2017 Annual School District Meeting of the Contoocook Valley School District

School Board Meeting

Immediately Following Public Hearing

1. Call to Order and Pledge of Allegiance
2. Acceptance of School Board Meeting Minutes (Board Vote Required)
 - a. May 2, 2017 (pg. 1-4)
3. Points of Pride
4. Public Comment
5. Consent Agenda
 - a. Personnel
6. Superintendent's Report and Presentation of Business
 - a. Monthly Events Calendar (pg. 5-6)
 - b. GBS 5th Grade Enrollment
 - c. Hiring Status Update
 - d. Accept Gift/Donation (Board Vote Required) (pg. 7)
 - 1) Temple Elementary School requests authorization to accept a gift/donation of \$1,000 from the Ladies Aid Society of Temple, NH for the purpose of field trips and activities for students.
7. Reports
 - a. Student Representative – Maeve Newman
 - b. Teacher Representative – Patrick Cogan/Linda Compton
 - c. School Board Retreat – Myron Steere
 - d. Budget & Property Committee – Dick Dunning
 - e. ATC Committee – Stephan Morrissey
 - f. Strategic Plan Committee
8. Old Business
 - a. CTQ Follow-Up (45 min.)
 - b. Job Description (2nd Read) (Board Vote Required)
 - High School Registrar (pg. 8-10)
9. New Business
 - a. Ratification of District Vote
 - b. Letter for Nashua Community College
 - c. Permission to hire teachers, SSP's, and Para's
 - d. 1st Read Policy
 - KB – Title I Family Involvement in Education (pg. 11)
10. Public Comment
11. Approval of Manifests (Board Vote Required)
12. Non-Public Session: RSA 91-A:3,II (If Required)
 - a. Personnel
 - b. Negotiations

MISSION STATEMENT

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

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

106 Hancock Rd.

Peterborough, New Hampshire

CONTOOCOOK VALLEY SCHOOL BOARD

Tuesday, May 2, 2017

School Board Meeting

7:00 P.M.

SAU Office

BOARD

Rich Cahoon, Dick Dunning
Bernd Foecking, Dave Martz
Tom Kelly, Janine Lesser
Stephan Morrissey, Jim Fredrickson
Linda Quintanilha, Kristen Reilly
Myron Steere, Pierce Rigrod

Patrick Cogan, CVEA Rep
Maeve Newman, Student Rep

ADMINISTRATION

Kimberly Saunders, Supt.
Dr. Ann Forrest, Asst. Supt.
Tim Markley, H.R.
Cari Coates, Student Services
Amy Janoch, HES

1. Call to Order and Pledge of Allegiance

Myron Steere called the School Board meeting to order at 7:00 PM. The Pledge of Allegiance was recited.

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

a. April 18, 2017

Stephan Morrissey moved to accept the Minutes of April 18, 2017. Dick Dunning seconded. Unanimous.

3. Points of Pride

Kimberly Saunders shared various Points of Pride as reported to her from administrators. Kimberly also presented a brief video showing some of the exciting adventures our students enjoyed over April vacation. Stephan Morrissey asked that we post the video on our website.

4. Public Comment

None.

5. Consent Agenda

a. Personnel

1) June 2017 Resignation

Tim Markley asked for Board approval on two resignations, Dick Dunning moved to accept the resignations, Stephan Morrissey seconded. Dave Martz asked if there were any issues in accepting the resignations. None were indicated. Dick Dunning asked about payback for those who are attending KSC Cohorts.

Myron asked for a vote to accept the two resignations. All in favor. Unanimous.

Tim Markley also introduced Stephanie Syre-Hager, the nominee for the AES/BES Principalship. Myron Steere asked for a vote to accept Stephanie for the position of AES/BES Principal.

Linda Quintanilha moved to accept Stephanie Syre-Hager. Stephan Morrissey seconded. Unanimous.

MISSION STATEMENT

The ConVal Regional School District, in partnership with its member communities, will inspire all learners to achieve academically, contribute to the global community, and thrive as independent and productive citizens. – 1 –

2) Notice of Stipend Positions

Tim Markley also referenced the notice of stipend positions as informational.

Tim Markley also spoke to attached job description for the high school Registrar. This is a first read job description. Please see Tim Markley if you have questions on this job description. Highlighted text is new and/or changed information.

6. Superintendent's Report and Presentation of Business

a. Monthly Events Calendar

Schedule Public Hearing in accordance with HB329, May 16, 2017. Public hearing is to discuss because the voting date changed (due to weather) for some of our towns within the District, to ratify the votes for legitimacy.

David Martz motioned to hold the Public meeting on Tuesday, May 18th, at 7:00 PM. Janine Lesser seconded. Unanimous.

Additional scheduled meetings include:

May:

Communications on May 25th at 6:00 PM

Selectmen's Advisory Committee May 25th at 7:00 PM

June:

Strategic Plan Committee on June 8th at 7:00 PM

Budget & Property, June 13th @ 6:00 PM

Education Committee on June 19th at 5:30 PM

Graduation is June 17th.

b. May 1, 2017 Enrollment Update

Myron Steere asked if anyone had questions on the enrollment handouts. Rich Cahoon asked about straight line projection as it relates to Dublin Consolidated School. How will we handle it? Rich Cahoon feels this could be problematic.

Myron Steere noted that the Board needs to look at these projections for 18/19 school year.

David Martz asked how our Kindergarten registration is going in comparison to last year. We are ahead of our numbers from last year by about a dozen students.

Stephan Morrissey asked for about Kindergarten and whether we might receive full day adequacy funding? Kimberly Saunders indicated that we do not yet know.

7. Reports

a. Student Representative – Maeve Newman

Maeve Newman spoke of the numerous trips ConVal students journeyed during April vacation. Locations included: Spain & Portugal, Nicaragua, Disney World, and Austria. In Nicaragua, the students from Conant and ConVal built two homes.

Seniors met to discuss their end-of-year schedule. Graduation is 7 weeks away. Prom is May 20th. Ms. Saunders announced that Maeve will be attending UMass Amherst to study Math and Economics.

b. Teacher Representative – Patrick Cogan/Linda Compton

May 10 is SMS spring concert. May 11 is the GBS Spring Concert.

The CVEA is providing Scholarships to two seniors. This year the CVEA decided to raise money by having a raffle. The raffle will run throughout the month of June. Please see Patrick Cogan for details.

8. Old Business

a. VPAC Agreement (Board Vote Required)

This changed on the date, Jan 1, 2019. Rich Cahoon asked if there were other changes besides the date. If we cannot raise the funds, we would have to return monies we accepted (to the donors) and VPAC would decide what they would do with their monies. Dave Martz asked that if money that is unidentifiable, will it be kept by VPAC to deal with as they see fit.

VPAC is a 5013C designation and have certain responsibilities. If we cannot move forward with building, they have responsibilities to return the money to their donors. Donors may choose to keep the monies where it is. Rich Cahoon asked if we had a copy of the current MOU. Kimberly indicated the only substantive change was the dissolution of the trust.

Linda Quintanilha moved to accept the agreement. Stephan Morrissey seconded. Unanimous.

b. SAU Model – B.A., Student Services (Reaffirm Vote)

Kimberly Saunders wanted to make sure we are clear that we are advertising for a BA/BM. Also, we are advertising for a Student Services Director. Myron Steere indicated that we would complete the study before moving forward.

c. 2nd Read Policy (Board Vote Required)

JLIE – Student Automobile Use

Rich Cahoon moved to adopt this policy as presented. Seconded by Stephan Morrissey. Unanimous.

Dave asked when does this apply. The answer was at adoption.

Dave Martz motioned to waive the Student sticker requirement until the beginning of the 2017 school year. Seconded. Unanimous.

9. New Business

None.

10. Public Comment

Mr. Eichler: Mr. Eichler spoke to the VPAC memorandum and he noted several typographical errors that they would like to see corrected.

Myron Steere moved to have the Board correct the agreement. Linda Quintanilha seconded.

Myron to sign. Stephan Morrissey moved to have the Board Chair sign the MOU. Tom Kelly seconded. Unanimous.

Ms. Saunders mentioned the invitation to NHCC tour. Stephan Morrissey spoke to this and what the process might be. We are looking for more input and promotion. Pierce Rigrod asked if they had a template for the type of courses being offered.

Also in tonight's Folders is the proposed Trust Use for the 17-18 School Year. Dave Martz asked about the transactions that were voted in, why did Athletics receive only \$90K; it was explained that transactions are the dollars that were spent.

11. Approval of Manifests (Board Vote Required)

Kimberly Saunders certified that manifests listed totaling \$278,685.18 and Payroll totaling \$1,658,650.83 have been reviewed by her and found are proper charges against the Contoocook Valley School District for goods and/or services received and have been properly processed prior to their submittal to the School Board.

12. Non-Public Session: RSA 91-A:3,II (If Required) Stephan moved to go into non-public at 7:48 PM.

a. Personnel

b. Negotiations

Stephan Morrissey motioned to enter into non-public session in accordance with RSA 91-A:3,11 at 7:48 PM. Seconded by Dick Dunning. Unanimous on roll call.

Motion to exit out of non-public session at 7:58 PM. Seconded by Dave Martz. Unanimous.

Move to seal the minutes of this non-public session #1 for a period of 5 years. Seconded. Unanimous.

Move to seal the minutes of this non-public session #2 for a period of 5 years. Seconded. Unanimous

Move to approve Item #3. Seconded. Unanimous.

Stephan Morrissey moved to adjourn at 8:00 PM, seconded by Janine Lesser, Unanimous.

Respectfully Submitted,

Carol Hills

May 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 Policy Committee @ 6:00 p.m. @ SAU School Board Mtg. @ 7:00 p.m. @ SAU	3	4 Negotiations (non-public) @ 5:30 pm @ SAU	5	6 School Board Retreat @ 8:30 am – 12:00 pm @ SAU
7	8 CVEA/School Board "Meet & Greet" @ 7:00 pm @ SAU	9 Budget & Property Committee @ 6:00 pm @ SAU	10	11 ATC Committee @ 6:00 pm @ SAU Strategic Plan Committee @ 7:00 pm @ SAU	12	13
14	15	16 Policy Committee @ 6:00 p.m. @ GBS Public Hearing @ GBS @ 7:00 p.m. School Board Mtg. following hearing @ GBS	17	18 Negotiations (non-public) @ 5:30 pm @ SAU	19	20
21	22 Education Committee @ 5:30 pm @ SAU	23	24	25 Communications Committee @ 6:00 p.m. @ SAU Selectmen's Advisory Committee @ 7:00 pm @ SAU	26	27
28	29 Memorial Day – District Closed	30	31			

June 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6 Policy Committee @ 6:00 pm @ SAU School Board Mtg. @ 7:00 pm @ SAU	7	8 Strategic Plan Committee @ 7:00 p.m. @ SAU	9	10
11	12	13 Budget & Property Committee Mtg. @ 6:00 p.m. @ SAU	14	15	16	17 CVHS Graduation @ 10:00 a.m.
18	19 Education Committee @ 5:30 p.m. @ SAU	20 Policy Committee @ 6:00 pm @ SAU School Board Mtg. @ 7:00 pm @ SAU	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

Kimberly Saunders
Superintendent of Schools
ksaunders@conval.edu

Dr. Ann Forrest
Assistant Superintendent of Schools
aallwarden@conval.edu

TO: Contoocook Valley School Board

FROM: Niki McGeehan

DATE: 5/13/17

RE: REQUEST TO ACCEPT A GIFT OR DONATION

The Temple Elementary School School requests authorization to accept from:

Name/Address: Ladies Aid Society of Temple, C/o Lynda Connolly
P.O. Box 64, Temple NH 03084

the following gift/donation of: money valued at \$ 1000.00

for the purpose of: Field Trips / Activities for Students

Niki McGeehan

Teaching/Supervising Principal's Signature

SAU OFFICE USE ONLY: Date Received _____

Date Approved by School Board _____

Date Not Approved by School Board/Reason: _____

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

POSITION TITLE: High School Registrar
SUPERVISOR: Director of School Counseling
LEVEL: II
DURATION: 12 months

QUALIFICATIONS:

- High school diploma or equivalent
- Notary Public
- Additional related training or experience is desirable
- Experienced in PowerSchool is preferred
- Maintain high level of confidentiality
- Good organizational and technical skills including effective use of various hardware and software application
- Thorough knowledge of record keeping and filing techniques
- Ability to
 - Work independently
 - Comprehend, interpret, and apply regulations, procedures, and related information
 - Communicate and interact effectively with others
 - Assemble information in a concise manner
 - Read, understand, and interpret reports relating to job

SUMMARY: The High School Registrar maintains and certifies student records for the high school and provides support to Director of School Counseling and School Counselors. The individual in this position discharges duties in a way that is professional and presents an outward appearance that represents the school in a positive way and in accordance with District policies, rule, and regulations.

This position is designed to ensure the integrity of student records and the smooth operation of the School Counseling Office.

DUTIES AND RESPONSIBILITIES:

- Maintains and distributes student academic records as required
- Registers incoming students
- Maintains archived student files

1st Read: 5/2/2017
Approval:
Revised:

- Assists with student scheduling and course registration
- Maintains School Profile Information
- Maintains School Counseling Department Web Page
- Maintains college application/scholarship information
- Coordinates annual Awards Day Scholarship Night ceremony for scholarships and academic awards
- Prepares and processes purchase orders
- Orders, organizes, maintains college reference materials
- Schedules college, military, and career school visits to ConVal
- Completes Insurance Certificates and Social Security Documents
- Completes State and CRDC reporting
- Assist School Counseling Director with master scheduling
- Serves as a "Train the Trainer" for Powerschool for ConVal
- Maintains Naviance platform and updates data from PowerSchool to include standardized testing, GPA, transcripts, rank in class, first quarter grades
- Checks deadlines for all transcripts and supporting documents in Naviance
- Utilizes PowerSchool to analyze data around attendance and grades for counseling team
- Schedules all Section 504 Meetings
- Takes minutes at all Section 504 Meetings at ConVal
- Processes Working Papers for students under the age of 16
- Coordinates Driver Ed Sign Ups for local program
- Perform other job related tasks or services consistent as may be assigned by the Director of School Counseling

EVALUATION AND PROFESSIONAL GROWTH

- The individual in this position is expected to participate in the professional growth and evaluation process in accordance with District procedures.

ADA MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED:

- Occasionally Stooping. Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Occasionally Kneeling. Bending legs at knee to come to a rest on knee or knees.
- Occasionally Crouching. Bending the body downward and forward by bending leg and spine.
- Frequently Reaching. Extending hand(s) and arm(s) in any direction.
- 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.
- Frequently Fingering. Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Frequently Grasping. Applying pressure to an object with the fingers and palm.

1st Read: 5/2/2017

Approval:

Revised:

- Frequently Feeling. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Frequently Talking. Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Constantly Hearing. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
- Frequently Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.
- 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.)

1st Read: 5/2/2017

Approval:

Revised:

KB –Title I Family Involvement in Education

The School Board endorses the family and community engagement goals of the Every Student Succeeds Act and encourages regular collaboration between family members, community members, and school leadership.

Pursuant to federal law, the District shall develop jointly with, agree on with, and distribute to, families of participating children a written family engagement policy.

The goals of this policy are to:

1. Establish expectations and objectives for meaningful family involvement.
2. Increase family engagement, as well as family involvement in school activities.

The District will hold at least one annual meeting that is available to all families of students attending Title I schools and/or for families that include a student who receives Title I services (Targeted Schools). The annual meeting will provide family members opportunities to participate in the design, development, operation, and evaluation of the program for the next school year. The annual meeting will also provide family members an opportunity to evaluate the content and effectiveness of the family engagement policy in improving the academic quality of the schools served. This evaluation will include identifying barriers to greater participation by families in activities, particularly families who are economically disadvantaged, have disabilities, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background. The district will use the findings from the annual evaluation to design strategies for more effective family involvement, and to revise, if necessary, the family engagement policy.

Additional meetings may be held to:

1. Provide the coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective family and community engagement activities to improve student academic achievement and school performance.
2. Coordinate and integrate Title I family engagement strategies, to the extent feasible and appropriate, with other relevant educational programs.
3. Identify and address the needs of families as they work to support the learning of their children, including engaging with school personnel and teachers.
4. Develop strategies to support successful school and family interactions.

Legal References:

20 U.S.C. §6318, Title I - Parental Involvement

Category: Priority/Required by Law for all Title I Districts

1st Read: April 18, 2017 May 16, 2017

2nd Read:

Adopted: