

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

106 Hancock Road
Peterborough, New Hampshire

CONTOOCOOK VALLEY SCHOOL BOARD

School Board Meeting

Tuesday, September 18, 2018

SAU Office

7:00 p.m.

1. **Call to Order and Pledge of Allegiance**
2. **Acceptance of School Board Meeting Minutes (Board Vote Required)**
 - a. **September 4, 2018** (pg. 1-4)
3. **Points of Pride**
4. **Public Comment**
5. **Consent Agenda**
 - a. **Personnel**
 - Co-Curricular Stipends (pg. 5-6)
6. **Superintendent's Report and Presentation of Business**
 - a. **Monthly Events Calendar** (pg. 7-8)
 - b. **Field Trip Requests (Board Vote Required)** (pg. 9-11)
 - 1) ConVal High School – grade 9-12 students will travel on May 2-4, 2019 by bus to Montreal, Canada see a professional performance and engage in social bonding and team building as well as an hour long workshop with professional musicians from the Montreal Symphony Orchestra.
 - c. **Field Trip Requests (Board Vote Required)** (pg. 12)
 - 1) South Meadow School – eighth grade students will travel on April 15-19th by bus to Washington, D.C., to visit historical sights. This trip relates to the U.S. History curriculum.
 - d. **Football Helmet Discussion (Board Vote)**
 - e. **Superintendent Goals/SAU Goals**
7. **Reports**
 - a. **Student Representative** – Marina McMahon/Molly Janoch
 - b. **Teacher Representative** – Asher MacLeod
 - c. **Strategic Plan Committee** – Bernd Foecking
 - d. **ATC Committee** – Stephan Morrissey
 - e. **Education Committee** – Crista Salamy
 - f. **Building Committee** – Bob Edwards
8. **Old Business**
 - a. **2nd Read Policy/Adoption (Board Vote Required)**
 - JFABD: Admission of Homeless Students (pg. 13-14)
 - JICI: Dangerous Weapons On School Property (pg. 15-16)
 - b. **Policy –R Discussion**
 - CB-R: Duties of the Superintendent (pg. 17-19)
 - c. **School Model Implementation Committee Appointments**
 - d. **Implementation Committees and Subcommittees**
9. **New Business**
 - a. **1st Read Policy**
 - AC: Non-Discrimination (pg. 20)
 - GBJ: Personnel Records (pg. 21-22)
 - JIHB: Searches Of Student Automobiles On School Property (pg. 23)
 - b. **Fresh Fruits & Vegetables Program**
 - c. **Expenditure Report**
 - Budget Transfers (Board Vote Required)
10. **Public Comment**
11. **Approval of Manifests (2) (Board Vote Required)**

(cont'd)

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.

- 12. Non-Public Session: RSA 91-A:3,II (If Required)**
 - a. Student**
- 13. Non-Public Session: RSA 91-A:3,II (If Required)**
 - a. Personnel**
- 14. Non-Public Session: RSA 91-A:3,II (If Required)**
 - a. Legal**
- 15. Non-Public Session: RSA 91-A:3,II (If Required)**
 - a. Negotiations**

**OFFICE OF THE SUPERINTENDENT OF SCHOOLS
106 Hancock Rd.
Peterborough, New Hampshire**

CONTOOCOOK VALLEY SCHOOL BOARD

School Board Meeting

Tuesday, September 4, 2018

SAU Office

7:00 p.m.

MINUTES

BOARD

Rich Cahoon, Richard Dunning,
Janine Lesser, Niki McGettigan,
Stephan Morrissey, Kristen Reilly (7:27),
Pierce Rigrod, Myron Steere,
Jerome Wilson

Asher MacLeod, CVEA Rep.

ADMINISTRATION

Kimberly Saunders, Supt.
Dr. Ann Forrest, Asst. Supt.
Tim Markley, H.R.
Ben Moenter, Special Education
Amy Janoch, HES
Kathie Morrocco, Pierce
Fabiola Woods, TES

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. August 21, 2018

Stephan Morrissey moved to accept the minutes of August 21, 2018. Dick Dunning second. Stephan Morrissey abstained. All others in favor. Motion carried

3. Points of Pride

Kimberly Saunders reported an overall great opening with over 500 adults and 2,200 children on board.

4. Public Comment

None.

5. Consent Agenda

a. Personnel

- Co-Curricular Stipends

Tim Markley referenced the nomination of Katrina Gilman, Speech/Language Pathologist - \$60,126 (prorated). Tim Markley noted the difficulty districts have hiring these critical positions. Mr. Markley spoke about six (6) positions who are eligible for the \$3,000 stipend as a result. Contracting out for these services would be significantly higher. **Stephan Morrissey moved to accept the nomination as read and eligible stipends. Second. Unanimous.**

Co-Curricular Athletic and Non-Athletic stipends were noted.

b. Job Description: Teacher of the Deaf and Hard of Hearing (2nd Read Approval)

Tim Markley noted the job description for approval of the board.

Stephan Morrissey moved to approve the job description as presented. Dick Dunning second. Unanimous.

6. Superintendent's Report and Presentation of Business

a. Monthly Events Calendar

The Communication Committee will meet on Monday, October 15th at 7:00 p.m. at the SAU.

b. September 1, 2018 Enrollment Update

Total enrollment is 2,130 students, which is down thirteen students from last year.

A letter to State Officials on Education Funding from the Select board and ConVal School District was passed around for signature of the School Board.

c. Opening Day of School Update

Kimberly Saunders reported that the SAU Leadership held their traditional tour of all of the schools. New 21st Century Learning areas and classrooms set up in less traditional ways was evident at ConVal High School. The science labs are on track for completion this month.

7. Reports

a. Teacher Representative – Asher MacLeod

Asher MacLeod reported that teachers and paras are back in full swing educating students.

b. Selectmen's Advisory Committee – John Jordan

John Jordan reported that the letter on education funding was discussed at their recent meeting. To date, seven of the nine towns have signed the letter.

In addition, the Strategic Plan Option 3 was discussed briefly. The Auditor's Report was discussed as well.

c. Budget & Property Committee – Jim Fredrickson

1) Budget Guidance

Dick Dunning reported a brief discussion from a group that has offered to look further into solar energy at the high school. A subcommittee of Budget & Property may be formed for further review if this project is feasible.

The Science Labs are on schedule and likely under budget. Kudos to the facilities crew for their phenomenal work on this project. Hutter Construction has done a fantastic job. It is all positive.

The budget and guidelines were discussed in terms of the low end and high end. Default to 4.5% is the range.

A brief discussion on the Antrim Gym took place as well.

Students – Manny Bowman and another student reported that freshman opening day went well. There has been a good start to the school year. Sports are underway.

d. Communication Committee – Niki McGettigan

Niki McGettigan reported that the yearlong plan was reviewed and revised in terms of communication focus and goals. Niki said that it is challenging that the topic of consolidation hit the local newspaper on opening day of school. Connections with newspapers have been established. Assignments were committed to. Early history on the formation of this district is sought to better tell the story. A roll-out of how and when to communicate was discussed. More frequent meetings, twice monthly, was firmed up.

8. Old Business

a. Model Implementation Plan

Rich Cahoon referenced a draft list of areas and topics for Implementation Planning (see attached). Questions need answers; for example, what will students receive that they are not already with a specific plan? It needs to be laid out.

There is a value in information sharing not entirely coming from those within the district. As a result, a committee will be formed to provide a good cross section of people from various towns and segments.

Niki McGettigan asked if two parents serving on the committee from all of the towns was enough. Myron suggested that the meetings are public meetings and input will be valuable.

Does a committee like this, working on a tight deadline, make sense?

Rich Cahoon moved to form an implementation planning committee. Stephan Morrissey second. Unanimous.

Discussion took place about expanding the parent membership to more than two. Names will be brought forward.

Kimberly Saunders echoed that these will be long meetings, during the day, and will be continuous. The representation will be hammered out.

Rich Cahoon suggested half-day meetings weekly. As we develop answers, we need to communicate and release this information. Rich asked those present to forward parent contact information if they are interested.

A community member shared her concern with the number of parents that might be interested in serving on this committee who are not present tonight. In addition, she also shared concern with the potential of eight administrators being out of their schools each week for this length of time.

Kimberly shared her concern with adding on additional night meetings.

Karen Hatcher, asked if there would be subgroups meeting and doing work that would bring their work to the whole committee. Kimberly confirmed.

John Jordan was asked to search for additional Select board members to serve on this committee; they need not be SAC Committee members. Confirmed.

Information will be placed in school newsletters.

What is the final goal of the committee being formed? Rich said that the goal of a consolidation is to provide the best education that we can. The task of this committee is to operationalize the plan that is brought forward.

Stephan Morrissey moved to enter into non-public session at 7:37 p.m. for student matters. Unanimous on a roll call vote.

Stephan Morrissey moved to exit non-public session at 8:01 p.m. Dick Dunning second. Unanimous.

Stephan Morrissey moved to seal the minutes of non-public session for student matters in perpetuity. Dick Dunning second. Unanimous.

Board members were asked to send their interest in serving on the sub-committee to the Superintendent.

9. New Business

a. 1st Read Policy

- JFABD: Admission of Homeless Students
- JICI: Dangerous Weapons on School Property

Rich Cahoon referenced these policies as first reads. Please send comments to committee members or Carol Hills.

B. Policy –R Discussion

- CB-R: Duties of the Superintendent

Rich Cahoon said that these are the duties that are listed in ED 302 and are the minimum duties of the Superintendent. If the Board cared to add additional duties, they can do so but they cannot remove. Rich asked the Board to review the document and advise the Policy Committee of suggestions.

c. Communication Planning

Kimberly Saunders referenced a Press Release in tonight's packet. Kimberly asked the Board if this is something they would like to be involved in. Is the Board interested in co-hosting or host alone?

Rich Cahoon said that we have our own efforts underway in the area of school funding that are carefully non-partisan. This is not carefully non-partisan. Janine Lesser said that she did not see anything clearly partisan. She said that this is different than the effort we are involved in. This is about educating the general public and would be better for people to understand the effect of school funding on taxes.

What is the opinion of the Superintendent? Kimberly Saunders said that she would not be responsible for the presentation but she can ask those who are to come out to ConVal. She could do either.

Pleasure of the Board –

Janine said that if there are reservations, it might be better to co-sponsor.

Rich Cahoon said that they are hurting their own case to run for office and pursue this. Rich said that he would vote against.

Janine Lesser moved to co-sponsor a presentation. Stephan Morrissey second.

In favor: Niki McGettigan, Dick Dunning, Pierce Rigrod, Janine Lesser, Stephan Morrissey, Jerry Wilson, Kristen Reilly

Opposed: Rich Cahoon

Co-sponsoring passed.

10. Public Comment

None.

11. Approval of Manifests (Board Vote Required)

Kimberly Saunders certified that the manifests listed by number totaling \$521,157.50 and Payroll totaling \$2,165,202.15 have been reviewed by her and found to be proper charges against the Contoocook Valley School District for goods and/or services received and have been properly processed prior to their submittal to the School Board.

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

Stephan Morrissey moved to enter into non-public at 8:11 p.m. for legal matters, student matters, and negotiation. Unanimous on a roll call vote.

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

a. Student

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

a. Personnel

None.

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

a. Legal

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

a. Negotiations

None.

Stephan Morrissey moved to exit non-public session at 8:24 p.m. Kristen Reilly second. Unanimous.

Stephan Morrissey moved to seal the non-public minutes of legal session for a period of three years. Dick Dunning second. Unanimous.

Stephan Morrissey moved to seal the non-public minutes on student matters in perpetuity. Dick Dunning second. Unanimous.

Discussion took place about cautioning that the board is accurately quoted when discussing consolidation.

Stephan Morrissey motioned to adjourn at 8:27 p.m. Dick Dunning second. Unanimous.

Respectfully submitted,

Brenda Marschok

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

CONTOOCOOK VALLEY SCHOOL DISTRICT

September 18, 2018

Personnel Agenda

**Co-Curricular Stipends
See Attached**

NOTICE OF STIPEND POSITIONS

First	Last	DAC	Position	Stipend Amt	FTE
Athletic					
Scott	MacNamee	CVHS	Strength & Conditioning - Fall	\$1,709.80	1
Scott	MacNamee	CVHS	Strength & Conditioning - Winter	\$1,709.80	1
Cassie	Anderson	GBS	Spirit Team - Basketball	\$2,051.76	1
Cassie	Anderson	GBS	Softball	\$2,051.76	1
Scott	Baldwin	GBS	Soccer - Girls	\$2,051.76	1
Phil	Germain	GBS	Wrestling	\$1,709.80	1
Non-Athletic					
Griffen	Fletcher	CVHS	Ocean Bowl	\$983.14	0.5
Anna	Muncy	CVHS	Ocean Bowl	\$983.14	0.5
Jim	Wickham	CVHS	Class Advisor - Junior	\$983.14	0.5
Riley	Beliveau	GBS	Recycling Club	\$666.82	1
Supplemental					
Paige	McKenzie	SMS	Crossing Guard	\$3,900.00	1

September 2018

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

October 2018

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

**CONTOOCCOOK VALLEY SCHOOL DISTRICT
FIELD TRIP PROPOSAL**

1. Name: Krystal Morin + Jim Wickham Grade: 9-12 School: CVHS
2. Destination: Montreal, Canada
3. Date(s) of Trip: May 2-4, 2019 Time(s): From 7am (2nd) to 11pm (4th)
4. Description of Trip: 3 day trip with music department students. Students will perform, collaborate with professional musicians and explore historic and cultural sites.

5. How will this trip relate to your program and/or curriculum?

This trip will provide our students in band and choir with an hour long workshop with professional musicians from the Montreal Symphony Orchestra, see a professional performance and engage in social bonding and team building activities

6. Transportation will be by: Bus Co. _____ Private Car _____ Other Premier Coach
(Private cars require completion of District Use of Private Vehicle Form by individual drivers)

7. Ratio of Adults: 1 to Number of Students: 10

Krystal Morin 6/22/2018 _____ 6/25/18
Staff Signature Date Principal Signature Date
[Signature] 6/22/18

SCHOOL USE ONLY: All items must be checked before the Principal/Assistant Principal will sign

<input type="checkbox"/> Bus Form If Necessary	<input type="checkbox"/> Kitchen Notified If Lunches Would Be Affected
<input type="checkbox"/> Fee Paid By _____	<input type="checkbox"/> UA Team Notified
<input type="checkbox"/> Chaperones Listed On The Reverse	<input type="checkbox"/> Posted on Events Calendar
<input type="checkbox"/> Permission Slips To Parents/Guardians Prepared	<input type="checkbox"/> Notified Nurse to prepare Medicine
<input type="checkbox"/> Office Notified With Accurate Lists of Students	<input type="checkbox"/> CPR/First Aid Trained: _____
	_____ (Name and Expiration Date)

SCHOOL BOARD APPROVAL REQUIRED FOR TRIPS OF MORE THAN TWO (2) DAYS (REFER TO FIELD TRIP POLICY IICA).

Proposal forms must be submitted to the Principal by April 1st, to the Superintendent by May 1st and approved by the School Board no later than the August meeting for trips during the new school year

Date Received at SAU Office _____ Date Approved/Not Approved by School Board _____
(Please Circle One)

Superintendent/Board Chairman Signature _____

ConVal Regional High Music Department

3-DAY MONTREAL ADVENTURE, May 2 - 4, 2019

Day 1, Thursday, May 2:

8:00am

Depart school via deluxe, climate-controlled and restroom-equipped motorcoach. Don't forget to bring DVD's for the video player on the bus.

1:00pm

Arrive Montreal with a visit to Old Montreal

Walk through the narrow cobblestone streets to Place Jacques Cartier, the heart of Old Montreal. Browse through this lovely area of the city and enjoy lunch on your own.

3:00pm

Notre Dame Basilica Visit

This Gothic Revival masterpiece captivates thousands of visitors each year: Stunning paintings, sculptures and stained-glass windows illustrate major events of the city's more than 375-year history.

4:30 – 7:00pm

Underground Tour & Shopping

Meet your local guides for a walking tour of the "Underground City", Montreal's answer to the region's harsh winters. This extensive web of train stations, restaurants, stores and hotels is fascinating and fun. There will be time for browsing, unique shopping, & dinner on your own.

7:30 – 9:00pm

Olympic Park Swimming

9:30pm

Check into Holiday Inn: Longueuil (or similar)

Day 2, Friday, May 3:

7:30am

Included **Full Breakfast Buffet** in the hotel.

Morning

Workshop with OSM or other organization/school TBA

1:00 – 3:00pm

Foodie/Walking Tour

Montreal is more than just a hip young city, it is also a cultural melting pot, and into that pot have gone a diverse mix of culinary influences. Experience the "Mile End" neighborhood, with your local guides, and discover a thriving foodie scene and artist community.

Followed by

Return to hotel to prepare for evening activities.

Evening

Chinatown Dinner & Performance TBA

Overnight at Holiday Inn: Longueuil (or similar)

Day 3, Saturday, May 4:

7:30am

Included **Full Breakfast Buffet** in the hotel.

8:30am

Check out of the hotel and depart for the day.

10:00am – 12:00n

The Montreal Holocaust Memorial Centre Guided Tour

As stated by Elie Wiesel, “To hear a witness is to become one”. Through the museum’s Holocaust survivor testimonies and collection of precious objects, visitors are encouraged to consider the implications of prejudice, racism, and antisemitism.

Olympic Tower & Biodome

Ride the funicular 556 feet to the top of the world's tallest inclined tower for a panoramic, 50-mile view of Montreal, the St. Lawrence Seaway and the surrounding countryside. Visit the only environmental museum of its kind. You’ll be treated to a voyage of discovery through four ecosystems where thousands of plants and small animals live in recreated natural habitats.

Followed by

Lunch on your own in a local Food Court.

Followed By

Depart for home. We will stop en route for a fast food dinner on your own.

The estimated time of arrival in Peterborough is 8:30 PM.

PLEASE NOTE:

All participants, including chaperones, over the age of 18 must have a pass-card or passport to enter Canada. Students under 18 and who are US citizens must have a copy of their birth certificates to enter Canada, along with parental permission slip and school/photo ID.

CONTOOCOOK VALLEY SCHOOL DISTRICT FIELD TRIP PROPOSAL

1. Name: Ed Lowy Grade: 8 School: SMS
2. Destination: Philadelphia, PA, Gettysburg, PA, Washington D.C.
3. Date(s) of Trip: April 15-19, 2019 Time(s): From 6am to 10pm daily
4. Description of Trip:
The 8th grade will be traveling to significant places from American History. They will see sights like Independence Hall, the Gettysburg battlefield, and many sights in Washington DC.
5. How will this trip relate to your program and/or curriculum?
This trip will follow along with the 8th grade history curriculum. Students will visit the National Archives to view all of the Charters of Freedom housed there. They will also visit the Capitol, Supreme Court, Library of Congress, Independence Hall and many other sites that follow what they study.
6. Transportation will be by: Bus Co. X Private Car _____ Other Wilson Bus Co.
(Private cars require completion of District Use of Private Vehicle Form by individual drivers)
7. Ratio of Adults: 1 to Number of Students: 10
Edward Lowy 8/29/18 Onyiah 8/29/18
Staff Signature Date Principal Signature Date

**SCHOOL USE ONLY: All items must be checked before the
Principal/Assistant Principal will sign**

- | | |
|--|--|
| <input type="checkbox"/> Bus Form If Necessary | <input type="checkbox"/> UA Team Notified |
| <input type="checkbox"/> Fee Paid By _____ | <input type="checkbox"/> Posted on Events Calendar |
| <input type="checkbox"/> Chaperones Listed On The Reverse | <input type="checkbox"/> Notified Nurse to prepare |
| <input type="checkbox"/> Permission Slips To Parents/Guardians Prepared | <input type="checkbox"/> Medicine |
| <input type="checkbox"/> Office Notified With Accurate Lists of Students | <input type="checkbox"/> First Aid/CPR Certified Staff |
| <input type="checkbox"/> Kitchen Notified If Lunches Would Be Affected | <input type="checkbox"/> Member Attending |

**SCHOOL BOARD APPROVAL REQUIRED FOR TRIPS OF MORE THAN
TWO (2) DAYS (REFER TO FIELD TRIP POLICY IICA).**

Proposal forms must be submitted to the Principal by April 1st, to the Superintendent by May 1st and approved by the School Board no later than the August meeting for trips during the new school year

Date Received at SAU Office _____ Date Approved/Not Approved by School Board _____
(Please Circle One)

Superintendent/Board Chairman Signature _____

Adopted: May 1, 2001

JFABD – Admission Of Homeless Students

To the extent practical and as required by law, the District will work with the homeless students and their families to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently attending school. Homeless students will be provided District services for which they are eligible.

Subtitle VII-B of the McKinney-Vento Homeless Assistance Act (per Title IX, Part A of the Elementary and Secondary Education Act, as amended by the Every Student Succeeds Act) defines homeless as follows:

The term "homeless children and youths"—

(A) means individuals who lack a fixed, regular, and adequate nighttime residence (within the meaning of section 103(a)(1)); and

(B) includes—

(i) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;*

(ii) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of section 103(a)(2)(C));

(iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

(iv) migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).

Liaison:

The Superintendent shall designate an appropriate staff person to be the district's liaison for homeless students and their families.

Enrollment:

To the extent feasible, homeless students will continue to be enrolled in their school of origin while they remain homeless or until the end of the academic year in which they obtain permanent housing. Instead of remaining in the school of origin, parents or guardians of homeless students may request enrollment in the school in which attendance area the student is actually living, or other schools.

If there is an enrollment dispute, the student shall be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. The parent or guardian shall be informed of the district's decision and their appeal rights in writing. Unaccompanied youth will also be enrolled pending resolution of the dispute.

JFABD – Admission Of Homeless Students

Once the enrollment decision is made, the school shall immediately enroll the student, pursuant to district policies. If the student does not have immediate access to the immunization records, the student shall be admitted under a personal exception. Students and families should be encouraged to obtain current immunization records or immunizations as soon as possible, and the district liaison is directed to assist. Records from the student's previous school shall be requested from the previous school pursuant to district policies. Emergency contact information is required at the time of enrollment consistent with district policies.

Homeless students are entitled to transportation to their school of origin or the school where they are to be enrolled. If the school of origin is in a different district, or a homeless student is living in another district but will attend his or her school of origin in this district, the districts will make reasonable efforts to coordinate the transportation services necessary for the student.

The district's liaison for homeless students and their families shall coordinate with local social services agencies that provide services to homeless children and youths and their families; other school districts on issues of transportation and records transfers; and state and local housing agencies responsible for comprehensive housing affordability strategies. The district's liaison will also review and recommend to the district policies that may act as barriers to the enrollment of homeless students.

Legal References:

NH Code of Administrative Rules, Section Ed 306.04(a)(19), Homeless Students

RSA 193:12, Legal Residence Required

No Child Left Behind Act, 2002

McKinney-Vento Homeless Assistance Act, 42 U.S.C. 11431, et seq.

Category: P

1st Read: September 4, 2018

2nd Read: September 18, 2018

Adoption:

JICI – Dangerous Weapons On School Property

This Policy applies to school employees and students. Weapons are not permitted in school buildings, on school property, in school busses or vehicles used to transport students, at school-sponsored activities, or in a Safe School Zone as defined in RSA 193-D at any time without the advanced written authorization of the Superintendent of Schools or designee. No employee or student shall possess, bring, or conceal, or aid, abet, or otherwise assist another person(s) in possessing, bringing, or concealing, any weapon on school property, in school buildings, in school busses or vehicles used to transport students, at school-sponsored activities, or in a Safe School Zone as defined in RSA 193-D.

The term “weapon” includes, but is not limited to, firearms (rifles, pistols, revolvers, guns of any form, pellet guns, air rifles, BB guns, etcetera) including any device from which a shot or projectile of any nature can be fired, explosives, incendiaries, martial arts weapons (as defined by RSA 159:24), crossbows, slingshots, electronic defense or aerosol self-defense weapons (as defined by RSA 159:20), or any other device, instrument, material or substance which is used or threatened to be used in a manner likely to produce, or which is reasonably known to be capable of producing, death or bodily injury. Replicas (look-a-likes) of weapons may be treated as weapons within this Policy if they are used to frighten, harass, intimidate, or otherwise harm any person.

Additionally, this list is not intended to be exhaustive or all-inclusive. The principal may determine that any instrument, object or substance is a “weapon” within the intent of this Policy, if the principal believes that such instrument, object or substance was used or was intended to be used to inflict bodily harm on any person.

Violations of the policy will result in both disciplinary action and notification to the police. Disciplinary action may include suspension, expulsion, or termination.

Additionally, any student who is determined to have brought a firearm (as defined by Title 18 U.S.C. 921) to school will be expelled for not less than one year (365 days). The determination of whether to modify the expulsion shall be left to the discretion of the Superintendent upon review of the specific case in accordance with other applicable law.

Pursuant to the provisions of 20 U.S.C. § 7151, Gun-Free Schools Act, the Board requires the Superintendent to contact local law enforcement authorities and/or the Division of Children and Youth Services and notify them of any student who brings a firearm or weapon on school property.

The Superintendent or other building administrator may exercise his/her best judgment in determining the scope of this policy as it relates to inadvertent or unintentional violations of this policy by staff or students, provided such inadvertent or unintentional violation of this policy does not affect the safety of students, school staff or the public.

When school is not in session, and school property is being used for a municipal event, such as voting, the municipal entity responsible for conducting the event shall determine whether otherwise lawful weapons will be permitted at that event.

JICI – Dangerous Weapons On School Property

The Superintendent shall ensure that all students will receive written notice of this policy at least once each year and will determine the method of notifying students (student handbook, mailing, etc.). The Superintendent will determine the method of notifying employees and the general public of this policy.

Legal References:

18 U.S.C. § 921, Et seq., Firearms

20 U.S.C. § 7151, Gun-Free Schools Act

RSA 193-D, Safe School Zones

RSA 193:13, Suspension and Expulsion of Students

*NH Code of Administrative Rules, Section Ed. 317, Standards and Procedures for
Suspension and Expulsion of Pupils Including Procedures Assuring Due Process*

Category: P - Required

See KFA

1st Read: September 4, 2018

2nd Read: September 18, 2018

Adoption:

CB-R

DUTIES OF THE SUPERINTENDENT

PART Ed 302 DUTIES OF SCHOOL SUPERINTENDENTS

Ed 302.01 Executive Officer .

- (a) The superintendent shall:
 - (1) Serve as the executive officer of the local school district or districts within the school administrative unit (SAU);
 - (2) Be responsible for the overall administrative and leadership services of the SAU; and
 - (3) Perform the duties specified in the section.
- (b) The superintendent shall be responsible for planning and managing the administrative and leadership services of the local school district or districts within the school administrative unit subject to statutory requirements, these rules, and the policies of the local districts
- (c) The administrative and leadership services shall be defined and directed by the governing body employing the superintendent. Such local district services shall include but are not limited to the following areas:
 - (1) Personnel;
 - (2) Finance;
 - (3) Communication/community relations;
 - (4) Student service;
 - (5) Maintenance/capital improvement;
 - (6) Curriculum;
 - (7) Instruction;
 - (8) Assessment;
 - (9) Short and long range planning;
 - (10) Governance for student achievement;
 - (11) Policy research;
 - (12) Implementation, and review; and
 - (13) Overall leadership on educational issues.
- (d) The superintendent shall develop and maintain a system of public schools, staffed by certified educators, qualified professionals, and persons providing support services, subject to statutory requirements, these rules, and the policies of the local districts (s).

- (e) The superintendent shall provide, develop and implement procedures to achieve educational objectives within the local school district or districts with the school administrative unit.
- (f) The superintendent shall be directly responsible to the local school district or districts within the school administrative unit board.
- (g) The superintendent may nominate for school administrative unit board appointment one or more assistants, including assistant superintendents, and business administrators. The superintendent may assign duties for the efficient management of the school administrative unit.

Ed 302.02 Substantive Duties . The superintendent shall in addition to those duties outlined in Ed 302.01:

- (a) Nominate all certified staff and appoint other employees in accordance with state law, the rules of the state board and school board policies;
- (b) Direct and supervise the work of all employees of the district or districts within the school administrative unit and shall have all powers necessary to make such direction effective, as outlined in RSA 194-C:4. While the superintendent has ultimate responsibility, he/she may delegate powers and duties to other personnel.
- (c) Be responsible for the selection and purchase of textbooks and all other supplemental materials and supplies in accordance with the policies of the school board and the state board and see that the same are distributed to the school, accurately accounted for and economically used;
- (d) Be responsible for developing and recommending to the school board or boards within the school administrative unit the annual budget for the support of the educational program and for the operation and maintenance of schools within the district or districts and the school administrative unit in accordance with school board policy;
- (e) Be responsible for developing and maintaining an accounting system and financial reporting procedures for all funds in accordance with local school board policy, and local and state laws;
- (f) Be responsible for the development of an educational plan including curriculum, instruction, and assessment programs for the district or districts and for recommending a program of studies suitable to the needs of the pupils and the community in accordance with local school board policies, state statutes and state board rules;
- (g) Remove a teacher or other employee of the district in accordance with RSA 189:31;
- (h) Recommend the dismissal of certified staff to the board, which has the authority to dismiss in accordance with RSA 189:13;
- (i) Provide for temporary staff to fill vacancies and provide supplies immediately needed for the operation of the schools;
- (j) Be responsible for maintaining records and filing reports as required by the state board of education and the local school boards;

- (k) Admit pupils to the resident school district in accordance with the laws of the state and the rules of the state board and policies of the local board;
- (l) Direct pupils to assigned classes and grades, consistent with local school board policies;
- (m) Maintain a safe environment for pupils free of hazardous conditions;
- (n) Be responsible for the evaluation of personnel and programs in accordance with local school board policies;
- (o) Be responsible for implementation of state board rules, which apply in the area of the superintendents jurisdiction;
- (p) Be responsible for developing and recommending to the school board or boards within the school administrative unit an annual maintenance program and long-term capital improvement plan;
- (q) Be responsible for the implementation and recommendation to the school boards or boards within the school administrative unit a community relations and communications program; and
- (r) Be responsible for the implementation and review of school district policies.

See Policy CB

AC -- Non-Discrimination

The School Board, in accordance with the requirements of the federal and state laws, and the regulations which implement those laws, hereby declares formally that it is the policy of the Board, in its actions and those of its employees and students, that there shall be no discrimination on the basis of age, sex, gender, race, creed, color, marital status, physical or mental disability, national origin, sexual orientation, or any other categories protected by law for employment in, participation in, admission/access to, or operation and administration of any educational program or activity in the School District.

Inquiries, complaints, and other communications relative to this policy and to the applicable laws and regulations concerned with non-discrimination shall be received by the Superintendent or his/her designee.

This policy of non-discrimination is applicable to all persons employed or served by the District. Any complaints or alleged infractions of the policy, law or applicable regulations will be processed through the non-discrimination grievance procedure. This policy implements PL 94-142, Section 504 of the Rehabilitation Act of 1973, Title II of the American with Disabilities Act, Title VI or VII of the Civil Rights act of 1964, Title IX of the Education Amendments of 1972, and the laws of New Hampshire pertaining to non-discrimination.

Legal Reference:

RSA 354-A:6, Opportunity for Employment without Discrimination a Civil Right
RSA 354-A:7, Unlawful Discriminatory Practices
The Age Discrimination in Employment Act of 1967
Title I of The Americans with Disabilities Act of 1990
Title VII of The Civil Rights Act of 1964 (15 or more employees)
Appendix: AC-R

~~1st Reading: February 19, 2008~~

~~2nd Reading: April 15, 2008~~

~~Adopted: April 15, 2008~~

~~Amended: September 2, 2008~~

~~Amended: February 5, 2013~~

1st Read: September 18, 2018

2nd Read:

Adopted:

GBJ – Personnel Records

~~The Superintendent is authorized and directed to develop and implement a comprehensive, confidential and efficient system of personnel records that is in full compliance with all state and federal requirements.~~

The District will not disclose any teacher employee's personally identifiable data or information to any person outside of the District, except as may be required by law. Such data or information may be shared to with District employees, as necessary.

Personnel Files

The Contoocook Valley School District keeps certain records relating to staff's employment in a personnel file. The documents contained within these files are the property of the District and must be maintained for government and District recordkeeping purposes. Some employment records are kept in separate files, such as records relating to medical conditions and leave, records relating to investigations, and records relating to 1-9 requirements. Except as otherwise required by the Right to Know Law, all files connected with an employee are considered strictly confidential, and access will be limited only to those who have a job-related need to know the information and who have been authorized to see the file in question.

If an employee wishes to view the contents of his or her personnel file, the employee should make prior arrangements to report during off-duty time or, with permission from his or her immediate supervisor, during work time to the clerk Human Resources office and file a written request with the records Human Resource, or other designated individual. The clerk Human Resources will verify the employee's identity and show him or her to an area where they can view the contents of their file. If the employee would like to receive a copy of a District record relating to their employment, they should let the clerk Human Resources know which document(s) need to be copied. Copies are ten cents per page*, payable in advance.

The employee may not take or alter any document found within their personnel file. If the employee disagrees with one of the documents, the employee may ask the Human Resources Director for permission to add a document containing their comments regarding the document with which they disagree.

The personnel files will be maintained in District archives in accordance with all applicable legal requirements.

*Copy Charges

1. The District may assess a charge of 10 cents per page for each standard 8 ½ x 11 or 8 ½ x 14 black and white copy produced.
2. If a record is maintained in color and can be produced in color, and the requestor then requests a color copy, the District may assess a charge of 25 cents per page for each 8 ½ x 11 or 8 ½ x 14 color copy produced.
3. Delivery of copies of records to a requestor is anticipated to be by hand delivery. If the copies of records are requested to be delivered through the United States Postal Service, for example, the cost incurred in delivering the copies may be assessed in addition to any other permitted charge.

GBJ – Personnel Records

Legal Reference:

RSA 91-A:5, Access to Public Records

RSA 189:65, VII-a, Student and Teacher Information Protection and Privacy

RSA 189:67, Limits on Disclosure of Information

Appendix GBJ-R

Category: R

See also GBEC

1st Read: ~~February 19, 2013~~ September 18, 2018

2nd Read: ~~March 5, 2013~~

Adopted: ~~March 5, 2013~~

JHIB – Searches Of Student Automobiles On School Property

Parking of student automobiles on school property is a privilege and not a right. This policy shall serve as notice to both parents and students that, as part of this privilege, the district regulates what may be stored in vehicles and may search students' automobiles while parked on school property if the district has reasonable suspicion that a violation of school rules, the law or policy has occurred. Students who park in school parking lots and parents/guardians who allow their minor child to park on school property are deemed to have given consent to having their automobiles searched in the event of such reasonable suspicion.

The school parking lots are deemed part of the Safe School Zone. Students are prohibited from the storage of prohibited drugs, drug paraphernalia or weapons in vehicles that are parked in the Safe School Zone. All employees, volunteers and students are responsible for enhancing safety and the effective implementation of district policies on school property and thus are required to timely report to the building principal when they have reason to believe that prohibited drugs, drug paraphernalia, or weapons are present in a student's vehicle.

Any student/parent who bars a search shall have their student's parking privilege revoked. When a student/parent bars access, and there is reasonable suspicion of a potential violation of the law, the principal shall contact law enforcement.

The building principal, shall, when any information rises to the level of reasonable suspicion, inform the student, (and when not an adult student, their parent/guardian), of his/her intent to search the vehicle and may conduct a search of the vehicle. The principal shall contact law enforcement when it appears that the student conduct not only violates District policy(ies) but is criminal in nature.

A student shall not be permitted to park on campus if they or their parent/guardian indicate that they do not intend to permit a search of the vehicle in the event of reasonable suspicion that there has been a violation of school rules, the law, or District policy.

When the principal conducts a search of a vehicle, he/she shall fill out a vehicle search form, which will be maintained by the District.

The District may post notices regarding this policy indicating that student parking is by permission only and subject to search.

Legal Reference:

*NH Constitution, Pt.1, Art.19
Appendix JHIB-R*

Category: *Recommended*

See also: *JIH, JHIB-R*

1st Read: September 18, 2018

2nd Read:

Adopted: