

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

CONTOOCCOOK VALLEY SCHOOL BOARD

School Board Meeting

Tuesday, October 16, 2018

**7:00 p.m.
SAU Office**

Agenda

- 1. Call to Order and Pledge of Allegiance**
- 2. Accept School Board Meeting Minutes (Board Vote Required)**
 - a. October 2, 2018**
- 3. Points of Pride**
- 4. Public Comment**
- 5. Consent Agenda**
 - a. Personnel**
 - 1) Retirements June 2020
- 6. Superintendent's Report and Presentation of Business**
 - a. Monthly Events Calendar**
- 7. Reports**
 - a. Student Representative** – Marina McMahon/Molly Janoch
 - b. Teacher Representative** – Asher MacLeod
 - c. Strategic Plan Committee** – Pierce Rigrod
 - d. Education Committee** – Crista Salmay
 - e. Communication Committee** – Niki McGettigan
- 8. Old Business**
 - a. Board Budget Discussion**
 - b. Funding Formula Discussion**
 - c. 2nd Read Policy/Adoption (Board Vote Required)**
 - BA: Evaluation of Board Operational Procedures
 - JLCL: Life Threatening Allergies
- 9. New Business**
 - a. 1st Read Policy**
 - BBA: School Board Powers and Duties
 - BEDB: Agenda Preparation and Dissemination
 - b. Expenditure Report**
- 10. Public Comment**
- 11. Approval of Manifests (Board Vote Required)**
- 12. Non-Public Session: RSA 91-A:3,II (If Required)**
 - a. Negotiations**
 - b. Personnel**
 - c. Legal**

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 Road
Peterborough, New Hampshire**

CONTOOCOOK VALLEY SCHOOL BOARD

School Board Meeting

Tuesday, October 2, 2018

7:00 p.m.

SAU Board Room

MINUTES

BOARD

Rich Cahoon, Richard Dunning,
Jim Fredrickson, Bernd Foecking (7:30),
Janine Lesser, Niki McGettigan,
Stephan Morrissey, Linda Quintanilha,
Kristen Reilly, Pierce Rigrod,
Myron Steere, Jerome Wilson

Asher MacLeod, CVEA Rep
Molly Janoch, Student Rep.

ADMINISTRATION

Kimberly Saunders, Supt.
Tim Markley, H.R.
Cari Christian-Coates, Student Serv.
Ben Moenter, Special Ed.
Kat Foecking, FES
Amy Janoch, HES

1. Call to Order and Pledge of Allegiance

Myron Steere called the meeting to order at 7:05 p.m. The Pledge of Allegiance was recited.

2. Accept School Board Meeting Minutes (Board Vote Required)

a. September 18, 2018

Stephan Morrissey moved to accept the minutes of September 18, 2018. Dick Dunning second. Unanimous.

3. Points of Pride

Kimberly Saunders shared various Points of Pride as reported to her from administrators.

4. Public Comment

None.

5. Consent Agenda

a. Personnel

1) Co-Curricular Stipends

Tim Markley referenced the list of stipend positions and amended Stacy Whitaker as Graduation Advisor to read Lisa Pelkey.

b. Enrollment Report – October 1, 2018 (see attached)

Tim Markley referenced October 1st enrollment data. Rich Cahoon asked if these were the figures used for ADM. Mr. Markley confirmed that they were.

6. Superintendent's Report and Presentation of Business

a. Monthly Events Calendar

The Food Service Committee will meet on Thursday, October 25th at 6:00 p.m. at the SAU.

The Policy Committee meeting scheduled on Tuesday, November 27th was cancelled. The November 27th School Board meeting will begin at 6:00 p.m.

Food Service Committee will meet on Thursday, November 27th at 6:00 p.m. and Selectmen's Advisory Committee will meet on November 27th at 7:00 p.m.

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7. Reports

a. Student Representative – Marina McMahon/Molly Janoch

Molly Janoch reported that Student Council held a retreat and reviewed some items for change. Input from students will be sought to report at the board level.

b. Teacher Representative – Asher MacLeod

Asher MacLeod reported out on various topics.

c. Budget & Property Committee – Jim Fredrickson

Jim Fredrickson reported a discussion about the requirements for the default budget at the last Budget & Property Committee meeting. NHSBA is holding a workshop on the default budget. Discussion on the proposed solar project was discussed. The Superintendent was asked to obtain the cost for a third party study. The high school science project is complete and under budget by near \$300K. The rebate for energy efficient hardware is higher than anticipated.

Rich Cahoon spoke about the newspaper report article on the project and he asked for confirmation that unanticipated reserve funds would be returned to that fund. Confirmed. Jim said that the original project was kept in focus throughout the project.

Bob Edwards confirmed that it was not what was said in the newspaper. Funds were used for the scope of the project only.

Lastly, the Antrim Gym was discussed at Budget & Property.

d. Communications Committee – Niki McGettigan

Niki McGettigan reported that a working meeting was held. Stephan Morrissey, Kristen Reilly, and Niki McGettigan reviewed work underway and set up a project for completion. The first meeting each month would be for planning, while the second would be a work session. Once things get firmed up with the board, a clearer path of communication will occur. A larger social media presence is a goal.

Jim Fredrickson reported that SAC is interested in going forward with the board with a combined communication plan.

e. Selectmen's Advisory Committee – Bernd Foecking

John Jordan reported that discussion about finding two selectmen to serve on the implementation committee took place. At the meeting, there was no interest. The understanding is that the warrant stood no chance of passing and some did not want to waste their time.

Discussion on the funding formula took place. This will be major discussion at the next SAC meeting.

Building Committee Report:

Bob Edwards reported that a walk-through of the science room project will take place on Monday. Closure will be sought for this project with a report coming forward.

f. Food Service Committee – Linda Quintanilha

Linda Quintanilha reported discussion about bringing a student onto the Food Service Committee. A summer report is not yet available from food service. The committee talked about going out to bid for the food service contract. Linda asked the board's permission to continue to pursue an RFP and begin the process.

Linda Quintanilha moved to allow food service to develop an RFP with the assistance of the Budget & Property Committee for food service. Pierce Rigrod second. Unanimous.

8. Old Business

a. Funding Formula Discussion

Kimberly Saunders shared the Fall Mountain Articles of Agreement (see attached). In addition, the ADM that was used across all of the unbundling in methods was distributed (see attached). It is complex. NHDOE Completed Public Tax Rates 2017 was distributed (see attached).

They have decided the costs for everyone and have taken ADM to divide the costs in Method 1. Different apportionments were used with different methods.

John Jordan asked if everything had to do with ADM; nothing had to do with valuation. Kimberly said that she would have to reach back out.

Rich Cahoon said that the high school is separate from everything else in the examples. Capital improvements are handled separately as well based on equalized valuation.

Linda Quintanilha asked if there were three students in the same town included in the \$136K being asked tonight from the trust funds, how it would look. The response was that Method 6 in the handout addresses special education.

Rich Cahoon asked if the question wants to be considered more broadly; is it preferred to seek adjustments to the funding formula rather than the Fall Mountain model. Individual towns in Fall Mountain have different approaches to middle school. Rich reported that he met with people in his town and it would be fair to say that there was little enthusiasm for closing middle schools. The most interest in looking at something was changing the funding formula. If we are going to do something different, we need to do something now.

Dick Dunning said that part of what we are looking at is funding. If we changed the formula, what is the impact on each of the towns? It does not address the overall cost to run this district. We might make it more equitable but it does not address the problem of costs to run a district this size. If a change in the formula would be successful across the district, it may be a way to go. Status quo is not an option.

Pierce Rigrod said that he feels that this is the only discussion that would have a possibility of passing in our towns. If we are trying to pass something, it would have to be a modest change in the funding formula.

Rich said that the motion should be more about equalized valuation. We have three towns with very low enrollment. There are dramatic differences in the rates within the ConVal towns with ADM. Equalized valuation will address some of the weighting.

A town with strict zoning that reduces the number of housing and possibly students has a lower rate.

Pierce Rigrod said that this leads down the road of adequacy funding. There are other things to consider to the tune of millions of dollars.

Rich recommended looking at this and doing so quickly. He said that we should have one school rate for all of the towns. The bottom line number that makes sense needs to be figured out for each town.

Kimberly Saunders said that she can bring spreadsheets forward on what it would mean for each town. If there are other pieces that are under consideration, she would need to know that as well.

Bernd Foecking said that it matters for some towns greatly if we change the formula and matters almost not at all for others.

Rich Cahoon said that the pain of closing some of schools would not pass. Even if it is a partial solution, do we consider this even for a time?

Bernd Foecking said that paying the same tax rate for education might work in a city but we are nine towns. We could argue the cost of a pupil from Sharon.

Rich said that the elementary school costs are radically different. Some of our smallest schools are in towns that pay the lowest school rates.

Dick Dunning said that things have changed now, we are asking towns to pay different proportions. We should look at the original funding formula.

Rich Cahoon said that we have a developing crisis and we need to do something.

Pierce Rigrod agreed that the dollars associated with the elementary schools could be a focus of how we distribute funding. Pierce said that Marian Alese came to the conclusion that the current funding formula was the most equitable.

Pierce said that he does not receive calls about the quality of education.

Stephan Morrissey said that what he is hearing is that the costs of the elementary schools needs to be pushed back to the individual towns. It is a decision that no town wants to make about closing their school.

Linda Quintanilha said that the discussion is not just about money and making things equitable. It is about delivering a sound education. Could it be better? We have heard that it could be better. Our kids could have more services.

Janine Lesser agreed; the discussion has been much about funding. The conversation began about changing the educational environment. This has been absent from this discussion. We are missing the larger issue.

Stephan Morrissey said that it should always be primarily about the benefit of the students. This is the board's primary aspect. The political reality is that we have to meet the taxpayer needs in terms of budget affordability. There is a sense that some towns are paying less and others more than their fair share.

Kimberly Saunders reminded the board that in any given year, some towns are supporting other towns associated costs. In two or three years later, the reverse is true. These students live in our towns. It is a snapshot that may say something else at a different point in time.

Rich Cahoon said that changes to the funding formula can address the elementary school problem. People often quote the cost per pupil, but none of us know the cost per pupil because of outside factors. This is hard. We promised to put something on the ballot. How do we move forward with looking at a funding formula change?

Bernd Foecking asked how adequacy would be treated. Rich said that if it were up to him it would be 100% equalized valuation and the adequacy would go to the district. Rich said that he understands that we are not looking at 100% equalized valuation but it does need to shift. He proposed asking administration what it would cost to provide a better education while taking out of the proposed reconfiguration model, the cost of additional work days for staff.

Pierce spoke about the possibility of using a percentage of building capacity in terms of enrollment.

Never losing sight of whatever change comes forward that education becomes even better.

Jim Fredrickson asked how we are going to get this done. Myron Steere said that spreadsheets need development.

Kimberly Saunders said that it depends on stabilizing the conversation on funding. If towns think that the funding formula is unfair or the budget is too high, it is difficult to ask for more money. The downshifts onto the budget have hurt the district.

We have a model from administration that assumes a certain number of students in each class. If 18 is the optimum number of students per class and one multiplies it by five (5) (five classes k-4), that would determine capacity.

Bernd Foecking said that he believes the impact to be less than what might be thought. DCS sends approximately 160 students through the schools. Using 20 per classroom would be a minimal impact on Dublin.

Pierce Rigrod asked for a consensus of the board to further analyze the financial analytics of the district and determine a new funding formula as an option by providing spreadsheets to be analyzed.

Rich Cahoon second.

Bernd said that for years we have said that the funding formula was the best. Since we don't think that the consolidation would pass we are going back to change the funding formula.

Rich said that we have heard that the model is impacting their ability to provide services to the small schools. We weren't talking about spending an additional million or two million dollars to deliver services; we are now.

Discussion continued.

What in the configuration plan could be salvaged?

What would the plan cost given the current CVEA contract?

Rich Cahoon said that we made a promise to put something on the ballot and now we are pulling back. If we do this, we have to commit to put something on the ballot; it keeps us honest. If the funding formula is not preferred consideration to put reconfiguration on the ballot should come forward.

Bernd said that he supports what Rich just said.

Stephan Morrissey moved the vote.

Rich said that he is not voting for just looking at the funding.

Pierce Rigrod revised his motion to include a phase that the board will consider a consolidation model.

Rich second.

Jim Fredrickson asked about the implementation team. It is on hold until further movement.

Stephan Morrissey said that we promised the voters to make a decision through a vote. One choice might be viable. The feedback is that small schools should not be closed.

Pierce said that if the demographics continue to move where we all get smaller shouldn't we plan for that (closing schools) in the future anyway?

Transportation analysis could still take place. The facilities piece could still move forward.

Kimberly Saunders said that the administration works at the pleasure of the board. Conducting this work causes other work not to take place. An implementation plan would be theoretical.

Rich Cahoon asked if the board would commit to a funding formula change on the ballot.

Myron Steere asked if after looking at all of the types of different funding formulas possible, does the board feel something could come forward to the ballot.

Kimberly said a subcommittee might be needed to do some of this work.

Rich said that what he wants to do is to make a commitment to do something.

We need the Superintendent and administration to provide an analysis on the options discussed.

Pierce Rigrod withdrew his revised motion to allow a financial analysis so a funding formula change might come forward for a vote.

Rich withdrew his second.

Pierce Rigrod moved to direct administration to develop financial alternatives to the current funding formula through spreadsheets well in advance of a board discussion. Rich Cahoon second.

Roll call vote:

In favor: Rich Cahoon, Linda Quintanilha, Stephan Morrissey, Niki McGettigan, Jerry Wilson, Dick Dunning, Kristen Reilly, Jim Fredrickson, Pierce Rigrod

Opposed: Janine Lesser, Bernd Foecking

Motion carried.

Linda Quintanilha moved to take the implementation plan and committee off of the Superintendent's work load. Stephan Morrissey second. Bernd Foecking opposed. All others in favor. Motion carried.

b. Implementation Committees and Subcommittees

Taken off of the table.

c. Food Service Discussion

Discussed under food service committee report.

d. Fresh Fruits and Vegetable Program

Kimberly reported that the board voted the fresh fruits into the elementary schools. This will be discussed in November for the upcoming school year.

e. 2nd Read Policy/Adoption (Board Vote Required)

- AC: Non-Discrimination

Linda Quintanilha moved to adopt this policy as read. Rich Cahoon second. Unanimous.

- GBJ: Personnel Records

Linda Quintanilha moved to adopt this policy as read. Rich Cahoon second. Unanimous.

- JIHB: Searches of Student Automobiles on School Property

Linda Quintanilha moved to adopt this policy as read. Rich Cahoon second.

Vehicle search is respectful of students while not applying a law enforcement standard to administrators. **Unanimous.**

9. New Business

a. 1st Read Policy

- BA: Evaluation of Board Operational Procedures
- JLCL: Life Threatening Allergies

These are first reads. Please send comments to the Policy Committee.

b. Budget Preparation Discussion

Kimberly Saunders said that she was asked to look at programmatic add-ons that we have and other ancillary services and to prioritize the list.

Rich Cahoon said that the need to figure out what the default will look like is under discussion. He would like consideration of rather than just dropping items, that the board consider placing individualized items on the warrant for vote. Rich said that it is going to be a difficult budget year. We should give the voters a chance to vote on program.

10. Public Comment

Corey Edlekind said that she has listened to conversation and had a positive comment about keeping children and education in the focus.

Stephan Morrissey spoke about the recent death of a football student (in another State) after coming off of the field. He said that he worries about the damage that it is doing to students.

Dick Dunning said that if we are talking about the impact of concussion, we are talking about a lot more than football.

11. Approval of Manifests (Board Vote Required)

Kimberly Saunders certified that manifests listed totaling \$612,618.41 and Payroll 7 and 701 totaling \$1,727,939.79 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 presented. Dick Dunning second. Unanimous.

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

- a. Negotiations**
- b. Personnel**
- c. Student**
- d. Legal**

Stephan Morrissey moved to enter non-public session in accordance with RSA 91-A:3,II at 9:07 p.m. for matters of personnel and negotiations. Unanimous on a roll call vote.

Stephan Morrissey moved to exit non-public session at 9:38 p.m. Dick Dunning second. Unanimous.

Stephan Morrissey moved to seal the minutes for personnel for a period of 10 years and to seal the minutes of non-public for both negotiations discussions for a period two years.

Stephan Morrissey motioned to adjourn at 9:39 p.m. Dick Dunning second. Unanimous.

Respectfully submitted,

Brenda Marschok

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

CONTOOCCOOK VALLEY SCHOOL DISTRICT

October 16, 2018

Personnel Agenda

Retirements June 2020:

CVHS

Dana Wood
Andy Bills

Science Teacher
Graphic Arts Teacher

CVES

Lise Lemieux

School Nurse

November 2018

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

BA – Evaluation of Board Operational Procedures

The ConVal School Board will attempt to conduct a review of goals. The Board will establish annual goals and objectives that will serve as a benchmark and criteria for annual reviews.

The following areas of Board operations and relationships are representative of those in which objectives may be set and progress appraised:

1. Relationship with the Superintendent
2. Community relations
3. Board meetings
4. Staff and Personnel Relationships
5. Relationship to Instructional Program
6. Financial Management of Schools
7. Policy development
8. Risk management
9. Other areas the Board determines should be evaluated

While the Board may decide to do so, it is not expected that every area listed above will necessarily be annually reviewed.

The Board desires that the annual self-evaluation and goal setting will clarify the Board's role within the school community, address areas for the Board to improve, and address areas for which the Board should be commended.

Legal References:

NH Code of Administrative Rules, Section ED. 303.01 (g), Substantive Duties of School Boards

Appendix: BA-R1; BA-R2

Category: *Recommended*

First Read: October 2, 2018

Second Read: **October 16, 2018**

Adopted:

JLCL – Life Threatening Allergies

The Contoocook Valley School District recognizes that students are being diagnosed with life threatening allergies and is committed to the safety and health of all students.

The policy goals are to:

1. Provide a safe and healthy learning environment for all students;
2. Reduce the likelihood of severe or potentially life-threatening allergic reactions;
3. Ensure an appropriate and rapid response in the event of a severe or potentially life-threatening allergic reaction;
4. Protect the rights of students with severe or potentially life-threatening allergies to participate in all school activities.

The parent/guardians will provide the school nurse, prior to the start of the school year or as soon as possible after diagnosis, with written documentation from the licensed health care provider on the ConVal form “Medical Action Plan for Allergic Reactions” (MAPAR) or health care provider allergic reaction plan, which will serve as the basis for the development of the Integrative Health Care Plan (IHCP for Allergic Reactions). This form is available on the ConVal web site.

The parent/guardian must ensure the prescribed medication is available to student at all times or the student will not be permitted to attend off campus activities.

Annual education and training on the management of students with life threatening allergies will be given to all staff interacting with the student on a regular basis.

References:

http://www.cdc.gov/healthyyouth/foodallergies/pdf/13_243135_A_Food_Allergy_Web_508.pdf
<http://www.nasn.org/ToolsResources/FoodAllergyandAnaphylaxis>

1st Read: October 2, 2018

*2nd Read: **October 16, 2018***

Adopted

BBA -- School Board Powers and Duties

State law provides that public schools will be operated and maintained by local School Boards. As agents of the state, School Boards are required to implement state laws pertaining to public education and to carry out the rules of the State Board of Education.

The ConVal Board is an agent of the State and derives its authority from the New Hampshire Constitution, New Hampshire Statutes, and Rules of the State Board of Education.

This School Board shall exercise all the powers and duties prescribed to them by applicable state and federal laws, and rules of the New Hampshire State Board of Education.

~~According to Ed 303.01 Substantive Duties, each school board shall:~~

~~(a) Adopt policies necessary and desirable to control and effectuate the recruitment, employment, evaluation and dismissal of teachers and other employees and may delegate authority to the superintendent of schools to carry out the provisions of such policies provided that no teacher shall be employed who is not certified or who has not been nominated by the superintendent of schools and elected by the school board.~~

~~(b) Adopt policies necessary and desirable to control and effectuate the purchase of equipment, supplies, or services and may delegate to the superintendent of schools the authority to make financial commitments in accordance with such policy.~~

~~(c) Provide, through documented planning and public meetings and quorum votes, accommodation for all pupils in approved schools or other facilities in accordance with state law.~~

~~(d) Provide required transportation of students consistent with these rules and provide that all school buildings and other learning environments be maintained in a manner consistent with standards of health and safety as required by these rules.~~

~~(e) Oversee the preparation of an annual budget in accordance with RSA 32 and comply with all federal and state laws and rules.~~

~~(f) Hold meetings for the transaction of business at least once monthly and require the attendance of the superintendent or designee. The board shall cause a written record to be kept of each meeting in accordance with RSA 91-A.~~

~~(g) In consultation with the superintendent and in accordance with statutes and rules of the state board of education, determine the educational goals of the district, develop long range plans and identify measurable and attainable short term objectives. The school board shall require the implementation of educational programs designed to reflect the goals and objectives and, further, the school board shall review such programs and make public the results of such investigation.~~

~~(h) Annually evaluate the superintendent based on written criteria established by the school board(s)/SAU board.~~

~~(i) Adopt a rule to ensure that there shall be no unlawful discrimination on the basis of sex, gender, race, age, creed, color, marital status, national origin, or disability in educational programs or activities consistent with local standards which may be stricter in specific areas than the broader statewide standards.~~

BBA -- School Board Powers and Duties

~~(j) Establish a policy on sexual harassment, written in age appropriate language and published and available in written form to all those who must comply, which includes, at a minimum, the elements specified below.~~

~~Exercise all powers and perform all duties vested in and imposed upon the school board by law or rules of the state board.~~

PART Ed 303 DUTIES OF SCHOOL BOARDS

Ed 303.01 Substantive Duties. Each school board shall:

(a) Adopt policies necessary and desirable to control and effectuate the recruitment, employment, evaluation and dismissal of teachers and other employees and may delegate authority to the superintendent of schools to carry out the provisions of such policies provided that no teacher shall be employed who is not certified or who has not been nominated by the superintendent of schools and elected by the school board;

(b) Adopt policies necessary and desirable to control and effectuate the purchase of equipment, supplies, or services and may delegate to the superintendent of schools the authority to make financial commitments in accordance with such policy;

(c) Provide, through documented planning and public meetings and quorum votes, accommodation for all pupils in approved schools or other facilities in accordance with state law;

(d) Provide required transportation of students consistent with these rules and provide that all school buildings and other learning environments be maintained in a manner consistent with standards of health and safety as required by these rules;

(e) Prepare an annual budget in accordance with RSA 32 and comply with all federal and state laws and rules;

(f) Hold meetings for the transaction of business at least once in 2 months and require the attendance of the superintendent or designee. The board shall cause a written record to be kept of each meeting in accordance with RSA 91-A;

(g) In consultation with the superintendent and in accordance with statutes and rules of the state board of education, determine the educational goals of the district, develop long-range plans and identify measurable and attainable short-term objectives. The school board shall require the implementation of educational programs designed to reflect the goals and objectives and, further, the school board shall review such programs and make public the results of such investigation;

(h) Exercise all powers and perform all duties vested in and imposed upon the school board by law or rules of the state board;

(i) Adopt a rule to ensure that there shall be no unlawful discrimination on the basis of sex, gender, race, age, creed, color, marital status, national origin, or disability in educational programs or activities consistent with local standards which may be stricter in specific areas than the broader statewide standards;

BBA -- School Board Powers and Duties

(j) Establish a policy on sexual harassment, written in age appropriate language and published and available in written form to all those who must comply, which includes, at a minimum, the elements specified below:

- (1) A statement that sexual harassment is against the law and against school district policy;
- (2) A definition of sexual harassment with examples of actions that might constitute sexual harassment;
- (3) The names and roles of all persons involved in implementing the procedures;
- (4) A description of the process so all parties know what to expect, including time frames and deadlines for investigation and resolution of complaints;
- (5) A prohibition against retaliation toward anyone involved in a complaint;
- (6) A description of possible penalties including termination;
- (7) A requirement that a written factual report be produced regardless of the outcome of the investigation;
- (8) At least one level of appeal of the investigators recommendation; and
- (9) A clear statement that someone can bypass the internal process and proceed directly to the New Hampshire commission on human rights, with address and phone number, or office of civil rights, with address and phone number; and

(k) Annually evaluate the superintendent based on written criteria established by the school board (s)/SAU board.

(l) Adopt a teacher performance evaluation system, with the involvement of teachers and principals, for use in the school district, pursuant to RSA 189:1-a,III.

Legal References:

RSA 189:1-a, Duty to Provide Education

RSA 195:5, Cooperative School Districts: School Board Powers and Duties

N.H. Code of Administrative Rules-Section Ed. 303.01, Duties of School Board

Category: R

~~1st Read: February 21, 2012~~ **October 16, 2018**

~~2nd Read: April 3, 2012~~

~~Adopted: April 3, 2012~~

BEDB – Agenda Preparation and Dissemination

~~The Superintendent shall prepare all agendas for meetings of the ConVal School Board. In doing so, the Superintendent shall consult with the Board Chair and appropriate members of the executive staff.~~

~~Items to be placed on the agenda should be in the hands of the Superintendent or Board Chair on or before the seventh day preceding the meeting. Every Board member has the right to place items on the agenda. Items not included on the agenda may be brought before the meeting with the consent of the Board. However, the Board may choose not to deal with every agenda item.~~

~~Items of business may be suggested by any Board member, staff member, student, or citizen of the District. The inclusion of items suggested by staff members, students, or citizens shall be at the discretion of the Superintendent and Board Chair. The agenda, however, shall always allow adequate time for the remarks of the public who wish to speak before the Board.~~

~~The Board shall follow the order of business set up by the agenda unless the order is altered by a majority vote of the members present. Items of business not on the agenda may be discussed and acted upon if a majority of the Board agrees to consider them. The Board, however, may not revise Board policies, or adopt new ones, unless such action has been scheduled, or unless there is an emergency.~~

~~The agenda, together with supporting materials, shall be distributed to Board members at least four days prior to the Board meeting, to permit them time to give items of business careful consideration. Board members are expected to read the information provided them and to contact the Superintendent or Board Chair to request additional information that may be deemed necessary to assist them in their decision-making responsibilities. The agenda shall also be made available to the press and others upon request.~~

~~The agenda will be posted in the building where the meeting is held, in the foyer of all schools and in the foyer of the SAU Office, and on the District's website.~~

~~**Category: R**~~

~~**See also BEDA, BEDH**~~

~~1st Read: June 19, 2012~~

~~2nd Read: August 14, 2012~~

~~Adopted: August 14, 2012~~

The Superintendent shall prepare all agendas for meetings of the Board. In doing so, the Superintendent shall consult with the School Board.

Items to be placed on the agenda should be received by the Superintendent at least seven days prior to the meeting. Every Board member has the right to place items on the agenda. Matters not included in the

BEDB – Agenda Preparation and Dissemination

agenda may be presented during the meeting provided the Board agrees to discuss the matter. The Board may choose not to deal with every any agenda item.

Consistent with RSA 91-A:3 and the laws pertaining to student and family privacy rights, the Board will not place any matter on the public meeting agenda that is to be properly discussed in a non-public session. This shall not preclude the Board from giving notice of its intent to hold or enter into a non-public session and the statutory reason for doing such.

Any Board member, staff member, student, or citizen of the District may suggest items of business. The inclusion of items suggested by staff members, students, or citizens shall be at the discretion of the Board Chairperson.

The Board shall follow the order of business set up by the agenda unless the order is altered by a majority the Board Chair without objection ~~vote of the members present~~. Items of business not on the agenda may be discussed and acted upon if a majority of the Board agrees to consider them. The Board, however, may not revise Board policies, or adopt new ones, unless such action has been scheduled, or unless there is an emergency.

The agenda and supporting materials should be distributed to Board members at least ~~four~~ two days prior to the Board meeting. Board Members shall be expected to read the information provided them and to contact the Superintendent to request additional information that may be deemed necessary to assist them in their decision-making responsibilities.

When the final agenda has been established, it will be made available to the public, upon request. Members of the public who wish to speak at Board meetings regarding an agenda item are encouraged to contact the Superintendent prior to the Board meeting. Additionally, the Board reserves the right to limit public discussion at Board meetings to agenda items only. Supporting materials sent with the agenda are subject to disclosure by the Right-to-Know law. Therefore, both the agenda and the supporting materials may be reviewed by the public prior to the meeting. Any supporting materials that contain confidential information, which is exempt from disclosure and where the Board has a legal duty to maintain the confidentiality of the information, shall be clearly marked as confidential. Board members shall not disclose any materials marked as confidential or otherwise exempt from disclosure under the Right-to-Know law.

Notices of meeting shall be consistently posted on the District's web site in a reasonably accessible location.

Legal Reference:

RSA 91-A:5, IX.

Category: Recommended

See also: BEDA, BEDH

First Read: October 16, 2018

Second Read:

Adopted: