

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

106 Hancock Road
Peterborough, New Hampshire

CONTOOCOOK VALLEY SCHOOL BOARD

Public Hearing

Expend Capital Reserve Funds/Trust Funds

Tuesday, October 2, 2018

7:00 p.m.

SAU Board Room

In accordance with RSA 35:1, and 198:20C, a public hearing will be held by the Contoocook Valley School Board for the purpose of expending Capital Reserve Funds and/or Trust Funds for the 2018-2019 fiscal year for unanticipated special education expenditures.

School Board Meeting

Immediately Following Public Hearing

1. **Call to Order and Pledge of Allegiance**
2. **Accept School Board Meeting Minutes (Board Vote Required)**
 - a. **September 18, 2018** (pg. 1-5)
3. **Points of Pride**
4. **Public Comment**
5. **Consent Agenda**
 - a. **Personnel**
 - 1) Co-Curricular Stipends (pg. 6-8)
 - b. **Enrollment Report** – October 1, 2018
6. **Superintendent's Report and Presentation of Business**
 - a. **Monthly Events Calendar** (pg. 9-10)
7. **Reports**
 - a. **Student Representative** – Marina McMahon/Molly Janoch
 - b. **Teacher Representative** – Asher MacLeod
 - c. **Budget & Property Committee** – Jim Fredrickson
 - d. **Communications Committee** – Niki McGettigan
 - e. **Selectmen's Advisory Committee** – Bernd Foecking
 - f. **Food Service Committee** – Linda Quintanilha
8. **Old Business**
 - a. **Funding Formula Discussion**
 - b. **Implementation Committees and Subcommittees**
 - c. **Food Service Discussion**
 - d. **Fresh Fruits and Vegetable Program**
 - e. **2nd Read Policy/Adoption (Board Vote Required)**
 - AC: Non-Discrimination (pg. 11)
 - GBJ: Personnel Records (pg. 12-13)
 - JIHB: Searches Of Student Automobiles On School Property (pg. 14)
9. **New Business**
 - a. **1st Read Policy**
 - BA: Evaluation of Board Operational Procedures (pg. 15-16)
 - JLCL: Life Threatening Allergies (pg. 17)
 - b. **Budget Preparation Discussion**
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. **Student**
 - d. **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, September 18, 2018

SAU Office

7:00 p.m.

MINUTES

BOARD

Rich Cahoon, Dick Dunning,
Jim Fredrickson, Janine Lesser,
Niki McGettigan, Stephan Morrissey,
Linda Quintanilha, Kristen Reilly,
Pierce Rigrod, Crista Salamy,
Myron Steere, Jerome Wilson

Asher MacLeod, CVEA Rep

ADMINISTRATION

Kimberly Saunders, Supt.
Dr. Ann Forrest, Asst. Supt.
Tim Markley, H.R.
Ben Moenter, Student Serv.
Gib West, CVHS
Stephanie Syre-Hager, AES
Colleen Roy, GES
Larry Pimental, PES
Jim Elder, GBS
Anne O'Bryant, SMS
Kathie Morrocco, Pierce

1. Call to Order and Pledge of Allegiance

Myron Steere called the meeting to order at 7:01 p.m. The Pledge of Allegiance was recited.

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

a. September 4, 2018

Stephan Morrissey moved to accept the minutes of September 4, 2018. Dick Dunning second. Jim Fredrickson, Crista Salamy, and Linda Quintanilha abstained. All else in favor. Motion carried.

3. Points of Pride

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

4. Public Comment

None.

Stephan Morrissey suggested that a statement be made that identifies, to those present, that tonight's meeting is being recorded tonight.

John Anderson introduced himself and reported that he is recording the meeting for the CVEA.

5. Consent Agenda

a. Personnel

- Co-Curricular Stipends

Tim Markley referenced the co-curricular stipends listed for reference only.

6. Superintendent's Report and Presentation of Business

a. Monthly Events Calendar

The Communication Committee meeting scheduled on September 25th was moved to a start time of 5:30 p.m. and the Budget and Property Committee meeting on the same night was moved to a 7:00 p.m. start.

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.

The ATC Committee meeting scheduled on October 11th will not take place; instead ATC Committee members will attend the ATC PAC meeting on October 17th.

A Public Hearing to expend trust fund dollars for special education purposes was added on October 2nd at 7:00 p.m. at the SAU.

The School Board Budget Work Session will take place on Saturday, November 2nd at 8:30 a.m. at the SAU.

The November 20th Policy and School Board meetings were moved to November 27th.

b. Field Trip Requests (Board Vote Required)

- 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.

Dick Dunning moved to approve the field trip request. Stephan Morrissey. Stephan suggested that the group visit a specific museum. Jim Wickham estimated that approximately 90 students will attend.

Unanimous.

c. Field Trip Requests (Board Vote Required)

- 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.

Dick Dunning moved to approve the field trip request. Jerome Wilson second. Unanimous.

d. Football Helmet Discussion (Board Vote)

John Reitnauer and Chris Lundsted were present to speak about Football Helmets. There has been controversy whether or not to go forward with the InSite ImPACT helmets.

Mr. Reitnauer thanked the Board for their continued support to have an athletic trainer at ConVal.

Mr. Lundsted distributed the Concussion Management Protocol (see attached). Any athlete who receives impact to the head is removed from the game and evaluated for concussion. It provides information on the status of that athlete's brain at that time. If any deficits are present, the athlete is removed from activity and put through the concussion protocol. Parents are contacted and directed to contact their primary health provider. The baseline test is done prior to every season. It can be used for comparison purposes. Rest is in order. Once no symptoms exist and the athlete is cleared by their physician, they take the test again and return to five days of increasing intensity leading to full play. The impact test is a computerized test that measure five variables.

In terms of prevention, there are direct impacts and whiplash mechanisms. Education; how to correctly hit- kids go through "heads up" training. Athletes are no longer to tackle with the head and are taught to lead with their shoulder to make contact. Neck strengthening is incorporated into every practice to strengthen the neck and head control. How many concussions are typical in football each year? The average has been 6-8 per season. How do other sports compare? Soccer would follow, hockey and lacrosse see a few.

John said that the InSite technology involves sensors that measure impact and sends an alert when the impact exceeds the threshold. The technology is basically a recognition tool. Limitations include the threshold not being the same for each athlete. As a result, discrepancies result between what registers and what the athletic trainer might assess. There is no literature on the effectiveness of this technology.

Chris said that the biggest concern that he has with this technology is with the threshold. It does not account for every single impact with every single athlete on the field.

Stephan Morrissey said that he is hearing concern with the technology and what the athletic trainer sees. Confirmed. Chris said that this technology is not as wide-spread as originally thought to be. There is no evidence to support effectiveness. Is there anything else we can be doing to prevent concussion?

John said that no one in Division II are using these helmets. They came out two years ago. John and Chris would like to put efforts into educating parents, players, and coaches on concussion prevention.

Dick Dunning asked if this technology might be one more benefit to support the athletic trainer and potentially capture information that the trainer might not have. Chris said that at this level, we handle concussions very conservatively. In terms of prevention, the headless tackling is important.

John Reitnauer said that the technology is changing so quickly, there might be something better available sooner than the use of the technology spoken about tonight. All of the coaches take a course before their season on how to recognize concussion. Referees often bring concern forward if they see something.

Rich Cahoon moved to take the recommendation of the athletic trainer to not use the money previously approved for the InSite football helmets. Pierce Rigrod second.

Dick Dunning asked if it made sense to take some of the funds previously approved for helmet technology and use it for neck strengthening equipment. Confirmed.

Myron said that it is a capital reserve item so further discussion would be needed.

Crista Salamy opposed. All else in favor. Motion carried.

Rich Cahoon asked if the funds could be put back in the capital reserve if not used. Confirmed.

Dick Dunning asked if a proposal could be brought forward to increase neck strengthening equipment. Myron said that the athletic director will bring a proposal forward.

e. Superintendent Goals/SAU Goals

Kimberly referenced the Superintendent Goals (see attached). There is a goal to look at the implications of universal preschool, another to review and report out on the allocation of resources across the Math and Science departments at CVHS by June 30, 2019, and a third to prepare an implementation plan for a single model that proposes a long-term sustainable organizational structure for the CV School District.

Further discussion will occur in non-public session.

7. Reports

a. Student Representative – Marina McMahon/Molly Janoch

Marina McMahon reported that everyone is getting back into the swing of school. Student Council will hold a retreat later this week.

b. Teacher Representative – Asher MacLeod

Asher MacLeod reported that the CVEA had a booth at the Antrim Festival.

Myron Steere asked why the CVEA did not accept the boards offer to have the negotiation meetings in public since the CVEA is eager for more transparency. Asher agreed to seek information and report back.

c. Strategic Plan Committee – Bernd Foecking

Janine Lesser reported a request for 4.12.2 – evaluation of software – to move the completion date out to June 30, 2019.

Janine Lesser motioned to move the due date out to June 30, 2019 for 4.12.2. Second. Unanimous.

d. ATC Committee – Stephan Morrissey

Stephan Morrissey reported that the new Director of the ATC, Jen Kiley, was introduced at the last meeting. Programs and participation rates were discussed. In October, the committee will attend the PAC meeting to better understand that piece.

In addition, discussion about Nashua Community College programming took place. They may be offering a soft roll-out of courses moving to more in the future.

Stephan Morrissey reported that there is a limitation to how many credits a student can take using VLACS or outside credits. Policy updates are needed. Rich Cahoon said that there are five policies involved. Several have not been updated since 2008. They are on the future items on the Policy Committee list. One policy references a policy that we do not have, which is a significant hole. It also references the student handbook, which does not share limitations. Rich suggested moving the policies to the Education Committee to assure that we have all of the policies and to examine if participation should be limited.

Rich Cahoon moved all of the IH policies to the Education Committee. Stephan Morrissey second. Unanimous.

e. Education Committee – Crista Salmay

Linda Quintanilha reported that two major topics; assessments and the policy to share the assessment schedule with the board were discussed. In addition, a presentation about K-4 emotional behavior curriculum was shared. We have been using Responsive Classroom as a tool. More tools are being brought into the classroom. A consistent curriculum across the elementary schools is the goal. Teachers will be surveyed over a period of weeks to allow input to be shared and received.

f. Building Committee – Bob Edwards

Bob Edwards shared a report (see attached). When Hutter put out the bids for different aspects of the project, some of the pricing came back high. Some received no bids at all. Our facilities staff jumped on board and took on much of this work. Meetings of the Building Committee took place over the summer at strategic points in time. The schedule was tight. Cost savings were realized in several areas. John Pirkey, district Master Electrician, and his personal dedication to the job, allowed all of the electrical work to get completed.

Changes, additions, and deletions were decided upon during the summer. The final numbers are not in yet. It is estimated that the job will come in under \$200,000 of what was proposed. \$950K from the trust funds was approved but not anticipated to result in that figure. Inspections by the town for plumbing and electrical have taken place and were passed. There is an open house on September 20th. The rooms will be set up so that parents and teachers will get an understanding of how the classrooms will operate. The work is impressive. The final punch list is still in process. The Certificate of Occupancy will result soon after. Special thanks to the ConVal team of Tim Grossi, John Pirkey, and to Jack Hakala from Hutter Construction and to the Committee members.

A final memorandum to the school board will be forthcoming. Soon after, a vote to release the committee will follow.

8. Old Business

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

- JFABD: Admission of Homeless Students

Linda Quintanilha moved to approve the policy as presented. Rich Cahoon second. Unanimous.

- JICI: Dangerous Weapons On School Property

Linda Quintanilha moved to approve the policy as presented. Rich Cahoon second. Unanimous.

b. Policy –R Discussion

- CB-R: Duties of the Superintendent

No additional duties have been received since this policy was reviewed. This will remain as is, no vote needed.

c. School Model Implementation Committee Appointments

Kimberly Saunders reported that an AdHoc Committee is under formation. A list of names for potential volunteers was shared. It is up to the board to appoint members.

Rich Cahoon asked about the subcommittee structure. (see 8d. below).

Crista Salmay, Stephan Morrissey (transportation), Jim Fredrickson (financials), Janine Lesser and Pierce Rigrod also volunteered to sit on a subcommittee. Four board members are needed therefore Crista withdrew her name.

Dick Dunning said that we are asking people to do a lot of work to bring forward a warrant article that he does not feel will pass. He suggested looking at what Fall Mountain did. It would be a win/win situation that addresses multiple concerns. He would rather see time and energy invested on a model that could go forward.

Kimberly Saunders said that if the board wants the information about Fall Mountain forward, she can bring information at the next meeting.

Rich Cahoon said that Marian provided this information once. It is a great idea. It is worth looking at.

Myron Steere said that if the board agrees, Kimberly can bring information forward. Confirmed.

d. Implementation Committees and Subcommittees

Forming one main committee and several subcommittees to look at specific areas was discussed. i.e. enrollment and programming areas, transportation, financials, building and infrastructure, community impact, phasing etc.

9. New Business

a. 1st Read Policy

- AC: Non-Discrimination

- GBJ: Personnel Records

- JIHB: Searches Of Student Automobiles On School Property

Rich Cahoon referenced these policies as first reads. Please review these policies and provide feedback to the Policy Committee.

b. Fresh Fruits & Vegetables Program

Kimberly Saunders shared information on the Fresh Fruits and Vegetables Program. The cost is approximately \$30,000. Both middle schools have asked if they could be considered for participation. Further conversation should take place in non-public session.

Rich Cahoon summarized the program. Last year, the district voted to backfill money not received by grants to continue this program.

This did not appear in the food service contract because it was grant funded.

c. Expenditure Report

- Budget Transfers (Board Vote Required)

Two budget transfers were asked – a transfer from SVHS Special Education Salaries to District Special Education Contracted Services in the amount of \$61,628.00 and another from District Special Education Psychology Salaries to District Special Education Contracted Services in the amount of \$140,855.00.

Stephan Morrissey moved to authorize the transfers. Dick Dunning Second. Unanimous.

10. Public Comment

None.

11. Approval of Manifests (Board Vote Required)

Kimberly Saunders certified that manifests listed by number totaling \$433,265.56 and Payroll totaling \$846,084.09 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.

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

Stephan Morrissey moved to enter into non-public session in accordance with RSA 91-A:3,II for matters of personnel, legal, and negotiations at 8:23 p.m. Unanimous on a roll call vote.

Stephan Morrissey moved to exit non-public session at 9:45 p.m. Dick Dunning second. Unanimous.

Stephan Morrissey moved to seal the minutes of non-public session as follows:

Personnel for a period of 5 years

Negotiations for a period of 6 months

Negotiations for a period of one year

Legal for a period of 10 years

Legal for a period of 10 years

Personnel for a period of 5 years.

Dick Dunning second. Unanimous.

Linda Quintanilha moved to adjourn at 9:47 p.m. Pierce Rigrod second. Unanimous.

Respectfully submitted,

Brenda Marschok

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

CONTOOCOOK VALLEY SCHOOL DISTRICT

October 2, 2018

Personnel Agenda

**Co-Curricular Stipends
See Attached**

NOTICE OF STIPEND POSITIONS

First	Last	DAC	Position	Stipend Amt	FTE
Athletic					
Jim	Aborn	CVHS	Track Assistant - Winter	\$2,735.68	1
Kevin	Carne	CVHS	Unified Basketball	\$1,030.00	1
Dick	Ellingwood	CVHS	Unified Basketball	\$1,030.00	1
Leah	Fiasconaro-Conway	CVHS	Spirit Team - Basketball	\$3,419.60	1
Lance	Flamino	CVHS	Track - Winter	\$3,419.60	1
Leonid	Gershgorin	CVHS	Basketball - Boys Varsity	\$4,206.11	1
Campbell	Kipka	CVHS	Basketball - Boys Freshman	\$2,735.68	1
Scott	McGovern	CVHS	Skiing - Varsity Nordic	\$2,735.68	1
Gil	Morris	CVHS	Unified Basketball	\$1,030.00	1
Tyler	Mudrick	CVHS	Basketball - Boys JV	\$3,419.60	1
Harry	Payne	CVHS	Hockey Ice - Girls Assistant	\$2,735.68	1
Kevin	Proctor	CVHS	Basketball - Girls Varsity	\$4,206.11	1
Chris	Spingola	CVHS	Hockey Ice - Girls Varsity	\$4,206.11	1
Jessica	Weeks	CVHS	Basketball - Girls JV	\$3,419.60	1
Brian	Whittemore	CVHS	Wrestling - Varsity	\$4,206.11	1
Holly	Wilson	CVHS	Skiing - Varsity Alpine	\$2,735.68	1
Scott	Baldwin	GBS	Basketball - Boys	\$2,051.76	1
Non-Athletic					
Eric	Bowman	CVHS	History Club	\$812.15	0.5
Eric	Bowman	CVHS	Student Council	\$2,650.19	1
Ben	Conant	CVHS	The Link	\$1,496.08	0.5
Elizabeth	Concannon	CVHS	Club - German	\$512.94	0.5
Deb	Coyne	CVHS	Graduation Advisor	\$438.56	0.6
Bruce	Dodge	CVHS	Drama - Musical Tech Director	\$1,275.51	1
Bruce	Dodge	CVHS	Drama - Play Tech Director	\$1,275.51	1
Amy	Duderewicz	CVHS	National Honor Society	\$812.16	0.5
Rebecca	Dunn	CVHS	Class Advisor - Senior	\$1,325.10	0.5
Marcel	Fontaine	CVHS	Anime	\$1,025.88	1
Nancy	Gagnon	CVHS	National Honor Society	\$812.16	0.5
Nancy	Gagnon	CVHS	Youth and Government	\$983.14	0.5
Judy	Heddy	CVHS	Graduation Advisor	\$223.13	0.3
Chris	Heider	CVHS	History Club	\$812.15	0.5
Chris	Heider	CVHS	Youth and Government	\$983.14	0.5
Cynthia	Hodgdon	CVHS	Club - German	\$512.94	0.5
Kristin	Ingram	CVHS	Class Advisor - Sophomore	\$512.94	0.5
Robin	Kennedy	CVHS	Club - Spanish	\$820.70	0.8
Eric	Kostecki	CVHS	Class Advisor - Senior	\$1,325.10	0.5
Lance	Levesque	CVHS	The Link	\$1,496.08	0.5
Lance	Levesque	CVHS	Yearbook	\$4,359.99	1
Moira	Milne	CVHS	Chem Club	\$1,966.27	1
Jahna	Moncrief	CVHS	Music - All State Strings	\$769.41	1

NOTICE OF STIPEND POSITIONS

Jahna	Moncrief	CVHS Music - NE Festival Strings	\$769.41	1
Elizabeth	Moore	CVHS Drama - Musical Director	\$2,992.15	1
Brian	Moore	CVHS Drama - Musical Music Director	\$2,650.19	1
Elizabeth	Moore	CVHS Drama - Play Director	\$1,966.27	1
Elizabeth	Moore	CVHS Drama - Program Producer	\$1,624.31	1
Krystal	Morin	CVHS Music - All State Chorus	\$769.41	1
Krystal	Morin	CVHS Music - Monadnock Valley Festival	\$769.41	1
Krystal	Morin	CVHS Music - NE Festival Chorus	\$769.41	1
Krystal	Morin	CVHS Music - Select Chorus	\$1,966.27	1
Velka	Pacheco-McMahon	CVHS Club - Spanish	\$205.18	0.2
Ben	Putnam	CVHS Club - Art	\$666.82	1
Gretchen	Shippee	CVHS Class Advisor - Sophomore	\$512.94	0.5
Keith	Stevens	CVHS Drama - Festival Director	\$1,966.27	1
Stacy	Whitaker	CVHS Graduation Advisor	\$107.72	0.1
Jim	Wickham	CVHS Music - All State Band	\$769.41	1
Jim	Wickham	CVHS Music - Jazz Band	\$1,966.27	1
Jim	Wickham	CVHS Music - Memorial Day Parade	\$499.26	1
Jim	Wickham	CVHS Music - Monadnock Valley Festival	\$769.41	1
Jim	Wickham	CVHS Music - NE Festival Band	\$769.41	1
Jim	Wickham	CVHS Music - Pep Band	\$769.41	1
Dana	Wood	CVHS Envirothon	\$1,966.27	1
Supplemental				
Mollie	Gorman	CVHS Campus Monitor - Sem 1	\$2,000.00	0.5
Mollie	Gorman	CVHS Campus Monitor - Sem 2	\$2,000.00	0.5

October 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 Policy Committee @ 6:00 pm @ SAU Public Hearing @ SAU @ 7:00 pm School Board @ 7:00 pm @ SAU	3	4	5	6
7	8	9	10	11 Strategic Plan Committee @ 5:30 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 ATC Committee to attend PAC Mtg. @ 7:00 p.m. @ CVHS	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			

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 School Board @ 7:00 pm @ SAU	7		9	10
11	12 District Closed	13 Budget & Property Committee Mtg. @ 5:30 pm @ SAU Communications Committee Mtg. @ 7:00 pm @ SAU	14	8 Strategic Plan Committee @ 5:30 pm @ SAU ATC Committee @ 7:00 pm @ SAU	16	17
18	19 Education Committee @ 5:30 pm @ SAU	20	21 District Closed	22 District Closed	23 District Closed	24
25	26	27 Policy Committee @ 6:00 pm @ SAU School Board @ 7:00 pm @ SAU	28	29	30	

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 Read: September 18, 2018

2nd Read: October 2, 2018

Adopted:

GBJ – Personnel Records

The District will not disclose any 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 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 Human Resources office and file a written request with the records Human Resource, or other designated individual. 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 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.

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

GBJ – Personnel Records

Category: R

See also GBEC

September 18, 2018

2nd Read: October 2, 2018

Adopted:

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: *JH, JHIB-R*

1st Read: September 18, 2018

2nd Read: October 2, 2018

Adopted:

BA – Evaluation of Board Operational Procedures

~~Each year the Board will formulate goals and objectives. The goals and objectives may include but are not limited to the board functions of visions, structure, accountability, and advocacy.~~

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

- ~~1. Board meetings.~~
- ~~2. Policy development.~~
- ~~3. Fiscal management.~~
- ~~4. Board role in educational program development.~~
- ~~5. Board member orientation.~~
- ~~6. Board member development.~~
- ~~7. Board officer performance.~~
- ~~8. Board-Superintendent relationship.~~
- ~~9. Board-staff relationships.~~
- ~~10. Board-community relationships.~~
- ~~11. Legislative and government relationships.~~
- ~~12. Risk management.~~

Legal Reference:

~~*NH Code of Administrative Rules, Section ED-303.01 (g), Substantive Duties of School Boards
Appendix: BA-R*~~

~~*1st Read: February 21, 2012*~~

~~*2nd Read: April 17, 2012*~~

~~*Adopted: April 17, 2012*~~

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

BA – Evaluation of Board Operational Procedures

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

First Read: October 2, 2018

Second Read:

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:
Adopted