

**OFFICE OF THE SUPERINTENDENT OF SCHOOLS**

**106 Hancock Rd.**

**Peterborough, New Hampshire**

**CONTOOCOOK VALLEY SCHOOL BOARD**

**Tuesday, September 3, 2019**

**School Board Meeting**

**SAU Office**

**6:30 p.m.**

**Non-Public Session**

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

**a. Negotiations**

**AGENDA**

**Immediately following Non-Public Session**

- 1. Call to Order and Pledge of Allegiance**
- 2. Acceptance of School Board Meeting Minutes (Board Vote Required)**
  - a. August 10, 2019 (pg. 1-3)**
  - b. August 20, 2019 (pg. 4-6)**
- 3. Approval of Manifests (Board Vote Required)**
- 4. Points of Pride**
- 5. Public Comment**
- 6. Consent Agenda**
  - a. Personnel**
    - 1) Job Descriptions – 2<sup>nd</sup> Read (Board Vote Required)**
      - a. Student Support Counselor (pg. 7-11)**
    - 2) Co-Curricular Nominations (pg. 12-13)**
- 7. Superintendent's Report and Presentation of Business**
  - a. Monthly Events Calendar (pg. 14-15)**
    - 1) Trust Fund Hearings**
  - b. September 1, 2019 Enrollment Update**
  - c. Lead Testing Results**
  - d. First Day of School Report**
  - e. Capital Plan Coordination w/ Selectmen's Advisory**
  - f. Temporary Help at SAU**
  - g. Nashua Community College Preliminary Numbers**
  - h. Field Trip Requests (Board Vote Required) (pg. 16)**
    - 1) ConVal High School, grade 11-12, students will travel on September 27, 2019 to September 29, 2019 to Estes Park, CO to compete in the Pasch German Triathlon.**
- 8. Reports**
  - a. Student Representative – Lorien Tyne**
  - b. Teacher Representative – Patricia MacFarlane**
- 9. Old Business**
  - a. 2<sup>nd</sup> Read/Adoption Policy (Board Vote Required) (pg. 17-27)**
    - JICD: Student Discipline and Due Process
    - JRA: Student Records and Access – FERPA
- 10. New Business**
  - a. 1<sup>st</sup> Read Policy (pg. 28-34)**
    - ACE: Procedural Safeguards Nondiscrimination on the Basis of Disability
    - BCB: Board Member Conflict of Interest
    - EFA: Availability and Distribution of Healthy Foods
    - EH: Public Use of School Records
  - b. Dublin Consolidated 5<sup>th</sup> Grade Discussion**
  - c. New Hampshire School Board Resolutions and Delagate (pg. 35-36)**
- 11. Public Comment**

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

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

**CONTOOCOOK VALLEY SCHOOL BOARD**

**Policy Committee Meeting**

**SAU Office**

**Saturday, August 10, 2019**  
8:30 a.m.

**School Board Retreat/Work Session**

**NO PUBLIC PARTICIPATION**

**Immediately Following Policy Committee Meeting**

**Minutes**

**School Board:**

Myron Steere  
Stephan Morrissey  
Dick Dunning  
Rich Cahoon  
Bernd Foecking  
Janine Lesser  
Niki McGettigan  
Linda Quintanilha  
Kristen Reilly  
Tim Theberge  
Jim Fredrickson

**Administration:**

Kimberly Saunders  
Tim Markley  
Ben Moenter  
Tim Grossi

8:30 – 9:00            Policy Committee (see separate minutes)

9:00 – 9:30            Welcome/Light Breakfast/Coffee

**Myron Steere called the meeting to order at 9:15 a.m. with the Pledge of Allegiance.**

9:30 – 9:40            School Handbooks – Kimberly spoke to the handbooks that had been emailed to all Board Members. Stephan Morrissey moved to accept the School Handbooks, all in favor.

10:40 – 11:30      School Board Goal Setting

Kimberly spoke to the Model of Education Excellence and how we keep getting better growth stages. We are between stage 2 and 3, with some stage 4.

Kimberly reviewed last year's five goals (see attached 2018-19 goals)

Niki McGettigan explained that the Communications Committee worked on their plan. Articles and pieces were written, and the web page was kept up to date. She questions whether Twitter or Facebook would be possibilities. Tim Theberge stated that he had looked at other school district web sites for agendas and minutes, and was amazed at how well ConVal's accessibility is to the public.

Discussion ensued on the five goals. Dick Dunning felt a great job was done with goal 5 in regards to the CTE at the high school, and would like to see this kept in the forefront.

Myron Steere commented on the partnership with the community college, not many takers. Rich stated that was due to the arrangement being left to the college, and what and how was their responsibility. They were either incapable or unwilling. There was much discussion as to the courses offered. Offer courses people would be interested in. Stephan stated offerings such as nursing programs as we have local hospitals and nursing homes looking for employees. Rich felt to keep the goal we should have conversation with college about relevant courses. Stephan stated it should be more closely tied in to ATC. College needs to participate. Rich state SNHU could be a good option. Kimberly stated she has a good relationship with them, and we might want to pursue them.

Stephan agreed that SNHU would be worthwhile to reach out to. Jim also suggested Franklin Pierce College, and stated that the current president is aggressive and willing to help out communities and business.

9:40 – 10:40      Class Size Discussion

Kimberly directed Board members to pages 70, 79 & 80 in the handout. Discussion began regarding the enrollment sheet. It was agreed that a new column should be added for total teaching staff in each building, i.e. case workers, etc.

**Stephan Morrissey moved to enter into non-public session for matters of Legal at 9:39 a.m. Kristen Reilly second. Unanimous on a roll call vote.**

**Stephan Morrissey moved to exit non-public session at 10:05 a.m. Kristen Reilly Second. Unanimous on a roll call vote.**

Discussion ensued regarding Grade 5 at DCS. There is no grade 5 at Dublin next year. This would be the year to end the Grade 5 at DCS. It is recommended that this be moved to the August 20, Board agenda. It was felt that Grade 5 at DCS should end immediately, with this class. Rich suggested to be prepared to explain that keeping Grade 5 is not what is keeping the school open. It does not make a difference, it is not the first step to closing the school.

Dick asked if the Board could receive next year's staffing before April 15 so decisions can be made. He also recommends a date change to Policy JCA in order for staffing changes, etc. to take place. This needs to be placed on the Policy Committee agenda. The discussion continued with building capacities, and the fact that consolidation has been discussed over and over and will not come to fruition until community comes forward.

Rich asked how many parents opt out. Kimberly suggested doing a survey regarding no boarders.

10:45 – 11:30 - Kimberly asked the Board to split into two groups to create 2019-20 goals.

11:30 – 12:15 - Lunch

12:15 meeting resumed. 2019-20 Goals were discussed in length and were finalized. (See attached 2019-20 Goals)

**Stephan Morrissey moved to approve the 2019-20 Goals as presented, Jannine Lesser second. Unanimous vote by Board.**

**Stephan Morrissey moved to enter into non-public session for Legal and Personnel matters at 1:45 p.m. Rich Cahoon second. Unanimous on a roll call vote.**

**Stephan Morrissey moved to seal the minutes for Legal and Personnel matters for a period of five (5) years. Rich Cahoon second. Unanimous.**

**Stephan Morrissey moved to exit non-public session at 2:24 a.m. Unanimous on a roll call vote.**

**Meeting adjourned 2:25 p.m.**

Respectfully Submitted,

Denise McLenon

**OFFICE OF THE SUPERINTENDENT OF SCHOOLS**  
**106 Hancock Rd.**  
**Peterborough, New Hampshire**  
**CONTOOCOOK VALLEY SCHOOL BOARD**

**Tuesday, August 20, 2019**

**School Board Meeting**

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

**Minutes**

**BOARD**

Rich Cahoon, Richard Dunning,  
Jim Fredrickson, Bernd Foecking,  
Janine Lesser, Niki McGettigan,  
Stephan Morrissey, Kristen Reilly,  
Myron Steere, Tim Theberge  
Jerome Wilson

**ADMINISTRATION**

Dr. Kimberly Saunders, Supt.  
Dr. Ann Forrest, Asst. Supt.  
Tim Markley, H.R.  
David Jack, Interim B.A.  
Kat Foecking, FES  
Anne O'Bryant, SMS  
Amy Janoch, HES  
Ben Moenter, Special Ed.

**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. July 23, 2019**

**Stephan Morrissey** moved to accept the minutes of July 23, 2019 as presented. **Jerry Wilson** second. **Unanimous.**

**3. Approval of Manifests (Board Vote Required)**

**David Jack** certified that manifests totaling \$741,839.15 and Payroll totaling \$1,188,174.89 have been reviewed by him 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.**

**4. Expenditure and Encumbrance Report (Board Vote Required) – David Jack**

**David Jack** reported that this is the initial report for the current year and is the standard monthly report shared. There are substantial encumbrances that have not yet been entered; payroll, benefits. The budget is settled. \$541,072.76 was voted at the last board meeting for encumbrances to be brought forward. It increases the budget by that amount.

**Stephan Morrissey** moved to accept the expenditure and encumbrance report as presented. **Dick Dunning** second.

**Kimberly Saunders** said that this does not include the \$141,000 and a public meeting will be scheduled for those pieces.

**Unanimous.**

**5. Points of Pride**

**Dr. Saunders** reported that the first 10 day session with new staff is underway. From talking with those new staff and administrators, positive feedback and recognition was received. This is not typical for new staff and they report that they feel like a cohort and that they are connected to each other and have a support system.

**Dr. Forrest** said that they have come together and are very comfortable with one another. She further reported that the Responsive Classroom Trainer shared that he was impressed that the district provides this time as an investment to new staff. It provides an incredible skill set to staff. New staff will be surveyed multiple times to see if they see the same value in this time down the road.

**Kimberly Saunders** closed by saying that it was an incredible ten days.

**Jim Fredrickson** suggested that the Communications Committee develop a statement about this to get the word out. Seats were opened up, where available, to current staff to participate in parts of these ten days as well.

**6. Public Comment**

None.

## **7. Consent Agenda**

### **a. Personnel**

#### **Resignations:**

Tim Markley shared the resignations of Elizabeth Oswalt and Jeannine Myers.

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

#### **Approved by Superintendent:**

Tim Markley shared nominations approved by the Superintendent over the summer for Patricia Harris, Trinity Underwood, and Koehlaina Coolidge.

**Stephan Morrissey moved to approve the nominations approved by the Superintendent. /Dick Dunning second. Unanimous.**

Tim Markley shared the nomination of Judith Winter for School Counselor.

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

Tim Markley noted the notification of co-curricular activities as informational to the board.

Dr. Saunders referenced a copy of an FTE Report which reflects the FTE status at each building.

#### **1) Job Descriptions – 1<sup>st</sup> Read**

##### **a. Student Support Counselor**

Tim Markley referenced this description for a first read. Please send any questions to Tim.

#### **2) Job Descriptions – 2<sup>nd</sup> Read (Board Vote Required)**

##### **a. Tutor**

##### **b. 504 Interventionist**

##### **c. School Counselor**

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

## **8. Superintendent's Report and Presentation of Business**

### **a. Monthly Events Calendar**

Education Committee will meet on September 9<sup>th</sup> and September 23<sup>rd</sup> at 5:30 p.m. at the SAU Office.

Budget & Property Committee will meet on September 11<sup>th</sup> at 6:00 p.m. at the SAU Office.

Communication Committee will meet on September 19<sup>th</sup> at 6:00 p.m. at the SAU Office.

Food Service Committee will meet on September 26<sup>th</sup> at 6:00 p.m. at the SAU Office.

Selectmen's Advisory Committee will meet on September 26<sup>th</sup> at 7:00 p.m. at the SAU Office.

### **b. August 1, 2019 Enrollment Update**

Dr. Saunders referenced August enrollment data.

Dick Dunning said that community principal does not show up at DCS. Is Nicole a teaching principal or a Community Principal? A teaching principal had a class but now we are looking at that role differently. How do we reflect that there is an additional teacher there?

Kimberly asked the board if they want it resolved with an additional column to reflect the position. Dick said that he wants the data to be transparent to the community to reflect who is in the building.

Discussion took place on staffing and staffing ratios.

Dick Dunning asked for caseload data for each school. Ann Forrest said that ratios are provided in advance of budget season.

Rich Cahoon suggested that for the purpose of the staffing ratio, divide 14 CVES staff among the 6 CVES elementary schools and you would end up with a closely accurate staffing ratio.

It was noted that the FES information makes it appear that there is a class of 6.

Stephan Morrissey asked if there was trending data on future enrollments.

### **c. School Opening**

School opens next Wednesday. All staff return this Friday. We plan for a smooth opening. Opening ceremonies with staff on Friday kicks off with breakfast at 7:30, all board members are welcome to attend.

### **d. Bus Routes & Policy EEA**

Kimberly Saunders referenced this policy. The bus company has gone through routes and has worked to consolidate stops. Drivers are not to deviate unless there is construction. Kimberly said that she supports this change. There is significant construction right near AES. Based on this, middle school students that live within the walking limits can walk to school but K-4 students will be picked up. The natural route for students in elementary is not the best but the route for middle school students is better. There are two routes both between .5 and .6 miles. If board members receive phone calls, please send them in Kimberly's direction.

Rich Cahoon said that the construction on West Street involves the removal of the pedestrian bridge.

**e. SAU/Superintendent Goals Update**

Dr. Saunders reported that she was unclear if the goals were confirmed. It was confirmed that the board did confirm the Superintendent's goals.

**9. Reports**

**a. Teacher Representative**

None.

**10. Old Business**

**a. 2<sup>nd</sup> Read/Adoption Policy (Board Vote Required)**

- IGE: Parental Objections to Specific Course Material

Rich Cahoon referenced and moved to adopt this policy as presented. Stephan Morrissey second. Unanimous.

- KEC: Instructional and Educational Media

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

**11. New Business**

**a. 1<sup>st</sup> Read Policy**

- JICD: Student Discipline and Due Process

- JRA: Student Records and Access – FERPA

Rich Cahoon referenced these two policies for a first read.

**b. Rescind Policy (Board Vote Required)**

- KLB: Public Complaints about the Curricula or Instructional Materials

Rich Cahoon moved to rescind Policy KLB. Stephan Morrissey second. Unanimous.

**c. Student Handbooks (Board Vote Required)**

1) Pierce Elementary School

2) 1:1 Student Handbook

Kimberly referenced these handbooks for approval.

Stephan Morrissey moved to accept the handbooks. Dick Dunning second. Tim noted that the Superintendent letter was absent from the Pierce Handbook. Unanimous.

**12. Public Comment**

None.

**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**

Stephan Morrissey moved to enter into non-public session for matters of legal, personnel, and negotiations at 7:51 p.m. Unanimous on roll call vote.

Stephan Morrissey moved to exit non-public session at 8:23 p.m. Dick Dunning second. Unanimous.

Stephan Morrissey moved to seal the minutes of non-public session for legal matters for a period of five (5) years, the minutes on non-public session for matters of negotiations for a period of ten (10) years, and to seal the minutes of non-public session for matters of personnel for a period of ten (10) years. Dick Dunning second. Unanimous.

Stephan Morrissey moved to adjourn at 8:23 p.m. Second. Unanimous.

Respectfully submitted,

Brenda Marschok



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

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**POSITION TITLE:**            *Student Support Counselor*

**SUPERVISOR:**                Director of School Counseling (CVHS)

**QUALIFICATIONS:**

- Master's Degree in counseling, social work, psychology, or a related field.
- At least one year of experience providing crisis intervention, counseling and support in regard to other mental health related issues included but not limited to substance use prevention for middle and/or high school students; or an equivalent combination of education and experience that would provide the noted knowledge, skills, and abilities.

**SUMMARY:**

The Student Support Counselor is a school-based position providing intervention and referral services to high school students who are actively at risk for a variety of behaviors and problems, including mental health issues, family problems, school behavior/performance problems, substance use issues, etc. The Student Support Counselor works collaboratively with all staff to provide a climate of social emotional support that enables students to take learning risks consistent with the educational, social emotional, career and transitional goal of all students.

**DUTIES AND RESPONSIBILITIES:**

- Screen all referred adolescents and make effective internal and external referrals (i.e. –community based support services)
- In psycho-educational groups or on a short term individual basis, counsel students in effective techniques for managing stress, peer and family relationships, and other related mental health issues as it related to the students social emotional learning.
- Provide staff development opportunities and training services to members of the school and community in the areas of student support and social emotional learning as it relates to behavior/performance, interpersonal skills as they relate to school functioning, and stress management.
- Maintain positive community relations by working with local and regional coalitions.

1<sup>st</sup> Read: 8/20/19

Approved:

Revision Approved:

- Develop and maintain relationships with appropriate outside agencies.
- Provide support services to students going to and returning from out of district placement/treatment programs.
- Provide support to parents concerned about their child's social emotional health and behavioral issues.
- Participate in student support teams with other school staff members.
- Establish safe and supportive relationships with students that promote student self-referral to access the support they are needing to be an active positive participant in the school culture.
- Maintain confidentiality.
- Participate in collaborative meetings on a weekly basis.
- Be an active team member in school activities to increase awareness of the student support counselor and maintain and develop effective working relationships with school staff.
- Participate in school-wide development of Tier 1, 2 and 3 interventions designed to increase student awareness and support their social emotional needs as they relate to the educational setting.
- Provide outreach and educational opportunities to parents (articles in school newsletter, presentations to parents, etc.) as it relates to the Student Support Counselor and the support provided for the social emotional learning of students.
- Participate in re-entry meetings, as appropriate, with students returning to school after serving a suspension for violation of school district policies.
- Participate in Student Support Team (SST) meetings.
- Respond to crises when appropriate in a timely manner.
- Complete all necessary paperwork for reporting and other purposes.
- Support administration on truancy issues.
- Work with school administration in regard to issues of attendance and conduct.
- Attend necessary meetings, and follow through with truancy issues with school administration.

**Skills Required for: Student Support Counselor**

- Ability to engage students in activities related to social emotional learning.
- Fundamental individual and group counseling skills with adolescents.
- Up-to-date knowledge of trends in intervention as it relates to the social emotional learning of students.
- Up-to-date knowledge of evidence-based intervention strategies as it relates to the students social emotional learning.

1<sup>st</sup> Read: 8/20/19

Approved:

Revision Approved:

- Ability to establish and maintain effective working relationships with students, parents, school staff and outside agency staff.
- Ability to express one's self in writing and present orally in a professional manner.
- Ability to collaborate with school staff in the development and implementation of all-school prevention-and awareness programs.
- Knowledge and understanding of therapeutic techniques and crisis intervention.

#### **OTHER DUTIES AND RESPONSIBILITIES:**

- Maintains records, statistics, and outcome data; and completes reports as required by funding sources.
- Participate in supervision with identified supervisors.
- Share performance and outcome data with school staff during an annual review of the Student Support Counselor's activity.
- Provide outcomes for attendance.
- Performs other position related tasks or services as may be assigned by the Director of School Counseling, Director of Student Services or other central office administrators as designated by the Superintendent.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

#### **Evaluation & Professional Growth**

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

#### **ADA MINIMUM QUALIFICATIONS OR STANDARDS REQUIRES:**

The physical activity of this position

- Occasionally, Stooping. Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Occasionally, Kneeling. Bending legs at knee to come to a rest on knee or knees.
- Occasionally, Crouching. Bending the body downward and forward by bending leg and spine.
- Seldom, Crawling. Moving about on hands and knees or hands and feet.

1<sup>st</sup> Read: 8/20/19

Approved:

Revision Approved:

- Occasionally, Reaching. Extending hand(s) and arm(s) in any direction.
- Frequently, Standing. Particularly for sustained periods of time.
- Occasionally, Walking. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- Occasionally, Pushing. Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Occasionally, Pulling. Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Seldom, Lifting. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Occasionally, Fingering. Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Occasionally, Grasping. Applying pressure to an object with the fingers and palm.
- Constantly, Talking. Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Constantly, Hearing. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
- Occasionally, Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.

The physical requirements of this position

- Sedentary work. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

The visual acuity requirements include color, depth perception, and field of vision.

- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.

1<sup>st</sup> Read: 8/20/19

Approved:

Revision Approved:

The conditions the worker will be subject to in this position.

- The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work).

1<sup>st</sup> Read: 8/20/19

Approved:

Revision Approved:

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

**CONTOOCOOK VALLEY SCHOOL DISTRICT**

**September 3, 2019  
Personnel Agenda**

**Co-Curricular Nominations:**

See Attached

## NOTICE OF STIPEND POSITIONS

Name		DAC	Position	Stipend Amt	FTE
<b>Supplemental</b>					
Lance	Flamino	CVHS	Department Head - Math	\$4,500.00	1
Nancy	Gagnon	CVHS	Department Head - Social Studies	\$4,500.00	1
Judy	Heddy	CVHS	Department Head - Health/P.E.	\$2,500.00	1
Sarah	Krapohl	CVHS	Department Head - World Language	\$2,500.00	1
Moiria	Milne	CVHS	Department Head - Science	\$3,500.00	1
Karrie	Mitschmyer	CVHS	Department Head - Art/Music	\$3,000.00	1
Elizabeth	Moore	CVHS	Department Head - English	\$4,500.00	1
Scott	Baldwin	GBS	Director - Athletic	\$4,860.00	1
<b>Athletic</b>					
Jim	Aborn	CVHS	Track Assistant - Winter	\$2,790.39	1
Kevin	Carne	CVHS	Unified Basketball	\$1,050.60	1
Richard	Ellingwood	CVHS	Unified Basketball	\$1,050.60	1
Lance	Flamino	CVHS	Track - Winter	\$3,487.99	1
Leonid	Gershgorin	CVHS	Basketball - Boys Varsity	\$4,290.23	1
Scott	McGovern	CVHS	Skiing - Varsity Nordic	\$2,790.39	1
Gil	Morris	CVHS	Unified Basketball	\$1,050.60	1
Tyler	Mudrick	CVHS	Basketball - Boys JV	\$3,487.99	1
Harry	Payne	CVHS	Hockey Ice - Girls Assistant	\$2,790.39	1
Kevin	Proctor	CVHS	Basketball - Girls Varsity	\$4,290.23	1
Chris	Spingola	CVHS	Hockey Ice - Girls Varsity	\$4,290.23	1
Jason	Starr	CVHS	Basketball - Boys Varsity Assistant	\$2,790.39	1
Emeric	Szep	CVHS	Soccer - Boys Freshman	\$2,790.39	1
Scott	Tracy	CVHS	Hockey Ice - Boys Assistant	\$2,790.39	1
Chris	Turner	CVHS	Hockey Ice - Boys Varsity	\$4,290.23	1
Jessica	Weeks	CVHS	Basketball - Girls JV	\$3,487.99	1
Hollis	Wilson	CVHS	Skiing - Varsity Alpine	\$2,790.39	1
Cassie	Anderson	GBS	Hockey Field	\$2,092.80	1
Scott	Baldwin	GBS	Soccer - Boys	\$2,092.80	1
Riley	Beliveau	GBS	Soccer - Girls	\$2,092.80	1
Cheryl	Jessie	GBS	Cross Country	\$1,744.00	1

# September 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>1</b>	<b>2</b> District Closed -- Labor Day	<b>3</b> Policy Committee @ 5:30 pm @ SAU  School Board Mtg. @ 6:30 pm @ SAU	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>8</b>	<b>9</b> Education Committee @ 5:30 pm @ SAU	<b>10</b>	<b>11</b> Budget & Property Committee @ 6:00 pm @ SAU	<b>12</b>	<b>13</b>	<b>14</b>
<b>15</b>	<b>16</b>	<b>17</b> Policy Committee @ 6:00 pm @ SAU  School Board Mtg. @ 7:00 pm @ SAU	<b>18</b> FYI - Community Broadband Mtg. @ 7:00 pm @ CVHS LHT	<b>19</b> Communication Committee Mtg. @ 6:00 pm @ SAU	<b>20</b>	<b>21</b>
<b>22</b>	<b>23</b> Education Committee @ 5:30 pm @ SAU	<b>24</b>	<b>25</b>	<b>26</b> Food Service Committee Mtg. @ 6:00 pm @ SAU  Selectmen's Advisory Committee Mtg. @ 7:00 pm @ SAU	<b>27</b>	<b>28</b>
<b>29</b>	<b>30</b>					



# October 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Policy Committee @ 6:00 pm @ SAU School Board @ 7:00 pm @ SAU	2	3	4	5
6	7	8	9	10 ATC Committee @ SAU?	11	12
13	14	15 Policy Committee @ 6:00 pm @ SAU School Board @ 7:00 pm @ SAU	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**CONTOOCOOK VALLEY SCHOOL DISTRICT  
FIELD TRIP PROPOSAL**

1. Name: Cindi Hodgdon Grade: 11+12 School: CVHS

2. Destination: Estes Park, CO

3. Date(s) of Trip: 9/27/19 - 9/29/19 Time(s): From 5am to 11pm

4. Description of Trip:

We are traveling to the Pasch German triathlon where we will compete against 12 other schools.

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

This trip is an Immersion weekend. Students will speak German, hike, sing, do STEM activities, and exercise in German.

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

7. Ratio of Adults: 1 to Number of Students: 4

C Hodgdon 8/27/19  
Staff Signature Date

[Signature] 8/27/19  
Principal Signature Date

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

\_\_\_\_ Bus Form If Necessary  
\_\_\_\_ Fee Paid By \_\_\_\_\_  
\_\_\_\_ Chaperones Listed On The Reverse  
\_\_\_\_ Permission Slips To Parents/Guardians Prepared  
\_\_\_\_ Office Notified With Accurate Lists of Students

\_\_\_\_ Kitchen Notified If Lunches Would Be Affected  
\_\_\_\_ UA Team Notified  
\_\_\_\_ Posted on Events Calendar  
\_\_\_\_ Notified Nurse to prepare Medicine  
\_\_\_\_ CPR/First Aid Trained: \_\_\_\_\_  
(Name)

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

**Proposal forms must be submitted to the Principal by April 1<sup>st</sup>, to the Superintendent by May 1<sup>st</sup> 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  
Form Updated: April 2019

## JICD – Student Discipline and Due Process

At all times, students are required to conduct themselves in accordance with behavioral standards set forth in Policy JIC and all other applicable Board policies and all District or school rules. Failure to comply can lead to disciplinary consequences as set forth in this policy and applicable law.

### A. Disciplinary Measures – "Definitions".

Disciplinary measures include, but are not limited to, removal from the classroom, detention, in-school suspension, out-of-school suspension, restriction from activities, probation, and expulsion.

1. "Removal from the classroom" means a student is sent to the building Principal's office. It is within the discretion of the person in charge of the classroom to remove the student.
2. "Detention" means the student's presence is required for disciplinary purposes before or after the hours when the student is assigned to be in class. The building Principal is authorized to establish guidelines or protocol for when detention shall be served (either before school or after school). Whether a student will serve detention, and the length of the detention, is within the discretion of the licensed employee disciplining the student or the building Principal.
3. "In-school suspension" means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed ten (10) consecutive school days.
4. "Out-of-school suspension" means the temporary denial of a student's attendance at school for a specific period of time for gross misconduct, for neglect, or refusal to conform to school rules or policies.
  - a. "Short-term suspension" means a suspension of ten (10) school days or less. Ed 317.04(a)(1).
  - b. "Long-term suspension" means the continuation of a short-term suspension under RSA 193:13, I (b)-(c), and also means a suspension in excess of ten (10) school days under Ed 317.04(a)(2).
5. "Restriction from school activities" means a student will attend school, classes, and practice but will not participate in other school extra-curricular activities, including competitions.
6. "Probation" means a student is given a conditional suspension of a penalty for a definite period of time in addition to being reprimanded. The conditional suspension will mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms will result in immediate reinstatement of the penalty.
7. "Expulsion" means the permanent denial of a pupil's attendance at school for any of the reasons listed in RSA 193:13, II and III.

### B. Standards for Removal from Classroom and Detention.

Students may be removed from the classroom at the classroom teacher's discretion if the student refuses to obey the teacher's directives, becomes disruptive, fails to abide by school rules or policies, or otherwise impedes the educational purpose of the class.

Likewise, classroom teachers may assign students to detention for similar conduct.

The building Principal may assign students to detention under the same standard

## JICD – Student Discipline and Due Process

Students may be removed from the classroom at the classroom teacher's discretion if the student refuses to obey the teacher's directives, becomes disruptive, fails to abide by school rules or policies, or otherwise impedes the educational purpose of the class.

Likewise, classroom teachers may assign students to detention for similar conduct.

The building Principal may assign students to detention under the same standard.

### **C. Standards for In-School Suspension, Restriction of Activities, and Probation.**

The building Principal is authorized to issue in-school suspensions, restrictions of activities, or place a student on probation for any failure to conform to school or School District policies or rules, or for any conduct that causes material or substantial disruption to the school environment, interferes with the rights of others, presents a threat to the health and safety of students, employees, and visitors, is otherwise inappropriate, or is prohibited by law.

Restriction of activities may also be issued pursuant to rules or policies pertaining to specific clubs or teams.

### **D. Process for Out-of-School Suspension.**

The power of suspension is authorized for gross misconduct, for neglect, or refusal to conform to School District policies and rules as follows:

1. **Short-term Suspensions.** The building Principal (as designee of the Superintendent) is authorized to suspend a student for ten (10) school days or less. The Principal shall consult with the Superintendent prior to issuing any suspension.

As required by RSA 193:13(a), educational assignments shall be made available to the suspended pupil during the period of suspension.

Due process standards for short-term suspensions (ten (10) days or less) **will adhere to the requirements of Ed 317.04(f)(1).**

2. **Long-term Suspensions.** The Superintendent is authorized to continue the suspension and issue a long-term suspension of a pupil for a period in excess of ten (10) school days, provided only that if the Superintendent issued the original short-term suspension, then the School Board may designate another person to continue the short-term suspension and issue the long-term suspension.

Prior to a long-term suspension, the student will be afforded an informal hearing on the matter. The informal hearing need not rise to the level and protocol of a formal hearing before the School Board, but **the process must comply with the requirements of Ed 317.04 (f)(2) and Ed 317.04 (f)(3)(g)**, including, without limitation, the requirements for advance notice and a written decision.

Any suspension in excess of ten (10) school days, as described in Paragraph 2 of this Section, is appealable to the School Board, provided the Superintendent receives the appeal in writing within ten (10) days after the issuance of the Superintendent's decision described in Paragraph 2. Any suspension in excess of ten (10) school days shall remain in effect while this appeal is pending.

## JICD – Student Discipline and Due Process

### **E. Process for Expulsion.**

1. Any pupil may be expelled by the School Board for (a) an act of theft, destruction, or violence as defined in RSA Chapter 193-D, (b) for possession of a pellet paint ball gun or BB gun or rifle as provided by RSA 193:13, II, (c) for gross misconduct including, but not limited to violations of state or federal law, or for neglect or refusal to conform to the reasonable rules of the school. An expulsion under this paragraph shall run until the School Board restores the student's permission to attend school. A student seeking restoration of permission to attend school shall file a written request with the Superintendent that details the basis for the request. The Board will determine whether and in what manner it will consider any such request.
2. Additionally, any pupil may be expelled by the School Board for bringing or possessing a firearm as defined in Section 921 U.S.C. Title 18 in a safe school zone, as defined in RSA 193-D:1, unless such pupil has written authorization from the Superintendent. Any expulsion under this provision shall be for a period of not less than twelve (12) months.
3. **Prior to any expulsion, the District will ensure that the due process standards set forth in Ed 317.04(f)(3) are followed.**
4. Any decision by the Board to expel a student may be appealed to the State Board of Education.
5. The Superintendent of Schools is authorized to modify the expulsion or suspension requirements of Sections E.1 and E.2 above on a case-by-case basis.

**F. Sub-committee of Board.** For purposes of sections D and E of this policy, "Board" or "School Board" may either be a quorum of the full Board, or a subcommittee of the Board duly authorized by the School Board.

### **G. Disciplinary Removal of Students with Disabilities.**

If a student is disabled under the Individuals with Disabilities Act (IDEA), the New Hampshire RSA 186-C, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, or any other law providing special rights to disabled students, those laws shall govern and shall supersede these local policies to the extent these local policies are inconsistent with those laws. Accordingly, any suspension or expulsion of a child with a disability as defined in Ed 1102.01(t) shall be in accordance with Ed 1124.01.

### **H. Notice.**

This policy and school rules, which inform the student body of the content of RSA 193:13 shall be printed in the student handbook and made available on the District's website to students, parents, and guardians. The Principal or designated building administrator shall also inform the student body concerning this policy and school rules which address the content of RSA 193:13 through appropriate means, which may include posting and announcements. See: Ed. 317.04(d).

### **Legal References:**

*RSA 189:15, Regulations*

*RSA 193:13, Suspension & Expulsion of Pupils*

*RSA Chapter 193-D, Safe Schools Zones*

*NH Code of Administrative Rules, Section Ed 306.04(a)(3), Discipline*

*NH Code of Administrative Rules, Section Ed 306.04(f), Student Discipline Policy*

## JICD – Student Discipline and Due Process

NH Code of Administrative Rules, Section Ed 317.04, Suspension and Expulsion of Pupils  
Assuring Due Process Disciplinary Procedures  
*In re Keelin B., 162 N.H. 38, 27 A.3d 689 (2011)*

***Category: Priority - Required by Law***

Related Policies: JIA, JIC, JICDD & JICK

See also Appendix JICD-R

1<sup>st</sup> Read: August 20, 2019

2<sup>nd</sup> Read: September 3, 2019

Adopted:

## JRA – Student Records and Access - FERPA

- A. General Statement.** It is the policy of the School Board that all school district personnel will follow the procedures outlined herein as they pertain to the maintenance of student records. Furthermore, it is the policy of the School Board that all school district personnel will follow the provisions of the Family Educational Rights Privacy Act (FERPA) and its corresponding regulations as well as all state statutes pertaining to the student records, record confidentiality and access thereto.
- B. "Education Record".** For the purposes of this policy and in accordance with FERPA, the term "educational record" is defined as all records, files, documents and other material containing information directly related to a student; and maintained by the school district; or by such other agents as may be acting for the school district. Such records include, but are not limited to, completed forms, printed documents, handwriting, videotape, audiotape, electronic or computer files, film, print, microfilm and/or microfiche. Educational records do not include records of instructional, supervisory, and administrative personnel and educational personnel ancillary thereto which are in the sole possession of the maker thereof and which are not accessible or revealed to any other person except a substitute.
- C. "Directory Information".** For the purposes of this policy, and in accordance with the provisions of FERPA and New Hampshire RSA 189:1-e, the term "directory information" means:
1. Students' name(s), address(es), telephone number(s), and date(s) of enrollment;
  2. Parents'/guardians' name(s) and address(es);
  3. Students grade levels, enrollment status and dates of attendance;
  4. Student photographs;
  5. Students participation in recognized school activities and sports;
  6. Weight and height of members of athletic teams;
  7. Post-high school career or educational plans; and
  8. Students' diplomas, certificates, awards and honors received.

Except for elements of a student's directory information which the student's parents or an eligible student has notified the District not to disclose, the District may release or disclose student directory information without prior consent of the student's parents/eligible students. Within the first three weeks of each school year, the District will provide notice to parents/eligible students of their rights under FERPA and that the District may publish directory information without their prior consent. Parents/eligible students will be given until September 30th to notify the District in writing of any or all directory information items that they refuse to permit the District to release or disclose. Notice from a parent/eligible student that any or all directory information shall not be released will only be valid for that school year and must be re-issued each school year.

- D. "Personally Identifiable Information".** "Personally identifiable information" is defined as data or information which makes the individual who is the subject of a record known, including a student's name; the student's or student's family's address; the name of the student's parent or other family members; a personal identifier such as a student's Social Security number; the student's date of birth, place of birth, or mother's maiden name. "Personally identifiable information" also includes other information that, alone or in combination, is linked or linkable to a specific student, that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with a reasonable certainty or other information requested by a

## JRA – Student Records and Access - FERPA

person who the District reasonably believes knows the identity of the student to whom the education record relates.

- E. Annual Notification/Rights of Parents and Eligible Students.** Within the first *four weeks of each school year*, the District will annually publish notice to parents and eligible students of their rights under State law, Federal law, and this policy [“the Notice,” or “Notice”]. The District will send the Notice listing these rights home with each student. The Notice will include:
1. The rights of parents or eligible students to inspect and review the student’s education records, and the process set forth in this policy JRA whereby a request is made for review and inspection;
  2. The intent of the District to limit the disclosure of information in a student’s record, except: (a) by the prior written consent of the parent or eligible student; (b) as directory information; or (c) under certain, limited circumstance, as permitted by law;
  3. The right of a student’s parents or an eligible student to seek to correct parts of the student’s educational records which he/she believes to be inaccurate, misleading, or in violation of student rights; and the process for doing such, which includes a hearing to present evidence that the records should be changed if the District decides not to alter them according to the parent’s or eligible student’s request;
  4. The right to provide written consent before the District discloses personally identifiable information, except to the extent the law permits disclosure without consent;
  5. The right of any person to file a complaint with the United States Department of Education if the District violates FERPA; and
  6. The procedure that a student’s parents or an eligible student should follow to obtain copies of this policy.
- F. Procedure To Inspect Education Records.** Parents or eligible students may inspect and review that student’s education records. In some circumstances, it may be more convenient for the record custodian to provide copies of records. In accord with RSA 91-A:5, student records are exempt from disclosure under the Right-to-Know Law and access to student records will be governed by FERPA and state law.

Since a student’s records may be maintained in several locations, the school Principal may offer to collect copies of records or the records themselves from locations other than a student’s school, so that they may be inspected at one site. If parents and eligible students wish to inspect records where they are maintained, school Principals will determine if a review at that site is reasonable.

Although not specifically required, in order that a request is handled in a timely manner, parents/eligible students should consider submitting their request in writing to the school Principal, identifying as precisely as possible the record or records that he/she wishes to inspect. The Principal will contact the parents or the eligible student to discuss how access is best arranged for their inspection or review of the records (copies, records brought to a single site, etc.).

The Principal will make the needed arrangements as soon as possible and notify the parent or eligible student of the time and place where the records may be inspected. **This procedure must be completed within fourteen (14) days that the request for access is first made.**



## JRA – Student Records and Access - FERPA

If for any valid reason such as the parent's working hours, distance between record location sites or the parent or student's health, a parent or eligible student cannot personally inspect and review a student's education records, the Principal may arrange for the parent or eligible student to obtain copies of the records. The Superintendent shall set a reasonable charge for providing copies, and may waive the requirement at his or her discretion.

When records contain information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the records of the other students. If such records do contain the names of other students, the Principal will seek consultation with the Superintendent and/or the District's attorney to determine how best to proceed. ***Where practicable, it may be necessary to prepare a copy of the record which has all personally identifiable information on other students redacted, with the parent or eligible student being allowed to review or receive only a copy of the redacted record. Both the original and redacted copy should be retained by the District.***

**G. Procedures To Seek To Correction of Education Records.** Parents of students or eligible students have a right to seek to change any part of the student's records which they believe is inaccurate, misleading or in violation of student rights. FERPA and its regulations use both "correct/ion" and "amend". For the purposes of this policy, the two words (in all of their respective forms) shall mean the same thing unless the context suggests otherwise. To establish an orderly process to review and correct (amend) the education records for a requester, following processes are established.

1. **First-level decision.** When a parent or eligible student finds an item in the student's education records that he/she believes is inaccurate, misleading or in violation of student rights, he/she should submit a written request asking the building Principal to correct it. If the records are incorrect because of clear error and it is a simple matter to make the change, the Principal should make the correction. If the records are changed to the parent's/eligible student's satisfaction, both parties shall sign a document/form stating the date the records were changed and that the parent/eligible student is satisfied with the correction.

If the Principal believes that the record should not be changed, he/she shall:

- a. Provide the requester a copy of the questioned records at no cost;
  - b. Ask the parent/eligible student to initiate a written appeal of the denial of the request for the change, which will be forwarded to the Superintendent;
  - c. Forward the written appeal to the Superintendent; and
  - d. Inform the parents/eligible student that the appeal has been forwarded to the Superintendent for a decision.
2. **Second-level decision.** If the parent/eligible student wishes to challenge the Principal's decision to not change the student record, he/she may appeal the matter to the Superintendent. The parent/eligible student shall submit a written request to the Principal asking that the matter be appealed to the Superintendent. The Principal will forward the appeal to the Superintendent.

The Superintendent shall, within ten (10) business days after receiving the appeal:

- a. Review the request;

## JRA – Student Records and Access - FERPA

- b. Discuss the request with other school officials;
- c. Make a decision whether or not to make the requested correction to the educational record;
- d. Schedule a meeting with the parents/eligible student if the Superintendent believes such a meeting would be necessary; and
- e. Notify the parents/eligible student of the Superintendent's decision on their request to correct the student's educational record.

If the Superintendent determines the records should be corrected, he/she will make the change and notify the parents/eligible student in writing that the change has been made. The letter stating the change has been made will include an invitation for the parent/eligible student to inspect and review the records to verify that the records have been corrected and the correction is satisfactory. If the records are changed to the parent's/eligible student's satisfaction, both parties shall sign a document/form stating the date the records were changed and that the parent/eligible student is satisfied with the correction.

If the Superintendent determines the records are will not be corrected, he/she will notify the parents/eligible student in writing of his/her decision. Such letter will also notify the parents/eligible student of their right to an appeal hearing before the School Board.

3. **Third-level decision.** If the parents or eligible student are not satisfied with the Superintendent's decision, they may submit a written request for a hearing before the School Board. The parents/eligible student shall submit the request for a hearing with the Superintendent within ten (10) business days of the date of the Superintendent's written decision in level-two. The Superintendent will inform the School Board of the request for a hearing and will work with the School Board to schedule a hearing within forty five (45) days of receipt of the request. Once the meeting is scheduled, the Superintendent will inform the parents/eligible student in writing of the date, time and place of the hearing.

The hearing will be held in non-public session consistent with the provisions of RSA 91-A:3, unless the parent/eligible student requests that the hearing be held in public session. The School Board will give the parent/eligible student a full and fair opportunity to present evidence relevant to the issues raised under their request. The parents/eligible students may be assisted or represented by one or more individuals of their own choice, including an attorney.

The School Board will issue its final decision in writing within thirty (30) days of the hearing, and will notify the parents/eligible student thereof via certified mail, return receipt requested. The School Board will base its decision solely on the evidence presented at the hearing. The School Board's written decision will include a summary of the evidence and the reasons for its decision.

If the School Board determines that the student record should be corrected, it will direct the Superintendent to do so as soon as possible. The Superintendent will then contact the parents/eligible student for a meeting so they can review and inspect the records to verify that they have been corrected. At this meeting, both parties shall sign a document/form stating the date the records were corrected and that the parent/eligible student is satisfied with the correction.

The School Board's decision will be final.

4. **Parent/Eligible Student Explanation to be Included in Record.** Notwithstanding the resolution of any request to correct a student's record(s), in accordance with section (a)(2) of FERPA, a

## JRA – Student Records and Access - FERPA

parent or eligible student may insert into that student's educational record a written explanation respecting the content of the record.

- H. Disclosure of Student Records and Student Information.** In addition to directory information, the District may disclose student records and student information without consent to the following parties on the condition that the recipient agrees not to permit any other party to have access to the released information without the written consent of the parents of the student, and under the conditions specified.
1. *School officials with a legitimate educational interest.* School officials with a legitimate educational interest may access student records. "Legitimate education interest" refers to school officials, contractors, consultants, or employees who need to know information in a student's education record in order to perform their employment, contracting, or consulting responsibilities and duties; all as more fully specified in Section 99.31 of the FERPA regulations.
  2. *Other schools into which a student is transferring or enrolling,* upon condition that the student's parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record. This exception continues after the date that a student has transferred
  3. *Officials for federal and state audit or evaluation purposes.*
  4. *Appropriate parties in connection with financial aid for a student*
  5. *Organizations conducting certain studies for, or on behalf of the School District.* Student records or student information will only be provided pursuant to this paragraph if the study is for the purpose of: developing, validating or administering predictive tests; administering student aid programs; or improving instruction. The recipient organization must agree to limit access to the information and to destroy the information when no longer needed for the purpose for which it is released.
  6. *Accrediting organizations.*
  7. *Judicial orders, or lawfully issued subpoenas,* upon condition that parents and the student are notified of all such orders, statutory disclosures or subpoenas in advance of compliance therewith by the District, except when a parent is a party to a court proceeding involving child abuse or neglect or dependency. The Principal shall consult with the Superintendent and legal counsel as needed to ensure compliance with the judicial order and applicable law.
  8. *Health and safety emergencies.*
  9. *Information designated as directory information*
  10. *Disclosures to the Secretary of Agriculture or authorized representatives of the Food and Nutrition services for purposes of conducting program monitoring, evaluations and performance measurements.*
- I. Maintenance of Student Records and Data.** The Principal of each building is responsible for record maintenance, access and destruction of all student records. All school district personnel having access to records shall place great emphasis upon privacy rights of students and parents.

## **JRA – Student Records and Access - FERPA**

All entries into student records must be dated and signed by the person accessing such records in a log or other record-keeping process.

The principal will ensure that all records are maintained in accordance with applicable retention schedules as may be established by law and District policy.

- J. Disclosures Made From Education Records.** The District will maintain an accurate record of all requests for it to disclose information from, or to permit access to, a student's education records and of the information it discloses and persons to whom it permits access, with some exceptions listed below. This record is kept with, but is not a part of, each student's cumulative school records. It is available only to the record custodian, the eligible student, the parent(s) of the student or to federal, state or local officials for the purpose of auditing or enforcing federally supported educational programs.

The record includes:

1. The name of the person who or agency which made the request;
2. The interest which the person or agency has in the information;
3. The date on which the person or agency made the request;
4. Whether the request was granted and, if it was, the date access was permitted or the disclosure was made; and
5. In the event of a health and safety emergency, the articulable and significant threat to the health or safety of a student or other individuals that formed the basis for the disclosure; and the parties to whom the agency or institution disclosed the information.

The District will maintain this record as long as it maintains the student's education record. The records do not include requests for access or information relative to access which has been granted to parent(s) of the student or to an eligible student; requests for access or access granted to officials of the District who have a legitimate educational interest in the student; requests for, or disclosures of, information contained in the student's education records if the request is accompanied by the prior written consent of a parent/eligible student or if the disclosure is authorized by such prior consent or for requests for, or disclosures of, directory information designated for that student.

The records of a request for the correction of an educational record, including any appeal of a denial of that request, if the educational record is ultimately corrected shall not be treated as part of the educational record of the student and shall be preserved separately.

### **K. Military Recruiters and Institutions of Higher Learning**

Military recruiters or institutions of higher learning shall have access to secondary school students' names, addresses, and telephone listings unless an adult student or the parent of the minor student requests that such information not be released without prior written consent. The district shall notify parents of the option to make such a request and shall comply with any requests received.

### **L. Law Enforcement and Reporting Agencies**

Consistent with RSA193-D:7, it shall be permissible for any law enforcement officer and any school administrator to exchange information relating only to acts of theft, destruction, or violence in a safe

## **JRA – Student Records and Access - FERPA**

school zone regarding the identity of any juvenile, police records relating to a juvenile, or other relevant information when such information reasonably relates to delinquency or criminal conduct, suspected delinquency or suspected criminal conduct, or any conduct which would classify a pupil as a child in need of services under RSA 169-D or a child in need of protection under RSA 169-C.

### **Legal References:**

*RSA 91-A:5, III, Exemptions, Pupil Records*

*RSA 189:1-e, Directory Information*

*RSA 189:66, IV, Data Inventory and Policies Publication*

*20 U.S.C. §1232g, Family Educational Rights and Privacy Act*

*34 C.F.R. Part 99, Family Educational Rights and Privacy Act Regulations*

### ***Related Policies: EHB & JRC***

### **Category: Recommended**

1<sup>st</sup> Read: August 20, 2019

2<sup>nd</sup> Read: September 3, 2019

Adopted:

## **ACE – Procedural Safeguards Nondiscrimination on the Basis of Disability**

~~The District provides the following Notice of Procedural Safeguards to parents/guardians of students with disabilities, and persons with disabilities, as required by 34 C.F.R. Sections 104.7, 104.8, 104.22 (4) (f), and 104.36 of the Regulations implementing Section 504 of the Rehabilitation Act of 1973.~~

~~The District does not discriminate on the basis of disability in admission or access to, or treatment or employment in, its programs and activities.~~

~~The District provides a grievance procedure with appropriate due process rights. The Assistant Superintendent is the designated employee, charged with coordinating efforts to comply with Section 504. The parent/guardian of students with disabilities or any person may use the grievance procedure established by the School Board.~~

~~Grievance Procedure: As the parent/guardian of a student with a disability or as a person with a disability, you have the right to notify the above designated employee with your complaint.~~

~~The designated employee will make an initial response to the complainant within ten (10) working days of receipt of complaint. The parties will attempt to work out their differences promptly and equitably. A written record of the resolution of the complaint will be made within ten (10) working days of completion.~~

~~If that effort fails, the parent/guardian may (a) request that the Board places this matter on its agenda or (b) notify the Superintendent of the complaint. Either request shall be delivered in writing. The complainant may be represented by anyone of their choosing, may present information through documents and other evidence and witnesses, and may examine witnesses presented by the School District.~~

~~Within ten (10) working days of either of the above options, a written record should be made of the decision.~~

~~Section D Procedural Safeguards: As required by Section 104.36, the parent/guardian of a student, who because of a disability or who is believed to need special instruction and related services, has the right, with respect to any action regarding identification, evaluation, and placement to:~~

- ~~1. Receive notice of the referral/identification, evaluation, and placement process, with appropriate consent form.~~
- ~~2. Examine all relevant records.~~
- ~~3. Participate in an impartial hearing, at any time, with respect to any actions regarding identification, evaluation, or placement of persons who need or are believed to need~~

## ACE – Procedural Safeguards Nondiscrimination on the Basis of Disability

~~special education and related services, and an opportunity for participation and representation of counsel as provided under the Individuals with Disabilities Education Act.~~

~~4. Request a review process.~~

***Legal References:***

~~34 C.F.R. Part 104, Nondiscrimination on the Basis of Handicap~~

~~Section 504 of The Rehabilitation Act of 1973~~

***Category: Priority/Required By Law***

~~1st Read: June 3, 2014~~

~~2nd Read: August 19, 2014~~

~~Adopted: August 19, 2014~~

The ConVal School District will ensure that all students with a handicap or disability are provided all necessary procedural safeguards as are required by law. Such procedural safeguards are found in pertinent federal and state laws and regulations. In addition, all staff, students, parents, and other interested persons are directed to the New Hampshire Department of Education Procedural Safeguards Handbook.

**Legal References:**

*NH Department of Education Administrative Rules, Ed 1120, Procedural Safeguards*

*34 C.F.R. Part 104, Nondiscrimination on the Basis of Handicap*

*Section 504 of The Rehabilitation Act of 1973*

***Category: Priority/Required By Law***

1<sup>st</sup> Read: September 3, 2019

2<sup>nd</sup> Read:

Adopted:

## **BCB – Board Member Conflict Of Interest**

As elected officials, ConVal School Board members owe a duty of loyalty to the general public in protecting the school district's interests. Therefore, the Board declares that a conflict of interest is a personal and/or pecuniary interest that is immediate, definite, and demonstrable and which is or may be in conflict with the public interest.

A Board member shall not participate in, or influence in any way, the discussion, bid specifications, or vote on any contract, service, collective bargaining issue, or personnel matter, where the Board member has, or appears to have, a direct personal and/or pecuniary interest. A Board member shall not purchase from sell to, or furnish for hire to the District any labor, equipment, goods, commodities, personal property, real estate, services, or supplies with a value in excess of \$200.

As used in this policy, the term "Board member" includes a member of the Board members' immediate family (i.e., spouse, child, siblings, and parents) and anyone residing in the Board members' household.

A Board member shall not have any direct personal and/or pecuniary interest in a contract with the school district, nor shall he or she furnish directly any labor, equipment, or supplies to the District.

In the event a Board member is employed by a corporation or business or has a secondary interest in a corporation or business which furnishes goods or services to the School district, the Board member shall declare his interest and refrain from debating, discussing, or voting upon the question of contracting with the company.

It is not the intent of this policy to prevent the District from contracting with corporations of businesses because a Board member is an employee of the firm. The policy is designed to prevent placing a Board member in a position where his interest in the public schools and his interest in his place of employment (or other indirect interest) might conflict, and to avoid appearances of conflict of interest even though such conflict may not exist. Through the use of open competitive bidding or recusal of any Board member who has a conflict of interest, the Board will seek to obtain the best value for the district while avoiding impropriety or the appearance of impropriety.

### **Hiring Decisions regarding Family Members**

Applicants for employment by the District shall be required to disclose if they are the father, mother, brother, sister, wife, husband, son, daughter, son-in-law, daughter-in-law, sister-in-law, or brother-in-law of any member of the Board. The related Board member shall also be obligated to disclose the fact that they are related to an applicant who is brought forward to the Board for hiring or appointment, and shall refrain from debating, discussing or voting upon the question of hiring the applicant.

The Superintendent shall refrain from hiring, or nominating to the Board for hire, anyone related to her/him as father, mother, brother, sister, wife, husband, son, daughter, son-in-law, daughter-in-law, sister-in-law, or brother-in-law without also disclosing the relationship to the Board and in the case where the Superintendent has the hiring authority, receiving prior consent from the Board to hire the related applicant.

This shall not apply to any person within such relationship or relationships who has been regularly employed by the Board prior to the inception of the relationship, the adoption of this policy, or a Board member's election.



## BCB – Board Member Conflict Of Interest

### Vendor Relations

Except as set forth above, the District shall not purchase supplies, materials, or services from a member of the Board or from a member of his or her household or from a firm in which a Board member holds a major interest.

### Legal References:

*Marsh v. Hanover, 113 NH 667 (1973) and*

*Atherton v. Concord, 109 NH 164 (1968)*

*RSA 95:1, Public Officials Barred From Certain Private Dealings*

### **Category: R**

*See also: BBFE*

~~First Read: November 21, 2017~~ September 3, 2019

~~Second Read: December 19, 2017~~

~~Adopted: December 19, 2017~~

## **EFA – Availability and Distribution of Healthy Foods**

The School District will support the availability and distribution of healthy foods and beverages in all school buildings during the school day.

The Superintendent or designee is responsible for ensuring that all foods and beverages distributed within the district meet nutritional standards established by state and federal law relative to: (1) nutrient density; (2) portion size; and (3) nutrition targets, as defined in pertinent law.

The Superintendent or designee is responsible for implementing developmentally appropriate opportunities to learn food preparation skills that support nationally recognized research-based nutrition standards. The Superintendent or designee is responsible for providing annual communication information about the policy and procedure and related curricula to the school community.

### **Legal References:**

*7 CFR 210.10, Nutrition Standards And Menu Planning Approaches For Lunches  
And Requirements For Afterschool Snacks*

*NH Department of Education Administrative Rules, Section Ed 306.04(a)(21-23), Availability and  
Distribution of Healthy Foods*

*NH Department of Education Administrative Rules, Section Ed 306.11(g), (h) Food and Nutrition  
Services*

Category: P

~~1<sup>st</sup> Read: February 4, 2014~~ September 3, 2019

~~2<sup>nd</sup> Read: March 4, 2014~~

~~Adopted: March 4, 2014~~

## EH – Public Use Of School Records

The Superintendent is hereby designated the custodian of all District governmental records, including but not limited to, minutes, documents, writings, letters, memoranda, e-mails, or other written, typed, copied, electronic or developed information received, possessed, assembled, or maintained by this District.

1. All requests, in accordance with RSA 91-A:4, are to be forwarded to the Superintendent immediately upon receipt. If the requested governmental records exist, are properly disclosed to the public, and are readily available, the requested records shall be promptly made available for inspection or if requested, copies provided. No fee shall be charged to inspect governmental records. A fee may be charged for copies that reflects the actual cost of making a paper copy or the actual cost of the electronic media onto which a copy is placed for delivery.
2. If the existence or location of the requested governmental records, in accordance with RSA 91-A:4, is uncertain, if a determination needs to be made as to whether some or all of the requested records are confidential or exempt from disclosure, if legal advice is needed regarding the request, or if redacted copies must be prepared to provide the properly disclosed records while preserving the confidentiality of information which is not properly disclosed, the Superintendent will within five (5) business days of the request respond to the requestor in writing acknowledging receipt of the request and providing a statement of the time reasonably necessary to determine whether the request shall be granted or denied.
3. The Superintendent or designee may contact the person making the request, if the request is unclear or will be time consuming and onerous to fulfill, to determine if the person will clarify the request or agree to narrow the request. Any clarification or narrowing of the request shall be documented in writing and a copy provided to the person making the request.
4. In accordance with RSA 91-A:4, if the Superintendent finds the requested governmental records exist and to be public in nature, he or she shall notify the person making the request and make the records or a copy of the records available for inspection. If requested, copies will be provided at cost. If the requested governmental records, in accordance with RSA 91-A:4 do not exist, the party requesting the information will be informed in writing that the requested governmental records do not exist.
5. If the Superintendent finds the information not to be public in nature, he or she shall inform the requesting party in writing that the governmental records requested are not a public record and cannot legally be disclosed.
6. If the Superintendent is unable to ascertain whether or not the information requested is public in nature, or whether the Right-to-Know law requires preparation of a copy of the governmental record that discloses public information while redacting confidential information/information exempt from disclosure, he or she is hereby authorized to request, on behalf of the Board, an opinion from the Board's attorney as to the nature of the information. Such opinion requests will be made promptly following the request for the information. The Superintendent shall notify the person making the request in writing that additional time will be needed to determine if the request will be granted or denied. Upon receipt of an opinion from legal counsel, the Superintendent will promptly notify the person making the request of the outcome of the determination and where legally appropriate make the records available for inspection or copying.

### **Legal References:**

*RSA 91-A:4, Minutes and Records Available for Public Inspection*

*Category: Recommended*

## EH – Public Use Of School Records

*See Also Policy EHB*

~~1st Read: April 15, 2008~~ September 3, 2019

~~2nd Read: May 13, 2008~~

~~Adopted: May 13, 2008~~

~~Amended: January 7, 2014~~



## New Hampshire School Boards Association

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*Barrett M. Christina, Executive Director*  
*Travis Thompson, President, Exeter Regional Cooperative*  
*Amy Facey, First Vice-President, Souhegan Cooperative*  
*Brenda Willis, Second Vice-President, Derry Cooperative*  
*Shannon Barnes, Past-President, Merrimack*

*25 Triangle Park Drive, Suite 101*  
*Concord, NH 03301*  
*Phone: (603) 228-2061*  
*[www.nhsba.org](http://www.nhsba.org)*

**To:** NHSBA Member School Boards  
**From:** Barrett M. Christina, Executive Director  
**Date:** August 15, 2019  
**Re:** 2020 NHSBA Delegate Assembly

Dear NHSBA Members –

NHSBA is now accepting submissions for our annual 2020 NHSBA Delegate Assembly. The 2020 NHSBA Delegate Assembly will be held on Saturday January 25, 2020 at The Center at Triangle Park office building, 25 Triangle Park Drive, Concord, NH. The day will begin with a “Hot Topics” workshop from 10am to 1pm. The Delegate Assembly will be held from 1pm to approximately 3pm.

Each NHSBA member-school board is allowed to submit one or more proposed Resolutions. Proposals may be a new Resolutions or may seek to amend any current NHSBA Resolution. Each member-school board may send one voting Delegate. However, any and all board members are invited to attend.

All submitted and proposed Resolutions will be brought forward to the Delegation. Each and every proposal will be discussed, debated and ultimately vote on by those Delegates in attendance. These Resolutions and Statements of Belief guide NHSBA’s state-wide advocacy efforts.

NHSBA asks that the form included with this letter be used when submitting your proposals. In addition to this hard-copy form, an electronic version is available on our website for easier submission. Submitted Resolutions can be emailed to [amanda@nhsba.org](mailto:amanda@nhsba.org).

The deadline for submitting proposals is Friday November 4, 2019 by 4:00pm.

Please contact NHSBA Executive Director Barrett M. Christina if you have any questions.

Thank you for your attention to this matter.



## New Hampshire School Boards Association

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*Barrett M. Christina, Executive Director*  
*Travis Thompson, President, Exeter Regional Cooperative*  
*Amy Facey, First Vice-President, Souhegan Cooperative*  
*Brenda Willis, Second Vice-President, Derry Cooperative*  
*Shannon Barnes, Past-President, Merrimack*

*25 Triangle Park Drive, Suite 101*  
*Concord, NH 03301*  
*Phone: (603) 228-2061*  
*www.nhsba.org*

### **Proposed Resolution for Consideration – 2020 NHSBA Delegate Assembly**

**School Board:**

**Proposed Resolution:**

**Rationale:**

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**Signature of School Board Chair**

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**Date**

Please use a separate Proposed Resolution form for each Resolution your school board wishes to submit. Please remember that proposed Resolutions must be submitted by a majority vote of the local member School Board, not by individual members of the School Board or members of the school district staff. Please contact NHSBA if you have any questions.