

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

CONTOOCCOOK VALLEY SCHOOL BOARD

Tuesday, October 1, 2019

Public Hearing

7:00 p.m.

SAU Office

Expend Capital Reserve Trust Funds

In accordance with RSA 198:20C, a public hearing will be held by the Contoocook Valley School Board for the purpose of expending Capital Reserve Trust Funds for buildings and maintenance for the 2019-2020 fiscal year.

School Board Meeting

SAU Office

Immediately Following Public Hearing

AGENDA

- 1. Call to Order and Pledge of Allegiance**
- 2. Acceptance of School Board Meeting Minutes (Board Vote Required)**
 - a. September 17, 2019** (pg. 1-3)
- 3. Approval of Manifests (Board Vote Required)**
- 4. Expenditure and Encumbrance Report (Board Vote Required) – David Jack** (pg. 4-5)
- 5. Points of Pride**
- 6. Public Comment**
- 7. Consent Agenda**
 - a. Personnel** (pg. 6-10)
 - 1) June 2021 Retirements
 - 2) Co-Curricular Nominations
 - 3) Job Descriptions – 2nd Read (Board Vote Required)
- Director of School Counseling
- 8. Superintendent's Report and Presentation of Business**
 - a. Monthly Events Calendar** (pg. 11-12)
 - b. Potential State Budget Implications**
 - c. Medicare Reimbursement and Potential Impact on Revenues**
- 9. Reports**
 - a. Student Representative** – Lorien Tyne/Abby Kamieniecki
 - b. Teacher Representative** – Patricia MacFarlane
 - c. Education Committee** – Jerome Wilson
 - d. Communication Committee** –Niki McGettigan
 - e. Education Committee**- Jerry Wilson
 - f. Food Service Committee** – Linda Quintanilha
 - g. Selectmen's Advisory Committee**- Tim Theberge
- 10. Old Business**
 - a. Solar Power Discussion**
- 11. New Business**
 - a. NHSBA Resolutions 2020 (Board Vote Required)** (pg. 13-15)
 - b. Conant/ConVal Ice Hockey**
- 12. Public Comment**
- 13. Non-Public Session: RSA 91-A:3,II (If Required)**
 - a. Personnel**
- 14. Non-Public Session: RSA 91-A:3,II (If Required)**
 - a. Legal**
- 15. Non-Public Session: RSA 91-A:3,II (If Required)**
 - a. Negotiations**

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

106 Hancock Rd.

Peterborough, New Hampshire

CONTOOCCOOK VALLEY SCHOOL BOARD

Tuesday, September 17, 2019

School Board Meeting

SAU Office

7:00 p.m.

MINUTES

Board:

**Rich Cahoon, Dick Dunning
Jim Fredrickson, Janine Lesser
Stephan Morrissey, Linda Quintanilha
Myron Steere, Tim Theberge
Jerry Wilson, Crista Salamy**

Administration:

**Dr. Kimberly Saunders, Supt.
Dr. Ann Forrest, Asst. Supt.
Tim Markley, H.R.
Cari Christian-Coates, Student Serv.
Colleen Roy, Greenfield Elem.
Stephanie Syre-Hager, Antrim Elem.
Larry Pimental, Peterborough Elem.
Dave Jack, Interim BA**

1. Call to Order and Pledge of Allegiance

The meeting was called 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 3, 2019** Dick Dunning motioned to accept the minutes of September 3; seconded by Niki McGettigan. Crista Salamy abstained.

3. Approval of Manifests (Board Vote Required)

Dave Jack certified that the Manifests totaling \$208,525.18 and Payroll totaling \$864,864.52 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 accept the Manifests as read; Dick Dunning seconded. All in favor.

4. Points of Pride – Dr. Saunders read several Points of Pride. She invited all Board members to attend the Program APC Center at the high school on Sept 26th from 6 – 8 p.m.

5. Public Comment

No public comment presented.

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

a. **Negotiations** Stephan Morrissey motioned to go into Non-Public at 7:08 p.m. Seconded by Dick Dunning. Roll call completed. All in favor.

Roll call vote initiated to exit from Non-Public. All in favor. Exited Non-Public at 8:00 p.m.

6. Consent Agenda

a. Personnel

1) Co-Curricular Nominations No approval required.

2) Employee Retirements:

Kimberly Saunders announced that HR Director, Tim Markley had submitted his resignation, effective June 30, 2020.

Stephan Morrissey moved to accept Mr. Markley's resignation. Seconded by Rich Cahoon.

Dr. Saunders also announced the resignation of GBS Principal Jim Elder, effective June 30, 2020.

Linda Quintanilha moved to accept the resignation of Principal Elder. All in favor.

7. Superintendent's Report and Presentation of Business

a. Monthly Events Calendar

b. Bus at STA Depot – we own a bus. There is a policy around this. It's a small district-owned bus. We will need to decide to repair it (\$5K - \$7K expense). Rich Cahoon asked why we would want a bus. Dr. Saunders indicated that we actually do not. She will work to enact a policy to sell the bus.

Myron Steere is retiring and this brings into effect policy BDB: Board Vice Chair assumes the role. Will we elect or let it sit?

Myron Steere moved to elect. Stephan Morrissey seconded. If anyone is interested in this appointment, please let the SAU know. You will then be able to speak at the next meeting. **Vote to elect vice chair. All in favor.**

Dr. Saunders thanked Board Chairman Myron Steere for his seven years of service. He was presented with a gift of Appreciation.

8. Reports

a. Student Representative – Lorien Tyne reported that Abby Kamieniecki, Freshman, is our associate representative and will be here next week. Student elections have occurred and we now have a full student counsel. She spoke of many events including a ConVal student who is directing "Our Town".

b. Teacher Representative – Patricia MacFarlane
None.

c. Education Committee – Jerome Wilson

See agenda/minutes. There was a discussion on educational equity. Blended learning environment was a presentation by Dr. Forrest. Also discussed all related PD opportunities and student assessments, as well as a Technology update. All teachers now have access to the Learn Platform.

d. Budget & Property Committee – Jim Fredrickson

1) Solar Project Proposal – presented summary on solar project. Optional buyout at six years, if we choose. Savings in years 1-5 are about \$14K a year. We have to be at a specific point in the project for this to be cost effective (by Dec.31) so we need to get going. Revision Energy is a large national vendor and we will need Board approval to go with them. There is still homework to do...savings at year one. Jim Wilson asked to post the document on our website. Tim Grossi has the link. The timeframe for payback is around \$54K or so. The proposed buyback is \$400K. Dr. Saunders wants them to consider this as a solar project and not so much as a source of savings. This is a value-based decision. Jim Wilson indicated that is why we do the "What if" analysis. Dick Dunning and others indicated this was not looked at as a money saver. Will there be some real-time display.

2) CVSA Safe – ConVal Friends of Athletics (CVSA) is looking for a decision on installing a safe in the concession area outside of the ConVal High School. This is an all-volunteer organization that came into existence a few years ago. They are not part of the Boosters. They ensure that monies will not be left in the safe for more than 24 hours. A discussion ensued and a final agreement was made to allow the safe. CVSA will purchase and install the safe.

9. Old Business

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

- ACE: Procedural Safeguards Nondiscrimination on the Basis of Disability

Linda Quintanilha moved to adopt the policy as presented. Stephan Morrissey seconded. Unanimous.

- BCB: Board Member Conflict of Interest

Linda Quintanilha moved to adopt the policy as presented. Stephan Morrissey seconded. Unanimous

- EFA: Availability and Distribution of Healthy Foods

Linda Quintanilha moved to adopt the policy as presented. Stephan Morrissey seconded. Unanimous

- EH: Public Use of School Records

Linda Quintanilha moved to adopt the policy as presented. Stephan Morrissey seconded. Unanimous

10. New Business

a. Antrim Special Reserve Fund (Board Vote Required)

This is not a trust fund. It is a special reserve. They are asking that we use these dollars. The town will pay \$5007.00 (get figures from Kimberly).

Stephan Morissey moved to accept. Discussion ensued. In the past we did not know how the money was used. Jim Wilson asked if a Board vote is required to spend this money. Dr. Saunders explained that most of our dollars are in a general fund and we really don't want reserve funds. They are not readily visible. They are a risk area for the audit. Approving this would lower the balances to several thousand dollars.

Stephan Morrissey amended his motion to send the full amount to the town for the gym floor and close out the account. The town of Antrim did not keep us informed. Dr. Saunders will put this on a future agenda as the contract has yet to be signed—going to B & P in the future. The floor was not finished for the first week and several days of school. Jim Wilson finds them very uncommunicative.
Vote: All in favor.

11. Public Comment

None.

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

a. Personnel

None.

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

a. Legal

b. Negotiations

c.

Linda Quintanilha moved to go into nonpublic for Legal and Negotiations discussions at 8:40 p.m in accordance with RSA 91-A:3,II. Stephan Morrissey seconded. Roll Call unanimous.

Linda Quintanilha moved out of non-public at 8:45 p.m. Dick Dunning seconded. All in favor

Linda Quintanilha moved to give the Superintendent up to \$50K for negotiation purposes. Seconded by Stephan Morrissey.

Stephan Morrissey moved to seal the non-public mminutes for five years. All in agreement.

Linda Quintanilha moved to adjourn at 8:48 p.m. All in favor.

Respectfully submitted,

Carol Hills

Contoocook Valley School District

*Object Report

Fiscal Year: 2019-2020

From Date: 9/1/2019 To Date: 9/30/2019

- Include pre encumbrance
 Exclude inactive accounts with zero balance

Print accounts with zero balance
 Filter Encumbrance Detail by Date Range

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
21.000.0000.00.110	REGULAR SALARIES	\$15,196,939.25	\$2,000.00	\$15,198,939.25	\$1,116,881.37	\$1,884,438.75	\$13,314,500.50	\$12,633,853.62	\$680,646.88	4.48%
21.000.0000.00.111	PARAPROFESSIONAL SALARIES	\$2,647,891.05	\$0.00	\$2,647,891.05	\$220,056.68	\$309,002.17	\$2,338,888.88	\$2,092,317.94	\$246,570.94	9.31%
21.000.0000.00.112	ADMIN ASSISTANTS	\$1,177,822.70	\$0.00	\$1,177,822.70	\$102,939.33	\$240,357.53	\$937,465.17	\$965,677.92	(\$28,212.75)	-2.40%
21.000.0000.00.113	CUSTODIAL/MAINTENANCE	\$529,964.32	\$0.00	\$529,964.32	\$39,844.22	\$139,321.32	\$390,643.00	\$411,150.62	(\$20,507.62)	-3.87%
21.000.0000.00.114	ADMINISTRATOR	\$2,435,222.76	\$0.00	\$2,435,222.76	\$180,638.14	\$608,556.50	\$1,826,666.26	\$1,727,657.50	\$99,008.76	4.07%
21.000.0000.00.115	DEPARTMENT HEADS	\$27,000.00	\$0.00	\$27,000.00	\$1,987.18	\$2,980.77	\$24,019.23	\$22,019.23	\$2,000.00	7.41%
21.000.0000.00.119	SUPPORT SERVICES	\$811,882.36	\$0.00	\$811,882.36	\$58,768.01	\$184,111.25	\$627,771.11	\$591,859.41	\$35,911.70	4.42%
21.000.0000.00.120	TEMPORARY SALARIES	\$1,151,338.31	\$0.00	\$1,151,338.31	\$55,515.13	\$170,625.73	\$980,712.58	\$290,355.03	\$690,357.55	59.96%
21.000.0000.00.130	OVERTIME	\$42,000.00	\$0.00	\$42,000.00	\$3,029.15	\$7,281.36	\$34,718.64	\$0.00	\$34,718.64	82.66%
21.000.0000.00.211	HEALTH INSURANCE	\$5,567,518.15	\$0.00	\$5,567,518.15	\$421,403.79	\$629,326.05	\$4,938,192.10	\$12,845.59	\$4,925,346.51	88.47%
21.000.0000.00.212	DENTAL INSURANCE	\$208,488.28	\$0.00	\$208,488.28	\$15,339.29	\$22,477.54	\$184,010.74	\$132.00	\$183,878.74	89.05%
21.000.0000.00.213	LIFE INSURANCE	\$51,288.00	\$0.00	\$51,288.00	\$3,969.00	\$11,655.00	\$39,633.00	\$0.00	\$39,633.00	77.28%
21.000.0000.00.214	LONG TERM DISABILITY	\$51,967.52	\$0.00	\$51,967.52	\$4,434.70	\$12,849.74	\$39,117.78	\$0.00	\$39,117.78	75.27%
21.000.0000.00.220	FICA	\$1,731,587.88	\$0.00	\$1,731,587.88	\$130,760.06	\$262,713.02	\$1,468,874.86	\$1,375.54	\$1,467,499.32	84.75%
21.000.0000.00.225	ADMIN ANNUITY	\$7,005.00	\$0.00	\$7,005.00	\$0.00	\$7,005.00	\$0.00	\$0.00	\$0.00	0.00%
21.000.0000.00.231	NON - TEACH RETIRE	\$562,001.64	\$0.00	\$562,001.64	\$47,784.34	\$112,526.07	\$449,475.57	\$243.51	\$449,232.06	79.93%
21.000.0000.00.232	TEACHER RETIRE	\$2,948,610.60	\$0.00	\$2,948,610.60	\$231,704.37	\$433,362.40	\$2,515,248.20	\$2,880.09	\$2,512,368.11	85.21%
21.000.0000.00.260	UNEMPLOYMENT	\$27,655.00	\$0.00	\$27,655.00	\$0.00	\$0.00	\$27,655.00	\$0.00	\$27,655.00	100.00%
21.000.0000.00.320	PRESENTERS	\$17,000.00	\$0.00	\$17,000.00	\$0.00	\$0.00	\$17,000.00	\$0.00	\$17,000.00	100.00%
21.000.0000.00.321	PROF SERVICES	\$98,900.00	\$0.00	\$96,900.00	\$28,545.00	\$40,444.00	\$56,456.00	\$0.00	\$56,456.00	58.26%
21.000.0000.00.322	STAFF SERVICES	\$77,520.00	\$0.00	\$77,520.00	\$3,521.00	\$5,545.00	\$71,975.00	\$0.00	\$71,975.00	92.85%
21.000.0000.00.323	PUPIL SERVICES	\$708,257.00	\$0.00	\$708,257.00	\$9,213.26	\$23,047.64	\$685,209.36	\$700,665.74	(\$15,456.38)	-2.18%
21.000.0000.00.330	PURCHASED/PROF	\$1,582,724.49	\$384.00	\$1,583,108.49	\$124,378.58	\$280,787.98	\$1,302,320.51	\$1,036,536.27	\$265,784.24	16.79%
21.000.0000.00.340	STATISTICAL SERVICES	\$39,000.00	\$0.00	\$39,000.00	\$0.00	\$0.00	\$39,000.00	\$6,445.00	\$32,555.00	83.47%
21.000.0000.00.380	PURCH SERVICES	\$176,000.00	\$34,359.80	\$210,359.80	\$10,285.11	\$48,141.90	\$162,217.90	\$102,396.52	\$59,821.38	28.44%
21.000.0000.00.390	x	\$0.00	\$0.00	\$0.00	\$100.00	\$1,325.00	(\$1,325.00)	\$0.00	(\$1,325.00)	0.00%
21.000.0000.00.411	WATER/SEWER	\$58,875.00	\$0.00	\$58,875.00	\$320.92	\$16,147.96	\$42,727.04	\$36,727.04	\$6,000.00	10.19%
21.000.0000.00.421	DISPOSAL	\$42,761.00	\$0.00	\$42,761.00	\$3,864.70	\$11,161.20	\$31,599.80	\$26,618.80	\$4,981.00	11.65%
21.000.0000.00.422	SNOW PLOWING	\$196,175.00	\$0.00	\$196,175.00	\$0.00	\$0.00	\$196,175.00	\$0.00	\$196,175.00	100.00%
21.000.0000.00.430	REPAIR/MAINT	\$256,431.80	\$44,237.35	\$300,669.15	\$8,783.91	\$59,358.82	\$241,310.33	\$103,003.60	\$138,306.73	46.00%
21.000.0000.00.431	STRUCTURAL REPAIRS & MAINTENANCE	\$193,200.00	\$183,763.75	\$376,963.75	\$18,793.18	\$188,005.36	\$188,958.39	\$39,455.04	\$149,503.35	39.66%
21.000.0000.00.432	ELECTRICAL REPAIRS & MAINTENANCE	\$25,800.00	\$6,900.00	\$32,700.00	\$8,611.92	\$14,781.40	\$17,918.60	\$16,260.06	\$1,658.54	5.07%
21.000.0000.00.433	MECHANICAL REPAIRS & MAINTENANCE	\$163,100.00	\$8,883.05	\$171,983.05	\$1,586.24	\$8,651.01	\$163,332.04	\$8,928.50	\$154,403.54	89.78%
21.000.0000.00.434	HVAC REPAIRS & MAINTENANCE	\$176,800.00	\$72,147.15	\$248,947.15	\$51,699.46	\$157,270.13	\$81,677.02	\$13,609.54	\$78,067.48	31.36%

Contoocook Valley School District

*Object Report

Fiscal Year: 2019-2020

From Date: 9/1/2019

To Date: 9/30/2019

- Include pre encumbrance Print accounts with zero balance Filter Encumbrance Detail by Date Range
 Exclude inactive accounts with zero balance

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
21.000.0000.00.440	BUILDING RENTAL	\$3,450.00	\$0.00	\$3,450.00	\$0.00	\$0.00	\$3,450.00	\$2,850.00	\$600.00	17.39%
21.000.0000.00.510	OTHER TRANSPORTATION	\$277,590.00	\$29,535.84	\$307,125.84	\$3,837.00	\$3,837.00	\$303,288.84	\$50,143.24	\$253,145.60	82.42%
21.000.0000.00.519	PUPIL TRANSPORTATION	\$2,402,573.80	\$1,045.98	\$2,403,619.78	\$79,769.32	\$88,446.19	\$2,315,173.59	\$2,214,551.17	\$100,622.42	4.19%
21.000.0000.00.520	INSURANCE	\$220,104.00	\$0.00	\$220,104.00	\$0.00	\$147,845.97	\$72,258.03	\$0.00	\$72,258.03	32.83%
21.000.0000.00.530	Telephone / Web access	\$238,580.20	\$0.00	\$238,580.20	\$19,304.95	\$59,843.48	\$178,736.72	\$222,189.93	(\$43,453.21)	-18.21%
21.000.0000.00.531	Cellular Phones	\$25,200.00	\$0.00	\$25,200.00	\$480.00	\$5,121.51	\$20,078.49	\$24,103.41	(\$4,024.92)	-15.97%
21.000.0000.00.534	POSTAGE	\$17,653.00	\$0.00	\$17,653.00	\$2,175.90	\$10,207.40	\$7,445.60	\$1,618.10	\$5,827.50	33.01%
21.000.0000.00.540	ADVERTISING	\$25,000.00	\$0.00	\$25,000.00	\$150.00	\$2,008.32	\$22,991.68	\$17,641.68	\$5,350.00	21.40%
21.000.0000.00.550	PRINTING	\$18,200.00	\$0.00	\$18,200.00	\$4,855.05	\$4,855.05	\$13,344.95	\$0.00	\$13,344.95	73.32%
21.000.0000.00.551	TUITION	\$961,361.00	\$9,846.00	\$971,207.00	\$65,348.46	\$70,793.36	\$900,413.64	\$418,803.61	\$481,610.03	49.59%
21.000.0000.00.560	MILEAGE	\$95,015.00	\$1,170.90	\$96,185.90	\$1,846.17	\$3,851.56	\$92,334.34	\$29,927.39	\$62,406.95	64.86%
21.000.0000.00.590	MISC PURCH SERV	\$16,700.00	\$0.00	\$16,700.00	\$1,638.00	\$1,638.00	\$15,062.00	\$12,369.15	\$2,692.85	16.12%
21.000.0000.00.610	GENERAL SUPPLIES	\$684,894.34	(\$968.89)	\$683,925.45	\$94,578.57	\$141,422.17	\$542,503.28	\$146,304.93	\$396,198.35	57.93%
21.000.0000.00.615	TESTING SUPPLIES	\$20,064.00	\$0.00	\$20,064.00	\$0.00	\$0.00	\$20,064.00	\$1,741.00	\$18,323.00	91.32%
21.000.0000.00.622	ELECTRICITY	\$478,264.00	\$0.00	\$478,264.00	\$16,475.32	\$70,451.14	\$407,812.86	\$407,100.17	\$712.69	0.15%
21.000.0000.00.623	BOTTLED GAS	\$13,510.00	\$0.00	\$13,510.00	\$1,355.89	\$2,767.04	\$10,742.96	\$9,422.09	\$1,320.87	9.78%
21.000.0000.00.624	FUEL OIL	\$370,224.00	\$0.00	\$370,224.00	\$0.00	\$0.00	\$370,224.00	\$0.00	\$370,224.00	100.00%
21.000.0000.00.640	BOOKS	\$85,317.00	\$1,500.00	\$86,817.00	\$1,013.40	\$10,519.86	\$76,297.14	\$10,820.82	\$65,476.32	75.42%
21.000.0000.00.641	PERIODICALS	\$23,423.00	\$1,431.75	\$24,854.75	\$184.85	\$8,272.77	\$16,581.98	\$1,980.70	\$14,601.28	58.75%
21.000.0000.00.649	OTHER INFO SOURCES	\$3,100.00	\$0.00	\$3,100.00	\$0.00	\$280.85	\$2,819.15	\$232.75	\$2,586.40	83.43%
21.000.0000.00.650	SOFTWARE SUPPORT	\$361,408.95	\$2,261.00	\$363,669.95	\$97,692.46	\$256,716.06	\$106,953.89	\$31,231.06	\$75,722.83	20.82%
21.000.0000.00.656	GASOLINE	\$240,300.00	\$0.00	\$240,300.00	\$1,872.29	\$3,980.81	\$236,319.19	\$204,843.42	\$31,475.77	13.10%
21.000.0000.00.733	NEW FURNITURE	\$10,610.00	\$19,090.91	\$29,700.91	\$18,767.79	\$19,101.27	\$10,599.64	\$1,524.98	\$9,074.66	30.55%
21.000.0000.00.734	OTHER EQUIPMENT	\$17,758.00	(\$8,401.86)	\$9,356.14	\$995.00	\$3,447.73	\$5,908.41	\$697.98	\$5,210.43	55.69%
21.000.0000.00.737	REPL FURNITURE	\$22,750.00	\$0.00	\$22,750.00	\$3,359.24	\$3,537.61	\$19,212.39	\$410.75	\$18,801.64	82.64%
21.000.0000.00.738	REPL EQUIPMENT	\$230,304.00	\$109,830.34	\$340,134.34	\$16,515.00	\$111,682.36	\$228,451.98	\$112,908.13	\$115,545.85	33.97%
21.000.0000.00.739	OTHER EQUIPMENT	\$38,642.00	\$19,159.43	\$57,801.43	\$4,289.75	\$30,656.62	\$27,144.81	\$7,919.31	\$19,225.50	33.26%
21.000.0000.00.810	DUES & FEES	\$176,285.00	\$1,953.10	\$178,238.10	\$13,707.07	\$49,123.50	\$129,114.60	\$20,088.40	\$109,026.20	61.17%
21.000.0000.00.830	DEBT SERVICE INTEREST	\$103,977.60	\$0.00	\$103,977.60	\$0.00	\$54,350.10	\$49,627.50	\$0.00	\$49,627.50	47.73%
21.000.0000.00.890	MISCELLANEOUS	\$108,472.00	\$943.16	\$109,415.16	\$765.50	\$2,010.07	\$107,405.09	\$4,358.22	\$103,046.87	94.18%
21.000.0000.00.910	DEBT SERVICE PRINCIPAL	\$540,200.00	\$0.00	\$540,200.00	\$0.00	\$185,200.00	\$355,000.00	\$0.00	\$355,000.00	65.72%
	Fund: General Fund - 21	\$46,815,658.00	\$541,072.76	\$47,356,730.76	\$3,355,733.02	\$7,245,225.40	\$40,111,505.36	\$24,798,794.50	\$15,312,710.86	32.33%
Grand Total:		\$46,815,658.00	\$541,072.76	\$47,356,730.76	\$3,355,733.02	\$7,245,225.40	\$40,111,505.36	\$24,798,794.50	\$15,312,710.86	32.33%

End of Report

OFFICE OF THE SUPERINTENDENT OF SCHOOLS
Peterborough, New Hampshire

CONTOOCOOK VALLEY SCHOOL DISTRICT

October 1, 2019
Personnel Agenda

June 2021 Retirements:

CVHS

Judith Heddy

Health Teacher

Co-Curricular Nominations:

See Attached

NOTICE OF STIPEND POSITIONS

First	Last	DAC	Position	Stipend Amt	FTE
Non-Athletic					
Rebecca	Dunn	CVHS	Class Advisor - Freshman	* \$512.94	0.5
Ashley	Jones	CVHS	Class Advisor - Freshman	\$400.00	0.5
Anna	Muncy	CVHS	Student Council	\$2,400.00	1
Eve	Pierce	CVHS	Drama - Musical Choreographer	\$1,200.00	1
Supplemental					
Eric	Bowman	CVHS	Block 5 - Women's Studies	\$2,000.00	1
Karen	Fabianski	CVHS	Block 5 - Robotics	\$1,000.00	0.5
Mary	Goldthwaite-Gagne	CVHS	Block 5 - Women's Studies	\$2,000.00	1
Karrie	Mitschmyer	CVHS	Block 5 - Yearbook Semester 1	\$2,000.00	1
Karrie	Mitschmyer	CVHS	Block 5 - Yearbook Semester 2	\$2,000.00	1
Gil	Morris	CVHS	Block 5 - Robotics	\$1,000.00	0.5
Carrie	Hibbard	SMS	After School Academic Support	\$666.82	1

*=Grandfathered

NEW HAMPSHIRE PUBLIC SCHOOLS
SCHOOL ADMINISTRATIVE UNIT #1
CONTOOCH VALLEY SCHOOL DISTRICT
DRAFT

POSITION TITLE: Director of School Counseling (K-12)

SUPERVISOR: *Director of Student Services/Building Principal*

QUALIFICATIONS:

- Master's Degree in Counseling or related field
- Certified or certifiable by the New Hampshire State Department of Education, Ed 507.06, as a school counseling Director
- *Have completed at least 5 years of successful experience* in the field of school counseling, *and at least 3-5 years' experience as an administrator*, or supervisor, or such alternatives to these qualifications as the Superintendent may find acceptable and appropriate
- Must be knowledgeable of counseling theory and practice, public relations, school law, personnel management, administration, supervision, curriculum and education processes
- Must possess leadership qualities and personal characteristics necessary to work effectively with students, teachers, parents and school leadership teams.
- Must have day to day understanding of the needs of students to properly address the issues of school counseling grades K-12
- Demonstrated evidence of excellent written and oral communication skills

SUMMARY:

The mission of the school counseling department is to provide all students with a comprehensive school counseling program that encourages the highest level of student achievement through growth in academic, career, and personal/social domains. The ConVal School District school counseling program collaborates with teachers, administrators, parents, and the community to help all students be lifelong learners and problem solvers.

The development and implementation of comprehensive school counseling programs requires a collaborative effort among well-trained, highly competent professional school counselors. The Director of School Counseling ensures that highly qualified school counselors are hired; receive professional development, consultation and supervision; and are evaluated in relationship to the professional competencies as outlined by the ASCA National Model.

DUTIES AND RESPONSIBILITIES:

District - The Director of School Counseling (K-12) will

- Serve as a member of the high school and district administrative teams.
- *In partnership with the Director of Student Services, oversee the delivery of K-12 school counseling services.*
- In partnership with the Director of Student Services, provide leadership and organization for the K-12 school counselors and student assistance counselors to include regular meetings and supervision.

- In partnership with the Director of Student Services, and District School Administrators, develop and implement school counseling policies and procedures.
- Ensure regularly scheduled professional development for school counselors and for the continuous improvement of the school counseling program.
- *In partnership with school principals evaluation of school counseling staff K-12.*
- Assist in the planning of annual professional development opportunities for school counselors.
- Collaborate or serve as liaison with school and community officials regarding crisis response efforts.
- Coordinate the integration of school counseling programs with the total educational curriculum of the school district.
- *Provide individual and group supervision to school counselors K-12.*
- Implement a process that establishes, maintains, and enhances the total school counseling program to align with the American School Counselor Association program model.
- *Coordinate the comprehensive school counseling program to encourage student achievement in academic, career, and personal/social domains K-12.*
- Advocate for the needs of students based on school and district data.
- Serve as the LEA for CVHS 504 Plans as well as district as needed.
- *Meet regularly with the Director of Student Services.*
- *Assist the Director of Student Services in ensuring that all staff are Youth Mental Health First Aid trained.*
- *Facilitate Substance Misuse Coalition unless changed by the committee*

High School - The Director of School Counseling (K-12) will

- Manage the student enrollment and registration process in conjunction with the registrar at CVHS.
- Coordinate in the supervision of school counseling interns.
- Develop and maintain the master schedule at CVHS in conjunction with the principal.
- Plan, manage, and supervise the grade reporting process in conjunction with the registrar at CVHS.
- Supervise student records and protect their confidentiality in conjunction with the registrar at CVHS.
- Assist students with alternative learning plans and credit recovery.
- Assist students, parents, and staff in interpreting standardized test scores.
- Prepare the school-counseling budget for CVHS.
- Serves as the Coordinator for:
 - Advanced Placement (AP) testing
 - Preliminary Scholastic Aptitude Test (PSAT) and Scholastic Aptitude Test (SAT) and other post high school testing (such as ASVAB, ACT)
- Perform other job related duties as required

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.
- 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.

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).

October 2019

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

November 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5 Policy Committee @ 6:00 pm @ SAU School Board @ 7:00 pm @ SAU	6	7 Education Committee @ 5:30 pm @ SAU	8	9
10	11 District Closed – Veteran’s Day	12	13	14	15	16
17	18	19 Policy Committee @ 6:00 pm @ SAU School Board @ 7:00 pm @ SAU	20	21 Education Committee @ 5:30 pm @ SAU Selectmen’s Advisory Committee @ 7:00 pm @ SAU	22	23
24	25	26	27 District Closed - Thanksgiving	28 District Closed - Thanksgiving	29 District Closed - Thanksgiving	30

NHSBA Resolution 2020

School District Transportation Costs

The Contoocook Valley School District requests NHSBA add a continuing resolution: that RSA 198:40-a, "The Cost of an Opportunity for an Adequate Education," be modified to require the state to fully reimburse the cost of basic transportation to every school district.

This request is based on the following RSA requirements of public school districts:

- RSA 193:1, that requires every child age 6-18 years attend a public school in their resident district, or the school assigned by their resident district;
- RSA 189:6, that requires the local school district to furnish transportation to all pupils in grades 1-8 who live more than two miles from their assigned school;
- Additionally RSA 189:6-b allows school districts to further transport students from schools to before and after school programs;
- Additionally RSA 189:6-c allows school districts to transport students in mixed use school buses, with specific requirements, when needed, including children with disabilities to school activities both during and outside the normal school day;
- Additionally, RSA 189:8 adds these limitations and additions on distance that a student must walk reach the school bus stop, including 'inaccessible' residences;
- And additionally, RSA 189:9, requires the school district to transport private school students, up to twelfth grade, within any town or district, the same method as the public school students.

Finally, the Cheshire County Superior Court Judge David Ruoff, this June 2019, ruled that the NH Constitution requires the state to fully reimburse school districts for transportation. The difference in the cost of transportation between rural and urban districts is another source of inequity in the NH funding of school districts.

School Attendance

Section 193:1

193:1 Duty of Parent; Compulsory Attendance by Pupil. –

I. A parent of any child at least 6 years of age and under 18 years of age shall cause such child to attend the public school to which the child is assigned in the child's resident district. Such child shall attend full time when such school is in session unless:

School Boards, Transportation and Instruction of Pupils

Section 189:6

189:6 Transportation of Pupils. – The local school district shall furnish transportation to all pupils in grade 1 through grade 8 who live more than 2 miles from the school to which they are assigned. The local school board may furnish transportation to kindergarten pupils, pupils in grades above the eighth or to any pupils residing less than 2 miles from the school to which they are assigned, when it finds that this is appropriate, and shall furnish it when so directed by the commissioner of education.

In addition,

189:6-b Transportation Between Schools and Before-and-After-School Programs. – To achieve maximum utilization of available before-and-after-school programs for school-age children, school districts shall be permitted to transport pupils between schools and legally-operating before-and-after-school programs upon the approval of the school district in the same manner as the school budget is adopted by that district. Such approval shall continue until revoked in the same manner.

189:6-c Pupils Transported in a Mixed Use School Bus. –

I. Pupils may be transported to or from school activities in a mixed use school bus, as defined by RSA 259:96-a, which bears a valid state inspection sticker and is operated by a driver who holds a valid driver's license to operate that vehicle. An operator of a mixed use school bus that qualifies as a commercial motor vehicle as defined in RSA 259:12-e shall hold a valid commercial driver license pursuant to RSA 263:86 appropriate for the type and class of mixed use school bus being driven.

II. Pupils with disabilities may be transported to or from school activities in a mixed use school bus unless the pupil's individualized education program as defined in RSA 186-C:2, III, or the pupil's accommodation plan pursuant to section 504 of the Rehabilitation Act of 1973, 29 U.S.C. section 794, states that such a vehicle shall not be used.

III. In this section, "school activities" shall include, but is not limited to, sporting events, intramural events, events associated with student clubs or organizations, job training programs, field trips, and special education transition services. "School activities" shall not include transportation between home and school.

189:8 Limitations and Additions. – Pupils entitled to transportation in accordance with RSA 189:6 may be required to walk a distance not to exceed one mile to a school bus stop established by the local school board. Pupils residing in areas which are inaccessible by a local school district's established mode of transportation may be required to walk a distance not to exceed 1-1/2 miles to a school bus stop, provided that the vehicle, route and schedule have been approved by the commissioner of education. School districts shall assure that pupils shall not be subject to unsafe conditions while walking the required distance to a school bus stop and that the school bus stop is established in a safe location.

189:9 Pupils in Private Schools. – Pupils attending approved private schools, up to and including the twelfth grade, shall be entitled to the same transportation privileges within any town or district as are provided for pupils in public schools.