

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

106 Hancock Rd.

Peterborough, New Hampshire

CONTOOCOOK VALLEY SCHOOL BOARD

Tuesday, November 5, 2019

School Board Meeting

SAU Office

7:00 p.m.

AGENDA

- 1. Call to Order and Pledge of Allegiance**
- 2. Acceptance of School Board Meeting Minutes (Board Vote Required)**
 - a. October 15, 2019 (pg. 1-6)**
- 3. Approval of Manifests (Board Vote Required)**
- 4. Expenditure and Encumbrance Report (Board Vote Required) – David Jack**
- 5. Points of Pride**
- 6. Public Comment**
- 7. Consent Agenda**
 - a. Personnel (pg. 7-11)**
 - 1) June 2020 Retirements
 - 2) June 2021 Retirements
 - 3) October 2019 Resignation
 - 4) 2019-20 Nominations
 - 5) Co-Curricular Nominations
 - 6) Job Descriptions – 2nd Read (Board Vote Required)
- Administrative Assistant/Applied Technology Center (ATC)
- 8. Superintendent's Report and Presentation of Business**
 - a. Monthly Events Calendar (pg. 12-13)**
 - b. November 1, 2019 Enrollment Update**
 - c. Field Trip Requests (Board Vote Required) (pg. 14)**
 - 1) South Meadow School, grade 8, students will travel on April 20-24, 2020 to Philadelphia, PA, Washington D.C., and Gettysburg, VA for the American Heritage Tour.
 - d. Field Trip Requests (Board Vote Required) (pg. 15)**
 - 1) ConVal High School, grade 9-12, students will travel on February 20-23, 2020 to Boston, MA to Harvard Model Congress.
 - e. Budget Update & Timeline**
- 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. Food Service Committee – Linda Quintanilha**
 - f. Selectmen's Advisory Committee- Tim Theberge**
 - g. Policy Committee – Rich Cahoon**
- 10. Old Business**
 - a. Policy DJE – Bidding Requirements Discussion and Potential Waiver (Board Vote Required) (pg. 16)**
 - b. Solar Power Discussion**
 - c. 2nd Read/Adoption Policy (Board Vote Required)**
 - JCA: Change of School or Assignment (pg. 17-18)
 - JIA: Student Due Process Rights (pg. 19)
- 11. New Business**
 - a. 1st Read Policy**
 - EBBD: Indoor Air Quality (pg. 20)
 - JLF: Reporting Child Abuse (pg. 21)
 - b. NH Municipal Bond Bank**
- 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**

CONTOOCOOK VALLEY SCHOOL BOARD

Tuesday, October 15, 2019

School Board Meeting

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

Minutes

BOARD

Rich Cahoon, Alan Edelkind,
Jim Fredrickson, Katherine Heck,
Niki McGettigan, Stephan Morrissey,
Kristen Reilly, Crista Salamy,
Tim Theberge, Jerome Wilson

ADMINISTRATION

Dr. Kimberly Saunders, Supt.
Dr. Ann Forrest, Asst. Supt.
Tim Markley, H.R.
Stephanie Syre-Hager, AES
Colleen Roy, GES
Nicole Pease, DCS
Jim Elder, GBS
Anne O'Bryant, SMS

1. Call to Order and Pledge of Allegiance

Stephan Morrissey called the meeting to order at 7:03 p.m. The Pledge of Allegiance was recited.

2. School Board Vice-Chair Position (Board Vote Required)

Stephan Morrissey called for a vote for the position of Vice-Chair to the School Board.

Dick Dunning moved to bring Janine Lesser's name forward for the position of Vice-Chair. Kristen Reilly second. Unanimous.

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

a. October 1, 2019

Tim Theberge moved to accept the minutes of October 1, 2019. Dick Dunning second. Unanimous.

4. Approval of Manifests (Board Vote Required)

Kimberly Saunders certified that Manifests listed totaling \$881,585.49 and Payroll totaling \$1,005,409.39 have been reviewed by her and found to be proper charges against the Contoocook Valley School District for goods and/or services received and have been properly processed prior to their submittal to the School Board.

Dick Dunning moved to approve the manifests as read. Jerry Wilson second. Unanimous.

5. Points of Pride

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

6. Public Comment

Bob Hayden, Standard Power, reported that he built a solar house 30 years ago but only put solar into it just two years ago. Standard Power has served the school district since 2013 for the purchase of power and has saved the district money. In addition, a hydro reimbursement has been provided. Mr. Hayden said that he is highly invested in renewable energy. He became involved in the solar power conversation several years ago for ConVal. In 2018, several proposals came forward. He was asked to look at projects and what was necessary for it to work. It had to be right priced and an investor who cares about the community was necessary. Mr. Hayden shared committee work he has been involved in. The life expectancy of the surface proposed for this project is over 30 years. Risk is borne by the investor. Mr. Hayden said that this is the right time at the right cost.

Corey, Dublin, reported that proper representation for tonight's discussion about DCS 5th grade is important and that the town should be allowed the autonomy to continue to make this decision. She urged the board to leave that decision up to the town.

Melody Russell shared what she called "an imaginary letter to the ConVal Community", where the decision to install solar panels on South Meadow School and ConVal High School was approved.

Karen Niemela, Dublin, spoke in favor of supporting the solar project at ConVal. Writing the letter of intent, which is non-binding is valuable. It is a multi-year savings, with nothing to purchase in the end. She said that the board should take the bite and move forward. Students could learn and benefit from solar.

Karen further spoke about DCS 5th grade. She said that none of those that want 5th grade to remain at DCS do so because they want to preserve the educational environment.

Ms. Niemela asked what the school really costs; absent this information it is difficult to make a decision.

Dory Drachman, Peterborough, said that she is part of the proposed solar project for ConVal. She wants to do this for the kids. It is the second fastest growing field. There are also the projected savings to consider. This will cost the district nothing and will be a net gain. The risk that students are experiencing as a result of greenhouse gases is enormous. This is one way to support our students.

Erin Nolan, Peterborough, reported that she sends her children to DCS because of 5th grade. She appreciates the opportunity for her child to have their last year at DCS and said that her child is now thriving at South Meadow School.

7. Consent Agenda

a. Personnel

Tim Markley referenced a job description for the Administrative Assistant/Applied Technology Center for a first read.

8. Superintendent's Report and Presentation of Business

a. Monthly Events Calendar

Communication Committee will meet on Tuesday, November 12th at 5:15 p.m. at the SAU Office.

Budget & Property Committee scheduled the tentative date of Thursday, November 14th at 6:00 p.m.

b. ConVal/Conant Ice Hockey

Kimberly Saunders reported that total cost per child to play hockey is \$1,650.86. Last year there were 18 players total, 11 were ConVal, 7 Conant students. Conant students pay \$850.00 per player. ConVal students pay \$125.00.

The suggestion is to bring Conant to the table and request that the complete tuition be paid for their students.

Stephan Morrissey said that the original agreement was to fund for the first few years. Conant opted to pass the entire cost to the parents of students. Conant does not participate to any extent financially.

The total cost of the hockey program is \$29,715.93.

Dick Dunning asked for clarification on what we are doing. Kimberly said that she understands that she is asking for a meeting with Conant. Jim Fredrickson said that this is a conversation and not an ultimatum.

Kimberly Saunders asked for clarification on which season under discussion. It would be for the 2020/2021 season. Moving forward, Conant will be asked to fund the difference and not pass it on to families.

Dick said that we need a commitment from Conant so that we can budget if this will be funded or if this program will even continue.

9. Reports

a. Student Representative – Lorien Tyne/Abby Kamieniecki

None.

b. Teacher Representative – Patricia MacFarlane

Kimberly Saunders reported that there has been confusion about who the teacher rep was.

c. Budget & Property Committee – Jim Fredrickson

Jim Fredrickson reported that discussion took place about the status of the budget that has begun. GMR for medical came in at 1.7%, which will be budgeted.

Jim said that Tim Grossi spoke about the three story wing and HVAC at PES. His recommendation is to incur expenses for engineering that would be a transfer of funds. This work will improve the system in that wing. The updated Trust Fund Summary was discussed. Solar was also discussed.

d. Strategic Plan Committee –Dick Dunning

Dick Dunning reported that an update on where the district is in the current Strategic Plan was shared. Using the plan to develop the next five year plan was discussed. The goal is to keep the plan as simple as possible so that it is clearly explain the focus.

e. ATC Committee – Stephan Morrissey

Stephan Morrissey reported that discussion on participation for obtaining credit for college courses for high school students took place. Encouraging students to take advantage of this is a focus. In addition, other colleges will be sought to increase after school programs for college credit. The progress of the programs in the ATC took place overall as well. Manufacturing and welding were discussed. There is a waitlist for welding. At the end of the full program for welding, a student could earn \$60K per year. The committee supports this and directed the administration to explore putting this program in our budget.

Crista Salamy asked if the welding program is a certification of completion of the program. Kimberly Saunders said that the certificate that they get is part of the manufacturing program.

Ann Forrest said that she thought that it was 130 hours that prepares a student to sit for an exam.

Stephan Morrissey said that he personally is in favor of this.

Kimberly Saunders agreed to explore the program further to confirm the answer to Crista's question.

f. Policy Committee – Tim Theberge

Tim Theberge reported that three policies were discussed. JCA, Change of School or Assignment, was agreed to move the date from June 30th to March 15th. Notification of staff by April 15th is a requirement.

Policy on Student Due Process change has to do with IDEA. In addition, reporting of child abuse or neglect was reviewed against the NHB policy. Likely to adopt. Tim clarified that our current policy reads that any employee is required to report. The State mandates that anyone in the State of NH who is a resident has a responsibility to report neglect or abuse. Our policy only talks about staff, designated volunteers, and contracted staff.

10. Old Business

a. Solar Power Discussion

Jim Fredrickson shared a summary of the program to put a solar array on CVHS. No capital costs, savings from year one, and educational value were the requirements to move forward. A spread sheet was provided from the group proposing. Jim shared that the capacity degrades over time. The assumption is that utility costs would go up by 2.5% every year in the analysis. Jim reported that this was looked at. Operating expenses were assumed to be zero, likely more than that, but still nominal. PPA rates were shared; a savings of 4% per kWh. Scenario savings were shared. The buyout is not mandatory, and in year 6 would be roughly \$400K. The rate changes over time and gets lower as years pass. We do save money. It is a nice thing to do. Roof maintenance concerns, in the event of significant snow were discussed in terms of cost. The proposed \$400K buy-out could be used for students now as opposed to this project. As it is laid out, it would require a sole source vendor and would be against board policy to do that. Consensus was that it is a nice project but not the project we need. A smaller system was mentioned.

Alan Edelkind asked if the system was smaller what it does to the numbers. Jim Fredrickson said that the reason for buying the system is not because of the numbers. 'More can be done with the \$400K. Is it the right thing to do, yes? But it is not a no-brainer.

Kimberly Saunders said that this is a value based decision. This is not something that is going to save an inordinate amount of money, which is fine too. We cannot go to the taxpayers and say that we are going to sign a multi-year contract because it is going to save us money.

Katherine Heck said that it is a multi-year contract and would have to be placed on a warrant article. If we sign the letter of intent it could still fail at the vote in March. It is more complex than just saying yes or no to solar.

Stephan Morrissey said that it is a value based decision. What will we lose if this is funded? This is a project that feels good but spending money on LED lighting is an immediate savings that are also environmentally favorable.

Dick Dunning said that he struggles with the value balance. If we say "do it" and we don't buyout, all we need is one huge snowstorm for snow removal. Any savings would be lost. Part of him says that if this is value based, let's take it to the taxpayers and ask to put risk up front. He has to make decisions on protecting the taxpayers.

Dick Dunning said that he has to look at what is best for students. There is not an educational component built into this proposal. The connection is not clear.

Jim Fredrickson said that a motion not to proceed with the project as proposed but rather work on a project that is downsized might be considered.

Stephan Morrissey suggested a motion on the letter of intent and a second on the exploration of another way to accomplish a project.

The letter of intent is non-binding. The next step would be a study on the viability of the structure of the roof. A warrant in March would come forward and then a sole source vote as well.

The company proposed is the only one that permits the investor.

Tim Theberge said that in his career he has seen sole source providers that one cannot get somewhere else. He asked if this is the only provider.

Jim Fredrickson said that we know what the federal tax credit is now and that it will go down next year.

Tim Theberge said that Hancock put solar panels on and recently had to remove them to conduct work. He is not interested in the risk. He has been in other districts that have had to shovel the roof.

Katherine Heck agreed with Mr. Dunning; she feels the same tug to do the value based decision and what is best for children in building and for taxes. It would be best practice to put this on a warrant but a dollar amount in year one should be included because of committing voters in future years.

Stephan Morrissey asked for a motion on the letter of intent.

Dick Dunning asked for clarification of the process. If the roof is viable, are we obligated or can we get out of moving forward? Bob Hayden said that it is a letter of intent to proceed. It is not binding until a contract is signed. A contract comes when a succinct project can be described. Town Meeting in March could determine if they support the program or not. Tim Theberge said that it still holds us to a sole source.

Dick Dunning motioned to approve the letter of intent to move forward until the next decision has to be made by this board. Kristen Reilly second.

Stephan Morrissey said that sole source policy would have to be waived in order for the group to go forward.

A unanimous vote of Policy DJE –Bidding Requirements is required to move forward unless waiting until the next noticed meeting to notify of the vote to waive.

Kristen Reilly asked why other proposals did not go forward. Criteria were shared of the three requirements.

Dick Dunning withdrew his motion. He said that he would like a vote of the board when all board members are present.

Waiving bidding requirements would require a 2/3's vote if noticed and placed on the next agenda.

Stephan Morrissey said that he would like to table discussion about the sole source aspect until the next board meeting.

Kristen Reilly withdrew her second.

Dick Dunning said that he would rather have this as an agenda item and take a vote then.

This would go on the November 5th School Board agenda. Discussion was closed.

b. Dublin Consolidated School 5th Grade Discussion

Dick Dunning moved to have all elementary school students send their students to the middle school that supports the fifth grade for their town. Fifth grade students for Dublin would go to SMS.

Tim Theberge second.

Alan Edelkind moved to amend the motion to state that:

- 1. The incoming Kindergarten class at DCS (2020-2021 term) will be the last class that will be guaranteed the availability of 5th grade at DCS. 5th grade is guaranteed to be available for 6 years starting with the school year 2020.**
- 2. If, in any school year, there are less than 4 students that remain for being 5th grade students at DCS then 5th grade at DCS will not be utilized.**
- 3. If 5th grade at DCS is not utilized for 3 consecutive years due to lack of student population (see 2 above) then the guaranteed availability of 5th grade at DCS will be rescinded.**

Dick Dunning said that the amendment is fair. Dick withdrew his initial motion.

Tim Theberge withdrew his second.

Dick Dunning second Alan Edelkind's motion.

Alan Edelkind said that 5th grade would be guaranteed available for six years. If population goes down enough we will not take advantage of the availability. If availability is given up for three consecutive years, the guarantee will be given up permanently.

Dick Dunning said that next year's kindergarten class could be the last fifth grade with this motion. Confirmed.

Katherine Heck asked if it is conceivable to put in a date.

Tim Theberge said that Policy JCA-Change of School or Assignment, is an example of the policy where one can change their school assignment. If four Peterborough families want to send their students to DCS, does this support the requirement?

Dick Dunning said that is not the intent of this motion as he hears it. This is related to Dublin Consolidated School (DCS) and only DCS. This addresses if there is 5th grade at DCS.

Alan Edelkind said that Policy JCA-Change of School or Assignment, allows for students outside of Dublin to become students.

Kimberly Saunders said that when we have students move, they don't do so in the fifth grade to Dublin. It was noted that the Superintendent can deny a request. Kimberly said that she takes these requests on a case by case basis very seriously.

Jim Fredrickson clarified that at the end of six years, there would be no more fifth grade. A non-resident student would be counted in the DCS count was confirmed as part of the requirement.

Alan Edelkind said that he hears that when a parent requests to move a child, it is not done at the time of entering fifth grade. It comes before then; therefore the student would already be part of the DCS Community.

Tim Theberge shared concern with the word "guaranteed". If he goes back to this, it is unclear how the original Articles of Agreement are interpreted.

A break in the meeting was asked at 8:25 p.m. The meeting resumed at 8:30 p.m.

The copy of the proposed motion was copied and shared.

Katherine Heck asked if this motion passed as written, does the word "guaranteed" supersede the Articles of Agreement.

Tim Theberge said that there are two uses of the word "shall" that are important. He is trying to figure out how the fifth grade still remains at DCS. He asked how it happens absent a motion or signed agreement that allows this to continue. This raises an equity issue for him.

Dick Dunning said that why fifth grade continues at DCS and only DCS is the question. History was shared. Dublin negotiated a deal to retain fifth grade at some point. Discussion has taken place about taking fifth grade forever. We need to wordsmith the proposed motion to make it work.

Stephan Morrissey said that over the past five years, there are two years where all DCS 5th grade students were sent to SMS.

Kimberly Saunders offered the following Wordsmithing:

- 1. The incoming Kindergarten class at DCS (2020-2021 term) will be the last class that will have the availability of 5th grade at DCS. 5th grade shall be provided until the 2025/2026 school year unless a change of the Articles of Agreement changes the organizational structure of District elementary schools.**
- 2. If, in any school year, there are less than 4 students that remain for 5th grade, 5th grade at DCS will not be utilized.**
- 3. If 5th grade at DCS is not utilized for 3 consecutive years due to lack of student population (see 2 above) then the availability of 5th grade at DCS shall be rescinded.**

Do Dublin families who wish for their students to come to SMS for fifth grade follow Policy JCA? Confirmed.

Alan Edelkind moved to amend his motion as Kimberly Saunders presented. Dick Dunning second. Unanimous.

11. New Business

a. 1st Read Policy

- JCA: Change of School or Assignment
- JIA: Student Due Process Rights

Both policies are first read policies. Any changes or questions should be directed to the Policy Committee. Kimberly Saunders noted that on JCA, number 6, where the change reflects "no later than March 15th."

b. Adequacy Dollars

A Special Public Meeting would need to be called should the board decide that they want to utilize dollars in any way.

Katherine Heck reported that the adequacy, if we have a special meeting, can be called by two-thirds majority of the board. It takes a minimum of three weeks for a meeting to occur. Tax rates are being set right now. If tax rates aren't set, it takes weeks for the Department of Revenue Administration to confirm and tax bills cannot be sent out. It is recommended that adequacy would have line item expenditures outlined.

Another option is not to have this process and these dollars would go back to the taxpayers. Questions around that are up for discussion, cannot be used for tax relief and can only be spent on education.

Kimberly Saunders said that we are still awaiting an answer from our attorney. She recommended that the board move forward with the MS-25 and DOE-25 with additional adequacy dollars unless we are told at some point that we cannot. This would allow towns to set tax rates.

Katherine Heck further said that it is possible to offset the tax rate, the money still has to be accepted as unanticipated revenue.

Money would come in as unanticipated revenue and push the tax rate down.

Kimberly said that the State has been clear that these are one time dollars. With the reinstitution of stabilization dollars it will not be problematic. How much this will upset the district assessment should be 3 or 4% at most.

When does money become available to use? The State will send adequacy dollars to the district and it is divided up by the apportionment to the towns.

Directing the Superintendent, unless otherwise told by attorneys, to use adequacy dollars unanticipated revenue was confirmed.

12. Public Comment

Corey, Dublin, said that it was nice to hear the majority of the Board hear what Dublin wants. She thanked the board.

Dick Dunning moved to enter into non-public for matters of personnel legal, and negotiations. Katherine Heck second. Unanimous on a roll call vote.

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

Dick Dunning moved to exit non-public session at 9:24 p.m. Kristen Reilly second. Unanimous.

Dick Dunning moved to seal the minutes of non-public session for personnel and legal for a period of two years and for five years on negotiations. Kristen Reilly second. Unanimous.

Dick Dunning moved to adjourn at 9:24 p.m. Unanimous.

Respectfully submitted,

Brenda Marschok

OFFICE OF THE SUPERINTENDENT OF SCHOOLS
Peterborough, New Hampshire

CONTOOCOOK VALLEY SCHOOL DISTRICT

November 5, 2019
Personnel Agenda

June 2020 Retirements:

CVHS

Gib West

English Teacher

June 2021 Retirements:

PES

Janice Hughes

Grade 1 Teacher

October 2019 Resignations:

SMS

Kathryn Artzerounian

Special Education Teacher

2019-20 Nominations:

SMS

Julie Anderson

Special Education Teacher

\$46,800

Co-Curricular Nominations:

See Attached

First	Last	DAC	Position	Stipend Amt	FTE
Athletic					
Christan	Patnoade	CVHS Basketball - Boys Freshman		\$2,790.39	1
Jared	Allan	SMS Soccer - Boys B Team		\$1,744.00	1
Julie	Anderson	SMS Special Olympics - Winter		\$1,050.60	1
Mark	Bemont	SMS Basketball - Girls A		\$2,092.80	1
Scott	Buffum	SMS Basketball - Boys B		\$2,092.80	1
Jennifer	Greenough	SMS Special Olympics - Winter		\$1,050.60	1
Kevin	Morneault	SMS Basketball - Girls B		\$2,092.80	1
Kevin	Morneault	SMS Basketball - Boys B		\$2,092.80	1
Non-Athletic					
JoAnn	Fletcher	CVHS Interact		\$812.15	0.5
Griffen	Fletcher	CVHS Math Team		\$812.15	0.5
Jennifer	Kiley	CVHS Class Advisor - Senior		\$1,200.00	1
Brian	Moore	CVHS Music - All State Chorus		\$800.00	1
Brian	Moore	CVHS Music - Monadnock Valley Festival		\$800.00	1
Brian	Moore	CVHS Music - NE Festival Chorus		\$800.00	1
Brian	Moore	CVHS Music - Select Chorus		\$2,000.00	1
Ashley	Riendeau	CVHS Math Team		\$800.00	0.5
Supplemental					
Griffen	Fletcher	CVHS Block 5 - Competition Math		\$2,000.00	
Elizabeth	Moore	CVHS Block 5 - Harry Potter: Analysis and Performance		\$2,000.00	
Elizabeth	Moore	CVHS Block 5 - Hamilton: An American Musical - Analysis and Performance		\$2,000.00	

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

REVISION are in italics

POSITION TITLE: **Administrative Assistant/Applied Technology Center(ATC)**
SUPERVISOR: **Applied Technology Center Director**
LEVEL: **III**
DURATION: **10 months**

QUALIFICATIONS:

- High school diploma or equivalent
- Additional training or experience is desirable
- Maintain high level of confidentiality
- Good organizational and technical skills including effective use of various hardware and software applications
- Thorough knowledge of record keeping and filing techniques
- Ability to
 - Work independently
 - Comprehend, interpret, and apply regulations, procedures, and related information
 - Communicate and interact effectively with others
 - Assemble information in a concise manner
 - Read, understand, and interpret reports relating to job
 - Resolve concerns and complaints

SUMMARY:

The Administrative Assistant/ATC supports the ATC Director in all duties of the ATC and will serve as backup to the Main Office Administrative Assistants. The individual performs a variety of office duties, fully respecting the confidential nature of all these responsibilities, and discharges duties in a way that is professional and represents the School District in a positive way and in accordance with District policies, rules, and regulations. This position is designed to provide support and clerical work for the ATC Director, instructors, students, and sending schools, and to assure the smooth operation of the ATC and Main Office. *The Administrative Assistant also supports the special education department, for less than 20% of the work load.*

*1st Read: 3/19/2019
Approved: 4/2/2019
Revised:*

DUTIES AND RESPONSIBILITIES:

Applied Technology Center

- Provides clerical assistance and support for Applied Technology Center
 - Maintains State CATE database system
 - Acts as liaison with sending schools School Counseling and Office staff
 - Maintains documentation relative to Regional Agreement and postsecondary relationships
 - Maintains attendance records for all students from regional sending schools
 - Prepares and distributes Tuition & Transportation forms
 - Processes purchase orders for Applied Technology Center
- ### **Student Activities**
- Maintains school records and accounts as assigned
 - Monitors expenditures and verifies budget availability
 - Generates reports for state, auditors, and others as needed
 - Provides back-up for the Main Office

Special Education

- *Maintains files of students with IEPs, ensuring necessary documents are appropriately filed in a confidential manner. Manages the archiving and/or destruction process of outdated special education files.*
- *Maintains supply of necessary special education forms.*
- *Manages purchase order process related to special education budget.*
- *Arranges necessary staff coverage to facilitate teacher participation in IEP meetings.*
- *Responds to requests for special education records from external sources and seeks special education records from the previous school district(s) of new students.*

Performs other position-related tasks or services as may be assigned by the ATC Director or Special Education Administrator

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.

*1st Read: 3/19/2019
Approved: 4/2/2019
Revised:*

ADA MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED:

- 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.
- Frequently Reaching. Extending hand(s) and arm(s) in any direction.
- Frequently Walking. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- Occasionally 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.
- Frequently Fingering. Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand as in handling.
- Frequently Grasping. Applying pressure to an object with the fingers and palm.
- Frequently Feeling. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Frequently 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.
- Frequently Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.
- 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 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 worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work.)

*1st Read: 3/19/2019
Approved: 4/2/2019
Revised:*

November 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2 School Board/Budget Work Session @ 8:30 am @ SAU
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 Communication Committee @ 5:15 p.m. @ SAU Budget & Property Committee @ 6:00 pm @ SAU	13	14 Budget & Property Committee (tentative) @ 6:00 pm @ SAU	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

December 2019

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

CONTOOCCOOK VALLEY SCHOOL DISTRICT FIELD TRIP PROPOSAL

1. Name: Ed Lowy Grade: 8 School: SMJ

2. Destination: Philadelphia, PA, Washington D.C., Gettysburg, PA

3. Date(s) of Trip: April 20-24 2020 Time(s): From _____ to _____

4. Description of Trip:

The American Heritage Tour will take 8th grade students to Philadelphia, Washington DC, & Gettysburg all places where significant events helped shape the United States.

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

This follows the 8th grade History Curriculum about U.S. Government, the Declaration of Independence, the Constitution and events through the Civil War (Battle of Gettysburg). Students will be doing Research and presenting on sites/significant places along the trip.

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

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

[Signature] 10/10/19
Staff Signature Date

[Signature] 10/14/19
Principal Signature Date
Edward Lowy 10/10/19

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

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

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

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

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

Superintendent/Board Chairman Signature _____

CONTOOCOOK VALLEY SCHOOL DISTRICT FIELD TRIP PROPOSAL

1. Name: Chris Heider + Nancy Gagner Grade: 9-12 School: CVHS
 2. Destination: Boston, MA
 3. Date(s) of Trip: Feb 20-23 Time(s): From Feb 20 9:00 AM to Feb 23 11:00 AM

4. Description of Trip:

~~Harvard Model Congress~~
Harvard Model Congress is a mock legislature for High School students. We will be staying over for 3 nights

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

This is a ~~model~~ legislature and it empowers students to think critically about today's issues and debate resolutions to them. It is advised and put on by Harvard students

6. Transportation will be by: Bus Co. ~~XXXX~~ Private Car X Other X Bus from Boston to Boston
 (Private cars require completion of District Use of Private Vehicle Form by individual drivers)

7. Ratio of Adults: 2 to Number of Students: 4
[Signature] 10/10/20 [Signature] 10/22/20
 Staff Signature Date Principal Signature Date

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

<input checked="" type="checkbox"/> Bus Form If Necessary	<input type="checkbox"/> Kitchen Notified If Lunches Would Be Affected
<input checked="" type="checkbox"/> Fee Paid By <u>Co-Curricular Funds</u>	<input type="checkbox"/> UA Team Notified
<input checked="" type="checkbox"/> Chaperones Listed On The Reverse	<input type="checkbox"/> Posted on Events Calendar
<input type="checkbox"/> Permission Slips To Parents/Guardians Prepared	<input type="checkbox"/> Notified Nurse to prepare Medicine
<input type="checkbox"/> Office Notified With Accurate Lists of Students	<input checked="" type="checkbox"/> CPR/First Aid Trained: <u>Chris Heider</u> (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 1st, to the Superintendent by May 1st and approved by the School Board no later than the August meeting for trips during the new school year

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

Superintendent/Board Chairman Signature _____

DJE – Bidding Requirements

All contracts for, and purchases of supplies, materials, equipment, and contractual services in the amount of \$15,000 or more, shall be based, when feasible, on at least three competitive bids. All purchases less than \$15,000 in amount may be made in the open market but shall, when possible and reasonable, be based on at least three competitive quotations or prices. All purchases made in the open market shall be completed after careful pricing.

When bidding procedures are used, bids shall be advertised appropriately. Suppliers shall be invited to have their names placed on mailing lists to receive invitations to bid. When specifications are prepared, they will be mailed to all merchants and firms who have indicated an interest in bidding.

All bids must be submitted in sealed envelopes, addressed to the School Board, and plainly marked with the name of the bid and the time of the bid opening. Bids shall be opened at the time specified and all bidders and other persons shall be invited to be present.

The Board reserves the right to reject any or all bids and to accept that bid which appears to be in the best interest of the District. The Board reserves the right to waive any formalities in, or reject, any or all bids or any part of any bid. Any bid may be withdrawn prior to the scheduled time for the opening of bids. Any bid received after the time and date specified shall not be considered. The Board also reserves the right to negotiate with a bidder when all bids exceed the budgeted appropriation.

The bidder to whom the award is made shall be required to enter into a written contract with the District.

Legal References:

RSA 194-C:4 II (a), Superintendent Services

NH Code of Administrative Rules, Section Ed. 303.01 (b), Substantive Duties of School Boards

Category: R

1st Read: September 17, 2013

2nd Read: June 3, 2014

Adopted: June 3, 2014

< DJD – Local Purchasing

DK - Payment Procedures (<https://schoolboard.convalsd.net/district-policies/dk-payment-procedures/>)

JCA - Change Of School Or Assignment

In circumstances where the best interests of a student warrant a change of school assignment, the Superintendent or his/her designee is authorized to reassign a student from the public school to which he/she is currently assigned to another public school, or to approve a request from another Superintendent to accept a transfer of a student from a school.

Procedures for Reassignment of Students within the District:

1. The parent or legal guardian will submit a written request for student enrollment transfer to the home and receiving building principal. The written request will include a summary of the unique circumstances leading to the request for transfer. All requests will be reviewed on a case-by-case basis at the discretion of the Superintendent; priority in decision making given to the child, the school, and the district.
2. Once the request is received by the building principals, the home principal will schedule a meeting with the parent/guardian. This meeting shall occur within five days of receipt of the written request. All requests will be shared with the Director of Student Services.
3. If the home principal supports the transfer request, he/she will communicate the decision to the receiving building principal. Both administrators must support the request for the transfer to move forward. Once approved by both administrators, each will generate a joint, written notification to the Superintendents that outlines the agreement.

The Superintendent, within 10 school days of receipt of the agreement summary, shall review the submitted summary and approve or disapprove the agreement. A written placement decision shall be shared with the parent/guardian, as well as the two building principals.

4. If the home or receiving principal does not approve the request, the home principal will send a written denial, documenting the justification, to the parent/guardian within 15 days of receipt of the transfer request.
5. The Superintendent's reassignment decision shall be in writing, and shall be final and binding.
6. Parent/guardian requests must be made each year to the home and receiving principals, no later than March 15th. If the request is not received by March 15th, the student will attend school in the town in which the parent/guardian resides.

Conditions and Procedures for Reassignment Outside the District:

The cost of transportation for any pupil reassigned under this policy will be the sole responsibility of the parent/guardian.

JCA - Change Of School Or Assignment

The District acknowledges the provisions of RSA 193:3, which states that the District in which the student resides shall retain all responsibility for the provision of special education and related services pursuant to RSA 186-C. The Superintendent's decision on whether to enroll a nonresident student will not be based, in whole or in part, on whether that student is a student with a disability as defined by applicable State or Federal law.

Manifest Educational Hardship Change of Assignment

When a parent/guardian believes that an initial assignment has been made which will result in a manifest educational hardship to the pupil, the parent/guardian may seek a change of assignment in accordance with applicable provisions of RSA 193:3 and Board Policy JEC – Manifest Educational Hardship.

Legal Reference:

RSA 193:3, III. (Change of School Assignment)

RSA 193:3, I, II, Manifest Educational Hardship

RSA 193:14-a, Change of School Assignment; Duties of State Board of Education

Category: P

1st Read: October 15, 2019

2nd Read: November 5, 2019

Adopted:

JIA – Student Due Process Rights

Students facing discipline will be afforded all due process rights given by law. The Superintendent or designee appointed in writing, is authorized to suspend any student for ten days or less for violations of school rules or policies. The School Board, or representative thereof, designated in writing, is authorized to continue the suspension in excess of 10 days following a hearing with the aforementioned representative. Any suspension in excess of 10 days may be appealed to the Board committee charged with discipline review.

In addition to the provisions of this policy, the Board recognizes the application of all pertinent provisions of RSA 193:13 and associated Department of Education rules.

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.

Student due process rights shall be printed in the Parent-Student Handbook and will be made available in another language, as necessary, or presented orally upon request.

Legal References:

RSA 189:15, Regulations

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

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

NH Code of Administrative Rules, Section Ed 317.04(b), Disciplinary Procedures

Appendix: JICD - R

Category: Recommended

See also JIC, JICD, JICDD, & JICK

1st Read: October 15, 2019

2nd Read: November 5, 2019

Adopted:

EBBD – Indoor Air Quality

In order to ensure that all school buildings have adequate indoor air quality, the Board directs the Superintendent to address methods of minimizing or eliminating emissions from buses, cars, delivery vehicles, and other motorized vehicles. The Superintendent may delegate the implementation of these methods to the Facilities Director. The Board encourages the Superintendent to utilize methods and recommendations established by various State agencies.

In addition to addressing methods eliminating emissions, the Facilities Director is directed to annually investigate air quality in school buildings using a checklist provided by the New Hampshire Department of Education.

In support of this policy, the Superintendent is authorized to establish regulations and/or administrative rules necessary to implement anti-idling and clear air measures aimed at improving indoor air quality.

Legal References:

RSA 200:11-a, Investigation of Air Quality

RSA 200:48, Air Quality in Schools

NH Code of Administrative Rules, Section Ed. 306.04(a)(24), Air Quality in School Buildings

NH Code of Administrative Rules, Section 306.07(a)(4), School Facilities

Category: P

1st Read: ~~February 15, 2011~~ November 5, 2019

2nd Read: ~~March 15, 2011~~

Adoption: ~~March 15, 2011~~

JLF: Reporting Child Abuse

Any Each school employee, designated volunteer, or contracted service provider having reason to suspect that a child is being or has been abused or neglected, shall immediately report (or have the Principal or designee report) his/her suspicions to the Division for Children, Youth, and Families (DCYF) Central Intake Unit, and the Building Principal or designee. Reporting to the Principal, etc., will not cause any undue delay (measured in minutes) of the required reports to DCYF/law enforcement.

To report child abuse or neglect to DCYF, call 24/7 (800) 894-5533 (in state) or (603) 271-6562. In cases of current emergency or imminent danger, call 911.

After business hours, if the employee believes the child is in imminent danger, a call must be made to the local police department. New Hampshire state law, RSA 169-C, the Child Protection Act, states that any person who has reason to suspect that a child under the age of 18 has been abused and/or neglected, must make a report to the Division of Children, Youth, and Families. RSA 169-C:30 requires an oral report to be made immediately and permits DCYF to request a written report within 48 hours.

Staff training is required on an annual basis on how to identify and report suspected child abuse and neglect.

Legal References:

NH Code of Administrative Rules, Section Ed 306.04(a)(10), Reporting of Suspected Abuse or Neglect

NH Code of Administrative Rules, Code of Conduct for NH Educators, Ed 510.05(e), Duty to Report

RSA 169-C:29, Persons Required to Report

RSA 169-C:30, Nature and Content of Report

RSA 169-C:31, Immunity from Liability

RSA 169-C:34, III, Duties of the Department of Health and Human Services

Category: *Priority Policy - Required by Law*

Related Policies: GBEBA, IJOC, JICK

1st Reading: ~~September 21, 2010~~ November 5, 2019

2nd Reading: ~~February 15, 2011~~

Adopted: ~~February 15, 2011~~