

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

106 Hancock Road
Peterborough, New Hampshire

CONTOOCOOK VALLEY SCHOOL BOARD

School Board Meeting

Tuesday, November 1, 2016

7:00 p.m.

SAU Office

1. **Call to Order and Pledge of Allegiance**
2. **Accept School Board Meeting Minutes (Board Vote Required)**
 - a. **October 18, 2016** (pg. 1-3)
3. **Points of Pride**
4. **Public Comment**
5. **Consent Agenda**
 - a. **Personnel**
 - 1) November 2016 Retirement (pg. 4)
 - 2) Notice of Stipend Positions (pg. 5)
 - b. **November 1, 2016 Enrollment Update and Projections**
 - c. **Board Requests**
 - Middle School Class Size
 - NWEA
6. **Superintendent's Report and Presentation of Business**
 - a. **Monthly Events Calendar** (pg. 6-7)
 - b. **Field Trip Request (Board Vote Required)** (pg. 8-18)
 - 1) ConVal High School – students will fly to Nicaragua in April 2017 with the Conant High School Interact Club to support building a house with an outside stove for a family in impoverished area.
 - c. **Field Trip Request (Board Vote Required)** (pg. 19)
 - 1) South Meadow School – eighth grade students will travel by bus to significant places in American History. They will see Independence Hall, the Gettysburg Battlefield, and many places in Washington, D.C.
 - d. **Executive Summary**
7. **Reports**
 - a. **Student Representative** – Maeve Newman
 - b. **Teacher Representative** – Patrick Cogan
 - c. **Education Committee** – Crista Salmay
8. **Old Business**
 - a. **Press Release Priorities**
 - b. **Middle School Class Size Challenges**
9. **New Business**
 - a. **1st Read Policy** (pg. 20-23)
 - EEA – Student Transportation Services
 - EF – Food Service Management
 - JJJ – Access to Public School Programs by Nonpublic, Charter School and Home Educated Pupils
 - b. **Budget Work Session – November 5th Agenda**
 - c. **Set Date for District Meeting (& Snow Date)**
10. **Public Comment**
11. **Approval of Manifests (Board Vote Required)**
12. **Non-Public Session: RSA 91-A:3,II (If Required)**
 - a. **Negotiations**
 - b. **Personnel**

MISSION STATEMENT

The ConVal Regional School District, in partnership with its member communities, will inspire all learners to achieve academically, contribute to the global community, and thrive as independent and productive citizens.

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

106 Hancock Road
Peterborough, New Hampshire

CONTOOCOOK VALLEY SCHOOL BOARD

School Board Meeting

Tuesday, October 18, 2016

7:00 p.m.

Great Brook School

BOARD

Rich Cahoon, Dick Dunning,
Tom Kelly, Janine Lesser,
David Martz, Stephan Morrissey,
Linda Quintanilha, Kristen Reilly,
Myron Steere

Linda Compton, CVEA
Maeve Newman, Student Rep.

ADMINISTRATION

Kimberly Saunders, Supt.
Dr. Ann Allwarden, Asst. Supt.
Marian Alese, B.A.
Dr. Rick Matte, Student Services
Tim Markley, H.R.
Nicky Fraley, FES
Colleen Roy, HES
Gib West, CVHS

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. Non-Public Session: RSA 91-A:3,II

a. Legal

Stephan Morrissey moved to enter into non-public in accordance with RSA 91-A:3,II at 7:00 p.m. for legal matters. Unanimous on a roll call vote.

David Martz moved to exit non-public session at 7:47 p.m. Second. Unanimous.

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

a. October 4, 2016

A motion to accept the minutes of October 4, 2016 was made. Second. Unanimous.

4. Points of Pride

Kimberly Saunders reported out on various Points of Pride that have occurred throughout the district.

5. Public Comment

None.

6. Consent Agenda

a. Personnel

1) 2016-2017 Nomination

Tim Markley referenced the nomination of Susan Fass, Speech Pathologist.

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

2) Notice of Stipend Positions

Tim Markley referenced the stipend positions for notification of the board.

Kimberly shared a request for additional staff at FES.

b. Board Requests

Kimberly Saunders noted requests for information made of the board to the SAU.

7. Superintendent's Report and Presentation of Business

a. Monthly Events Calendar

CVAA Negotiations will meet on Tuesday, October 25th and Thursday, November 3rd at 5:00 p.m. in non-public session.

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b. Smarter Balance Assessment Consortium (SBAC) & SAT Presentation

Dr. Ann Allwarden shared ELA and Math SBAC data. Gains have been made in these areas. The percentage of students who have scored at level 3 or 4 has risen in many levels.

When looking at results from last spring, we note that ELA, speaking and listening, is a strength in multiple areas.

Areas to strengthen include reading text. Math concepts and procedures is an area to strengthen.

More work dissecting the results will take place to mine further into what it all means. This test measures the understanding of the Common Core Standards.

SAT's were used for the first time last year for State testing in 2016.

For reading and math, areas of proficient and proficient with distinction were shared.

Next steps include focus on reviewing math content with goal of bringing K-12 recommendations forward. Reading recommendations will be developed as well.

Myron Steere asked the board to think about configuration possibilities that may be more efficient. Kimberly Saunders said that the administration does not have those parameters yet.

A financial and educational equity analysis has been requested with a resulting RFP. There has been less clarity on what the parameters are. Administration is under the assumption that the board wants to be actively involved in developing the models.

Strategic Plan Committee is talking about what would be contained in an educational RFP. The only known parameter is keeping the nine towns intact and not closing schools.

Dick Dunning said that he thought, after looking at financial and educational impacts that more might be asked. Confirmed.

Kimberly Saunders said that she understands that models are to be considered. We need to know what is on and off the table. Are we doing everything we can to operate efficiently under our current Articles of Agreement? Status quo is always on the table.

Dick Dunning said that status quo would be unacceptable to the Town of Peterborough. They want to know the financial impact on each town so equity is apparent.

Administration should be asked what other options should be considered. A Public Relations firm was to be hired.

Rich Cahoon asked to defer this conversation to the first meeting in November until RFP's come in. Once we know if there is a financial equity issue the board can move forward.

c. Executive Summary

Kimberly Saunders referenced a copy of her Executive Summary weekly report.

8. Reports

a. Student Representative – Maeve Newman

Maeve Newman reported that in a recent A Cappella competition, boys got silver and girls got gold. Homecoming went well. Fifteen exchange students are shadowing ConVal students. *Most Likely to Succeed* movie will be viewed by students next week. ConVal Drama will perform "Pride and Prejudice" soon.

b. Teacher Representative – Linda Compton

Linda Compton reported that the NEA Conference on October 7th provided great professional development opportunities. ConVal Music has a Haunted Trail fundraiser coming up.

c. Strategic Plan Committee – Pierce Rigrod

Tabled.

d. Budget & Property Committee – Dick Dunning

Dick Dunning reported that the Daniels Fund Update is pending. 2017/2018 Budget Assumptions were shared. Marian reported that NHRS rate increase is actually a 10% rate increase for teachers but impact is still the same in terms of dollars.

Dick referenced the revised transfer request included in folders.

Marian Alese reviewed transfer requests.

Stephan Morrissey moved that Marian make the transfers as outlined. Dick Dunning second. Unanimous.

e. Communication Committee – Stephan Morrissey

Stephan Morrissey reported that the committee met with Scott Spradling about tweeting and other forms of communication that would bring ConVal into modern age while not ignoring traditional communication.

1) Priorities for Press Releases

Timeliness of budget news and potential future bond issue was discussed. Strategic Plan dates can be scheduled for release.

9. Old Business

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

- IMDA – Patriotic Exercises

Rich Cahoon moved this policy for adoption. Kristen Reilly second. Unanimous.

10. New Business

a. Budget Transfer Requests

- Fund Sabbatical Request

Kimberly Saunders reported that a request for a sabbatical is pending funding if available.

A motion to approve the funding for a sabbatical was made. Dick Dunning second. Unanimous.

b. Expenditure Report

Marian Alese reported that the expenditure report will be revised and brought to a future meeting.

c. CVHS Raised Beds

A proposal for raised beds at CVHS was shared. It is the beginning of more facility requirements.

A motion was made to put in raised beds. Second. Unanimous.

Request for additional staff at FES – current enrollment is 69. Freestanding Kindergarten and adding a first grade teacher is proposed. Needs are great enough that a single para would not be sufficient.

David Martz moved to accept the addition of a teacher at FES. Stephan Morrissey second. Unanimous.

11. Public Comment

None.

12. Approval of Manifests (Board Vote Required)

Marian Alese certified that manifests listed totaling \$385,923.33 and Payroll 8 totaling \$830,799.19 have been reviewed by her and found to be proper charges against 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 shared. Dick Dunning second. Unanimous.

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

a. Negotiations

b. Personnel

Stephan Morrissey motioned to enter into non-public session in accordance with RSA 91-A:3,II at 8:41pm for student matters. Unanimous on a roll call vote.

Stephan Morrissey motioned to exit non-public session at 8:45pm. Second. Unanimous.

Stephan Morrissey motioned to enter into non-public session in accordance with RSA 91-A:3,II for personnel at 8:45pm. Unanimous on roll call vote.

Stephan Morrissey motioned to exit non-public session at 9:00pm. Unanimous.

Stephan Morrissey moved to allow, in the case of rescinding a retirement, if not yet budgeted. In addition, if it is already budgeted, than the request to rescind a formerly noticed retirement would be denied. Second. Unanimous.

Stephan Morrissey moved to enter into non-public session in accordance with RSA 91-A:3,II for negotiations at 9:01 p.m. Unanimous on a roll call vote.

Stephan Morrissey motioned to exit non-public session at 9:08 p.m. Second. Unanimous.

David Martz motioned to seal the minutes of non-public session for a student matter in perpetuity. Second. Unanimous.

Stephan Morrissey motioned to seal the minutes of non-public session for teacher retirement for 5 years. Second. Unanimous.

Stephan Morrissey motioned to accept letter of agreement for Shea Field. Second. Unanimous.

Stephan Morrissey motioned to seal the minutes related to the document shared by the Superintendent for one month. Second. Unanimous.

Motion to adjourn at 9:11 p.m. Second. Unanimous.

Respectfully submitted,

Brenda Marschok

OFFICE OF THE SUPERINTENDENT OF SCHOOLS
Peterborough, New Hampshire

CONTOOCOOK VALLEY SCHOOL DISTRICT

November 1, 2016
Personnel Agenda

November 2016 Retirement:

DCS

Emily Brnger

Grade 2 Teacher

Notice of Stipend Positions

Attached

NOTICE OF STIPEND POSITIONS

Name		DAC	Position	Stipend Amt	FTE
ATHLETIC					
Chris	Spignola	CVHS	Hockey Ice - Girls Assistant	\$2,656.00	1
Tim	Conway	GBS	Basketball - Girls	\$1,992.00	1
Scott	Buffum	SMS	Basketball - Boys A	\$1,992.00	1
Sarah	Norby	SMS	Basketball - Girls A	\$1,992.00	1
Jen	Ambrosini	SMS	Basketball - Girls B	\$1,992.00	1
NON-ATHLETIC					
Paul	Landau	CVHS	Class Advisor - Freshman	\$498.00	0.5
Debra	Coyne	CVHS	Graduation Advisor	\$426.40	0.57
Alisha	Davis	CVHS	GSA	\$996.00	1
Debra	Coyne	CVHS	Future Business Leaders	\$996.00	1
Christopher	Brown	SMS	Middle School Golf Club	\$996.00	1

November 2016

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

December 2016

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

**CONTOOCCOOK VALLEY SCHOOL DISTRICT
FIELD TRIP PROPOSAL**

1. Name: JoAnn Fletcher - Interact Advisor Grade: 9-12 School: CVHS (High School)

2. Destination: Nicaragua

3. Date(s) of Trip: April Break 2017 Time(s): From _____ to _____

4. Description of Trip:

With Conant H.S. Interact club, we will go with FNE' International to support building a house with an outside stove to a family in impoverished area of Nicaragua.

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

This is an international service trip that supports Interact's mission of providing service above self. It allows our members to learn more about cultures outside of our typical NH experiences.

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

7. Ratio of Adults: 1 to Number of Students: 8

JoAnn Fletcher 10/7/16
Staff Signature Date

[Signature] 10/11/16
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 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 _____



FNE International

Table of Contents

1. Our Mission and Nicaragua Project

2. Fundraising

- Tips for Successful and Effective Fundraising/Project Information
- Examples/Suggestions for Fundraising Projects
- Execution of Fundraising Efforts
- How to Write A Trip Announcement for Online Fundraising

TKumph@gmail.com

603.801.6022

3. Costs

- Airfare
- Trip Fees

4. Rules and Expectations

5. Trip Resources

- Possible Trip Activities and Sample Itinerary
- Other Trip Details
- Sample Packing List
- FAQs: Frequently Asked Questions

6. Other Attached Resources

- Sample Fundraising Letter
- Waiver

Patricia McCarthy
O'Connell
Interact Advis./Sp. Teacher

FNE projects the trip will involve to ensure that you are comfortable speaking with potential donors and organizing other fundraising methods. Together with the FNE team, trip participants are encouraged to discuss their opinions on potential project ideas.

Methods used to raise funds and meet goals can range greatly. With different skills and work ethics, every participant can contribute and offer something unique. From artists and bakers to outgoing people who just like to talk, raising money can be done in a countless number of ways and doesn't have to be as arduous of a task as it can be made out to be. Never forget to explain exactly what you are doing and provide information about the organization you are representing whether asked for it or not.

The combination of participants expressing their ideas and identifying local needs is essential for projects to have a maximized impact. Projects have varied tremendously throughout the past as the pressing issues of communities in Northwest Nicaragua like Chacraseca, Malpaisillo, and Nuevo Amanecer are constantly changing. A few examples include the construction of houses, outdoor ovens, latrines, and dining halls, supporting after-school enrichment programs, and financing microcredit loans and university scholarships. Below are examples of projects that have been funded in the past by students participating in FNE Nicaragua trips:

- House construction projects (\$2,275 each)
- University scholarship funding (\$500 per year per student)
- Richard Streb Memorial Library project (www.nicalibro.org) (\$40,000+ total)

Examples/Suggestions for Fundraising Projects

1. Sample Letter/Email: See Attachment 1 for a sample fundraising email crafted for a Nicaragua trip. Sending out emails or letters can be extremely successful in reaching donors with clear and concise information. Each participant should personalize the email/letter and modify it how they see fit to best reach their friends, family, coworkers, etc. Letters or emails can outline a basic historical background to Nicaraguan poverty in the context of global extreme poverty and should specify fundraising goals and metrics on what their money is worth in terms of projects.
2. Bake sale: Get together with friends to bake and either take orders from friends or set up with appropriate permission outside events or busy places. An example of a successful campaign like this is the JMU Coffee Sale of Nicaraguan coffee (ask for more information).
3. Garage sale: Gather all the stuff in your house or apartment and tell your friends and family to do the same; you are recycling stuff and helping communities in need.
4. Open mic: Get your musician contacts together for a fundraiser and ask for a small donation at the door and sell your albums to benefit Nicaragua projects too.
5. Networking: Go out to other organizations you are involved in and spread the word about what

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your more about your personal motivations and service history.

→ What are you doing to help?

Does your team have a plan or specific project that you will work on? Are you expanding on previous FNEI work in Nicaragua or Peru? Why is your project important? What will the impact of your project be? Spend the most time explaining this, it is how you explain the importance of your work to donors!

→ How can the reader help you?

Answer these questions for your donors: What will donations pay for?; Are there items you need donated?; Is there somewhere they can go to become more educated about your initiative?

→ Send It All In One Email to FNEI

Send the final write up of your trip announcement to Max at maxsmouha@gmail.com in the text of an email rather than a word attachment for website formatting purposes. Also, attach two images to the email which you'd like to use for the fundraising page as well. That's it! Then expect to see your page up on the FNEI website in a timely manner: www.fneinternational.org. You can then use this page to market your trip to potential donors.

Costs

Airfare

Individuals are responsible for purchasing airline tickets on their own and emailing confirmations to trip coordinators. The price of a plane ticket to and from Managua can vary from \$450-\$750 depending on a lot of factors like layovers, day of flight (especially during the holidays), time of flight, airline, seating accommodations, but most importantly how far in advance you purchase your ticket. *Although the price usually falls somewhere in the middle, everyone is encouraged to begin searching for flights as early as possible for a better price and also a longer fundraising period.* Sites like studentuniverse.com or cheapoair.com can be used to find discounted flights.

Trip Fees

Beyond the airfare costs, each participant is expected to pay \$450 additionally which covers a wide variety of essentials and extra activities. *A deposit of \$150 is due to FNEI with initial registration. The balance of \$300.00 is due two weeks before departure. Both can be paid at any time before the liaison and trip organizers depart for Nicaragua.* Trip fees will not be refunded during the two week period before the trip, and will require trip payment to be paid in full. The trip fee covers all the necessities for the entire duration of the trip, including food, water, a cot to sleep on, trucks, and gas. It covers paying the Nicaraguans who cook every meal for the

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submitted to trip organizers.

- Participants are to respect the leadership and decision-making of trip organizers.
- Consuming alcohol is only permitted for those of legal Nicaraguan age, 18 years old. *The use, possession, or purchase of illegal drugs is prohibited.*

Trip Resources

Potential Group Activities

The following is a comprehensive list of what activities you can expect may be on the itinerary for your trip. Not all groups will participate in all activities listed here. The itinerary for each trip is custom designed based on the composition of the group and activity availability. Groups will receive a formal itinerary 2 weeks prior to departure date.

House site: You will spend approximately 5 shifts working alongside contractors as you construct a home for a deserving family. You can expect to interact with the family as they are required to help with the project.

Stove site: You may spend a day working on building an eco-friendly stove for a family in the Chacraseca area. The stove will provide the family with a more sustainable way to prepare meals, with significantly less household air pollution.

School visits: Visit various school sites, working with the children and teachers. You may visit elementary schools, the Maryknoll high school, spend time with the "Dreamers" program, and/or visit a school for severe special needs children. You may also get the opportunity to work with local children at the new library in Chacraseca.

León: Leon is the closest city to Chacraseca. Learn about the history of Nicaragua and have some free time to explore the city on your own. There may be the possibility to visit an art museum (depending on the day/hours in Leon). You will likely return to Leon several nights for other possible activities including trivia, karaoke, a taco dinner, and salsa dancing.

Local businesses: You will have the opportunity to visit and learn about local businesses, such as a bee farm, a pottery making studio, a fabrics co-op, a recycled paper co-op and an organic farm.

Leon Viejo: Visit the ruins of the original city of Leon founded by the Spanish in 1523. Learn about

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another FNE International project such as the Dreamers.

Day 5:

Work Day

-In the morning, you will be working on the house again. The afternoon could bring a range of activities from salsa dancing to a sleepover with the Dreamers.

Day 6:

Activity Day

-This day could bring a variety of activities. In the past, these have included a trip to Leon Vejo and a local bee farm. Visiting a completed housing project is also a possibility.

Day 7:

Work Day/Volcano

-In the morning you will go and work on the house one last time. In the afternoon, you will travel to Cerro Negro, the volcano. Be prepared to get very dirty and make sure to wear neon colors for pictures!

Day 8:

Laguna Day

-This day is a blast! You start off visiting some of FNE International's community partners such as the family who makes the bricks for our houses, and a pottery business where you will have a chance to try out making the pottery and purchase some if you like. The afternoon brings you to the Laguna de Apoyo, for some lunch and relaxation by the water. After that you will travel to Granada and learn more about that city and have some free time and dinner.

Day 9:

Activity Day

-This will be your last day of activities which could include things such as a school visit or a farewell activity with the Dreamers. You will end the night with a trip to the beach and a swim in the Pacific Ocean.

Day 10:

Departure Day

-You will be transported from Chac to Managua for your return flight home. Nicaragua will miss you!

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Chacraseca where this is little to no traffic, mostly horses and ox driven carts, bicycles, and walkers.

Medical/Emergency: Groups always carry a first-aid kit containing the basics and are purchased before the trip. There is a hospital in León, about 6 km. from the Peace House. It has an emergency room and trained doctors. Emergency treatment is free. There are also private doctors and clinics in León which charge only a few dollars for an exam and a visit or prescription, and there are many pharmacies. Participants should let the trip leaders know if they have any special health concerns, allergies, or medicines. During the actual trip, participants have to be responsible and inform trip organizers if something is possibly wrong with them during the trip (i.e. fever, fatigue, student hasn't gone to the bathroom in several days, etc.). Others aren't able to guess about such things.

Security: There has never been a problem with local security on any FNE trips, partly due to the fact that since the early 1990's Nicaragua has remained one of the safest countries in Central America, and also because we have strong relationships with Nicaraguan community leaders, teachers, and citizens to insure safety. A number of Nicaraguans secure us day and night. During the nights there is always a guard or two awake all night within eyesight of the group. When we are out in the field, there is a steel-barred room with a locked door which we use to secure our personal things (backpacks, cameras, etc.).

Packing List

Bring mostly work and casual clothing. Old sneakers or work shoes are best. Loose fitting cottons are best as synthetic materials are not always comfortable. Remember that you are representing FNE International, and the US while you are on this trip, so please do not wear anything too revealing. Nicaragua is a somewhat conservative and religious country, ladies should not wear skimpy clothing or tight rolled-up shorts.

Essential Items

- ***PASSPORT, PASSPORT, PASSPORT***
 - Large backpack
-
- Sneakers
 - Shorts
 - T-shirts/tank tops
 - Socks
 - Underwear (sports bras must be worn under t-shirts and tank tops)
 - Medium sized camping/microfiber towel

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- Hairbrush
- Drawstring bag/fanny pack
- CDs with music for driving
- Empty plastic grocery bags
- Earplugs

Frequently Asked Questions

Do I need any special shots or vaccines?

It is always best to check in with your own physician or travel clinic at least 4-6 weeks before traveling. Although no immunizations are currently required for visiting Nicaragua, Hepatitis A, up to date Tetanus, and Typhoid are recommended. A yellow fever certificate is only necessary if you are arriving in Nicaragua after visiting an infected area, such as the Amazon. For timely information specifically related to Nicaragua use the following site:

<http://wwwnc.cdc.gov/travel/destinations/traveler/none/nicaragua>

Besides my passport, do I need any special visas?

You must have a valid passport to enter Nicaragua. U.S. citizens should be sure that their passports are valid for the entire length of their projected stay in the country before traveling. *U.S. citizens do not need a visa; however, a tourist card must be purchased for \$10 upon arrival. Have \$10 set aside to pay at the airport as you are entering Nicaragua. Make sure the \$10 is in cash and in small bills as the customs officials may not be able to make change or accept large bills.* Travelers from other nationalities should check with the Nicaraguan Embassy for visa information.

Which airport do I book my flight into? How will I get from the airport to the community?

Trip participants should immediately begin purchasing plane tickets to Augusto C. Sandino International Airport in Managua once they have fully decided they intend to go. Once purchased, email confirmations of flight itinerary should be forwarded to the trip coordinator for record keeping purposes. You will be met at the airport by the transportation that will take you to the community where you will be working and staying. The drive is approximately an hour and a half long.

What will the typical weather conditions be?

Nicaragua's climate is tropical with two seasons. The climate is hot and humid, with the hot dry season running mid-November through mid-May and the less hot rainy season running from mid-May through mid-November. The hottest months of the year are March, April and May. *Be*

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Is there clean drinking water easily available? Should I bring a water bottle?

There will always be bottled water available for drinking and brushing teeth. It is highly recommended that you bring a reusable water bottle for refilling. Showers are also available but should be used sparingly as water availability is certainly not perfect in Chacraseca.

What types of food should I expect? What if I am vegetarian? What if I have food allergies?

You should expect to eat fresh and delicious meals daily. Typical meals will include foods like eggs, chicken, pork, rice and beans, plantains, tortillas, cheese, and yuca. Fruits such as jocote, mango, papaya, tamarind, and pineapple make for delicious fruit juices. If you have ANY dietary concerns, please let the group coordinator know and accommodations will be made accordingly.

Do I need to bring an adaptor for my electronics? Is there Wi-Fi available?

You will not need a plug adaptor or electricity converter as Nicaragua uses the same current and plugs as the United States. Plugs are typically the 2 pronged flat types so US travelers will not typically need a plug adaptor unless your device requires 3 prongs. There is Wi-Fi available in the community. *However, bringing many electronic devices is not recommended for security and cultural reasons.*

What should I expect for my housing accommodations? Will bedding be supplied or should I bring my own?

Your accommodations will be very basic. You will be provided a cot to sleep on and *should provide your own sheets and pillow.*

Are there any restrictions on who can participate?

We like to encourage people of all stages of life to join us! That means anyone from college students to working professionals to retired individuals are encouraged to participate. You can organize a group together or join a group that has already been formed. One of the best aspects of this experience is meeting, working, and living with different people who are all joined in a common cause. Our only request is that you are in good physical condition.

How can I be reached if there is an emergency?

FNEI Executive Director, Michael Cipoletti, always carries at least one cell phone with both Nicaraguan and American service providers. He can be reached in Nicaragua at +505-8924-5142 and at all times at 1 (857) 205-0236.

FNE International

VOLUNTEER RELEASE AND WAIVER AGREEMENT

This Volunteer Release and Waiver Agreement ("Agreement") made this ____ day of ____, 20__, by and

between _____, residing at _____,
 Volunteer full name & Guardian Name (if applicable)
 _____ ("Volunteer"),
 Volunteer address & Guardian Address (if applicable)

and FNE International, Inc, a Massachusetts corporation with its principal office at 1 Torpie Street, #3, Boston, MA 02120 ("FNEI"). As used herein, the terms "I", "me", "my" and "Volunteer" shall be deemed to refer to the individual referenced above who has executed this Agreement. Volunteer and FNEI are collectively referred to herein as "Parties".

Volunteer, intending to be legally bound hereby, agrees and does hereby release and hold harmless FNEI, and each of its employees, officers, agents, contractors or assigns for any and all property damage, injury, death or other damages to me, my family, estate, heirs or assigns that may occur as a result of my participation in volunteering with FNEI. I also hereby agree to release and hold harmless FNEI for any property damage, injury, death or other damages to me, my family, estate, heirs or assigns caused by the acts or omissions of fellow FNEI volunteers.

WAIVER and RELEASE

I, for myself, my family, estate, heirs or assigns, hereby release and forever discharge and hold harmless FNEI and its successors and assigns from any and all liability, claims, and demands of whatever kind and nature, either in law or equity which arise or may hereafter arise from my service with FNEI, including but not limited to claims based on negligence of any party, including FNEI, whether passive or active. I understand and acknowledge that this Agreement discharges FNEI from any liability or claim that I, or anyone on my behalf, may have against FNEI with respect to bodily injury, personal injury, illness, death or property damage or other losses that may result from my service with FNEI or occurring while I am providing volunteer services. I understand that during my service with FNEI I may volunteer in an area that is remote and may not be readily accessible to medical treatment.

NO COMPENSATION FOR VOLUNTEER SERVICES

I understand and agree that I have no right to any remuneration in any form from FNEI in exchange for any services I may perform on behalf of FNEI and that my service on behalf of FNEI is solely as a volunteer.

INSURANCE

I understand that FNEI does not assume any responsibility for or obligation to provide me with any financial or other assistance, including but not limited to medical, health or disability benefits or insurance of any nature in the event of my injury, illness, death or damage to my property. I expressly waive any such claim for compensation or liability on the part of FNEI beyond what may be offered freely by FNEI.

MEDICAL TREATMENT

I hereby release and forever discharge FNEI from any claim whatsoever which arises or may hereafter arise on account of any first-aid treatment or other medical services rendered during my tenure as a volunteer with FNEI.

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directly, indirectly, wholly or partially arising from or in connection with any act or omission of mine in providing volunteer services to FNEI. I expressly agree that this Agreement is intended to be as broad and inclusive as permitted by the laws of the Commonwealth of Massachusetts and that this Release shall be governed by and interpreted in accordance with the laws of the Commonwealth of Massachusetts.

I, BY THIS INSTRUMENT AGREE TO EXEMPT AND RELEASE FNE, ITS EMPLOYEES, OFFICERS, AGENTS, CONTRACTORS OR ASSIGNS AS DEFINED ABOVE, FROM ALL LIABILITY OR RESPONSIBILITY WHATSOEVER FOR PERSONAL INJURY, PROPERTY DAMAGE OR WRONGFUL DEATH HOWEVER CAUSED, INCLUDING BUT NOT LIMITED TO THE NEGLIGENCE OF THE RELEASED PARTIES, WHETHER PASSIVE OR ACTIVE.

I HAVE FULLY INFORMED MYSELF AND MY HEIRS OF THE CONTENTS OF THIS LIABILITY RELEASE, ASSUMPTION OF RISK AGREEMENT, PHOTOGRAPHIC RELEASE AND AGREEMENT TO ARBITRATION BY READING IT BEFORE I SIGNED IT ON BEHALF OF MYSELF AND MY HEIRS.

Agreed and executed by the parties as of the date first above written.

VOLUNTEER:

Volunteer signature

Date

Print name

Signature of Parent or Guardian
(where applicable)

Date

Print name

FNE International, Inc.

FNE International, Inc. signature

Date

Print name

Updated April 2015

**CONTOOCCOOK VALLEY SCHOOL DISTRICT
FIELD TRIP PROPOSAL**

1. Name: Edward Lowy Grade: 8 School: South Meadow
2. Destination: Philadelphia, PA, Washington D.C., Gettysburg, PA
3. Date(s) of Trip: April 17-21, 2017 Time(s): From 6am to 7pm

4. Description of Trip:

The 8th grade will be traveling to significant places from American History. They will see Independence Hall, the Gettysburg battlefield, and the many places in Washington D.C.

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

This trip will follow along with the 8th grade history curriculum. The students will be able to visit Independence Hall where the Dec. of Independence was Ratified and to see the actual document at the National Archives in Washington D.C. Many other places will be visited as well.

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

7. Ratio of Adults: 1 to Number of Students: 9

Edward Lowy 4/26/16 [Signature]
Staff Signature Date Principal Signature Date

**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"/> UA Team Notified
<input type="checkbox"/> Fee Paid By _____	<input type="checkbox"/> Posted on Events Calendar
<input type="checkbox"/> Chaperones Listed On The Reverse	<input type="checkbox"/> Notified Nurse to prepare
<input type="checkbox"/> Permission Slips To Parents/Guardians Prepared	<input type="checkbox"/> Medicine
<input type="checkbox"/> Office Notified With Accurate Lists of Students	<input type="checkbox"/> First Aid/CPR Certified Staff
<input type="checkbox"/> Kitchen Notified If Lunches Would Be Affected	<input type="checkbox"/> Member Attending

**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 _____

EEA - Student Transportation Services

The District shall provide transportation for pupils to schools in the District consistent with provisions of RSA 189:6, RSA 189:6-a, RSA 189:9, and RSA 189:9-a provided that they live one mile or more from the school. Exceptions that are in the best interest of student safety may be made by the Superintendent or designee.

General Operating Policy

Bus routes, stops and schedules shall be established annually, under the direction of the Superintendent or his/her designee in cooperation with the pupil transportation contractor subject to review by the School Board. Routes will be developed annually and posted.

Pupils attending private schools and charter schools shall be entitled to the same transportation privileges within the District as are provided for pupils in public school within the District.

Routes will use the most direct roads safe for bus travel. Where an alternate route may be selected without sacrifice to efficiency or economy, preference will be given to that route serving the larger number of students more directly. School buses will not travel on unsafe roads.

New routes shall be established in the interest of efficiency, or when full capacity of the trips on existing routes has been reached.

School schedules may be adjusted to allow maximum utilization of each bus in the system. The Superintendent or his/her designee may modify approved routes, stops, and/or schedules during the school year if conditions warrant such a modification. All modifications to any bus routes, stops, or schedules will be reported to the ConVal School Board within 10 days of the modification.

Approved bus stops shall be located at safe and appropriate intervals in places where students may be loaded and unloaded. Drivers may not load or unload pupils at other than authorized bus stops.

The number of bus stops on each trip shall be limited to enable buses to maintain a reasonable average speed and not to exceed the established times of the routes.

Student Conduct on School Buses

Bus drivers have the responsibility to maintain orderly behavior of students on school buses and will report in writing misconduct to the student's Principal. The school principal will have the authority, to suspend the riding privileges of students failing to conform to Board rules and regulations. Parents of children whose conduct on school buses endangers the health, safety, and welfare of other riders will be notified that their children face the loss of school bus riding privileges in accordance with the student discipline code. The Board must approve suspensions of the right to ride the school bus that continue beyond twenty (20) days.

Resolution of Conflicts

Parents who wish to request a change or exemption from any of the Student Transportation policies shall direct that request to the SAU Business Administrator. If the SAU Business Administrator ruling does not satisfy the parent, he/she may appeal the ruling within 15 days to the Superintendent. If the parent is again not satisfied by the ruling, he/she may appeal within 15 days to the School Board.

Legal References:

RSA 189:6, Transportation of Pupils
RSA 189:8, Limitations and Additions
RSA 189:9, Pupils in Private Schools
RSA 189:9-a, Pupils Prohibited for Disciplinary Reasons
RSA 193:12, Legal Residency Required
RSA 194-B:2, V, Chartered Public Schools; Establishment
RSA 200:40, Emergency Care

Appendix: EEA-R & JICC-R

Category: R

~~1st Read: August 18, 2015~~

~~2nd Read: September 1, 2015~~

~~Adopted: September 1, 2015~~

1st Read: November 1, 2016

EF – Food Service Management

The ConVal School District shall provide a food services program within the appropriate regulations of the U.S. Department of Agriculture and State Department of Education, or any other entity with proper jurisdiction over the program.

All food service personnel will be directly responsible to the Food Service Manager, or in the event of outsourcing, to the contractor and ultimately responsible to Superintendent, or designee.

The Food Service Manager (or contractor) is responsible for the planning and preparation of food served in the food service program, ensuring full compliance with the State of New Hampshire's education rules and regulations. All food will comply with the nutrition standards as set forth by the USDA Guidelines and the District's Wellness program.

The Food Service Manager (or contractor) will order supplies, keep accurate records of financial transactions connected with the food service program, and prepare all records and reports as required.

The Food Service Manager (or contractor) will be certified by a NH Department of Education approved program.

All food service employees shall, within their first year of employment, obtain a certificate of completion for an approved sanitation course.

The Food Service Manager (or contractor) will make recommendations to the Superintendent, or designee concerning personnel and operational matters related to the food service program.

Please see Policy EFC for free and reduced lunch information and Policy EFDA regarding payment options.

Legal References:

RSA 189:11-a, Food and Nutrition Programs

NH Code of Administrative Rules, Section Ed. 306.11, Food and Nutrition Services Section 204 of Public Law 108-265, Child Nutrition and WIC Reauthorization Act of 2004

Category: R

See also Policy JLCF

~~1st Read: October 6, 2009 —~~

~~2nd Read: November 3, 2009~~

~~Adopted: November 3, 2009~~

1st Read: November 1, 2016

2nd Read:

Adopted:

JJJ – Access to Public School Programs by Nonpublic, Charter School and Home Educated Pupils

The ConVal School District encourages pupils who attend nonpublic schools, public charter schools, or who are home-educated to access to the District's curricular courses and co-curricular programs in the same way as that of students who attend ConVal schools. Any School Board policy regulating participation in curricular courses and co-curricular programs shall not be more restrictive for nonpublic, public chartered school, or home educated pupils than the policy governing the school district's resident pupils.

Legal References:

RSA 193:1-c, Access to Public School Programs by Nonpublic, Public Chartered Schools or Home Educated Pupils.

Category: O

See also: IHBG-R, Participation by Home-school Students

1st Read: November 1, 2016

2nd Read:

Adopted: