

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

106 Hancock Rd.

Peterborough, New Hampshire

CONTOOCOOK VALLEY SCHOOL BOARD

Tuesday, July 23, 2019

Public Hearing

SAU Office

7:00 p.m.

Expend Capital Reserve Trust Funds

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

School Board Meeting

Immediately Following Public Hearing

AGENDA

- 1. Call to Order and Pledge of Allegiance**
- 2. Acceptance of School Board Meeting Minutes (Board Vote Required)**
 - a. June 18, 2019** (pg. 1-3)
- 3. Approval of Manifests (Board Vote Required)**
- 4. Points of Pride**
- 5. Public Comment**
- 6. Consent Agenda**
 - a. Personnel**
 - 1) Justification for Staffing Increase (Board Vote Required)
 - 2) Resignations and Approved by Superintendent July 2019 (pg. 4)
- 7. Superintendent's Report and Presentation of Business**
 - a. Monthly Events Calendar** (pg. 5-6)
 - 1) Education Meeting (During Business Hours)
 - 2) School Board Retreat – August 10, 2019
 - b. July 1, 2019 Enrollment Update** (pg. 7-8)
 - c. Accept Gift/Donation (Board Vote Required)** (pg. 9-10)
 - 1) ConVal High School requests authorization to accept a gift/donation of Coach Communication Headsets valued at \$3,325.00 from the ConVal Cougars Football Boosters for the purpose of game time communication between coaches.
 - d. Antrim Bus Route – Policy EEA** (pg. 11-12)
 - e. Request from Football Boosters - Policies KMB and KHB** (pg. 13-15)
- 8. Reports**
 - a. Teacher Representative – Asher MacLeod**
 - b. Selectmen's Advisory Committee – John Jordan**
- 9. Old Business**
 - a. Purchase Order Requests for Encumbrances FY'19 – Tim Grossi** (pg. 16-17)
 - b. FY'19 End of Year Budget Report – David Jack**
 - c. Rollover FY'19 Encumbrances (Board Vote Required) – David Jack**
 - d. Trust Funds – Closeout of Science Lab Project (Board Vote Required) – David Jack**
 - e. 2nd Read/Adoption Policy (Board Vote Required)**
 - DFA: Investment (pg. 18-19)
 - GBA: Equal Opportunity Employment (pg. 20)
 - IMBD: High School Credit for 7th/8th Grade Coursework (pg. 21)
- 10. New Business**
 - a. 1st Read Policy**
 - KEC: Instructional and Educational Media (pg. 22-23)
 - b. Rescind Policy (Board vote Required)**
 - KLB: Public Complaints about the Curricula or Instructional Materials (pg. 24-25)
 - c. FY'20 Expenditure Report – David Jack**
 - d. Student Handbooks (Board Vote Required)**
- 11. Public Comment**
- 12. Non-Public Session: RSA 91-A:3,II (If Required)**
 - a. Personnel**
- 13. Non-Public Session: RSA 91-A:3,II (If Required)**
 - a. Legal**

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

106 Hancock Road

Peterborough, New Hampshire

CONTOOCOOK VALLEY SCHOOL BOARD

Tuesday, June 18, 2019

School Board Meeting

7:00 p.m.

SAU Office

Minutes

BOARD

Richard Dunning, Jim Fredrickson,
Janine Lesser, Niki McGettigan,
Stephan Morrissey, Linda Quintanilha,
Myron Steere, Tim Theberge
Jerome Wilson

ADMINISTRATION

Dr. Kimberly Saunders, Supt.
Dr. Ann Forrest, Asst. Supt.,
Tim Markley, H.R.
David Jack, B.A.
Ben Moenter, Special Education
Amy Janoch, HES
Larry Pimental, PES
Jim Elder, GBS
Anne O'Bryant, SMS

1. Call to Order and Pledge of Allegiance

Myron Steere called the meeting to order at 7:00 p.m. The Pledge of Allegiance was recited.

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

a. June 4, 2019

Stephan Morrissey moved to accept the minutes of June 4, 2019. Linda Quintanilha second. Tim Theberge and Dick Dunning abstained. All others in favor. Motion carried.

3. Approval of Manifests (Board Vote Required)

David Jack certified that manifests totaling \$148,581.50 and \$533,112.57 and Payroll totaling \$2,450,618.15 have been reviewed by him and found to be proper charges against the Contoocook Valley School District for goods and/or services received and have been properly processed prior to their submittal to the School Board.

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

4. Points of Pride

Kimberly reported that today was the last day of school for students. An end of year celebration of staff took place as well. Retirees were recognized.

Other points of pride were shared as reported by administrators.

5. Public Comment

None.

6. Consent Agenda

a. Personnel

1) Nominations- July 2019

Laura Carvalho, Pierce School, and Peter Ketchum, GBS were nominated.

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

2) Resignations- June 2019

Stephan Morrissey moved to accept the resignation of Cassandra Goodell. Dick Dunning second. Unanimous.

Notification of Lexy Heatley as GBS Assistant Principal. The Board welcomed Lexy Heatley.

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.

Notification of Co-Curricular were presented as informational.

7. Superintendent's Report and Presentation of Business

a. Monthly Events Calendar

Policy Committee will meet at 5:00 p.m. on July 23rd with the Board meeting at 7:00 p.m.

b. Technology Plan

Dr. Ann Forrest said that a new Technology Plan must be created every three years. The new plan had been previously distributed to the full School Board.

A Future Ready Framework was used to develop this plan. It looks at how technology supports education rather than technology in isolation by addressing seven key categories. The other big difference from previous technology plans was that this is set up to do quarterly reviews rather than annual reviews. Goals will be reviewed, action steps will be detailed for consideration, members of a team will be assigned to oversee and manage each goal. Each member of the Blended Learning Leadership Team will share action steps accomplished to date with the larger group. Included in the report will be any challenges encountered, any additional support that is needed, and any recommendations for revising the plan developed to meet the goal.

Stephan Morrissey moved to adopt the Technology Plan. Dick Dunning second.

Niki McGettigan noted descriptors that include its own action plan within. This is a new set of terms for this plan that is unfamiliar.

Unanimous.

c. Data Governance Plan

Kimberly Saunders said that the Data Governance Plan cannot be discussed in public because it would put the district at risk. More discussion in non-public if needed.

8. Reports

a. Student Representative – Molly Janoch/Marina McMahon

None.

b. Teacher Representative – Asher MacLeod

None.

c. Education Committee- Jerome Wilson

Jerry Wilson reported that inquiry groups have been exploring educational equity at the middle school level. One of the recommendations was to create 30 minute advisory periods that would meet five times a week. Students would stay in the same advisory for two years.

Competency based learning was discussed and presented on. Documenting and communicating a model was agreed upon among other important points.

High School Guidance reported on two areas of improvement; delivery of services and also work on suicide prevention. A request from the committee was asked about the amount of time elementary schools hold recess. Jerry asked the board to email him with topics that they would like discussed at Education Committee in the future.

d. Budget & Property Committee – Jim Fredrickson

Jim Fredrickson reported that the installation of a safe was discussed at the last meeting. Solar investigation is still moving forward. Jim noted several large capital improvement years to come.

9. Old Business

a. Food Service Bid Award (Board Vote Required) – David Jack

David Jack reported that we do have a Food Service Contract. It includes all that both the State and Feds require. The amount of money in the RFP is the same. Fresh Picks was the only bidder and has signed off on the contract. It is a one year contract that goes through June 30, 2020, with four one year options thereafter.

Linda Quintanilha moved to accept the food service contract. Dick Dunning second. Unanimous.

b. Budget Transfers – David Jack

David Jack reported not doing any budget transfers at this stage of the game. The expenditures are in the correct place. Mr. Jack said that he believes that there will be enough monies left in the unreserved fund to fulfill the obligation of each of the warrant articles for the trust funds. We will have funds to return to the taxpayers; it is treated as a source of revenue. When setting the tax rates, the only thing that would change would be assessments.

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

- IKF: High School Graduation

Linda Quintanilha moved to adopt policy IKF as presented. Tim Theberge second. Unanimous.

10. New Business

a. 1st Read Policy

- DFA: Investment
- GBA: Equal Opportunity Employment
- IGE: Parental Objection to Specific Course Material

Policy IGE was withdrawn for a first read.

- IMBD: High School Credit for 7th/8th Grade Coursework

Stephan Morrissey referenced three policies, DFA, GBA, and IMBD for board review that will be brought to the next meeting for a second read.

b. Superintendent Authorization to Hire (Board Vote Required)

Dr. Saunders reported that typically there is a lot of hiring conducted during this busy time. This vote allows her to hire.

Linda Quintanilha moved to authorize the Superintendent to hire. Stephan Morrissey second. Unanimous.

Kimberly said that this is important so that we don't lose candidates to other districts.

11. Public Comment

None.

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

- a. Personnel**
- b. Negotiations**
- c. Legal**

Stephan Morrissey moved to enter into Non-Public Session in accordance with RSA 91-A:3,II for matters of legal and personnel at 7:32 p.m. Unanimous on a roll call vote.

Stephan Morrissey moved to come out of Non-Public Session at 7:42 p.m.

Stephan Morrissey moved to allow the Superintendent to sign a three year contract. Janine Lesser second. Unanimous.

Stephan Morrissey moved to seal the minutes of personnel for 10 years. Tim Theberge second. Unanimous.

Stephan Morrissey moved to pay lump sum prior to end of current school year as discussed. Tim Theberge second. Unanimous.

Stephan Morrissey moved to accept the Data Governance Plan. Linda Quintanilha second. Unanimous.

Stephan Morrissey motioned to adjourn at 7:44 p.m. Dick Dunning second. Unanimous.

Respectfully,

Brenda Marschok

OFFICE OF THE SUPERINTENDENT OF SCHOOLS
Peterborough, New Hampshire

CONTOOCOOK VALLEY SCHOOL DISTRICT

July 23, 2019
Personnel Agenda

Resignations July 2019:

SMS

Karen Freedman
Tracy Jones

School Nurse
Science Teacher

Approved by Superintendent July 2019:

BES

Ashlyn Wing

Special Education Teacher

\$40,558.36

SMS

Kathryn Artzerounian

Special Education Teacher

\$46,247.59

CVHS

Brian Moore

Music Teacher

\$65,210

July 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23 Policy Committee @ 5:00 pm @ SAU Public Hearing to Expend Capital Reserve Trust Funds @ 7:00 pm @ SAU School Board Mtg. @ SAU following Board Meeting	24	25	26	27
28	29	30	31			

August 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10 School Board Retreat
11	12	13	14	15	16	17
18	19	20	21	22 Selectmen's Advisory Committee Mtg. @ 7:00 pm @ SAU	23	24
25	26	27 First Day of School for Students	28	29	30	31

Grade	Total	68	112	143	165	124	154	766	FTE Teachers
SCHOOL	7,17.19	Pre-School	Kindergarten	1st Grade	2nd Grade	3rd Grade	4th Grade	Total	FTE Teachers
AES	# of Students	31	16	28	29	24	25	137	
	# of Sections	2	2	2	2	2	2		
	Teacher	Teacher	Teacher	Teacher	Teacher	Teacher	Teacher		
	Ratio	15.5	8.0	14.0	14.5	12.0	12.5		12
BES	# of Students		10	12	18	14	12	66	
	# of Sections		1	1	1	1	1		5
	Teacher		Teacher	Teacher	Teacher	Teacher	Teacher		
	Ratio		10.0	12.0	18.0	14.0	12.0		
DCS	# of Students		8	12 + 6 = 18		4	4th & 5th Grade	50	
	# of Sections		1	1		1	14 + 6 = 20		4
	Teacher		Teacher	Teacher		Teacher	Teacher		
	Ratio		8.0	18.0		4.0	20.0		
FES	# of Students		5	12 + 10 = 22		6	4th Grade	50	
	# of Sections		1	1		1	1		4
	Teacher		Teacher	Teacher		Teacher	Teacher		
	Ratio		5.0	22.0		6.0	17.0		
GES	# of Students	Pre-School	Kindergarten	1st Grade	2nd Grade	3rd Grade	4th Grade	88	
	# of Sections	13	12	13	15	12	17		6
	Teacher	Teacher	Teacher	Teacher	Teacher	Teacher	Teacher		
	Ratio	18.0	12.0	13.0	15.0	12.0	17.0		
HES	# of Students		14	10	12	8	16	60	
	# of Sections		1	1	1	1	1		5
	Teacher		Teacher	Teacher	Teacher	Teacher	Teacher		
	Ratio		14.0	10.0	12.0	8.0	16.0		
PES	# of Students	Pre-School	Kindergarten	1st Grade	2nd Grade	3rd Grade	4th Grade	253	
	# of Sections	19	36	48	61	45	46		18
	Teacher	Teacher	Teacher	Teacher	Teacher	Teacher	Teacher		
	Ratio		3	4	4	3	3		
TES	# of Students		12.0	12.0	15.3	15.0	15.3	51	
	# of Sections		11 + 8 = 19		14	11 + 7 = 18			3
	Teacher		Teacher	Teacher	Teacher	Teacher	Teacher		
	Para								
	Ratio		19.0		14.0	18.0			
Enrollment numbers may include nationed-in-students									
Teaching Principal para									
Total Students Pre-K-4									751
Total Elem. Students K-4									683

P8

NEW HAMPSHIRE PUBLIC SCHOOLS
SCHOOL ADMINISTRATIVE UNIT #1

CONTOOCCOOK VALLEY SCHOOL DISTRICT
OFFICE OF THE SUPERINTENDENT OF SCHOOLS
106 Hancock Road, Peterborough, NH, 03458-1197

Telephone: 603-924-3336

Fax: 603-924-6707

Kimberly Saunders
Superintendent of Schools
ksaunders@conval.edu

Dr. Ann Forrest
Assistant Superintendent of Schools
aforrest@conval.edu

TO: Contoocook Valley School Board

FROM: John Reitnauer

DATE: 7/8/19

RE: REQUEST TO ACCEPT A GIFT OR DONATION

The Con Val High School requests authorization to accept from:

Name/Address: Con Val Coagery Football Boosters

the following gift/donation of: Coach Coma Head sets valued at \$ 3,325.00

for the purpose of: Game time communication between
coaches.

John C. Reitnauer
Teaching/Supervising Principal's Signature

SAU OFFICE USE ONLY: Date Received _____

Date Approved by School Board _____

Date Not Approved by School Board/Reason: _____



Conval Cougars Football Boosters

Dear Conval School Board Members,

The Conval Cougars Football Boosters is an all-volunteer 501 (c) (3) organization associated with Conval Regional High School's football program. Our organization is involved with fostering the spirit of cooperation and support among Conval's football program and the broader community through development of a variety of fundraising and other efforts which better the opportunities available to our football programs and our student athletes.

We are requesting your authorization to accept a donation in accordance with SAU 1 policy: *KMB – Relations with Booster Organizations*. Please accept our donation of headsets valued at \$3,325.00 for the purpose of replacing the outdated headsets specifically to be used by the Conval Football Program. Our Tax ID is 83-1121949 and the invoice is attached for your records.

Thank you in advance for your consideration and support,

Sincerely,

The CCFB Board

Cassie Clark Craig Filaski Jeanne Lafleur Heather Wilson Teresa Healey Katherine Heck

The CCFB is a registered Non-Profit Organization

www.facebook.com/groups/convalfootballboosters/

108 Hancock Road, Peterborough, NH 03458

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 route will be reported to the ConVal School Board.

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

Appendix: EEA-R & JICC-R

Category: R

See also: , EEAEC, JICC

1st Read: November 1, 2016

2nd Read: November 15, 2016

Adopted: November 15, 2016

< EDC - Authorized Use of School-Owned Materials

EEA-R – Student Transportation Services (<https://schoolboard.convalsd.net/district-policies/eea-r-student-transportation-services/>)

KMB – Relations With Booster Organizations

The Contoocook Valley School Board recognizes that the endeavors and objectives of booster organizations and similar groups can be a valuable means of stimulating interest in and endorsement of the aims and achievements of our public school system.

Generally, actions initiated by boosters provide the atmosphere and climate to weld together desirable community-school relationships.

At any time, the District may establish an All Sports Booster Club whose purpose is to raise funds for athletic needs by acting as an official arm of the school district and by carrying the name of the school and/or district (i.e., CVHS All Sports Booster Club). This booster club will be directed by a Committee of Trustees (to include the CVHS Athletic Director) who will oversee official fund raising efforts to include seasonal sports program sales, concession stand sales, and other efforts as approved by the district School Board. All monies raised may be used to purchase goods and/or services not covered under the regular budget, at the discretion of the building principal (or designee), and the approval of the Business Administrator.

The second type of organization is community-based or sport-specific booster club whose purpose is to raise funds in support of particular athletic teams and/or programs, (i.e., Friends of Baseball). Except for those boosters already in existence and who are subject to ConVal District policies (Football and Hockey), this type of booster club may not carry the name of the ConVal district nor one of the ConVal schools.

All funds received by the District from these organizations will be considered donations to the particular program or programs. Any amount or (value of goods) over \$500 must be accepted at a School Board Meeting. Such funds may be used to purchase goods and/or services for a specific athletic program as designated by the booster club and approved by the building principal (or designee), and the Business Administrator.

1st Read: April 5, 2016

2nd Read: April 19, 2016

Adopted: April 19, 2016

< KMA - Relations With Parent Organizations

KNAN - Relations With Planning Authorities (<https://schoolboard.convalsd.net/district-policies/k-school-community-relations/knan-relations-with-planning-authorities/>)

KHB – Advertising on School Property by Community or Outside Groups

I. General Policy Statement:

The Contoocook Valley School District Board of Education encourages community members and business owners to provide financial support for school activities. One permissible method of showing support is to buy advertisements or sponsor banners, posters, signs, etc., for display on school property, pursuant to the conditions and restrictions set forth by the Board.

The Contoocook Valley School District shall protect students and parents from exploitation and ensure that commercial activities do not interfere with educational programs. Except for instruction relating to advertising, students shall not be required to listen to, read, or be subjected to commercial advertising in the classroom or in school-provided materials in curriculum-related activities, except as provided by this policy.

II. Definitions:

A. **Advertisement:** Any payment of money or other economic benefit to a school or to the school district that requires visual, audio or video placement of a name, slogan or product message on a school district property, publication or broadcast. The term advertisement does not include traditional fundraising activities, such as magazine sales, nor does it apply to outright gifts to which no quid pro quo is attached.

B. **Sponsorship:** Any payment of money or other economic benefit to a school or to the district in exchange for recognition.

III. Regulations:

A. Advertisement/Sponsorship

No advertisement or sponsorship, as defined by this policy, shall be allowed unless it complies with this policy, fits one or more of the following categories, and is approved by the site administrator and/or superintendent or designee.

1. Paid advertisement in a school student publication or other district publication;
2. Instructional aides furnished by private sources when the advertising is reasonable, non-intrusive, and not non-intrusive, and not inherent to the content;
3. Signs on school property or at school events that meet local sign ordinances and comply with this policy;
4. Advertising/sponsorship for an extra-curricular activity;
5. A pro-school sponsorship for an organization approved by the board of education;
6. The display of product names of vending machines appropriately placed in the school for the use of students, staff, and the public;
7. Incidental advertisements that appear when students are using various Internet services.
8. Any advertisement or sponsorship, announcement shall be strictly limited to identifying the group, organization, or business, as follows:

Name of group, organization, or business;

Address, phone, email address of group, organization, or business;

No logos or symbols unless they are clearly associated with identifying the specific entity or enterprise and do not represent viewpoint expression.

B. Prohibited Commercial Activities

No viewpoint is permitted. No advertising or sponsorship shall be accepted if it:

1. Advertises or promotes tobacco, alcohol, illegal drugs or weapons;
2. Promotes hostility, disorder or violence;
3. Contains vulgar, abusive, obscene, or sexually explicit language;
4. Is libelous;
5. Demeans any person or group on the basis of race, gender, ethnicity, age, disability or religion;
6. Advocates the violation of law or board policy;
7. Advances any religious or political purpose or interests;
8. Promotes, favors, or opposes a candidate for elected office or a ballot measure;
9. Is associated with any company or individual whose actions are inconsistent with Contoocook Valley School Districts educational mission and goals or community values; or
10. Is otherwise in violation of the law.

C. Non-Endorsement

Advertising and sponsorship permitted pursuant to this policy shall not be considered as an endorsement or approval by the board of any particular group, organization or company, nor of any purposes, programs, activities, products, or services of any such group.

D. Cancellation

The board reserves the right to cancel or amend, at any time, any agreement or contract whether oral or in writing, between any school, parent organization or booster club and a group organization or business regarding sponsorship or advertisement on school property or at school events. All advertisement and sponsorship contracts shall clearly state the board's right to cancel the contract.

The Board reserves the right to cancel or amend, at any time, any agreement or contract whether oral or in writing, between any school, parent organization or booster club and a group organization or business regarding sponsorship or advertisement on school property or at school events. All advertisement and sponsorship contracts shall clearly state the board's right to cancel the contract.

E. No Forum Created

This policy in no way creates, and should not be construed to create, any type of forum for the expression of ideas, opinions, or viewpoints.

Category: R

1st Read: November 18, 2014

2nd Read: December 16, 2014

Adopted: December 16, 2014

< KH - Public Solicitations in the Schools

KI - Visitors in Schools (<https://schoolboard.convalsd.net/district-policies/k-school-community-relations/ki-visitors-in-schools/>)

Facilities			
Purchase Order Requests for Encumbrances 2018/2019			
Vendor	Amount	Budget Line Item	Description
Milford Electric	\$8,900	21.111.2620.70.432	electrical supplies for building controls project at BES
FW Webb	\$6,100	21.111.2620.70.434	new condensing unit at BES
Milford Electric	\$7,100	21.112.2620.70.432	electrical supplies for building controls project at DCS
Carbone's	\$6,800	21.114.2620.70.431	VCT flooring in the library at GES
Mathewson Co.	\$4,200	21.116.2630.70.430	loam for field repair
To be determined	\$31,540	21.220.2620.70.431	VCT flooring in library at GBS
To be determined	\$20,760	21.220.2620.70.431	VCT flooring in 4 classrooms at GBS
Kamco	\$3,100	21.220.2620.70.431	pallet of 823 ceiling tile
To be Determined	\$11,200	21.221.2620.70.433	replace boiler room HW valves
Mathewson Co.	\$6,100	21.221.2630.70.430	hardpack for rear roadway
Foster's	\$2,400	21.221.2630.70.430	infield mix for baseball field
Everything Property	\$7,600	21.221.2630.70.430	repairs to front parking area
Melanson Co	\$8,400	21.221.2630.70.430	replace crush lines on field drains

Facilities
Purchase Order Requests for Encumbrances 2018/2019

To be determined	\$17,200	21 330.2620.70.431	skylight above main stairway
Belletetes	\$5,600	21.330.2630.70.430	pressure treated lumber for fence on the lower field parking area
Total	\$115,800		

DFA – Investment

The School Board authorizes the School District Treasurer working in conjunction with the Superintendent and his/her designee and pursuant to RSA 197:23-a to invest the funds of the District subject to the following objectives and standards or care.

Objectives

The three objectives of investment activities shall be safety, liquidity, and yield.

1. Safety of principal is the foremost objective in this policy. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital by mitigating credit and interest rate risk. This will be accomplished by limiting the type of the investments and institutions to those stipulated by statute and fully covered by FDIC insurance or collateral approved pursuant to applicable law.

2. Liquidity of the investment portfolio shall remain sufficient to meet all operating requirements that may be reasonably anticipated.

3. The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above.

Investment Instruments

Funds shall be invested in accord with the standards set forth in RSA 197:23-a. Investment maturities for operating funds shall be scheduled to coincide with projected cash flow needs, taking into account large routine expenditures (payroll and accounts payable) as well as anticipated revenues.

Competitive Selection of Investment Instruments

Before investing any excess funds in investment instruments, with the exception of United States Treasury securities maturing in less than one year, a competitive bid process shall be conducted by the District Treasurer, the Superintendent, or his/her designee.

Bids shall be requested from qualified financial institutions for various options with regard to terms and instrument. The District Treasurer, Superintendent, his/her designee shall accept the bid(s) that provide(s) the highest rate of return, within the maturity required, and within the parameters of this policy, taking into consideration all associated costs, requirements, and capabilities.

DFA – Investment

Standards of Care

1. Prudence: The standard of prudence to be used by the District Treasurer and Superintendent or his/her designee involved in the investment process shall be the “prudent person” standard and shall be applied in the context of managing an overall portfolio. They are directed to use the GFOA (Government Financial Officers Association). Recommended

2. Practices and Policy Statements Related to Cash Management as a guide to the prudent investment of public funds.

Ethics and Conflicts of Interest: The School District Treasurer and Superintendent or his/her designee involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program or that could impair their ability to make impartial decisions. Employees and Investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial institutions with which they conduct business.

They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officials shall subordinate their personal investment transactions to those of the School District, particularly with regard to the timing of purchases and sales.

3. **Internal Controls:** The District Treasurer and Superintendent or his/her designee shall establish a system of internal controls that shall be documented in writing. The internal controls shall be reviewed by the School Board and an independent auditor.

The investment of funds will be left to the discretion of the Superintendent or his/her designee without prior approval of the Board.

Legal Reference:

Per the District’s Financial Advisors/Auditors, this policy must be readopted annually.
RSA 197:23-a, IV

Category: P

1st Read: June 18, 2019

2nd Read: July 23, 2019

Adoption:

GBA – Equal Opportunity Employment

The District will recruit and consider candidates without regard to gender, sexual orientation, race, color, religion, nationality, ethnic origin, age, or disability. The District will not discriminate against any employee who is a victim of domestic violence, harassment, sexual assault, or stalking.

The District will employ individuals who meet the physical and mental requirements, and who have the education, training, and experience established as necessary for the performance of the job without regard to gender, sexual orientation, race, color, religion, nationality, ethnic origin, age, or disability, except for reasons related to ability to perform the requirements of the job.

Inquires, complaints, and other communications relative to this policy and to the applicable laws and regulations concerned with non-discrimination shall be received by the Superintendent or his/her designee.

This policy of non-discrimination is applicable to all persons employed or served by the district. Any complaints or alleged infractions of the policy, law or applicable regulations will be processed through the grievance procedure. This policy implements PL 94-142, Section 504 of the Rehabilitation Act of 1973, Title II of the American with Disabilities Act, Title VI or VII of the Civil Rights act of 1964, Title IX of the Education Amendments of 1972, and the laws of New Hampshire pertaining to non-discrimination.

NHSBA Note, September 2014: Addition of new sentence in first paragraph prohibiting discrimination in employment matters against victims of domestic violence, harassment, sexual assault, or stalking, per RSA 275:71 (effective July 2014). Legal References contains numerous additions.

Legal References:

RSA 354-A:6, Opportunity for Employment without Discrimination a Civil Right

RSA 354-A:7, Unlawful Discriminatory Practices

The Age Discrimination in Employment Act of 1967

Title II of The Americans with Disabilities Act of 1990

Title VII of The Civil Rights Act of 1964 (15 or more employees)

RSA 186:11, XXXIII, Discrimination

RSA 275:71, Prohibited Conduct by Employer

Appendix: AC-R

1st Reading: June 18, 2019

2nd Reading: July 23, 2019

Adopted:

IMBD – High School Credit for 7th/8th Grade Coursework

Students in 7th or 8th grade may take advanced courses and apply the credit of those courses toward high school graduation, provided the course demonstrates content requirements consistent with related high school courses and the student achieves satisfactory standards of performance. School Board policies relative to assessment, mastery and competency shall apply.

The Assistant Superintendent and High School Principal shall approve such course work and credit prior to the student enrolling in the class in order for such credit to be applied toward high school graduation.

Legal References:

Ed 306.26(f), Granting High School Credit for 7th/8th Grade Coursework (until July 1, 2017)

Ed 306.261(e), Granting High School Credit for 7th/8th Grade Coursework (after July 1, 2017)

Category: Priority/Required by Law

1st Read: June 18, 2019

2nd Read: July 23, 2019

Adopted:

KEC – Instructional and Educational Media

Statement of Intent

It is the policy of the ConVal School Board to require that curricular and instructional materials be chosen on the basis of their educational value and alignment with the curricular framework of the District. Supplemental educational and instructional materials, such as library media, other textbooks, digital resources, books and other reading or audio-visual material [all collectively referred to as "Educational media"] shall be chosen on the basis that they are of broad interest or enlightenment of all students in the community.

Educational media shall not be excluded because of the race, nationality, political, or religious views of the writer/creator or of its style and language. Every effort will be made to provide materials that present all points of view concerning the problems and issues of our times, international, national, and local, and educational media of sound factual authority shall not be digitally blocked, prescribed or removed from library shelves or classrooms because of partisan, doctrinal approval or disapproval. Notwithstanding such, the District shall be under no obligation for provide direct access to all known educational media but shall instead assist students with gaining access to appropriate and sufficient educational resources.

The School Board has approved principles governing the selection of all educational media, including library media and has established policies pertaining to the selection process. However, the Board wishes to amplify its principles on the selection of educational media and other materials which present controversial topics or which for other reasons might be challenged:

Material that is challenged usually belongs to one of the three basic categories: religion, ideology, or profanity/obscenity. Board policies regarding these areas shall be as follows:

- ❖ Religion—factual, unbiased material on all major religions has a place in school libraries.
- ❖ Ideologies—libraries should, with no thought toward swaying reader judgment, make available a balanced collection of primary and factual material, on the level of their students, on various ideologies or philosophies that exert or have exerted a strong force, either favorably or unfavorably, in government, current events, politics education, and other phases of life.
- ❖ Profanity/obscenity—materials shall be subjected to a test of literary merit and reality by media specialists and teachers who will take into consideration the maturity of students and the standards of the community.

Right to Criticize Educational media and the use of alternative media

Criticism of a book or other materials used in the schools may be expected from time to time. In such instances:

1. The Board recognizes the right of an individual parent to request that his own child not read a given book or view a certain educational media. When such a request is presented, the teacher and/or school administrator should resolve the situation, perhaps by arranging for use of alternative educational media meeting essentially the same instructional purpose. This does not apply, however, to basic program texts and specific instructional materials that are part of the curriculum. The process to follow in the circumstance where a Parent, Guardian or adult student wishes to take exception to specific course material is set forth in Policy IGE.

KEC – Instructional and Educational Media

2. The Board shall not permit any individual or group to exercise censorship over educational media, instructional materials or library collections, but recognizes that at times a reevaluation of the educational value of certain material may be desirable. Should an individual or group ask to have any form of educational media withdrawn from school use:
 - a. District residents not in agreement with a school on its selection of educational media and who wish a particular item of educational media to be reviewed must submit to the Principal a "Request for Reconsideration of Educational Media." The request forms shall be available at the school office.
 - b. The Principal, upon receipt of a "Request for Reconsideration" will acknowledge receipt to the complainant and list anticipated steps to be taken. The Principal may form a building level Educational Media Review Committee and schedule meetings necessary to review the complaint and to write a report and recommendation to the Superintendent as to whether removal is warranted, and if so, the reason(s) why the item should be removed or blocked from use. In the alternative, the Principal may elect to review the request and author the report and recommendation to the Superintendent. During the review process the educational media will remain in use unless the Principal or Superintendent elects to remove or restrict the material until a final decision is made.
 - c. A copy of the report shall be provided to the requestor. The report and recommendation shall be based on the points offered above, as well as, the principles governing the selection of all instructional materials and educational media. Additionally, the Board wishes to emphasize that:
 - ❖ Educational media shall not be excluded because of the writer's race or nationality or his political or religious views.
 - ❖ That the value of any educational media shall be judged as a whole, taking into account the purpose of the material, rather than individual, isolated expressions or incidents in the work.
 - d. The Superintendent or his designee shall review the request and the report and recommendation, and shall render a decision in the matter. Should the solution be unsatisfactory to the Requestor, he/she may appeal the decision to the Board, within 10 days of receipt of the Superintendent's decision.

In summary, the Board assumes final responsibility for all educational media and instructional materials it makes available to students; it holds its professional staff accountable for their proper selection. It recognizes rights of individual parents with respect to controversial materials used by their own children; and it will provide for the reevaluation of electronic media upon formal request. On the other hand, students' right to learn and the freedom of teachers to teach shall be respected.

Category: Recommended

1st Read: July 23, 2019

2nd Read:

Adopted:

Contoocook Valley School District Policy

PUBLIC COMPLAINTS ABOUT THE CURRICULA OR INSTRUCTIONAL MATERIALS

It is the policy of the School Board to require that books and other reading matter shall be chosen for values of interest and enlightenment of all students in the community. A book shall not be excluded because of the race, nationality, political, or religious views of the writer or of its style and language. Every effort will be made to provide materials that present all points of view concerning the problems and issues of our times, international, national, and local, and books or other reading matter of sound factual authority shall not be prescribed or removed from library shelves or classrooms because of partisan, doctrinal approval or disapproval.

The School Board has approved principles governing the selection of all instructional materials, including library books and has established policies pertaining to the selection process. However, the Board wishes to amplify its principles on the selection of books and other materials which present controversial topics or which for other reasons might be challenged:

Material that is challenged usually belongs to one of the three basic categories: religion, ideology, or profanity/obscenity. Board policies regarding these areas shall be as follows:

- ❖ Religion—factual, unbiased material in all major religions has a place in school libraries.
- ❖ Ideologies—libraries should, with no thought toward swaying reader judgment, make available a balanced collection of primary and factual material, on the level of their students, on various ideologies or philosophies which exert or have exerted a strong force, either favorably or unfavorably, in government, current events, politics education, and other phases of life.
- ❖ Profanity/obscenity—materials shall be subjected to a test of literary merit and reality by media specialists and teachers who will take into consideration the maturity of students and the standards of the community.

Criticism of a book or other materials used in the schools may be expected from time to time. In such instances:

1. The Board recognizes the right of an individual parent to request that his own child not read a given book. When such a request is presented, the teacher and/or school administrator should resolve the situation, perhaps by arranging for use of alternative material meeting essentially the same instructional purpose. This does not apply, however, to basic program texts and materials that the Board has adopted.

Contoocook Valley School District Policy

2. The Board shall not permit any individual or group to exercise censorship over the instructional materials and library collections, but recognizes that at times a reevaluation of certain material may be desirable. Should an individual or group ask to have any book or other material withdrawn from school use:
 - a. The person who objects to the book or other material shall be asked to sign a complaint on a standard form on which he/she will document his criticism.
 - b. Following receipt of the formal complaint, the Superintendent shall provide for a reevaluation of the material in question.
 - c. The reevaluation shall be based on the points offered above, as well as, the principles governing the selection of all instructional materials. Additionally, the Board wishes to emphasize that:
 - ❖ A book shall not be excluded because of the writer's race or nationality or his political or religious views.
 - ❖ That the value of any book or other material shall be judged as a whole, taking into account the purpose of the material, rather than individual, isolated expressions or incidents in the work.
 - d. The Superintendent or his designee shall review the complaint and reevaluation, and shall render a decision in the matter. Should the solution be unsatisfactory to the complainant, he/she may appeal the decision to the Board.

In summary, the Board assumes final responsibility for all books and instructional materials it makes available to students; it holds its professional staff accountable for their proper selection. It recognizes rights of individual parents with respect to controversial materials used by their own children; it will provide for the reevaluation of materials in library collections upon formal request. On the other hand, students' right to learn and the freedom of teachers to teach shall be respected.

April 2, 1991