

# OFFICE OF THE SUPERINTENDENT OF SCHOOLS

106 Hancock Road

Peterborough, New Hampshire

## CONTOOCOOK VALLEY SCHOOL BOARD

### School Board Meeting

Tuesday, March 3, 2020

7:00 p.m.

SAU Office

1. Call to Order and Pledge of Allegiance
2. Accept School Board Meeting Minutes (Board Vote Required)
  - a. February 18, 2020 (pg. 1-3)
3. Points of Pride
4. Public Comment
5. Consent Agenda
  - a. Personnel (pg. 4-5)
    - 1) Resignations – June 2020
    - 2) Co-Curricular Notifications of Stipend Positions
6. Board Requests
7. Superintendent's Report and Presentation of Business
  - a. Monthly Events Calendar (pg. 6-7)
  - b. March 1, 2020 Enrollment Update (pg. 8-9)
  - c. Accept Gift/Donation (Board Vote Required) (pg. 10-19)
    - 1) ConVal High School Athletic Department requests authorization to accept from: FCVA, the gift/donation of 20 Alpine Ski Race Suits valued at \$6,360.00 for the purpose of Alpine Skiing Safety Race Suits.
    - 2) ConVal High School Athletic Department requests authorization to accept from: FCVA, the gift/donation of a basketball rebounder valued at \$5,595.00 for the purpose of a training aid for the Unified, Boy's, and Girls' Basketball Teams.
    - 3) ConVal High School Athletic Department requests authorization to accept from: FCVA, the gift/donation of Softball field traps and field rakes valued at \$1,091.88 for the purpose of maintenance of the softball field.
    - 4) ConVal High School Athletic Department requests authorization to accept from: FCVA, the gift/donation of a Championship Banner valued at \$751.00 for the purpose of honoring the Boys' Soccer and Girls Cross Country Teams.
    - 5) ConVal High School Athletic Department requests authorization to accept from: FCVA, the gift/donation of Co-Ed Track Team Equipment and Training Aids valued at \$1,476.20 for the purpose of training aids for Co-Ed Indoor and Outdoor Track Teams.
  - d. Field Trip Requests (Board Vote Required) (pg. 20)
    - 1) ConVal High School – grade 9-12 students will travel on April 29-May 3, 2021 by air to Orlando, FL to visit Disney and Universal Studios. Students will participate in instrumental and choral performances and workshops with Disney musicians.
  - e. COVID-19
8. Reports
  - a. ATC Committee Meeting – Stephan Morrissey
  - b. Selectmen's Advisory Committee Meeting – Tim Theberge
  - c. Student Representative –Lorien Tyne/Abby Kamieniecki
  - d. Teacher Representative
9. Old Business
  - a. School Board Candidates for Chair and Vice-Chair – Q&A
  - b. 2<sup>nd</sup> Read Policy (Board Vote Required) (pg. 21-31)
    - ADC: Tobacco Products Ban use and Possession in and On School Facilities and Grounds
    - GBED: Tobacco Products Ban use and Possession in and On School Facilities and Grounds
    - JICG: Tobacco Products Ban use and Possession in and On School Facilities and Grounds
    - IHAMA: Teaching About Alcohol, Drugs, and Tobacco
    - JLCFA: Feminine Hygiene Products

### 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.*

**10. New Business**

- a. Set Out of District Tuition Rate (Board Vote Required)**

**11. Public Comment**

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

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

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

# OFFICE OF THE SUPERINTENDENT OF SCHOOLS

106 Hancock Road  
Peterborough, New Hampshire

## CONTOOCOOK VALLEY SCHOOL BOARD

School Board Meeting  
Tuesday, February 18, 2020  
7:00 p.m.

### MINUTES

#### BOARD

Rich Cahoon, Richard Dunning,  
Alan Edelkind, Jim Fredrickson,  
Katherine Heck, Janine Lesser,  
Stephan Morrissey, Kristen Reilly,  
Tim Theberge, Jerry Wilson

Lorien Tyne, Student Rep.

#### ADMINISTRATION

Dr. Kimberly Saunders, Supt.  
Dr. Ann Forrest, Asst. Supt.  
Tim Markley, H.R.  
Lori Schmidt, B.A.  
Kat Foecking, FES  
Amy Janoch, HES  
Kathie Morrocco, Pierce  
Fabi Woods, TES

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

##### a. January 21, 2020

Dick Dunning moved to accept the minutes of January 21, 2020. Jerry Wilson second. Unanimous.

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

Lori Schmidt certified that Manifests listed totaling \$980,808.84 and Payroll totaling \$2,759,931.39 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. Tim Theberge second. Unanimous.

#### 4. Expenditure and Encumbrance Report (Board Vote Required) - Lori Schmidt

Lori Schmidt referenced the Encumbrance Report.

Discussion took place about encumbrances vs. accruals in terms of payroll. We have committed to funding a certain number of positions in the district.

Rich Cahoon moved to accept the Expenditure Report and adopt any encumbrances. Dick Dunning second. Unanimous.

#### 5. Appoint School District Clerk (Board Action/Vote Required)

Dick Dunning moved to appoint Lori Schmidt as the School District Clerk. Jerry Wilson second. Unanimous.

#### 6. Points of Pride

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

#### 7. Public Comment

None.

#### 8. Consent Agenda

##### a. Personnel

##### 1) Resignations – March 2020

- Scott Britton, CVES Physical Education Teacher

Tim Theberge moved to accept the resignation as read. Dick Dunning second. Unanimous.

##### 2) Nominations – 2019-20

- Ryan Barry, CVES, Physical Education Teacher

Tim Theberge moved to approve the nomination as read. Dick Dunning second. Unanimous.

- Barbara Bonatto, CVHS Spanish Teacher (Remainder of 2019/2020)

Tim Theberge moved to approve the nomination as read. Rich Cahoon second. Unanimous.

### 3) Co-Curricular Notifications

**Tim Markley referenced these for notification purposes.**

Kimberly Saunders announced that Kat Foecking is present and introduced her as the new Great Brook School Principal effective July 1, 2020.

Kimberly said that Carrie James will be our new Human Resource Director and will be coming to us in April.

#### **b. February 1, 2020 Enrollment Update**

Tim Markley reported that the first kindergarten registration took place today. Numbers will be updated as registration dates pass.

#### **c. List of Registered School Board Candidates**

Kimberly Saunders reported that Stephen Ullman has submitted his intent to run for the open School Board position in Antrim, Alan Edelkind has submitted for Dublin, Stephan Morrissey and Kevin Pobst have submitted for Fracestown, Katherine Heck and Kim Kamieniecki for Greenfield, Robert Short Jr. for Peterborough, and Jim Fredrickson for Sharon.

#### **d. Running Start Numbers Request**

Kimberly Saunders referenced information as a result of a School Board Request for Running Start Numbers.

Rich Cahoon noted the number of college credits and what it would equate to at the UNH cost per credit compared to the cost of \$7K for the CV District. Students and families are saving considerable money.

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

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

The Education Committee will meet on Thursday, March 5<sup>th</sup> at 5:30 p.m. at the SAU.

Budget & Property Committee will meet on Thursday, March 12<sup>th</sup> at 6:00 p.m. at the SAU.

#### **b. Accept Gift/Donation (Board Vote Required)**

- 1) Great Brook School requests authorization to accept from: Abigail McGarvey, the gift/donation of \$500.00 for the purpose of Basketball Uniforms.

**Rich Cahoon moved to accept the gift with gratitude. Dick Dunning second. Unanimous.**

### **10. Reports**

#### **a. Student Representative – Lorien Tyne**

Lorien Tyne reported that 5<sup>th</sup> block classes are starting soon. *Hope for Gus* raised \$2,300, Interact recently heated 8 homes with wood they cut at the wood bank; and Unified Basketball will play at 1:00 vs. Keene at ConVal on Friday.

#### **b. Teacher Representative**

None.

#### **c. Selectmen's Advisory Committee – Tim Theberge**

Tim Theberge said that the proposed budget was discussed. A review of Trust Fund balances occurred. The Capital Improvement Plan was discussed. Configuration was added to the agenda but dismissed by the group. John Jordan will not be running for Selectman and this will be his last year. A replacement for the committee and Chair will be sought.

#### **d. Budget & Property Committee – Jim Fredrickson**

Jim Fredrickson reported that the updated CIP was discussed; updates for the high school parking lot were made to the tune of \$615K. The high school parking lot and 3<sup>rd</sup> floor at PES are the big items. In addition, the PES field work was discussed. A bond will be sought in the future. In other news, \$600M for building aid was applied against the availability of \$40+M.

Solar Power sole source was discussed.

Elementary School Costs were revisited. Discussion took place about the importance of obtaining figures.

#### **e. Communication Committee – Niki McGettigan**

Alan Edelkind reported that Helfried Zrzavy has been great about setting up the Budget Digest page. The Dublin Advocate was able to go to the website and get right to the links; feedback has been amazing. People are favorable to this type of communication.

Discussion took place about the prioritization of the default figure. It is confidential because positions are listed.

#### **f. Education Committee – Jerry Wilson**

The committee did not meet as a result of poor weather.

#### **g. ATC Committee – Stephan Morrissey**

The committee did not meet as a result of poor weather.

## **11. Old Business**

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

- GBCA: Staff Conflict of Interest

Rich Cahoon noted the removal of a word in paragraph 1; the word "outside" was removed.

**Rich Cahoon moved to adopt Policy GBCA with that editorial change. Dick Dunning second. Unanimous.**

### **b. Calculations of Cost Per Elementary School Request**

Stephan Morrissey said that Lori Schmidt will be working on school calculations.

Lori Schmidt emphasized that there is additional work that needs to be done so there is not a timeframe to note.

Lori said that work was underway to allocate payroll and benefits to specific schools. It was setup for budget purposes and is mapped correctly. It hasn't happened for the actual activity yet. Once actual expenses are allocated, Lori will be able to move forward to cost this out.

Rich said that the numbers discussed in the past are accurate. Now we are talking about adding additional levels.

**Dick Dunning moved to further this work. Jerry Wilson second. Unanimous.**

### **c. Solar Power Sole Source**

Tabled.

## **12. New Business**

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

- ADC: Tobacco Products Ban use and Possession in and On School Facilities and Grounds
- GBED: Tobacco Products Ban use and Possession in and On School Facilities and Grounds
- JICG: Tobacco Products Ban use and Possession in and On School Facilities and Grounds
- IHAMA: Teaching About Alcohol, Drugs, and Tobacco
- JLCFA: Feminine Hygiene Products

Rich Cahoon referenced these five policies for a first read. Send any comments to a committee member or Superintendent.

### **b. Submission of Board Officer Declaration per Policy BDB Board Officers**

**Stephan Morrissey and Rich Cahoon have submitted their intent to run for Chairman of the School Board.**

**Janine Lesser has submitted her intent to run for Vice-Chairman of the School Board.**

## **13. Public Comment**

None.

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

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

**Tim Theberge moved to enter into non-public session in accordance with RSA 91-A:3, II for matters of negotiations, personnel, and student at 7:42 p.m. Kristen Reilly second. Unanimous.**

**Dick Dunning moved to exit non-public session at 9:38 p.m. Jerry Wilson second. Unanimous.**

Discussion on Solar was tabled.

**Dick Dunning moved to seal the minutes of non-public session for each topic for 5 years. Jerry Wilson second. Unanimous.**

**Kristen Reilly motioned to adjourn at 9:38 p.m. Jerry Wilson second. Unanimous.**

Respectfully submitted,

Brenda Marschok

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

**CONTOOCOOK VALLEY SCHOOL DISTRICT**

**March 3, 2020  
Personnel Agenda**

**Resignations – June 2020**

**PES**

Jennifer Farrell Durham

Special Education Teacher

**Co-Curricular Notifications:**

See Attached

## NOTICE OF STIPEND POSITIONS

First Name	Last Name	DAC	Position	Stipend Amt	FTE
<b>Athletic</b>					
Lawton	Fagiano	CVHS	Baseball - JV	\$2,790.39	1
Scott	Lilgeberg	CVHS	Baseball - Assistant	\$2,790.39	1
Mike	Marschok	CVHS	Baseball - Varsity	\$3,487.99	1
<b>Non-Athletic</b>					
Nate	Townsend	SMS	Magic Card Club	\$400.00	1

# March 2020

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 Voting Day!	11	12 Budget & Property Committee Mtg. @ 6:00 pm @ SAU	13	14
15	16	17 Policy Committee @ 6:00 pm @ SAU School Board Mtg. @ 7:00 pm @ SAU	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



# April 2020

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

Grade	Total	137	136	167	127	151	718
<b>SCHOOL</b>	<b>3.3.2020</b>	<b>Kindergarten</b>	<b>1st Grade</b>	<b>2nd Grade</b>	<b>3rd Grade</b>	<b>4th Grade</b>	<b>Total</b>
<b>ABS</b>	# of Students 18	18	21	28	26	22	115
	# of Sections Teacher	2 Teacher	2 Teacher	2 Teacher	2 Teacher	2 Teacher	10
	<b>Ratio</b>	9.0	10.5	14.0	13.0	11.0	
<b>BES</b>	# of Students 14	14	11	17	13	15	70
	# of Sections Teacher	1 Teacher	1 Teacher	1 Teacher	1 Teacher	1 Teacher	5
	<b>Ratio</b>	14.0	11.0	17.0	13.0	15.0	
<b>DCS</b>	# of Students 9	9	12 + 6 = 18	5 + 14 = 19	3rd & 4th Grade		46
	# of Sections Teacher	1 Teacher	1 Teacher	1 Teacher	1 Teacher		3
	<b>Ratio</b>	9.0	18.0		19.0		
<b>FES</b>	# of Students 8 + 10 + 10 = 28	Kindergarten, 1st & 2nd Grade			3rd & 4th Grade		53
	# of Sections Teacher	2 Teacher			7 + 18 = 25		4
	<b>Ratio</b>	14.0			12.5		
<b>GES</b>	# of Students 13	Kindergarten	1st Grade	2nd Grade	3rd Grade	4th Grade	71
	# of Sections Teacher	1 Teacher	1 Teacher	1 Teacher	1 Teacher	1 Teacher	5
	<b>Ratio</b>	13.0	13.0	18.0	11.0	16.0	
<b>HES</b>	# of Students 17	Kindergarten	1st Grade	2nd Grade	3rd Grade	4th Grade	63
	# of Sections Teacher	1 Teacher	1 Teacher	1 Teacher	1 Teacher	1 Teacher	5
	<b>Ratio</b>	17.0	10.0	12.0	9.0	15.0	
<b>PES</b>	# of Students 48	Kindergarten	1st Grade	2nd Grade	3rd Grade	4th Grade	252
	# of Sections Teacher	3 Teacher	3 Teacher	4 Teacher	3 Teacher	3 Teacher	16
	<b>Ratio</b>	16.0	16.0	16.3	15.3	15.0	
<b>TES</b>	# of Students 10	Kindergarten	1st & 2nd Grade		3rd & 4th Grade		48
	# of Sections Teacher	1 Teacher	8 + 14 = 22	11 + 5 = 16	1 Teacher		3
	<b>Ratio</b>	10.0	22.0	16.0	16.0		
<b>Total Elem. Students K-4</b>							<b>718</b>

\* Teacher, Principal, para

Enrollment numbers may include tuitioned-in students

3.3.2020		Grade 5	Grade 6	Grade 7	Grade 8	Total	FTE Teachers
GBS	# of Students	49	82	71	56	258	13
	# of Sections	3	4	3	3		
	Teacher	Teacher	Teacher	Teacher	Teacher		
	Teacher	Teacher	Teacher	Teacher	Teacher		
SMS	Ratio	16.3	20.5	23.7	18.7	395	19
	# of Students	88	90	110	107		
	# of Sections	4	5	5	5		
	Teacher	Teacher	Teacher	Teacher	Teacher		
CVHS	Ratio	22.0	18.0	22.0	21.4	653	32
	Total Students	137	172	181	163		
	Grade	9	10	11	12		
	Teachers	178	178	183	174		
		12.25	12.25	12.25	12.25	713	49
					K to 4	718	51
					5-8	653	32
					9-12	713	49
					Total 2019-20	2084	132.0
					2018-19	2109	
					2017-18	2143	
					2016-17	2234	
					2015-16	2169	
					2014-15	2239	
					2013-14	2325	

Enrollment numbers may include tutored-in students

2012-13	2342
2011-12	2434
2010-11	2534
2009-10	2755
2008-09	2855
2007-08	2969
2006-07	3104

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](mailto:ksaunders@conval.edu)

Dr. Ann Forrest  
Assistant Superintendent of Schools  
[aforrest@conval.edu](mailto:aforrest@conval.edu)

TO: Contoocook Valley School Board

FROM:

John Reitnauer

DATE:

2/18/20

RE:

REQUEST TO ACCEPT A GIFT OR DONATION

The

Con Val High School / Athletic Dept

School requests authorization to accept from:

Name/Address:

FCVA

the following gift/donation of: 20 Alpine ski race suits valued at \$ 6,360.00

for the purpose of: Alpine skiing safety race suits

  
Teaching/Supervising Principal's Signature

.....  
SAU OFFICE USE ONLY: Date Received \_\_\_\_\_

Date Approved by School Board \_\_\_\_\_

Date Not Approved by School Board/Reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear ConVal School Board Members,

The Friends of ConVal Athletics is an all-volunteer 501 (c) (3) organization associated with ConVal Regional High School and 19 of the high school athletic teams. The FCVA Member Sports are the following: Alpine Skiing, Nordic Skiing, Boys Basketball, Girls Basketball, Unified Basketball, Field Hockey, Cross Country, Indoor/Outdoor Track, Boys Lacrosse, Girls Lacrosse, Softball, Spirit Team, Volleyball, Wrestling, Golf, Boys Tennis, Boys Soccer, Girls Soccer. As a non-profit our mission is to foster a spirit of cooperation and support among the ConVal Athletes and the broader community.

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 20 safety padded alpine ski race suits purchased from Reliable Racing over two installments. Valued at \$6,360.00 these suits will be used by the Alpine Ski team as uniforms for their expected useful life. Our Tax ID is 47-1001907 and the invoice and supporting records can be found in the Athletic Department.

Thank you in advance for your consideration and support.

Sincerely,



Cindy Hixson, President

The FCVA Board and Parent Volunteers

*The FVCA is a registered 501 (c) (3) Non-Profit Organization*

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](mailto:ksaunders@conval.edu)

Dr. Ann Forrest  
Assistant Superintendent of Schools  
[aforrest@conval.edu](mailto:aforrest@conval.edu)

TO: Contoocook Valley School Board

FROM:

John Reitano

DATE:

2/18/20

RE:

REQUEST TO ACCEPT A GIFT OR DONATION

The ConVal High School / Athletic Dept. School requests authorization to accept from:

Name/Address:

FCVA

the following gift/donation of: a Basketball Rebounder valued at \$ 5,595.00

for the purpose of: training aid for the United, Boy and Girls  
Basketball teams

  
Teaching/Supervising Principal's Signature

SAU OFFICE USE ONLY: Date Received \_\_\_\_\_

Date Approved by School Board \_\_\_\_\_

Date Not Approved by School Board/Reason: \_\_\_\_\_

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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 a basketball rebounder purchased over two installments. Valued at \$5,595.00 the rebounder will be used by Boys, Girls and Unified Basketball programs for the useful life of the equipment. Our Tax ID is 47-1001907 and the invoice and supporting records can be found in the Athletic Department.

Thank you in advance for your consideration and support.

Sincerely,



Cindy Hixson, President

The FCVA Board and Parent Volunteers

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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

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Kimberly Saunders  
Superintendent of Schools  
[ksaunders@conval.edu](mailto:ksaunders@conval.edu)

Dr. Ann Forrest  
Assistant Superintendent of Schools  
[aforrest@conval.edu](mailto:aforrest@conval.edu)

TO: Contoocook Valley School Board

FROM:

John Reiter

DATE:

2/18/20

RE:

REQUEST TO ACCEPT A GIFT OR DONATION

The Con Val High School Athletic Dept. School requests authorization to accept from:

Name/Address: FCVA

the following gift/donation of: softball field trap and field rakes valued at \$ 4,091.88

for the purpose of: maintenance of softball field

  
Teaching/Supervising Principal's Signature

.....  
SAU OFFICE USE ONLY: Date Received \_\_\_\_\_

Date Approved by School Board \_\_\_\_\_

Date Not Approved by School Board/Reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



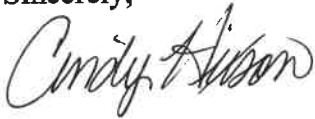
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We are requesting your authorization to accept a donation in accordance with SAU 1 policy: *KMB – Relations with Booster Organizations*. Please accept our donation of softball field tarps and field rakes to be used by the Softball team. Valued at \$1,091.88 this equipment will be used by the softball program to aid when wet field conditions occur for the useful life of the equipment. Our Tax ID is 47-1001907 and the invoice and supporting records can be found in the Athletic Department.

Thank you in advance for your consideration and support.

Sincerely,



Cindy Hixson, President

The FCVA Board and Parent Volunteers

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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](mailto:ksaunders@conval.edu)

Dr. Ann Forrest  
Assistant Superintendent of Schools  
[aforrest@conval.edu](mailto:aforrest@conval.edu)

TO: Contoocook Valley School Board

FROM: John Restner

DATE: 2/18/20

RE: REQUEST TO ACCEPT A GIFT OR DONATION

The ConVal High School Athletic Dept School requests authorization to accept from:

Name/Address: FCVA

the following gift/donation of: a Championship Banner valued at \$ 751.00

for the purpose of: honoring the Boys Soccer and Girls  
Cross Country teams.

  
Teaching/Supervising Principal's Signature

SAU OFFICE USE ONLY: Date Received \_\_\_\_\_

Date Approved by School Board \_\_\_\_\_

Date Not Approved by School Board/Reason: \_\_\_\_\_

Dear ConVal School Board Members,

The Friends of ConVal Athletics is an all-volunteer 501 (c) (3) organization associated with ConVal Regional High School and 19 of the high school athletic teams. The FCVA Member Sports are the following: Alpine Skiing, Nordic Skiing, Boys Basketball, Girls Basketball, Unified Basketball, Field Hockey, Cross Country, Indoor/Outdoor Track, Boys Lacrosse, Girls Lacrosse, Softball, Spirit Team, Volleyball, Wrestling, Golf, Boys Tennis, Boys Soccer, Girls Soccer. As a non-profit our mission is to foster a spirit of cooperation and support among the ConVal Athletes and the broader community.

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 a Championship Banner purchased from the Nixon Company valued at \$751.00 to hang in the ConVal High School Gym. The FCVA also donated the applique for the Boys Soccer and Co-ed Cross Country teams' championship wins to be displayed on the banner valued at \$625.00. Our Tax ID is 47-1001907 and the invoice and supporting records can be found in the Athletic Department.

Thank you in advance for your consideration and support.

Sincerely,



Cindy Hixson, President

The FCVA Board and Parent Volunteers

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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

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Kimberly Saunders  
Superintendent of Schools  
[ksaunders@conval.edu](mailto:ksaunders@conval.edu)

Dr. Ann Forrest  
Assistant Superintendent of Schools  
[aforrest@conval.edu](mailto:aforrest@conval.edu)

TO: Contoocook Valley School Board

FROM:

John Reithauer

DATE:

2/18/20

RE:

REQUEST TO ACCEPT A GIFT OR DONATION

The

ConVal High School Athletic Dept

School requests authorization to accept from:

Name/Address:

FLVA

the following gift/donation of: Co-ed Track team equipment and training aids valued at \$ 1,476.20

for the purpose of: Training aids for Co-Ed Indoor and Outdoor Track teams

  
Teaching/Supervising Principal's Signature

.....  
SAU OFFICE USE ONLY: Date Received \_\_\_\_\_

Date Approved by School Board \_\_\_\_\_

Date Not Approved by School Board/Reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

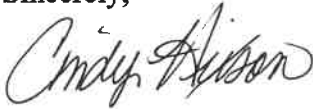
Dear ConVal School Board Members,

The Friends of ConVal Athletics is an all-volunteer 501 (c) (3) organization associated with ConVal Regional High School and 19 of the high school athletic teams. The FCVA Member Sports are the following: Alpine Skiing, Nordic Skiing, Boys Basketball, Girls Basketball, Unified Basketball, Field Hockey, Cross Country, Indoor/Outdoor Track, Boys Lacrosse, Girls Lacrosse, Softball, Spirit Team, Volleyball, Wrestling, Golf, Boys Tennis, Boys Soccer, Girls Soccer. As a non-profit our mission is to foster a spirit of cooperation and support among the ConVal Athletes and the broader community.

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 equipment and training aids for the co-ed Track team. Valued at \$1,476.20 the equipment will be used by the Track program for the useful life of the equipment. Our Tax ID is 47-1001907 and the invoice and supporting records can be found in the Athletic Department.

Thank you in advance for your consideration and support.

Sincerely,



Cindy Hixson, President

The FCVA Board and Parent Volunteers

*The FVCA is a registered 501 (c) (3) Non-Profit Organization*

# **CONTOOCOOK VALLEY SCHOOL DISTRICT FIELD TRIP PROPOSAL**

1. Name: Jim Wickham/Brian Moore Grade: 9-12 School: CVHS
2. Destination: Orlando FL
3. Date(s) of Trip: April 29<sup>th</sup> - May 3<sup>rd</sup> Time(s): From Full Day to \_\_\_\_\_
4. Description of Trip: Fly to Orlando Florida. Accommodations in Orlando. Visit Disney and Universal. Instrumental and Choral performances and workshops with Disney musicians. Meals included

5. How will this trip relate to your program and/or curriculum?  
This trip addresses performance and rehearsal standards. The performances are planned for downtown Disney where the audience will be huge! The workshops are with Disney professional musicians who will teach and professionally record the students

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

7. Ratio of Adults: 2/20/20 to Number of Students: 10

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"/> 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 and Expiration Date)                                       |

**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 1<sup>st</sup>, to the Superintendent by May 1<sup>st</sup> and approved by the School Board no later than the August meeting for trips during the new school year**

Date Received at SAU Office \_\_\_\_\_

Date Approved/Not Approved by School Board \_\_\_\_\_  
 (Please Circle One)

Superintendent/Board Chairman Signature \_\_\_\_\_

Adopted: May 1, 2001

## ADC – Tobacco Products Ban Use and Possession In and On School Facilities and Grounds

State law prohibits the use of any tobacco product, E-cigarette, or liquid nicotine in any facility or upon any grounds maintained by the District. Students and minors are further prohibited from possessing such items in or upon any facility, school vehicle, or grounds owned or maintained by the District.

### A. Definitions.

These definitions shall also include any amendments to the referenced statutes as the same may be amended or replaced from time to time.

**"Tobacco product(s)"** means any product containing tobacco including, but not limited to, cigarettes, smoking tobacco, cigars, chewing tobacco, snuff, pipe tobacco, smokeless tobacco, and smokeless cigarettes, as well as any other product or item included in RSA 126-K:2, XI.

*"Device" means any product composed of a mouthpiece, a heating element, a battery, and electronic circuits designed or used to deliver any aerosolized or vaporized substance including, but not limited to, nicotine or cannabis. Device may include, but is not limited to, hookah, e-cigarette, e-cigar, e-pipe, vape pen, e-hookah, as well as any other object or item defined in RSA 126-K:2, II-a.*

**"E-cigarette"** means any electronic smoking device composed of a mouthpiece, a heating element, a battery, and electronic circuits that **may or may not contain nicotine or e-liquid**. This term shall include such devices whether they are manufactured as e-cigarettes, e-cigars, or e-pipes, or under any other product name as well as any other product or item included in RSA 126-K:2, II-b.

**"E-liquid"** means any liquid, oil, or wax product containing, but not limited to, nicotine or cannabis intended for use in devices used for inhalation as well as any other substance included or defined in RSA 126-K:2, II-c.

**"Liquid nicotine"** means any liquid product composed either in whole or in part of pure nicotine and propylene glycol and manufactured for use with e-cigarettes, as well as any other product or item included in RSA 126-K:2, III-a.

**"Facility"** is any place which is supported by public funds and which is used for the instruction of students enrolled in preschool programs and in all grades maintained by the District. This definition shall include all administrative buildings and offices and areas within facilities supportive of instruction and subject to educational administration, including, but not limited to, lounge areas, passageways, rest rooms, laboratories, classrooms, study areas, cafeterias, gymnasiums, maintenance rooms, and storage areas.

### B. Students

No student shall purchase, attempt to purchase, possess or use any tobacco product, **device**, E-cigarette, **E-liquid**, or liquid nicotine in any facility, in any school vehicle or anywhere on school grounds maintained by the District.

Enforcement of the prohibition against students shall initially rest with building principals, or their designees, who may also report any violation to law enforcement, for possible juvenile, criminal or other proceedings as provided under state law. Additional consequences may be administered pursuant to printed student conduct rules.

## ADC – Tobacco Products Ban Use and Possession In and On School Facilities and Grounds

### C. Employees

No employee shall use any tobacco product, **device**, E-cigarette, **E-liquid**, or liquid nicotine, in any facility, in any school vehicle or anywhere on school grounds maintained by the District.

Initial responsibility for enforcement of this prohibition shall rest with building principals, or their designees. Any employee(s) who violate(s) this policy is subject to disciplinary action which may include warning, suspension or dismissal. Violations may also be referred to appropriate law enforcement and/or other appropriate agencies for criminal or other proceedings as provided under state law.

### D. All other persons

No visitor, contractor, vendor or other member of the public, shall use any tobacco product, **device**, E-cigarette, **E-liquid**, or liquid nicotine in any facility, in any school vehicle, or anywhere on school grounds maintained by the District.

The building principal(s), and where appropriate, other site supervisor (athletic director, vehicle driver, etc.), or their designee(s), shall have the initial responsibility to enforce this section, by requesting that any person who is violating this policy to immediately cease the use of tobacco products, E-cigarette or liquid nicotine. After this request is made, if any person refuses to refrain from using such products in violation of this policy, the principal, site supervisor, or designee may call contact the appropriate law enforcement agency(ies) for possible criminal or other proceedings as provided under state law.

### E. Implementation and Notice - Administrative Rules and Procedures.

The Superintendent shall establish administrative rules and procedures to implement this policy. ~~which rules and procedures may be building level and/or district wide. Rules and procedures relating to student violations and resulting disciplinary consequences should be developed in consultation with building principal(s).~~

The Superintendent, working with the building principal(s), shall provide annual notice to employees, students and parents of the pertinent provisions of this policy (e.g., student or staff handbook) along with applicable administrative regulations and procedures, which may include prescribed consequences for violations of this policy. Such notice should include information that violation of this Policy could lead to criminal or other such proceedings.

Signs shall be placed by the District in all buildings, facilities and school vehicles stating that the use of tobacco products is prohibited.

### Legal References:

*RSA 155:64 – 77, Indoor Smoking Act*

*RSA 126-K:2, Definitions*

*RSA 126-K:6, Possession and Use of Tobacco Products by Minors*

*RSA 126-K:7, Use of Tobacco Products on Public Educational Grounds Prohibited*

**Category: Priority-Required by Law**



## **ADC – Tobacco Products Ban Use and Possession In and On School Facilities and Grounds**

***See also: ADB, GBED, GBEC, JICG, & JICH***

*First Read: ~~March 19, 2019~~ February 18, 2020*

*Second Read: ~~April 2, 2019~~ March 3, 2020*

*Adopted: ~~April 2, 2019~~*

# GBED – Tobacco Products Ban Use and Possession In and On School Facilities and Grounds

State law prohibits the use of any tobacco product, E-cigarette, or liquid nicotine in any facility or upon any grounds maintained by the District. Students and minors are further prohibited from possessing such items in or upon any facility, school vehicle, or grounds owned or maintained by the District.

## A. Definitions.

These definitions shall also include any amendments to the referenced statutes as the same may be amended or replaced from time to time.

**"Tobacco product(s)"** means any product containing tobacco including, but not limited to, cigarettes, smoking tobacco, cigars, chewing tobacco, snuff, pipe tobacco, smokeless tobacco, and smokeless cigarettes, as well as any other product or item included in RSA 126-K:2, XI.

*"Device" means any product composed of a mouthpiece, a heating element, a battery, and electronic circuits designed or used to deliver any aerosolized or vaporized substance including, but not limited to, nicotine or cannabis. Device may include, but is not limited to, hookah, e-cigarette, e-cigar, e-pipe, vape pen, e-hookah, as well as any other object or item defined in RSA 126-K:2, II-a.*

**"E-cigarette"** means any electronic smoking device composed of a mouthpiece, a heating element, a battery, and electronic circuits that **may or may not contain nicotine or e-liquid**. This term shall include such devices whether they are manufactured as e-cigarettes, e-cigars, or e-pipes, or under any other product name as well as any other product or item included in RSA 126-K:2, II-b.

**"E-liquid"** means any liquid, oil, or wax product containing, but not limited to, nicotine or cannabis intended for use in devices used for inhalation as well as any other substance included or defined in RSA 126-K:2, II-c.

**"Liquid nicotine"** means any liquid product composed either in whole or in part of pure nicotine and propylene glycol and manufactured for use with e-cigarettes, as well as any other product or item included in RSA 126-K:2, III-a.

**"Facility"** is any place which is supported by public funds and which is used for the instruction of students enrolled in preschool programs and in all grades maintained by the District. This definition shall include all administrative buildings and offices and areas within facilities supportive of instruction and subject to educational administration, including, but not limited to, lounge areas, passageways, rest rooms, laboratories, classrooms, study areas, cafeterias, gymnasiums, maintenance rooms, and storage areas.

## B. Students

No student shall purchase, attempt to purchase, possess or use any tobacco product, **device**, E-cigarette, **E-liquid**, or liquid nicotine in any facility, in any school vehicle or anywhere on school grounds maintained by the District.

Enforcement of the prohibition against students shall initially rest with building principals, or their designees, who may also report any violation to law enforcement, for possible juvenile, criminal or other proceedings as provided under state law. Additional consequences may be administered pursuant to printed student conduct rules.

# GBED – Tobacco Products Ban Use and Possession In and On School Facilities and Grounds

## C. Employees

No employee shall use any tobacco product, **device**, E-cigarette, **E-liquid**, or liquid nicotine, in any facility, in any school vehicle or anywhere on school grounds maintained by the District.

Initial responsibility for enforcement of this prohibition shall rest with building principals, or their designees. Any employee(s) who violate(s) this policy is subject to disciplinary action which may include warning, suspension or dismissal. Violations may also be referred to appropriate law enforcement and/or other appropriate agencies for criminal or other proceedings as provided under state law.

## D. All other persons

No visitor, contractor, vendor or other member of the public, shall use any tobacco product, **device**, E-cigarette, **E-liquid**, or liquid nicotine in any facility, in any school vehicle, or anywhere on school grounds maintained by the District.

The building principal(s), and where appropriate, other site supervisor (athletic director, vehicle driver, etc.), or their designee(s), shall have the initial responsibility to enforce this section, by requesting that any person who is violating this policy to immediately cease the use of tobacco products, E-cigarette or liquid nicotine. After this request is made, if any person refuses to refrain from using such products in violation of this policy, the principal, site supervisor, or designee may call contact the appropriate law enforcement agency(ies) for possible criminal or other proceedings as provided under state law.

## E. Implementation and Notice - Administrative Rules and Procedures.

The Superintendent shall establish administrative rules and procedures to implement this policy. ~~which rules and procedures may be building level and/or district wide. Rules and procedures relating to student violations and resulting disciplinary consequences should be developed in consultation with building principal(s).~~

The Superintendent, working with the building principal(s), shall provide annual notice to employees, students and parents of the pertinent provisions of this policy (e.g., student or staff handbook) along with applicable administrative regulations and procedures, which may include prescribed consequences for violations of this policy. Such notice should include information that violation of this Policy could lead to criminal or other such proceedings.

Signs shall be placed by the District in all buildings, facilities and school vehicles stating that the use of tobacco products is prohibited.

### Legal References:

*RSA 155:64 – 77, Indoor Smoking Act*

*RSA 126-K:2, Definitions*

*RSA 126-K:6, Possession and Use of Tobacco Products by Minors*

*RSA 126-K:7, Use of Tobacco Products on Public Educational Grounds Prohibited*

**Category: Priority-Required by Law**

## **GBED – Tobacco Products Ban Use and Possession In and On School Facilities and Grounds**

***See also: ADB, ADC, GBEC, JICG, & JICH***

*First Read: ~~March 19, 2019~~ February 18, 2020*

*Second Read: ~~April 2, 2019~~ March 3, 2020*

*Adopted: ~~April 2, 2019~~*

## JICG – Tobacco Products Ban Use and Possession In and On School Facilities and Grounds

State law prohibits the use of any tobacco product, E-cigarette, or liquid nicotine in any facility or upon any grounds maintained by the District. Students and minors are further prohibited from possessing such items in or upon any facility, school vehicle, or grounds owned or maintained by the District.

### A. Definitions.

These definitions shall also include any amendments to the referenced statutes as the same may be amended or replaced from time to time.

**"Tobacco product(s)"** means any product containing tobacco including, but not limited to, cigarettes, smoking tobacco, cigars, chewing tobacco, snuff, pipe tobacco, smokeless tobacco, and smokeless cigarettes, as well as any other product or item included in RSA 126-K:2, XI.

*"Device" means any product composed of a mouthpiece, a heating element, a battery, and electronic circuits designed or used to deliver any aerosolized or vaporized substance including, but not limited to, nicotine or cannabis. Device may include, but is not limited to, hookah, e-cigarette, e-cigar, e-pipe, vape pen, e-hookah, as well as any other object or item defined in RSA 126-K:2, II-a.*

**"E-cigarette"** means any electronic smoking device composed of a mouthpiece, a heating element, a battery, and electronic circuits that **may or may not contain nicotine or e-liquid**. This term shall include such devices whether they are manufactured as e-cigarettes, e-cigars, or e-pipes, or under any other product name as well as any other product or item included in RSA 126-K:2, II-b.

**"E-liquid"** means any liquid, oil, or wax product containing, but not limited to, nicotine or cannabis intended for use in devices used for inhalation as well as any other substance included or defined in RSA 126-K:2, II-c.

**"Liquid nicotine"** means any liquid product composed either in whole or in part of pure nicotine and propylene glycol and manufactured for use with e-cigarettes, as well as any other product or item included in RSA 126-K:2, III-a.

**"Facility"** is any place which is supported by public funds and which is used for the instruction of students enrolled in preschool programs and in all grades maintained by the District. This definition shall include all administrative buildings and offices and areas within facilities supportive of instruction and subject to educational administration, including, but not limited to, lounge areas, passageways, rest rooms, laboratories, classrooms, study areas, cafeterias, gymnasiums, maintenance rooms, and storage areas.

### B. Students

No student shall purchase, attempt to purchase, possess or use any tobacco product, **device**, E-cigarette, **E-liquid**, or liquid nicotine in any facility, in any school vehicle or anywhere on school grounds maintained by the District.

Enforcement of the prohibition against students shall initially rest with building principals, or their designees, who may also report any violation to law enforcement, for possible juvenile, criminal or other proceedings as provided under state law. Additional consequences may be administered pursuant to printed student conduct rules.

## JICG – Tobacco Products Ban Use and Possession In and On School Facilities and Grounds

### C. Employees

No employee shall use any tobacco product, **device**, E-cigarette, **E-liquid**, or liquid nicotine, in any facility, in any school vehicle or anywhere on school grounds maintained by the District.

Initial responsibility for enforcement of this prohibition shall rest with building principals, or their designees. Any employee(s) who violate(s) this policy is subject to disciplinary action which may include warning, suspension or dismissal. Violations may also be referred to appropriate law enforcement and/or other appropriate agencies for criminal or other proceedings as provided under state law.

### D. All other persons

No visitor, contractor, vendor or other member of the public, shall use any tobacco product, **device**, E-cigarette, **E-liquid**, or liquid nicotine in any facility, in any school vehicle, or anywhere on school grounds maintained by the District.

The building principal(s), and where appropriate, other site supervisor (athletic director, vehicle driver, etc.), or their designee(s), shall have the initial responsibility to enforce this section, by requesting that any person who is violating this policy to immediately cease the use of tobacco products, E-cigarette or liquid nicotine. After this request is made, if any person refuses to refrain from using such products in violation of this policy, the principal, site supervisor, or designee may call contact the appropriate law enforcement agency(ies) for possible criminal or other proceedings as provided under state law.

### E. Implementation and Notice - Administrative Rules and Procedures.

The Superintendent shall establish administrative rules and procedures to implement this policy. ~~which rules and procedures may be building level and/or district wide. Rules and procedures relating to student violations and resulting disciplinary consequences should be developed in consultation with building principal(s).~~

The Superintendent, working with the building principal(s), shall provide annual notice to employees, students and parents of the pertinent provisions of this policy (e.g., student or staff handbook) along with applicable administrative regulations and procedures, which may include prescribed consequences for violations of this policy. Such notice should include information that violation of this Policy could lead to criminal or other such proceedings.

Signs shall be placed by the District in all buildings, facilities and school vehicles stating that the use of tobacco products is prohibited.

### Legal References:

*RSA 155:64 – 77, Indoor Smoking Act*

*RSA 126-K:2, Definitions*

*RSA 126-K:6, Possession and Use of Tobacco Products by Minors*

*RSA 126-K:7, Use of Tobacco Products on Public Educational Grounds Prohibited*

**Category: Priority-Required by Law**

## **JICG – Tobacco Products Ban Use and Possession In and On School Facilities and Grounds**

***See also: ADB, ADC, GBED, GBEC, & JICH***

*First Read: ~~March 19, 2019~~ February 18, 2020*

*Second Read: ~~April 2, 2019~~ March 3, 2020*

*Adopted: ~~April 2, 2019~~*

## **IHAMA - Teaching About Alcohol, Drugs, and Tobacco**

District personnel shall provide students, parents, and legal guardians with information and resources relative to existing drug and alcohol counseling and treatment for students. As defined in Policy GBED, information will be published in student/parent handbooks, posted on district websites, distributed along with other course material during drug and alcohol education, and shall be available through the principal's office, school nurses' office, athletic program offices, guidance offices and other locations deemed appropriate by the principal in each school.

The Superintendent, or designee shall be responsible to establish and periodically review the District's guidelines for staff members providing education on the effects of alcohol, other drugs, tobacco, and dealing with abuse. The District shall provide age and developmentally appropriate drug and alcohol education to pupils based upon the needs of the pupils and the community, as a component of the kindergarten through grade 12 health education program, as well as the state laws and related penalties for prohibiting minors using or possessing such products. An evidence-based prevention program, approved by the Superintendent, may be used for this purpose.

### **Legal References:**

*RSA 189:10, Studies*  
*RSA 189:11-d, Drug and Alcohol Education*  
*Ed 306.40, (b)(2) a - Health Education Program.*

*Category: P - Required by Law*

*1<sup>st</sup> Read: ~~August 7, 2018~~ February 18, 2020*  
*2<sup>nd</sup> Read: ~~August 21, 2018~~ March 3, 2020*  
*Adopted: August 21, 2018*



## JLCFA – Feminine Hygiene Products

The ConVal School District shall make tampons and sanitary napkins available at no cost in all gender neutral bathrooms and bathrooms designated for females located in the middle schools and high school within the District.

The Superintendent or designee may implement any rules or procedures appropriate to implement this policy.

**Legal References:**

*RSA 189:16-a, Menstrual Hygiene Products (2019 Laws Chapter 252).*

***Category: Recommended***

***First Read: February 18, 2020***

***Second Read: March 3, 2020***

***Adopted:***