

**OFFICE OF THE SUPERINTENDENT OF SCHOOLS**

**106 Hancock Road  
Peterborough, New Hampshire**

**CONTOOCOOK VALLEY SCHOOL BOARD**

**School Board Meeting**

**Tuesday, April 20, 2021**

**School Board Meeting**

**6:30 p.m.**

**Physical Location: SAU 1 Board Room**

**Virtual Location:**

**<https://us02web.zoom.us/j/88362000820?pwd=a3pLdnVSSFJEWm8xRnoyVkFWMFBEBz09>**

**Meeting ID: 883 6200 0820**

**Passcode: k5hZCV**

**Phone: +1 646 558 8656**

**Webinar ID: 883 6200 0820**

**Passcode: 844744**

**Agenda**

- 1. Call to Order and Pledge of Allegiance**
- 2. Right to Know for Public Meeting Emergency Declaration**
- 3. Non-Public Session: RSA 91-A: 3, II (If Required)**
  - a. Legal**
- 4. Acceptance of School Board Meeting Minutes (Board Vote Required)**
  - a. March 19, 2021 (pg. 1-6)**
  - b. April 1, 2021 (pg. 7-8)**
  - c. April 6, 2021 (pg. 9-13)**
- 5. Points of Pride**
- 6. Public Comment**
- 7. Consent Agenda**
  - a. Co-Curricular/Athletic Notifications (pg. 14-15)**
  - b. Personnel**
    - 1) Other Related Services Justification
    - 2) Paraprofessional Justification
    - 3) Assistant Principal Job Description (1<sup>st</sup> Read) (pg. 16-18)
  - c. Teacher Nominations**
  - d. South Meadow School Principal Nomination**
- 8. Superintendent's Report and Presentation of Business**
  - a. Monthly Events Calendar (pg. 19-20)**
  - b. ConVal School District Reopening Update & Local COVID Data Update (pg. 21-23)**
  - c. School Board Requests**
    - Addressing Learning Loss Presentation – Part 2
  - d. Induction Series – Meeting Start Time set to 6:00 p.m.**
- 9. Reports**
  - a. Teacher Representative**
  - b. Budget & Property Committee – Jim Fredrickson**
  - c. Strategic Plan Committee – Tim Theberge**
  - d. Communication Committee – Janine Lesser**
  - e. Education Committee – Jerry Wilson**
  - f. Policy Committee – Katherine Heck**
- 10. Old Business**
  - a. Legislation**
  - b. 2021-2022 Budget Discussion**
- 11. New Business**
  - a. 1<sup>st</sup> Read Policy**
    - BDE: Committee Organization & Assignments (pg. 24-26)
  - b. General Assurances**

**c. Accept Gift/Donation (Board Vote Required) (pg. 27)**

- ConVal High School requests authorization to accept from: Holly Wilson, washable and reusable face masks valued at \$216.00 for the purpose of donation to the girl's lacrosse program.

**12. Public Comment**

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

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

- a. Negotiations
- b. Legal
- c. Personnel
- d. Student

# OFFICE OF THE SUPERINTENDENT OF SCHOOLS

106 Hancock Road

Peterborough, New Hampshire

## CONTOOCOOK VALLEY SCHOOL BOARD

### School Board Meeting

Friday, March 19, 2021

6:00 p.m.

Physical Location: None

Virtual Location:

<https://us02web.zoom.us/j/81412188945?pwd=d0FwZm1BVnRtV2pYMmhIMGtTV1dpUT09>

**Meeting ID: 814 1218 8945**

**Passcode: 8Xj3pa**

**Phone: +1 646 558 8656**

**Webinar ID: 814 1218 8945**

**Passcode: 576263**

### **Minutes**

#### **BOARD**

Rich Cahoon, Keira Christian,  
Richard Dunning, Alan Edelkind,  
Jim Fredrickson, Katherine Heck,  
Janine Lesser, Kevin Pobst,  
Robert Short, Jr., Liz Swan,  
Tim Theberge, Dr. Stephen Ullman,  
Jerry Wilson

#### **ADMINISTRATION**

Dr. Kimberly Saunders, Supt.  
Dr. Ann Forrest, Asst. Supt.  
Lori Schmidt, B.A.  
Cari Christian-Coates, Student Serv.  
Carrie James, H.R.  
Tim Grossi, Facilities  
Kat Foecking, GBS  
Tim Conway, SMS  
Amy Janoch, HES  
Anne O'Bryant, SMS  
Nicole Pease, DCS  
Larry Pimental, PES

#### **1. Call to Order and Pledge of Allegiance**

Tim Theberge called the meeting to order at 6:02 p.m. The Pledge of Allegiance was recited.

#### **2. Right to Know for Public Meeting Emergency Declaration**

Tim Theberge read the "Right to Know for Public Meeting Emergency Declaration".

#### **3. Public Comment**

Tim Theberge opened the first period of public comment. He said that the board encourages the public to attend meetings. Each speaker is allowed two minutes to speak. Tim shared the rules for public speaking, which included the expectation of people being respectful. The School Board will not permit harassing speeches and will be considered out of order and will be terminated to speak further.

Dr. Klonek, family physician in the district, expressed concerns about the K-8 Remote Plan from the medical side. Looking into the fall, more and more will be immunized and will not cover everyone. She said that she would like to see more about need and demand for remote school before full funding a remote school.

#### **4. 2021-2022 Budget Discussion**

##### Statement on Recount

Tim Theberge thanked all of the volunteers who gave their time to come out and count the ballots. The School Board did not request the recount. The recount was properly requested by registered voters of the District. The School Board served as the Board of Recount, as required by statute. Board Members were not involved in recounting the ballots.

The recount was a hand count. There were no counting machines used.

The sealed boxes of ballots from the towns were opened in plain view of all in attendance and were counted by the volunteers from the towns.

Every ballot was projected onto a screen which allowed members of the public to view the ballots and object or contest a ballot.

At the end of the recount, there were zero contested ballots.

#### Sense of the Board - Greenfield - Sharon

Tim Theberge said that the district relies on the towns to conduct the elections. The result showed that in most towns, the original counts were 100% accurate – including towns that utilized machines and hand counting. However, the recount showed significant differences in both Sharon and Greenfield. He asked if the results should be further discussed with the respective Town Clerks.

Katherine Heck said that it would be a good idea to ensure that everyone is on the same page and following protocols. She said that she knows that Greenfield is taking this to heart and is discussing changes moving forward.

Stephen Ullman said that human error is always present when large quantities are being counted.

Jim Fredrickson said that he will talk to the Sharon Town Moderator and make recommendations for changes moving forward.

Rich Cahoon said that the question asked was a sense of the Board if the District Clerk should talk to the Moderators in the towns.

TimTheberge confirmed that he suggested a clerk to clerk discussion.

Janine Lesser asked what that conversation would be about.

Tim Theberge said that it would be a conversation about what they think happened and potential changes moving forward.

**Dick Dunning moved to have the School District Clerk speak to Greenfield and Sharon Selectmen to discuss what would be helpful.**

**Stephen Ullman second.**

Robert Short said that it is making sure that all of the towns check their procedures in an open conversation that all of the towns are following procedures.

Janine Lesser preferred that the conversation take place with all nine district clerks.

**Dick Dunning modified motion that the conversations take place with all of the towns.**

**Stephen Ullman modified his second.**

Kevin Pobst asked why the District Clerk would have the conversation rather than the Moderator. The Moderator is in charge of what the clerk does.

**Dick Dunning further modified his motion that the Moderator speak with the Selectmen in each of the towns.**

**Stephen Ullman second the amended motion.**

**Unanimous on a roll call vote.**

#### Statement on Budget

The passing of the budget is the narrowest margin in ConVal history which compels the Board to discuss the budget. Tim said that he knows this because he has now read nearly every annual report from 1968 to 2000. The 2021-2022 budget has been available for public review and discussion since December 5. The K-8 remote school was included in that budget. The budget was discussed at multiple school board meetings, multiple Budget and Property Committee meetings, and the deliberative session. The public is able to attend all of those meetings and are encouraged to participate in the Board meetings and deliberative session. Any suggestion that the Board attempted to slip this through or be anything other than fully transparent is fundamentally incorrect.

Dick Dunning said that it would be his recommendation to look at the remote funding and put it aside and use that funding for other purposes the upcoming school year.

Alan Edelkind thanked the moderator, administration, and staff for conducting a well-organized recount in such a short time. The recount did establish that the recount resulted in .1 of 1%. It does say that a lot of voters voted one way or another. Voters are becoming more engaged. Most of the dissatisfaction is with the remote school. There is dissatisfaction with the budget increase. We need to show that we are listening. How do we accomplish this? We have established cuts if we were in default mode. They would have no effect on students.

**Alan Edelkind moved to have the School Board suspend from all of the identified Tier 0 and 1 above the yellow row which identified items that could be deleted to achieve the default budget.**

Tim Theberge said that he does not feel that is in order because the voters approved the budget. Dr. Kimberly Saunders said that the school board can make transfers in the budget any time as they see fit. Kimberly said that Alan's recommendation does not need to be done all at once or now. A larger conversation in the public might take place before each are cut. The list is not public because it has staff listed.

Rich Cahoon said that we already voted on the Tier 0 adjustments. Regardless of the recount, we already voted to make those. It might be appropriate to reconsider and/or discuss.

The vote to reduce Tier 0 would not lower the budget, they just would not be spent.

Jim Fredrickson said that the vote the other night was based on the thought that we had a default budget.

**Rich Cahoon motioned to reconsider the cut**

**Dick Dunning second to reconsider the vote on Tier 0.**

It would bring all of that back to be looked at in detail.

Katherine Heck said that the budget passed but we have a clear message from voters that they cannot bear the burden of the cost or were not in favor of remote school. She said that compromise should be considered in the spirit of consideration. She spoke about a future bond vote.

Katherine Heck further said that she cannot vote in favor of a remote school. We will be taxed on the full amount voted. We could use financial tools to lower spending. She said that she would like to see \$780K removed and talk about ways to commit those dollars back to the voters.

Stephen Ullman said that we really don't know for sure why the outcome was what it was. There is evidence that some opposed the K-8 Remote School, but we don't know for sure. Dr. Ullman asked if we were to restore the cuts made in Tier 0 and Tier 1 above the yellow line, could that money be redirected at lost learning.

The motion to reconsider would put all of it back and the board could reconsider.

Keira Christian said that the voters in Bennington are very clear that K-8 Remote is not a good use of budgetary funds. We should revisit and reallocate those funds for loss learning.

Jim Fredrickson said from a process point of view, the board should put it all back on the table and set aside health insurance money.

Jim Fredrickson put Tier 0 and 1 back on the table.

Rich Cahoon said that his motion accomplished just that.

A vote in the affirmative would put it all back in.

**Opposed: Kevin Pobst, Alan Edelkind, Keira Christian, Robert Short, Jr., Jerry Wilson.**

**Motion carried putting everything back in place.**

**Jim Fredrickson moved to reconsider K-8 Remote School and look at alternatives, a survey, and research. Not a removal but a revisit.**

**Stephen Ullman second.**

Dick Dunning said that he is not comfortable with the motion. We are either in or out. If we want to help students with loss of learning he would be okay.

Katherine Heck agreed with Dick Dunning and said she could not support that motion. She hears that the size of the budget was viewed as too high and highly problematic. Federal dollars are coming to assist with loss learning. With that, we will probably be in good shape to address loss learning.

Liz Swan agreed about looking into loss learning. We will need to come up with solutions for that in the future. Some who voted for the budget do value the remote education. There are some individuals that need clarity despite that this information is available to them. She sees people who value education and remote learning as a value for the future in a pandemic.

Stephen Ullman said that this proposal was carefully researched by administration. He defended how solidly administration researched this.

Kevin Pobst was impressed with the presentation that was made for the alternative if K-8 was not in the budget. They have elementary figured out. High school is figured out. The middle school is what has to be changed. There would be personnel needed. He would like to talk about that as an alternative.

Jim Fredrickson said that he is uncomfortable saying that we won't spend anything on remote learning of the \$780K.

Robert Short said that the \$780K was to set up a whole separate school. If remote learning is needed and required then we would have to improve upon it. There are unknowns and there is sticker shock. He appreciates the thought that went into it.

Jerry Wilson said that the circumstances at the time that this was developed are different than the present circumstances.

Dr. Kimberly Saunders said that there are 245 K-8 students who are remote.

Jerry Wilson asked what guarantees that the same number would avail themselves. Kimberly said none.

Jerry Wilson asked if there is a minimum number of students we would arrive at to make it viable. We want to avoid setting up another small school.

Dr. Saunders reminded that some of the ESSER dollars could be used for remote education. We talked about that before deliberative session. There are options for using grant funds for remote learning.

Rich Cahoon said that he will vote to remove K-8 remote from the budget. This was carefully designed and a lot of work went into it. It is remarkable that this district who went to such great lengths to get kids back in school would be rushing to get them into remote. It has been lost in recent debate.

Kevin Pobst said that he would vote to remove K-8 but does not feel that we have to eliminate some level of remote for those in need of it. He is intrigued at using grant funding for that purpose. He is not in favor generally of using grant funding for personnel, but in this case it does make sense.

Jim Fredrickson said that if we decide not to do K-8 Remote there is \$780K that we cannot return until the next school year. That money would sit somewhere unused unless we decide to do something with it. It is a separate vote, separate discussion.

Kimberly Saunders said that she does not know of a school district giving funds back during the school year. She is not sure if it is possible.

Lori Schmidt said that she has not heard of that happening and she would need to do some research on the matter.

Dick Dunning said that we are not saying remote cannot take place; we are saying that we are not using these funds for remote learning. When this plan was brought to us the circumstances were different. We have heard that voters are for and against a remote school. The board can determine the practical use for these monies or return them at the end of the year.

Katherine Heck agreed. It is her vote not to have a separate remote school. There is no way to reduce the appropriation legally. The only way to show any sort of ease is to have a fund balance at the end of this year to lower the tax rate. If it is possible, she would like to talk about this.

**Jim Fredrickson said that the motion is to remove K-8 Remote School from the budget.**

**Stephen Ullman confirmed he would amend his second.**

Rich Cahoon said that the way to impact the tax rate is to come up with an unexpended fund balance that is in excess of funding the trust funds to impact the rate.

Kevin Pobst asked if the \$780K would be used to replenish trust funds in June 2022 if other funds are not available to replenish the funds.

Jim Fredrickson said that at the end of this school year, if funds remain, they will fund trust funds voted previously. The same would occur the next fiscal year.

Jim Fredrickson said that if we don't spend the \$780 it would be available to fund trusts.

Kevin Pobst asked if we could phrase it so it did not in the next vote. Jim said the board is getting ahead of ourselves.

Kimberly Saunders said that the way that it was voted was that the money could not be touched until 2023.

Kevin Pobst said that he would like to see the 780K to go back to the voters.

Jim Fredrickson said that the motion on table is not to spend \$780K on the proposed Remote K-8 school.

Dick Dunning said that it is important to say that we will not use these funds for remote learning. We are anticipating federal support but that does not mean that we will get it. If we are short changed, we would have resources to fall back on.

Janine Lesser clarified for those listening that the \$780K was for a K-8 Competency Based Remote School. It is clear that people don't know enough about it. She will vote to take it out.

She is worried that we will still need a remote option to offer to students. We had a proposal on the table to regain loss learning at \$1.2M and it was not favored. It is expensive.

Stephen Ullman said that the \$780K was an innovative program with competency based and was progressive. This was not willy nilly.

**Jim Fredrickson moved to remove the \$780,000 included in the approved 2021-22 Budget for the K-8 Multi-Age Competency Based Remote School.**

Dick Dunning said that if we vote in the affirmative does it mean that \$780K cannot be used and must be returned.

Tim Theberge agreed with concern of the words "remove the \$780K from the budget".

Kimberly Saunders said that it sounds like what is being attempted is that \$780K will not be spent on a K-8 Competency Based Remote School. Those dollars would not be spent on a remote school or remote program.

**Jim Fredrickson confirmed his intent with his motion is not to implement the proposed K-8 Multi-Age Competency Based Remote School program.**

Rich Cahoon said that we had a proposal to do something. It is simple, we are not going to do it.

Stephen Ullman agreed and called the question.

**In favor: Rich Cahoon, Katherine, Liz Swan, Stephen Ullman, Kevin Pobst, Janine Lesser, Dick Dunning, Alan Edelkind, Jim Fredrickson, Keira Christian, Robert Short, Jr., Jerry Wilson.**

Rich Cahoon said that Kevin Pobst has spoken about concerns with funding positions with grants rather than the operational budget. Tier 0 was moving from operational budget into IDEA Grant. Rich agreed with Kevin's position and agreed to fund with the operational budget now that it has passed; total of \$117K.

**Rich Cahoon moved to move two positions from IDEA to the operating budget.**

**Dick Dunning second.**

The two positions were an ESP Case Manager and COTA.

Katherine Heck agreed with Rich and Kevin. She said that she understands taking it out of grants and keep in the budget however, she is in support of Tier 0 cuts proposed.

Kimberly Saunders said that she would like opportunity to talk to these individuals.

Jim Fredrickson said that \$1.4M is back in from Tier 0. He asked what is being voted.

Rich Cahoon said that he does not want to see them moved to the grant.

Kevin Pobst said that if positions are to be filled they would be filled from the budget and not from grants.

They don't have to be filled but if they are they would be funded from the budget.

Kevin Pobst said that none of the positions under Tier 0 will be funded through grants.

Jim Fredrickson said that we don't need a motion, they are in the budget.

**Rich Cahoon and Dick Dunning withdrew their motion and second.**

Stephen Ullman withdrew his withdrawal of comments. He said that it appears that we may not need someone in the new position of elementary school counselor. That position should be withdrawn.

**Stephen Ullman moved that we not spend \$85K on a new elementary school counselor because we have a healthy ratio.**

**Kevin Pobst second.**

Janine Lesser had questions about ratio and asked the impact on mental health services.

Kimberly Saunders said that if we feel like we need to have this, we know kids are coming back with significant mental health needs. She does have a concern about their needs. We have seen increasing mental health needs K-12. We can use ESSER if we think that this is a temporary situation and use grant funds for a year. She believes we have more mental health needs than in prior years. If we do not help a child in crisis we cannot teach.

Rich Cahoon said that he did not research anything but rather questioned the ratio of student to counselor. He said that he does not want to get out of his lane.

Tim Theberge reported that he has heard in favor of the number we are adding for counselor positions for the record.

Kimberly Saunders said that this was not just a crisis for many of our families, it was catastrophic. This is an important position likely for two to three years.

Keira Christian cautioned the Board that State recommended numbers don't reflect life in a pandemic.

Robert Short said that this is not only for the students, it is to reduce travel time for staff between schools. If we are seeing crisis work, why not add counselors to the larger schools?

Kimberly said that we added two student supports at the middle schools; one each. We are adding positions. PES was not part of the conversation.

**Stephen Ullman withdrew his motion.**

He said that he thought that there was nationally recommended student: counselor ratios. He withdrew his intent to withdraw his motion and said he would simply vote against.

Dick Dunning asked Dr. Saunders to look at needs and bring recommendation forward. He would like to look at additional resources.

**Call the question: Vote would remove position from budget if in the affirmative.**

**In favor: Kevin Pobst**

**Opposed: Rich Cahoon, Katherine Heck, Liz Swan, Stephen Ullman, Janine Lesser, Dick Dunning with a serious look at PES, Alan Edelkind, Jim Fredrickson, Keira Christian, Robert Short, Jr., Jerry Wilson**

**The result of the vote is that the position stays in.**

**Kevin Pobst moved that four positions under Tier 0 that were not going to be replaced due to attrition not be filled for the coming year.**

**Robert Short, Jr. second.**

Dick Dunning said that his understanding was that those funds would be removed to fund other positions in the district. The funds for those positions were going to be reallocated in the district.

Dr. Kimberly Saunders confirmed. When we made cuts for a default, we looked at attrition first. These were positions that were felt not needed to be refilled based on enrollment. Regardless of how the board votes, there is a slim chance they would be filled.

Jim Fredrickson said that total would be \$256K. Is there a way to put these funds in a separate line and isolate them? Katherine Heck said that could not be done.

Kimberly Saunders asked the board to consider those in attendance at tonight's meeting.

Dick Dunning suggested the discussion stop and go to public comment and then closure.

## **5. Public Comment**

Bob Edwards commented on Katherine Heck's comment on moving \$780K out of the budget and put aside and discuss the purpose that it might go to in the future. He offered caution that if the public voted on this amount of money for a specific purpose, it should be very transparent. Hopefully it will go back to the taxpayer. It appears a bait and switch. If it will be spent on a different program, he suggested a public meeting.

Rob Christian expressed appreciation to the board and all that spoke. He said that the towns do support education and funding it. They are opposed to the \$780K for remote school. We have found ourselves in a situation to have a good upcoming year. He asked the board to please use the money judiciously; give back what you can but don't be afraid to spend some of it.

Bill Taylor said that Katherine Heck's position on the \$780K is the way to go. This is the first ConVal Budget he voted against. He spoke about the difficulty for the students of the Class of 2021.

Brendan Bohl said that more transparency about what is going on is needed. It is difficult to find information. The Facebook page is not used for promoting the budget. We are more worried about losing students than improving our school. He favored competency-based education. He said that he likes the schools.

Crista Salamy thanked everyone from the School Board, SAU, Administration, Teachers, and staff working hard. She voted for the budget and said that the board will hear from people in dispute. There are 50% in favor of the budget. It is important to remember that we are in the job of educating children in the least restrictive environment. She knows that we were losing \$400K from State Aid and Retirement needed to be funded. Positions were not being eliminated from cutting staff other than attrition. Staff are not being added.

Mackenzie Nichols thanked the board but thanked Katherine Heck for her extra level of care for the taxpayers. There are a lot of people who struggle with taxes. She sees it in her work. She said that she hopes that the entire board looks at how we serve our children and not just the enrollment numbers dropping.

Kurtis Grasset asked about Article 12 passing.

Kimberly Saunders Mr. Grasset to send the question to her and she would respond.

5% is permissible based on the warrant. Policy Committee is putting together a policy limiting it to 2.5% at any time during the year. What was passed was 5% but Policy will limit it to 2.5% of net assessment.

Abbe Hamilton asked when ConVal tends to implement the new social guidelines from 6 feet to 3 feet. Tim said that when the district makes that decision, the information will be sent to families and communities.

Kimberly Saunders said that she would tell parents to look for something early next week.

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

None.

**Jerry Wilson moved to adjourn at 7:52 p.m. Robert Short, Jr. second. Unanimous on a roll call vote.**

Respectfully submitted,

Brenda Marschok



**OFFICE OF THE SUPERINTENDENT OF SCHOOLS**

**106 Hancock Road  
Peterborough, New Hampshire**

**CONTOOCOOK VALLEY SCHOOL BOARD**

**School Board Meeting**

**Tuesday, April 1, 2021**

**School Board Meeting**

**5:00 p.m.**

**Physical Location: SAU 1 Board Room**

**Virtual Location:**

**<https://us02web.zoom.us/j/83377432275?pwd=THg4WUFZcWQzSm9NdFlhSnV3R1htdz09>**

**Meeting ID: 833 7743 2275**

**Passcode: 5JbUk6**

**Phone: +1 646 558 8656**

**Webinar ID: 833 7743 2275**

**Passcode: 379531**

**Minutes**

**BOARD**

Rich Cahoon, Richard Dunning,  
Alan Edelkind, Jim Fredrickson,  
Katherine Heck, Janine Lesser,  
Kevin Pobst, Robert Short, Jr.,  
Liz Swan, Tim Theberge,  
Stephen Ullman, Jerome Wilson

**ADMINISTRATION**

Dr. Kimberly Saunders, Supt.  
Dr. Ann Forrest, Asst. Supt.  
Lori Schmidt, B.A.  
Heather McKillop, CVHS  
Anne O'Bryant, SMS  
Colleen Roy, GES  
Fabiola Woods, TES

**1. Call to Order and Pledge of Allegiance**

**Tim Theberge called the meeting to order at 5:10 p.m. The Pledge of Allegiance was recited.**

**2. Right to Know for Public Meeting Emergency Declaration**

**As a result of a physical quorum present, the declaration was not needed.**

**3. Public Comment**

**None.**

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

**a. Negotiations**

**Stephen Ullman moved to enter into non-public session in accordance with RSA 91-A:3,II for matters of personnel and negotiations at 5:11 p.m. Dick Dunning second. Unanimous.**

**Janine Lesser moved to exit non-public session at 7:11 p.m. Kevin Pobst second. Unanimous.**

**Jim Fredrickson moved to adopt the ConVal Regional High School Spring 2021 Reopening Plan effective April 5, 2021.**

**Dick Dunning second.**

**Dick Dunning and Rich Cahoon abstained. All else in favor. Motion carried.**

**Rich Cahoon moved to seal the minutes of non-public session for 10 years. Dick Dunning second. Unanimous.**

**5. Waiver of Policy**

**- BEA:Regular School Board Meetings (2/3's Board Vote Required)**

Tim Theberge said that the policy sets the time of School Board meetings to start at 7:00 p.m.

Tim Theberge asked for a vote to waive that until June 30<sup>th</sup>.

**Kevin Pobst moved to suspend BEA until June 30<sup>th</sup>.**

**Dick Dunning second.**

It is not to change the day but to change the start time.

**Unanimous.**

**6. Adjourn**

**Jerry Wilson motioned to adjourn at 7:19 p.m. Dick Dunning second. Unanimous.**

Respectfully submitted,

Brenda Marschok

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

**CONTOOCOOK VALLEY SCHOOL BOARD**

**School Board Meeting**

**Tuesday, April 6, 2021**

**School Board Meeting**

**6:30 p.m.**

**Physical Location: SAU 1 Board Room**

**Virtual Location:**

**<https://us02web.zoom.us/j/89087799444?pwd=UnFNcE5STTJOdS9mY29EQjhTSXcvZz09>**

**Meeting ID: 890 8779 9444**

**Passcode: 1XbaPd**

**Phone: +1 646 558 8656**

**Webinar ID: 890 8779 9444**

**Passcode: 296937**

**Minutes**

**BOARD**

Rich Cahoon, Keira Christian,  
Richard Dunning, Alan Edelkind,  
Jim Fredrickson, Katherine Heck,  
Janine Lesser, Kevin Pobst,  
Robert Short, Jr., Liz Swan,  
Tim Theberge, Dr. Stephen Ullman,  
Jerome Wilson

**ADMINISTRATION**

Dr. Kimberly Saunders, Supt.  
Dr. Ann Forrest, Asst. Supt.  
Lori Schmidt, B.A.  
Ben Moenter, Special Ed.  
Cari Christian-Coates, Student Serv.  
Amy Janoch, HES  
Heather McKillop, CVHS  
John Reitnauer, CVHS  
Deb Riley, CVHS  
Anne O'Bryant, SMS  
Tim Conway, SMS  
Kat Foecking, GBS  
Lexy Heatley, GBS  
Kris Levesque-Lee, PES  
Colleen Roy, GES

**1. Call to Order and Pledge of Allegiance**

Tim Theberge called the meeting to order at 6:33 p.m. The Pledge of Allegiance was recited.

**2. Right to Know for Public Meeting Emergency Declaration**

As a result of a quorum physically present in the room, the declaration was not necessary for this meeting.

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

**a. Legal**

Rich Cahoon moved to enter into non-public session in accordance with RSA 91-A:3,II for legal matters.  
Katherine Heck second. Unanimous.

Dick Dunning moved to exit non-public session at 7:01 p.m. Katherine second. Unanimous.

Rich Cahoon moved to seal the minutes of non-public session for 10 years. Dick Dunning second. Unanimous.

Janine Lesser moved to change the agenda to allow orientation by Attorney Eggert to occur first. Jerry Wilson second. Unanimous. (see agenda 8a.)

**4. Acceptance of School Board Meeting Minutes (Board Vote Required)**

**a. March 16, 2021**

Katherine Heck moved to accept the minutes of March 16, 2021. Tim Theberge amended the minutes to reflect that he swore Keira Christian in and Lori Schmidt swore Liz Swan in as new board members. Unanimous as amended.

## **5. Points of Pride**

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

## **6. Public Comment**

None.

## **7. Consent Agenda**

### **a. Co-Curricular/Athletic Notifications**

Kimberly referenced the Notice of Stipend Positions for notification.

### **b. Kindergarten Registration and Enrollment**

Information on kindergarten registration was referenced as informational.

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

### **a. School Board Development: Dean Eggert, Wadleigh Starr and Peters – The Role of the Board**

Attorney Dean Eggert, spoke about Serving on the Local School Board. Understanding the significant roles as board members should be understood. The School Board is the core of the district. Outside influences impact the board. The board is the only local group that performs state level constitution function.

When you serve on the Board, you are governed by federally. When you accept grant funding, you will comply with all types of regulatory compliance measures. Articles of Agreement formed the school district. Everyone on the board has the ability to make law. School Boards are subject to expectations of the State School Board, Executive Orders, and the U.S. Department of Education. The citizens exercise authority as evident by the recount.

The Board has a duty to provide equality of educational opportunity. There is a statutory duty to feed students.

In terms of judicial function, the board has duties with regard to teacher dismissal. There will be a duty to assure that both the employee and the district are treated fairly. Care should be exercised. Similar functions occur with non-renewal of staff. Policy is created. Student discipline policy will be soon changing in July. Building and maintaining schools is a responsibility. Duties with regard to long-term suspension may be required. Another area are appeals of bullying decisions. Policies that protect gender identify are statutory mandated.

With all of this high-risk stuff going on, board members are indemnified against civil rights issues as long as the board member is functioning within the scope of their responsibilities.

Board members want to be careful that public service as a board member is compatible with other services. For example, you cannot serve as an employee of the district. Limitations on political advocacy are in place.

Every year, the board evaluates the Superintendent. Every year, board goals and objectives are set to be administered by the Superintendent. It is hard to evaluate if the scope of evaluation is not defined.

Policy adoption is a broad responsibility of the board. For all board duties, there is a correlation to the superintendent duty.

The Family Educational Rights and Privacy Act (FERPA) is an area of responsibility of the board and administration. Care to prevent confidentiality is critical. The board will not have access to student information unless it rises to the board level; not curiosity to know.

The Board takes an oath of office. The board performs at an ethical level; Policy BCA. The board wants to model ethics and the code of conduct. Attorney Eggert cautioned that board members exercise caution in areas of ethics. Board members have no authority as individuals. When the Board comes together, you are a powerful body. No one board member can instruct staff of the district.

Dean Eggert concluded with the "Right to Know" Law NH RSA 91-A. Care should be exercised when entering non-public session that it is entered under one of the right areas.

Dean Eggert suggested that all board questions go to the Chair, then Vice-Chair and through administration before reaching out for legal assistance. The Superintendent should always be in the loop.

Lastly, Dean said that over the years he has represented school districts. The Board should exercise and show care with honorable intentions. Communication is vital. ConVal has focused on communication over the past year.

Attorney, Dean Eggert thanked the Board for their time and exited the meeting at 7:43 p.m.

### **b. Monthly Events Calendar**

The April and May monthly meeting calendars were updated to reflect meetings scheduled.

### **c. ConVal School District Reopening Update**

Dr. Kimberly Saunders spoke about the high school reopening plan. Students have been brought back on April 5<sup>th</sup>.

Transportation issues have occurred and continue. 82% of students returned on Monday.

Kimberly asked for confirmation if it is the intent of the Board to comply with the Governor's Executive Order. Confirmed.

### **d. School Board Requests**

#### **- Co-Curricular and Extra-Curricular Numbers**

Kimberly Saunders referenced information on participation included in the agenda packet.

#### **- Enrollment by School and Town**

Information on enrollment by school and by town was referenced. It was noted that 425 students are learning remotely. This data is from March enrollment.

- Addressing Learning Loss Presentation – Part 1

Dr. Ann Forrest shared information on Loss Learning. The presentation provided a foundation and direction that the district is moving in. Recommendations will come at a future date.

Dr. Forrest said that ConVal was well poised to enter into remote learning. We had technology in place. Buildings had annual goals on moving teachers to a blended environment. The transitions were challenging but made smoother by things already in place. Hot spots were acquired early on.

Our ability to continue to deliver breakfast and lunch through the spring and into the summer was a plus. Over the summer, our ability to pull together a large diverse group to create a reopening plan was a huge benefit. Only 20% of schools nationwide were able to begin in person learning.

When assessment data is looked at, data from the fall, nationwide, reflected a loss of almost three months behind in math. Reading loss was recognized as well.

Actual growth against anticipated growth reflects a larger impact in math than in reading.

Researchers are predicting that if the deficits that are seen in students continue in life that a loss of 15% of their lifetime earnings may result.

Overarching concerns are the cumulative learning loss, widening gaps in performance, widening gaps in opportunity, and the long-term impact. Dr. Forrest said that we are concerned about the greater learning loss for already struggling students.

Themes, when reviewing literature, evolve in the areas of providing a supportive environment, expanding learning time, providing high-intensity tutoring, and a focus on acceleration.

As administrators review research, what is acceleration? How is it defined? Why is acceleration important? What is the cost? The districts action or inaction could have a serious impact on learning.

Dr. Forrest entertained questions.

Janine Lesser asked what we think we could actually get students to participate in should be a consideration.

Dr. Forrest said that serious communication out to the public so that they understand how critical this is, is needed.

Janine Lesser asked about the potential of ESSER Funds for this purpose.

Rich Cahoon said that communication with parents is important. Some feel that if loss learning is not discussed, students will be fine. Rich further asked if demographics can be pulled out of the numbers to identify those that qualify for free and reduced meals.

Kimberly Saunders said that targeted parent communication needs to occur about specific students. Loss learning has long term impact on students now, in the future, and for our communities.

Dick Dunning spoke about value in outside programming. The earlier on that we can look at the neediest kids could help turn them around.

Kimberly Saunders assured that research-based recommendations will be brought forward.

Stephen Ullman spoke about \$30 billion aimed at summer school and other enrichment programs. He said that socio-economic gaps in loss learning are reported in Education Week. ConVal 2025 is serious about invoking community partnerships aimed as socio-emotional care.

Katherine Heck asked about tutoring and accelerated curriculum. Would they happen at the same time?

Dr. Forrest said that acceleration is looking at the regular curriculum and delivery in the classroom. Identifying the high-level standards that if students master, will well poise students for success and which can be let go of.

Kevin Pobst reinforced that getting the kids to show up for support and a personal prescription to specific students is key to getting this done.

Kimberly Saunders agreed and said that when this was proposed to the board, there was sticker shock to the estimate of cost.

Stephen Ullman agreed that there was sticker shock but also concern about time to effectively mount it this summer.

Kevin Pobst said that part of what Ann Forrest described in terms of acceleration involves pruning to stimulate growth in another area. That doesn't mean that we are piling just costs on; we could be pruning costs in other areas.

Robert Short, Jr., said that this will be a continuous thing. After grant dollars are gone it will still remain.

Liz Swan said that it is clear that learning loss is due to the pandemic. She asked how much of the gap was in remote learning. If we continue remote, will the gap grow or is it in a holding pattern?

Kimberly Saunders said that work is underway looking at what went well with remote learning and what the challenges were.

## **9. Reports**

### **a. Teacher Representative**

Rachael Heard read a statement from the Union. She reported that the March break was very much needed. CVA election process has begun. Scholarship donations continue to be accepted. Staff continue to be supportive of students.

### **b. Equity Committee**

Rich Cahoon reported determining areas of focus and goals for the years was the discussion. Narrowing down to three focus areas took place. Scheduling early on, and impact on later schedules was a focus. Differences that exist between the middle schools was a focus. The third was the role of the counseling departments at the high school and middle school and the impact on introducing students that are available to them and preparing for post-secondary success.

### **c. Selectmen's Advisory Committee**

Tim Theberge reported it was an organizational meeting. John Robertson and Jeff Brown were nominated as Chair and Vice-Chair. Increased involvement is of interest by this committee.

### **d. Policy Committee – Janine Lesser**

Janine Lesser reported a new Policy Chair, Katherine Heck.

Janine said two policies are up for a second read, BEDH and KE. BDE will be pulled back.

Katherine Heck reported several policies in legal review. The fund balance policy will be reviewed by the Business Administrator.

## **10. Old Business**

### **a. Legislation**

Dr. Kimberly Saunders reported having provided the board, through the shared Google drive, an update on legislation. Katherine Heck focused on HB 111 which will remove the indemnity should it pass. It has a greater impact on police and would allow civil suits to be placed on volunteers and public officials.

Sense of the board to voice opposition: Sense of the board was in favor to voice opposition.

Robert Short said that insurances might be looked into to cover the board should it pass.

Katherine Heck said that Primex is the district insurance company. There is no product offered greater than what we already have. Katherine said that the vote takes place on Thursday.

Rich Cahoon asked the Policy Committee to look at our indemnification policy.

### **b. 2<sup>nd</sup> Read/Adoption Policy**

- BEDH: Public Comment & Participation

**Janine Lesser moved to adopt this policy as presented. Kevin Pobst second.**

Robert Short asked if a Q&A would be a part of this. It will be separate.

**Unanimous.**

- KE: Process for Complaints

**Janine Lesser moved to adopt this policy as presented. Kevin Pobst second.**

Kevin asked what changes were needed. Katherine Heck said that we had two policies that cross referenced each other but had different intents. A review to ensure that bases were covered and separate them out took place.

**Unanimous.**

- BDE: Committee Organization & Assignments

**This policy was withdrawn from the agenda for a second read/adoption.**

## **11. New Business**

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

- 1) Peterborough Elementary School requests authorization to accept from: Jessica Fahrenholtz via Comcast Employee Incentive Program, a check in the amount of \$586.50 for the purpose of purchasing drawstring bags to transport student Chromebooks to and from school.

**Katherine Heck moved to accept the donation with great appreciation. Dick Dunning second. Unanimous.**

### **b. Budget Transfers (Board Vote Required) – Lori Schmidt**

Lori referenced the transfers. They reflect clean-up transfers to realign where the expenses are charged.

**Dick Dunning moved to approve the transfers. Second. Unanimous.**

### **c. Expenditure and Encumbrance Report – Lori Schmidt**

Lori said that this report is a monthly report that should come at the second meeting each month. This report reflects everything in alignment except property services as a result of tents.

**Rich Cahoon moved to accept the report and any encumbrances therein. Dick Dunning second.**

Kevin Pobst asked Lori Schmidt to identify each of the columns and what they represent. Lori reviewed the document.

**Unanimous.**

### **d. Middle School Athletics Proposal**

**Rich Cahoon moved to accept the Middle School Athletics Proposal. Katherine Heck second.**

Robert Short, Jr. asked why the proposal mentions 6 feet if the CDC requires 3 ft. The response was that the proposal came in prior to CDC change.

Kevin Pobst asked about the mask requirement during competition. When John Reitnauer presented the high school plan, he said that the DII Athletic Director's would be meeting and they would make agreements for mask protocols. Kevin said that he wondered if that changed or if masks were embraced.

John Reitnauer said that middle schools are under the Principal's Association and not the NHIAA. When the middle school proposal was asked for, the guidance looked at the high school requirements and landed there. As far as DII, Athletic Directors comply with wearing masks the entire spring season.

Dick Dunning asked if we can vote to make a change from 6 ft to 3 ft.

**Dick Dunning moved to change from 6 ft. to 3 ft. for the athletic recommendation for the middle school.**

**Robert Short, Jr. second.**

Janine Lesser asked if the CDC guidance applied to sports. Robert Short, Jr. noted that everyone would be masked.

**Vote on amendment to change from 6 to 3 ft.**

**Unanimous to change from 6 to 3 ft.**

**Vote to adopt middle school athletic plan as amended. Unanimous.**

**e. High School Co-Curricular Proposal**

**Katherine Heck moved to adopt the high school co-curricular proposal. Dick Dunning second.**

Second sentence in proposal section should be stricken that references cohorts.

**Unanimous.**

**f. Last Day of School – Recommendation June 17, 2021**

Dr. Kimberly Saunders referenced Policy IC where 180 days are scheduled. Kimberly shared that we are in excess of hours required per year at each level. This reflects the recommendation for the last day of school to be June 17, 2021.

**Dick Dunning moved to accept the recommendation that June 17, 2021 is the last day of school for students.**

**Stephen Ullman second. Unanimous.**

**12. Public Comment**

Tim Theberge has discussed holding a Q & A session. The format, on how it would be moderated, how debate would be avoided, how often it would be held, is it a separate event, were a few of the questions posed.

Robert Short suggested that questions from the public be emailed to allow an accurate and precise response take place. A live Q&A might be problematic timewise. The responses would be on the agenda and posted as part of an evolving Q&A.

Rich Cahoon said that the problem with a preformed Q&A does not allow the board as a whole to confirm.

Kevin Pobst said that the one on one response makes the most sense. But, the dialogue is important too. The best environment is to answer questions in the individual towns.

Jim Fredrickson shared concern with the quantity and quality of the questions. How would it be limited?

Janine Lesser said that originally, a quarterly public forum was discussed for this purpose.

Katherine Heck said that multiple ways to engage the public are important. All of the opportunities being available would increase communication. She was in favor of multiple platforms of communication.

Rich Cahoon said that administration can answer a question that the board may not be able to.

Janine Lesser and Dick Dunning shared information about a recent meeting they held with residents to hear concerns. He said that it is valuable for board members to simply acknowledge receipt of an email.

A communication suggestion was asked to be drafted by the Communication Committee.

Tim Theberge opened up time to a second period of public comment. There were none.

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

Lori Schmidt certified that manifests listed totaling \$2,823,685.84 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 presented. Jim Fredrickson second. Unanimous.**

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

**a. Negotiations**

**b. Legal**

**c. Personnel**

**Rich Cahoon moved to enter into non-public session in accordance with RSA 91-A:3,II for negotiations and personnel at 9:42 p.m. Janine Lesser second. Unanimous.**

**Dick Dunning motioned to exit non-public session at 10:24 p.m. Janine Lesser second. Unanimous.**

**Janine Lesser moved to seal the minutes of non-public session for a period of ten years. Rich Cahoon second. Unanimous.**

**Dick Dunning motioned to adjourn at 10:25 p.m. Robert Short, Jr. second. Unanimous.**

Respectfully submitted,

Brenda Marschok

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

**CONTOOCOOK VALLEY SCHOOL DISTRICT**

**April 20, 2021**

**Personnel Agenda**

**Nominations – July 2021**

See Attached

**Co-Curricular Notifications:**

See Attached



## NOTICE OF STIPEND POSITIONS

First	Last	DAC	Position	Stipend Amt	FTE
Matt	Harris	CVHS	Baseball - Varsity	\$ 3,557.75	1
Tod	Silegy	SMS	Athletic Director	\$ 2,430.00	1
Tod	Silegy	SMS	Softball Coach	\$ 2,134.65	1
Caleb	Aho	SMS	Baseball Coach	\$ 2,134.65	1
Nate	Townsend	SMS	Co Running Club Coach	\$ 600.00	0.5
Julia	Chidester	SMS	Co Running Club Coach	\$ 600.00	0.5
Scott	Baldwin	GBS	Athletic Director	\$ 2,430.00	1
Scott	Baldwin	GBS	Baseball Coach	\$ 2,134.65	1
Cassie	Anderson	GBS	Softball Coach	\$ 2,134.65	1
Cheryl	Jessie	GBS	Track and Field Coach	\$ 2,134.65	1

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

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**POSITION TITLE:** Assistant School Principal

**SUPERVISOR:** School Principal

**QUALIFICATIONS:**

- At least five years of successful secondary level experience to include administrative and supervisory experience
- Master's degree
- Certified or eligible for certification as a principal in New Hampshire
- Demonstrated ability to work effectively with staff, students, and parents
- Demonstrated ability to plan and organize; and knowledge of school operations and programs
- Demonstrated competency in Individualized programs, evaluation of programs and faculty, curriculum skills, pupil personnel management, communication skills, and Special Education

**SUMMARY:**

The Assistant Principal assists the building Principal in the daily operation of the school. To provide leadership in the development, implementation, coordination of curriculum and related school programs; and to assist in discipline, attendance, supervision of staff and student activities toward the goal of high achievement for all students.

**DUTIES AND RESPONSIBILITIES:**

- Assumes responsibility for the supervision and improvement of instruction within departments/individuals assigned under his/her supervision.
- Conducts observations and completes evaluations on teachers and support staff.
- Monitors student attendance; maintains attendance records; follows up with teachers, students and parents as needed.
- Assumes responsibility for student behavior and discipline for students assigned to his/her caseload; follows up as needed.
- Serves as chief administrative contact for students assigned to their caseload and for the parents of these students.
- Assists with substitute teacher coverage.
- Coordinates field trips for departments/individuals supervised.
- Works closely with members of the counseling staff of assigned students to insure that student needs are being met.
- Participates in meetings with school counselors regarding academic concerns and progress towards graduation.

1st Read: 4/20/2021  
Approved:  
Revised:

- Assumes responsibility for supervising a variety of school-wide services and activities (such as parking, buses, cafeteria, student groups, faculty committees ) as assigned by the Principal.
- May be asked to serve as Acting Principal during the absence of the Principal.
- Contributes to the weekly newsletter sent to families.
- Assists the Principal with the improvement of the instructional program and inherent supervisory duties.
- Works in conjunction with SAU administrators and provides building level leadership with regard to district special education programs.
- Assists with curriculum development.
- Creates agendas for committees/meetings led.
- Assists in the preparation of the master schedule schedules and assignments.
- Establishes and maintains contact with area agencies regarding student welfare.
- Assists Principal with public relations activities as needed.
- Makes recommendations regarding care and maintenance of buildings and grounds.
- Assists in the supervision of student activities (such as dances, proms, plays, athletic events) which may occur in the evening or weekends.
- Assists in the creation of school goals and takes an active role in the process of attaining them.
- Assists the principal in effectively managing all emergency situations, (i.e., fires, bomb threat, intruder) and oversees safety protocols (schedule fire/lockdown drills)
- Assists in conducting interviews and the selection of personnel.
- Plans and supervises the orientation program for new faculty and staff.
- Serves on district-wide committees as requested.
- Acquire knowledge of all databases and information systems and achieve a level of proficiency that will allow you to support faculty and staff.
- Working knowledge of PowerSchool functions and capabilities.
- Assists in updating the student handbook and program of studies.
- Assists with standardized testing.
- Maintains a professional demeanor at all times.
- Visible in the halls and other parts of the building.
- Models the concept of team and is willing to work collaboratively to meet the desired outcome at any given time.
- Keeps abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing problems of mutual interest with others in the field to be able to develop an appropriate plan of professional development.
- Certification must be maintained.
- Performs all other related tasks as assigned by the Principal, Superintendent and other central office administrators as designated by the Superintendent.

**Note:** The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

1st Read: 4/20/2021

Approved:

Revised:

## **ADA MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED:**

- Frequently standing, particularly for sustained periods of time.
- Frequently walking, moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- Occasionally lifting, raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Constantly talking, expressing, or exchanging ideas by means of the spoken word. Those activities in which one must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Constantly hearing and perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
- Sedentary work, exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
- The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work.)

1st Read: 4/20/2021

Approved:

Revised:

# April 2021

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

# May 2021

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

# Middle Schools' Early Release Fridays

Pursuant to Governor Sununu's Emergency Order #89, beginning the week of April 19, all students will have the opportunity for in-person learning five days a week.

The following explains the middle school procedure for implementing the order with an early release schedule on Fridays, starting on Friday, April 23. Please see the schedule below.

**Students who have chosen in-person learning are expected to attend in person Monday through Friday. Students who have chosen remote learning, will still remote into their classes Monday - Friday.**

Friday Schedule:

(All blocks will be utilized for academic intervention, recovery, or enrichment)

Advisory	7:20 - 7:45
Block 1	7:45 - 8:20
Block 2	8:20 - 8:55
Block 3	8:55-9:30
Block 4	9:30-10:05
Block 5	10:05-10:40
Block 6	10:40-11:15
Dismissal with grab-and-go lunch	11:15

Bus transportation will be provided at 11:15 on Fridays for students who are currently on bus routes.

On Wednesdays, students will be able to sign up for a grab-and-go lunch that will be distributed as the students leave on Friday.

Thank you for your support throughout the year with our many changes based on guidance from the CDC and the Governor.

# ConVal High School- Early Release Fridays

Pursuant to Governor Sununu's Emergency Order #89, beginning the week of April 19, all students will have the opportunity for in-person learning five days a week.

The following sets forth the high school procedure for implementing the order with an early release schedule on Fridays, starting on Friday, April 23. Please see the schedule below:

Block 1	7:35-8:15
Block 2	8:20-9:00
Block 3	9:05- 9:45
Block 4	9:50-10:30
TASC Homeroom	10:35- 11:15

The morning arrival time will remain the same, and we will utilize the same screening protocol in the morning as students arrive.

All blocks will be utilized for academic intervention, recovery, or enrichment. Remote only students will still be able to remote-in to each respective class block.

All blocks will be of equal duration (40 mins) which will allow teachers to conduct academic interventions with students during this dedicated time. Setting aside TASC time during regular school days (Mon-Thu) will be at the teacher's discretion based on the needs of their students.

The final block of the day will be devoted to connecting homeroom teachers and TASC students in person. Dismissal will be at 11:15am with a grab-and-go lunch available as students depart campus.

Transportation will continue to be offered in the same capacity as it is now.

We look forward to welcoming students to the building on Fridays and offering the above schedule as of Friday, April 23, 2021.



# ConVal High School- Early Release Fridays

If you have any questions, please don't hesitate to contact me.

Best,

Heather

## **BDE – Committees and School Board Member Special-Duty Assignments**

**Category: O**

### **Standing Committees Purpose**

The ConVal School Board utilizes standing committees to consider issues, proposals, and tasks in a smaller venue to allow members to delve more deeply into issues than may be possible at full School Board meetings. The committee structure is an efficient way of allowing for more thorough consideration of policy proposals, constructing budgets, initiating new programs, reviewing curricular issues, monitoring of progress toward Board goals, and Board communication. The committees may initiate and investigate any matter within their jurisdiction. All recommendations of these committees should represent a majority vote of committee members. No vote or discussion of a standing committee – with the exception of the Student Discipline and Grievance Committees – will constitute a School Board decision unless so authorized by Board action at a public meeting. Additional committees may be created, or existing committees dissolved, by a vote of the Board at the annual Board organizational meeting following the annual Board election.

The following committees currently exist as part of the governance of the Board:

- Budget and Property
- Education
- Policy
- Strategic Planning
- Communication
- Equity
- Selectmen's Advisory Committee

### **Committee Organization**

Each committee should have at least four members. The Chair of the Board, in consultation with Board members, makes committee appointments annually. These appointments are for a term of one year. All appointments will be made promptly after each Board election. An organizational meeting of each committee will be held annually promptly after each Board election and the announcement of committee appointments by the Board Chair. A Chair for the committee will be selected annually by the appointed members of the committee at the organizational meeting of the committee. Any Board member may attend and participate in any committee meeting at any time. However, the voting members of each committee will be limited to those who have been appointed. All committee meetings shall be posted publicly.

### **Committee Administration**

The Superintendent or designee shall attend committee meetings whenever possible, as non-voting members. The Chair of the committee is responsible for prioritizing

issues, setting meeting agendas, dates, and times. A record must be kept of the proceedings of each committee meeting. That record must be approved by the voting membership of the Committee and kept on file at the Board office. That record must be posted publicly and maintained on file in the Board office. The Chair of each standing committee shall be responsible for reporting on the committee's business at the full Board meeting.

### **Committee Responsibility and Jurisdiction**

Each committee of the Board will be assigned a jurisdiction. This jurisdiction will be reviewed and confirmed annually by the Board following the organizational meetings of all committees. Each committee Chair may periodically initiate review and adjustment of the committee's jurisdiction when deemed appropriate; any change to a committee jurisdiction must be approved by the School Board. Committee jurisdictions will be posted on the School Board's website. A committee of the Board shall not appoint a committee of that committee without approval of the Board.

### **School Board Member Special Duty Assignments**

#### **Special Duty Assignment Purposes**

Individual Board members may be designated to fulfill special assignments on behalf of the whole Board to facilitate the efficient, or confidential, completion of Board responsibilities.

#### **Special Duty Assignments**

The following special duty assignments will be made to facilitate Board governance:

- Negotiations/Grievance
- Student Discipline
- Food Service / Wellness
- Review of the Manifest
- Representative to the New Hampshire School Board Association (NH SBA) Delegate Assembly

#### **Special Duty Assignment Procedures**

The Chair of the Board, in consultation with Board members, makes special duty appointments annually. These appointments are for a term of one year. All appointments will be made promptly after each Board election. The committees on Negotiation, Employee Grievance, or Student Discipline are not open to participation by Board members who have not been appointed. Nor are meetings of the Negotiations, Employee Grievance, or Student Discipline committee meetings open to the public.

Board members appointed to fulfill a special duty assignment will report to the full Board as requested to do so by the Board Chair.

Board member(s) designated to review the Manifest prior to each Board meeting will bear the responsibility of moving for acceptance of the certified manifest at the Board meeting.

The Board member appointed as the representative of the ConVal School Board to the NHSBA Delegate Assembly will review all proposals with the Board prior to the annual Delegate Assembly and seek Board advice regarding their vote at the Delegate Assembly.

### **Ad-Hoc Committees of the Board**

Ad hoc committees of the Board may be appointed by the Chair of the Board. The function of the ad hoc committee will be to study specific issues for a specifically limited period of time, and if appropriate, to make recommendations to the full Board for approval. The dates, times, and location of ad hoc committee meetings will be posted publicly and the meetings will be open to all members of the Board. No vote or discussion of an ad hoc committee will constitute a decision of the Board, unless such authority is granted by the School Board at a public meeting.

### **Ad Hoc Committees with School Board Members**

The School Board may form committees with members of the public, students, parents, and/or employees to do specific tasks and make recommendations to the Board. The Board Chair may appoint members of the School Board to such ad hoc committees. Meetings of ad hoc committees must be properly posted and open to the public. Board members not appointed by the Board Chair may attend and participate in ad hoc committee meetings but may not be voting members of the ad hoc committee. The Board will establish the charge of the scope of responsibility for such ad hoc committees. Such ad hoc committees are advisory and have only such authority as specified by the Board. The Board will receive reports or recommendations from an ad hoc committee at the direction of the Board Chair. A record must be kept of the proceedings of each meeting of an ad hoc committee. That record must be approved by the membership of the ad hoc committee and kept on file at the Board offices. The Board retains the right and has the duty to make all final decisions related to such reports or recommendations of an ad hoc committee. The Board reserves the right to limit, create or dissolve an ad hoc committee at any time as it deems appropriate.

First Read: March 16, 2021

Second Read: TBD

Adopted:

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:

Johanna Reithauer

DATE:

4/7/21

RE:

REQUEST TO ACCEPT A GIFT OR DONATION

The ConVal High School School requests authorization to accept from:

Name/Address:

Holly Wilson

57 Main Street, Frances town, NH

the following gift/donation of: Washable Reusable Face Masks valued at \$ 216.00

for the purpose of:

donation to the girls lacrosse program

Teaching/Supervising Principal's Signature

SAU OFFICE USE ONLY: Date Received

Date Approved by School Board

Date Not Approved by School Board/Reason: