

# 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

### 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 16, 2021 (pg. 1-6)
5. Points of Pride
6. Public Comment
7. Consent Agenda
  - a. Co-Curricular/Athletic Notifications (pg. 7-8)
  - b. Kindergarten Registration and Enrollment (pg. 9)
8. Superintendent's Report and Presentation of Business
  - a. School Board Development: Dean Eggert, Wadleigh Starr and Peters – The Role of the Board
  - b. Monthly Events Calendar (pg. 10-11)
  - c. ConVal School District Reopening Update (pg. 12-30)
  - d. School Board Requests
    - Co-Curricular and Extra-Curricular Numbers (pg. 31-32)
    - Enrollment by School and Town (pg. 33)
    - Addressing Learning Loss Presentation – Part 1
9. Reports
  - a. Teacher Representative
  - b. Equity Committee
  - c. Selectmen's Advisory Committee
  - d. Policy Committee – Janine Lesser
10. Old Business
  - a. Legislation
  - b. 2<sup>nd</sup> Read/Adoption Policy
    - BEDH: Public Comment & Participation (pg. 34-35)
    - KE: Process for Complaints (pg. 36)
    - BDE: Committee Organization & Assignments (pg. 37-40)
11. New Business
  - a. Accept Gift/Donation (Board Vote Required) (pg. 41)
    - 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.
  - b. Budget Transfers (Board Vote Required) – Lori Schmidt (pg. 42)
  - c. Expenditure and Encumbrance Report – Lori Schmidt (pg. 43-45)
  - d. Middle School Athletics Proposal (pg. 46-49)
  - e. High School Co-Curricular Proposal (pg. 50)
  - f. Last Day of School – Recommendation June 17, 2021

- 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**

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**106 Hancock Road**  
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**CONTOOCOOK VALLEY SCHOOL BOARD**

**School Board Meeting**

**Tuesday, March 16, 2021**

**School Board Meeting**

**6:30 p.m.**

**Physical Location: SAU 1 Board Room**

**Virtual Location:**

**<https://us02web.zoom.us/j/89832797476?pwd=aUhNZUdScWpDZkZyNXZkTHZ2Nnd4QT09>**

**Meeting ID: 898 3279 7476**

**Passcode: zhwur2**

**Phone: +1 646 558**

**Webinar ID: 898 3279 7476**

**Passcode: 882961**

**Minutes**

**BOARD**

Rich Cahoon (6:38), Keira Christian,  
Richard Dunning, Alan Edelkind,  
Jim Fredrickson, Katherine Heck,  
Janine Lesser, Kevin Pobst,  
Robert Short, Jr., Liz Swan,  
Tim Theberge, 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.  
Heather McKillop, CVHS  
Anne O'Bryant, SMS  
Kat Foecking, GBS  
Larry Pimental, PES  
Deb Riley, CVHS  
John Reitnauer, CVHS

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

**Dr. Kimberly Saunders called the meeting to order at 6:30 p.m. The Pledge of Allegiance was recited.**

**2. Introduction and Swearing in of Returning and New Board Members**

Dr. Saunders introduced Keira Christian as a new member to the board from Bennington.  
Dr. Saunders further introduced Elizabeth Swan as a new member to the board from Temple.

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

Kimberly Saunders read the "Right to Know for Public Meeting Emergency Declaration".

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

**a. Legal**

None.

**5. Call for Election of Officers – Superintendent**

**a. Committee Assignments and Requests**

**Tim Theberge was nominated for School Board Chair. Unanimous on a roll call vote.**

Dr. Saunders turned the meeting over to the newly elected Chairman of the Board, Tim Theberge.

**Tim Theberge turned to the election of the Vice-Chair. Janine Lesser was nominated for School Board Vice-Chair. Unanimous on a roll call vote.**

Tim Theberge thanked Rich Cahoon for sending out descriptions of committees. Those serving on a committee may continue unless they are looking for a change of assignment. Board members should let Tim know which committees they are interested in serving.

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

### **a. March 2, 2021**

**Stephen Ullman moved to approve the minutes of March 2, 2021. Katherine Heck second. Unanimous on a roll call vote.**

## **7. Points of Pride**

Dr. Saunders reported working closely with Tricia Zahn, Director of Community Strategic Partnerships & The Center for Population Health Cheshire Medical Center to coordinate the vaccination opportunity for ConVal staff.

50 staff were vaccinated last weekend, 112 on Thursday, and 50 more on Friday. ConVal will be upward of 90% vaccinated soon. Thanks to Denise McLennon, ConVal H.R. and Tricia for coordinating this opportunity for ConVal.

## **8. Public Comment**

Tim Theberge said that two minutes per speaker is available to anyone wishing to address the board.

Celeste Lunetta shared her excitement about the Sports Recommendation that will be heard tonight, she urged support. In addition, she urged student representation come back to the board.

Terrence McNamara, echoed Celeste's comments about athletics. He thanked everyone who worked on the proposal and urged board support. He said that athletics is important for engagement of young people in school and in the community. Physical and mental health are impacted by this as well.

Lisa Wirth commented on the budget that recently was voted. She said that she was disheartened to vote against it. She said that she could not support the \$780K for remote learning. She was disappointed that her vote resulted in a vote down for additional counseling support.

Corey Boyd echoed her disappointment having to vote against the budget. She felt some items should have been put forward as independent warrant articles. In addition, there are monies heading to the district for support. Ms. Boyd asked how the community can have input on how this funding can be directed. She hoped that outside opinions are welcome. Less than 20% of the State has accessed the first distribution of funding.

Tina Kriebel reported being present at the polls last week. Voters asked her if her husband was in support of the remote school and other related questions. She heard that School Board members were not responsive to questions. The current communication from the Superintendent is not effective. The community wants high quality education. Voters did not trust that the leadership was what is needed. Those that champion public education could not find what they needed. Two-way communication needs to be created. She suggested creating a FAQ as questions are submitted. Respond to voters so they know they are being heard.

## **9. Consent Agenda**

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

Kimberly Saunders referenced a "Notice of Stipend Positions" that included Derek Sorbello, Girls Varsity Lacrosse, Terrence McNamara, Boys Varsity Lacrosse, Paul Finley, Boys Lacrosse Assistant, Lance Flamino, Spring Track, Brian Moore, Select Choir, and James Wickham, Jazz Band for notification to the Board.

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

### **a. Election Results**

Election results were referenced. There is a recount on Thursday. Board members do not count.

This recount request came from ten private citizens across the district. It was timely. The District Clerk verified that the signers are registered voters.

Katherine Heck requested a copy of the original petition.

Kimberly Saunders referenced a para justification that is needed due to a student's IEP needs. It requires one to one support.

**Janine Lesser moved hiring the new paraprofessional as recommended to meet the needs of a student.**

**Jerry Wilson second. Unanimous on a roll call vote.**

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

Tim Theberge reported that once committees are identified meeting dates and times will be set.

Rob Short asked if School Board meetings would remain as presently scheduled or move to Thursdays.

Stephen Ullman spoke about the importance of certainty in schedules for planning policies.

Show of hands on proposing moving board meetings from Tuesday's to first and third Thursday meetings. Five or six were open to the change. Majority were in favor of maintaining Tuesday meetings. Continuing to meet on Tuesday's was confirmed.

### **c. ConVal School District Reopening Update & Local COVID Data Update**

Kimberly Saunders spoke about the vaccination process that has been opened up to ConVal staff, food service, and bus transportation. She said that the district continues to look at mitigation strategies. An article on physical distancing shared fantastic news of a study that occurred in Massachusetts, primarily grade 2-12 and looked at physical distancing and what mattered. Three feet, combined with masking, may be sufficient.

Tim Theberge said that two options are to take some action that would authorize the Superintendent to act on a recommendation. The second option is the likelihood that the board would be called into an emergency meeting.

**Dick Dunning moved to authorize the Superintendent to make decisions once guidance has been given from the CDC.**

**Kevin Pobst second.**

Stephen Ullman shared his reassurance of the inclusion of the CDC recommendation.

Rich Cahoon said that our reopening plan is consistent with this recommendation.

**Unanimous on a roll call vote.**

Kimberly Saunders said that several board members asked for a brief narrative on K-8 Remote.

Dr. Ann Forrest shared the background on K-8 Remote School. Last spring, the emergency order transitioned us to remote learning. A plan developed. Guidance from the State requiring a remote option followed. The first directive from the Board was to develop a budget assuming that school, the following year, would be the same. Things were pulled back and the budget was revised considering keeping the K-8 Remote School in the budget. Guidance from local and state were factored in. We are hearing that things will not be normal at the beginning of the next school year. Some of the unknowns are around how the vaccine impacts the ability to carry the virus. We do not know the impact of the variants. We know that the current vaccines are for individuals 16 and over. Trials for younger children are underway. With that information, we felt that during the budget season, it would be irresponsible not to bring forward a remote option. As we thought about the model, we took things that we have learned and improved upon them. At the elementary level, if you chose remote, you joined a fully remote class. At the middle school level, if you chose remote, you joined a class live in session and joined remotely. The thought was that there would be more shifting from remote to in person learning as time moved forward; they have been relatively stable. It has been difficult to manage both live and remote students in terms of engagement. As the proposed model was developed, difficulties and strengths were considered. In addition, the minimum standards outlined in ED 306 were incorporated. Moving forward, we want to make sure that the best programming is being offered. Our plan has us offering "specials" e.g. music, P.E., and other choices. There was limited access to certified art and music teachers. Access was through recorded videos. We wanted to bring a program that met the minimum requirements forward. Finally, this focused effort allowed some of the items in the Strategic Plan to move forward e.g. competencies. Concerns about learning loss that some students have experienced were a focus.

Dr. Kimberly Saunders spoke about guidance needed that has not come forward for state funding.

Alan Edelkind said that this new K-8 remote has nothing to do with how COVID progresses. If there were a resurgence of COVID, students that needed to go remote would not be in this remote.

Dr. Forrest said that we anticipated that next year there would be some elements that would be the same. Students could transition from remote to in person and the opposite.

Kimberly Saunders said that we created the budget such that this would be related. There is a chance that we will need to have remote options at the start of school next year, not for reasons of choice, but of need.

Kimberly Saunders said that if a separate remote would need to be set up, we would need to set up more teachers remotely. This would provide an opportunity to be more effective.

Kevin Pobst said that his memory was to remove the assumption that we are dealing with COVID and develop a budget that assumes as normal as possible. K-8 Remote was driven by the assumption that some students would like this option and were successful and that this would be a superior version of remote. He said that he has not been operating as if this was COVID related.

Kimberly Saunders said that PPE was removed after the initial budget was presented. The budget was rebuilt.

Kimberly said that there was a lot of misdirection from the board because that is not the assumption of administrators.

Rich Cahoon said that a budget which allowed for remote instruction was mandated. Community members fear that they voted down any possibility for remote as a result of budget failure. We remain under a State mandate. What was voted down was a different approach.

Kimberly said that we would continue to offer remote for those students who cannot return to school.

Kevin Pobst asked when research was looked at as to how students respond to remote instruction, are there students who are receiving it from a live teacher, or some portion and those that are working through packaged modules. What was the breakdown?

Ann Forrest said that research on a three packaged program allows some students to progress. Research on what ConVal put in place with live interaction with a teacher and other students is just coming out.

Rich Cahoon asked since we are not doing this, if at the beginning of next year, we are not back to normal, have we begun to think about what it might look like. Would the plan for middle school look different?

Kimberly said that an emergency plan will be developed. We are more prepared now than we were last June. It would be unfair for the board or administration to ask teachers to conduct that kind of instruction over long periods of time. That was not the plan. Teachers did a phenomenal job at crisis teaching.

Stephen Ullman said that the MOA is a Memorandum of Agreement about working conditions with teachers.

Tim Theberge said that all meetings and materials were open to the public. There are public comment periods. Minutes and agendas are posted on the website for public review to allow one to get up to speed. The district will continue to explore grant funding for these purposes.

## **11. Reports**

### **a. Teacher Representative**

None.

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

Jim Fredrickson said that the committee discussed the solar project. Going with the smaller of the two layouts was confirmed. Which technology will be used is under discussion. The proforma has improved over time.

The Capital Improvement Plan (CIP) was discussed. Challenges in the funding of the CIP exist. Work on the two middle schools and high school are needed. A bond will be required. A modernization or redesign of the classrooms to meet the changes in delivery of education will be pursued. Lastly, discussion on what types of financials reports the board needs took place.  
Lastly, Budget & Property priorities were discussed.

#### **c. Food Service Committee**

Dick Dunning said that what we have to look at in terms of the deficit this year was of discussion. Over \$200K deficit will be needed to cover. Food Service has done a great job tightening their budget. Looking at federal funding to offset portions is underway.

Kimberly Saunders said that part of the loss is directly related to the decrease in loss from students not being in the building. Lori Schmidt said that food service management reports those doing a hybrid model are the worst to manage. Government funding to offset some of the loss is anticipated; she does not anticipate a large amount.

Stephen Ullman asked for an update on the transportation contract.

Kimberly said that it would be non-public discussion as it is under bid. Different alternatives are being considered.

Katherine Heck shared appreciation for the work and service Food Service provided during the past year to keep our kids fed during this pandemic.

Rob Short said that he would want to add a financial update on Food Service monthly to keep on top of it.

Rich Cahoon asked Lori Schmidt to confirm that the financials of our food service are such that we depend on sales at the high school. Lori confirmed that a la carte sales are a notable part of this equation.

ESSER II money that was available has not funneled down to the local level yet.

#### **d. Strategic Plan Committee – Tim Theberge**

Tim Theberge reported that direct invites went out to members of the community. Responses have begun to come in. Many are willing to help work on the Strategic Plan. Public invite will be an open invite to members of the community to serve on the committee.

Those that spoke about the need for communication during tonight's public comment section are encouraged to take the opportunity to participate in the development of the plan.

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

Janine Lesser reported that the committee met tonight. Title IX was discussed.

A Committee Assignment policy will be put forth as well as DIA, and ability for district to reserve funds unspent at the end of the year.

### **12. Old Business**

None.

### **13. New Business**

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

- BEDH: Public Comment & Participation
- KE: Process for Complaints
- BDE: Committee Organization & Assignments

Tim Theberge referenced the above three policies for consideration of the board. Please send input to Janine or other members of the committee.

#### **b. Spring Sports Proposal**

Kimberly Saunders highlighted that the spring sports proposal allows for a competitive season at the high school. It brings teams together for practice regardless of cohort assignment. It requires masking.

**Katherine Heck moved to accept the proposal as recommended.**

**Dick Dunning second.**

Kevin Pobst asked John Reitnauer if the ConVal plan is based on NHIAA and National Federation Guidance. He does not see mask requirements during competition. He asked where the disconnect is.

John Reitnauer said that this will be discussed. A recommendation that masks would be mandated, especially for State competitions was made. A unanimous decision to wear masks during the winter was made. He anticipates that same recommendation for the spring. That group (A.D.'s etc.) has not yet met. The NHIAA Council meets next Friday.

Kevin Pobst said that the COVID mitigation guidance has been changed over recent weeks. It appears that the COVID situation is fluid enough such that the guidance could change rapidly. What would cause a change in the mask requirement?

John Reitnauer said that the State CDC and National Federation recommendations will be considered.

Kevin asked the process a parent or other would follow to seek an exception to mask wearing. John said that there is an option to wear a shield. John said that in sports that shields can be worn, such as hockey, the recommendation was that a mask be worn under the shield. John said that swimming, diving, and ski jumping were special exceptions that were considered.

Kevin Pobst said that he recognizes the safety value here but wants to consider the quality experience of the athlete.

Stephen Ullman shared his appreciation for the reports of sports programs. He asked if students will be asked to sign a document that they will abide to the requirements. He suggested that team captains take on the responsibility to enforce compliance.

John Reitnauer said that there is not a document that students are required to sign.

Rich Cahoon said that we will keep up with current guidance as things change.

**Katherine Heck moved to amend her motion to accept the sports plan as recommended with flexibility to adjust if changes occur.**

**Dick Dunning second.**

Kimberly Saunders said that if the group meet and the decision is to insist on masks and we want to compete, then students need to wear masks.

Katherine Heck said that she heard that seven different organizations weigh in on these decisions.

This plan says that we would do what is necessary for students to compete.

**Unanimous.**

**Stephen Ullman moved that the School Board request John Reitnauer prepare a document which student-athletes would sign in order to affirm their compliance with District athletic policies.**

Robert Short said that a requisition for performance masks were once asked. He sees disposable masks in pictures. What happened to the performance masks? John Reitnauer said that they were made available to athletes and they chose what they were comfortable with.

Katherine Heck asked about feedback about athletics at the middle school. She said that co-curriculars are important as well. Where does it all stand?

Kimberly Saunders said that she would be happy to provide information on what is running and what is not at the next meeting.

Katherine Heck asked if there will be opportunity for expansion of offerings. Kimberly Saunders confirmed.

### **c. Default Calculation & Direction**

Kimberly Saunders said that information by tier was provided for a default.

Janine Lesser said that K-8 Remote was removed. We still need the capacity to provide remote learning in the fall. Are those still in the budget? Kimberly Saunders said that grant funding would be used.

Jim Fredrickson said that it is a recommendation, we have not decided what will be cut.

Jim noted the addition of a paraprofessional was voted tonight. That would continue on into the next year as well. Kimberly Saunders noted an extra para carried in the budget.

Rich Cahoon said that in the absence of a K-8 Remote school, he questioned the validity of our straight-line projection enrollment numbers. He said that he is unsure some students will return with the absence of this budget. When will we have an idea of how many students will return?

Kimberly said that ConVal was fortunate that the decline in enrollment was less significant than other surrounding districts having lost approximately 40 students. The plan is to survey families again after the push for the vaccine to see what thoughts are to return are.

Rich Cahoon suggested keeping flexibility in the budget to see what enrollment looks like in the fall.

Kevin Pobst asked when kindergarten enrollment numbers will be available. Kimberly said that a report of numbers can be brought forward. Enrollment continues to update right up through the start of school.

Kimberly reminded that kindergarten is not required in New Hampshire.

Rich Cahoon spoke about the intent of several families who did not sent their children to kindergarten this year with the intent to send them to kindergarten next year. Our policy would direct them to enroll in first grade.

Kimberly said that they can contact her for a waiver of policy. She has confirmed several families to enter kindergarten rather than first grade.

Stephen Ullman said that relative to the list of potential cuts to meet the default, the more information that can be provided would be helpful.

Jim Fredrickson asked if the remote option is purely a yes or a no or could a lesser option be provided. Kimberly said that it would be the recommendation of this administration to allow the use of grant funding to provide a remote option. It would allow time to gather more information. We are unclear of how many students would be enrolled.

Jim said that the \$780K was for 8 positions to cover 200 students at a cost of \$3,900 per student. He asked for the middle ground and an alternate number. Capital Improvement items might be moved into trusts.

Kimberly said that she is happy to do this, she would want clear direction from the board.

Janine Lesser said that the model in the proposed budget was a multiage multi-grade competency model. Is the new model we are talking about the standard should it be needed? Kimberly said that is accurate. She would reach out to families for information about intent. If this board tells her to create a competency-based model, she will do that. It has been clear from the constituency that it was a major driver in the voting of the budget.

Dick Dunning said that he cannot support leaving remote in the budget; the message from voters was loud and clear. He cannot support funds remaining in the budget.

Katherine Heck echoed what Dick Dunning said. She received a lot of communication on this topic, their tax bill, and the concern for the reasoning behind a remote option. It is important that we have to address the lost learning.

Kimberly reminded the board that a proposal for lost learning was brought forward and the board made the decision not to include it in the budget because it was over \$1M.

Robert Short, Jr. said that the concern was that we would crowbar it into the summer program. It is so fluid that it was too big of a nut to swallow. With the unknowns, getting it all in during the summer was not favored.

Janine Lesser said that we are talking about remote school that voters voted down and having the necessity of some type of remote for those that cannot come to school.

Kevin Pobst said that there are other approaches to lost learning recovery than just the single plan presented to the board. Just because that plan was not put in the budget does not mean that nothing will be done.

Kimberly Saunders said that the budget as directed was brought forward. Another was brought forward. Of course, students who cannot return to school will be taken care of. Lost learning will be addressed. More information is needed from the State. We have committed to making up lost learning by 2022.

Rich Cahoon reminded the board that administrators who designed the K-8 school voluntarily gave up contractual benefits. We need to add that back in.

**Rich Cahoon moved to adopt a Tier 00. Janine Lesser second.**

Stephen Ullman asked if we have to do this tonight. He is not certain about the meaning about a number of these items.

Kimberly Saunders said that the document remains confidential because specific positions are included in it. It does not need to be done this evening. The faster information is known, the sooner it can be implemented.

Rob Short suggested that the offsets for each item could be reviewed. If all of the items were taken out with this motion, he does not know the correlations.

Jim Fredrickson summarized offsets totaling \$400K that were proposed.

**Dick Dunning recommended going into non-public session for further discussion.**

**Katherine Heck second.**

Kimberly Saunders suggested entering non-public at the end of the meeting. Confirmed.

#### **14. Public Comment**

Don Boice shared concern with remote K-8; he asked if the board is familiar with VLACS. Mr. Boice said that he would be willing to join the Athletics subcommittee. He said that wearing masks under a helmet would be crazy. He added that tonight's School Board Meeting seems disjointed tonight; unsure what is going on.

Terrence McNamara echoed Mr. Boice's comments. In addition, on the remote issue, he has been impressed with teachers and the job they were able to do. He thinks remote is an unattractive option. Some of the rationale to offset the potential of losing students is the concern. He suspects families are looking for great athletics and activities.

He agreed that masks under helmets during vigorous activities is not favored. Once we are outside, he believes data will be reassuring on outside sports.

#### **15. Approval of Manifests (Board Vote Required)**

Lori Schmidt certified that manifests listed totaling \$349,181.22 and Payroll totaling \$1,463,622.67 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 manifest as presented. Jim Fredrickson second. Unanimous.**

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

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

**Rich moved to enter into nonpublic session in accordance with RSA 91-A:3,II for matters of personnel and negotiations at 8:49 p.m. Katherine Heck second. Unanimous.**

**Dick Dunning moved to exit non-public session at 10:27 p.m. Robert Short, Jr. second. Unanimous.**

**Dick Dunning motioned to seal the minutes of non-public sessions for a period of 5 years. Katherine Heck second. Unanimous.**

**Kevin Pobst moved to assign Rich Cahoon as mediator for the legal proceedings with Monadnock Tent and Event.**

**Dick Dunning second. Unanimous.**

**Kevin Pobst moved to authorize Tim Theberge to sign the contract with the Superintendent. Katherine Heck second. Unanimous.**

**Rich Cahoon moved to accept Tier 0 recommendation. Janine Lesser second. Unanimous.**

**Kevin Pobst motioned to adjourn at 10:32 p.m. Katherine Heck second. Unanimous.**

Respectfully submitted,

Brenda Marschok



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

**CONTOOCOOK VALLEY SCHOOL DISTRICT**

**April 6, 2021**

**Personnel Agenda**

**Co-Curricular Notifications:**

See Attached

## NOTICE OF STIPEND POSITIONS

First	Last	DAC	Position	Stipend Amt	FTE
<b>Athletic</b>					
Todd	Bennet	CVHS	Track Assistant - Spring	\$ 2,846.20	1
Kevin	Carne	CVHS	Lacrosse - Girls Assistant	\$ 2,846.20	1
Lawton	Fagiano	CVHS	Baseball - Assistant	\$ 2,846.20	1
Griffen	Fletcher	CVHS	Track Assistant - Spring	\$ 2,846.20	1
Kevin	Morneault	CVHS	Lacrosse - Boys JV	\$ 2,846.20	1
Kelly	Shirk	CVHS	Softball - Assistant	\$ 2,846.20	1
Courtney	Smith	CVHS	Track Assistant - Spring	\$ 2,846.20	1
Mike	Young	CVHS	Tennis - Boys Varsity	\$ 2,846.20	1
Amanda	Hinton	CVHS	Softball - Varsity	\$ 3,557.75	1

2020		Actual Registered as of 3.31.21	Appts. Scheduled for 4.5&4.7	TOTAL	Census Numbers
AES		8	6		27
BES		5	3		12
DCS		4	0		14
FES		4	0		11
GES		7	0		15
HES		4	3		10
PES		17	6		59
TES		3	1		11
Totals		52	19	71	159

# 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	16	17
18	19	20 Policy Committee Mtg. @ 5:00 pm School Board Mtg. @ 6:30 pm	21	22	23	24
25	26	27	28	29	30	

# May 2021

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



# **ConVal Regional High School**

## **Spring 2021 Reopening**

# Table of Contents

<b><u>Introduction</u></b>	<b><u>2</u></b>
<b><u>Daily Schedule</u></b>	<b><u>4</u></b>
<b><u>Attendance</u></b>	<b><u>5</u></b>
Revised Attendance Recording	5
<b><u>Daily Hygiene Guidelines</u></b>	<b><u>6</u></b>
Hygiene Protocols	6
<b><u>Arrival, Screening, and Dismissal</u></b>	<b><u>7</u></b>
Arrival Procedures	7
Daily Screening Procedures	7
Tardy and Early Dismissal Procedures	9
School Dismissal Procedures	10
Mask Procedures	10
<b><u>Classroom Procedures</u></b>	<b><u>11</u></b>
Daily Classroom Procedures	11
Room Cleaning Between Classes	12
<b><u>Hallways and Transitions</u></b>	<b><u>13</u></b>
Hallway Traffic Patterns	13
Restroom Protocol	13
<b><u>TASC</u></b>	<b><u>14</u></b>
TASC Procedures	14
<b><u>Lunch</u></b>	<b><u>15</u></b>
Lunch Procedures	15

# Introduction

The purpose of crafting this *Spring 2021 Reopening Plan* was to devise a plan that included important information outlining how ConVal High School would operate on a daily basis as we transition to offer continuous in-person learning for all students who choose to join us in physical classrooms. We know that some students will continue to learn remotely for a short period of time or for the duration of the school year.

As stated in our district *Fall 2020 Reopening Plan*, transitioning to in-person instruction or remote instruction would be based on health data. The plan cited that “specifically, we will be looking for guidance from the Centers for Disease Control (CDC), the New Hampshire Department of Health and Human Services (NH DHHS), State of New Hampshire Guidance, and information provided by the New Hampshire Department of Education (NHDOE). Additionally, a district-established COVID-19 monitoring team, in conjunction with local health professionals, will look at local, regional, and state data daily to assess trends and provide real-time information to our staff and community members” (introductory letter by Dr. Kimberly Rizzo Saunders). The original reopening plan also stated that “it is important to note that we may need to adjust the plans as we become aware of new information” (p. 1).

On March 19, 2021 the CDC updated its operational strategy for K-12 schools to reflect new evidence on physical distancing in classrooms. The press release stated the “CDC now recommends that, with universal masking, students should maintain a distance of at least 3 feet in classroom settings” (*CDC Updates Operational Strategy for K-12 Schools*). This was a change from the previous recommendation which permitted us to adjust the current cohort model.

There were many guiding beliefs that contributed to the original district plan in the fall. The first five guiding beliefs from our *Fall 2020 Reopening Plan* are as follows (p. 2):

- Safety first — the safety of our students, staff, and community is our highest priority.
- An in-person learning environment is preferable for most students and families.
- Schools play a critical role in supporting students’ academic, social, and emotional growth.
- The Reopening Framework must support educational equity for all students.
- The Framework needs to be fluid. The ConVal Reopening Framework acknowledges that it may be necessary to progress or regress through the phases as public health conditions change.



Safety continues to be the highest priority as we anticipate more students back in school in the very near future. The following plan was developed through the lens of safety with the understanding that we will monitor and adjust to meet the current needs.

As a memo from our Director of Facilities Tim Grossi shared on November 2, 2020:

“The results of the testing proved our recent enhancements in filtration, as well as the overall performance of the HVAC units *meets or exceeds* the standards set by the CDC. We will continue to start the operation times of all HVAC units 2 hours before school starts and let the systems run 3-4 hours after school ends. The I-wave Ionization units will always be in operation now and we will continue to utilize MERV 11 filters long after COVID19 moves on.” The Scott Lawson Group (Concord, NH) conducted the testing.

The COVID-19 Monitoring team will continue to meet daily throughout the duration of the school year to keep a critical eye on data in our towns, region, and state.

As we progress into spring, we will also consider the use of tents for instructional purposes. On a recent survey, some staff preferred that option for instruction, either as a consistent option or as an occasional choice. When the grounds are stable, we will work with the facilities crew to explore the option of instruction in tents. We also hope to use some tents during our lunch periods.

The opportunity to bring both cohorts back together for the last few months of the school year is exciting for many, yet can also be overwhelming and stressful. It will take all of us working together in a patient and supportive way to make this transition as smooth as possible. Our school community is a unified group, and *together* we can and will make this happen. We will continue to support our students, staff, families, and the entire ConVal community as we continue to educate all and respond to the needs in front of us.

We are ConVal.

Best,



Heather McKillop

Principal

ConVal Regional High School

# Daily Schedule

***GOAL: To adjust the daily schedule to accommodate the return of all students without the use of the cohort system.***

Transition: 7:20-7:35

- Teachers with 1st block plan stay in hallways and monitor until 7:40.

## **Block 1: 7:35-9:00.**

- Teachers submit lunch orders to cafeteria staff immediately after the Pledge of Allegiance
- Cleaning time - 9:00 -9:05

Transition: 9:05-9:10

- @9:05 - Student last names beginning w/ A-H (A tone will indicate when different groups should be dismissed.)
- @9:06 - Student last names beginning w/ I-P
- @9:07 - Student last names beginning w/ Q-Z
- Teachers with prep block 2 stay in hallways and monitor until 9:15.

## **Block 2: 9:10-10:30**

- Cleaning time - 10:30-10:35

Transition: 10:35-10:40

- @10:35 - Student last names beginning w/ A-H
- @10:36 - Student last names beginning w/ I-P
- @10:37 - Student last names beginning w/ Q-Z
- Teachers with prep block 3 stay in hallways and monitor until 10:45.

## **Block 3: 10:40 - 12:45 (Refer to lunch schedule for specific logistics.)**

- Cleaning time - 12:45-12:50

Transition: 12:50-12:55

- @12:50 - Student last names beginning w/ A-H
- @12:51 - Student last names beginning w/ I-P
- @12:52 - Student last names beginning w/ Q-Z
- Teachers with prep block 4 stay in hallways and monitor until 1:00.

## **Block 4: 12:55-2:15**

- Cleaning time - 2:15-2:20

Dismissal: Student drivers will dismiss @ 2:15, followed by parent/guardian pick-up @ 2:17, and all others @ 2:20.

# Attendance

## Revised Attendance Recording

***GOAL: To accurately reflect students present in the building or absent if not in physical attendance; to reflect accurate attendance for students learning as remote-only students.***

Attendance procedure for the duration of the year:

With the upcoming change, please adhere to the following:

- If students have selected in-person learning, they are expected to be present in the building and attendance should reflect that. If students cannot attend in person, they will be marked as absent and should check in with their teacher regarding make-up work and check the Google classroom. If students are not feeling well, please be sure to contact the main office so they are marked absent due to illness. Only remote-only students should be participating remotely. Students may not choose to attend remotely day to day or week to week. This will help with attendance, monitoring illness incidents, and with teacher preparation as they craft lessons to meet the needs of their students.
- Our school aims to reestablish the traditional in-person experience as much as possible, so if students are not feeling well or have an appointment they must attend, they will not participate remotely and will be marked absent.
- Exceptions will be made for quarantine due to COVID-19 exposure or extended illnesses and extenuating circumstances.

# Daily Hygiene Guidelines

## Hygiene Protocols

***GOAL: To help maintain a safe environment.***

The following hygiene protocols were adapted from CDC Centers for Disease Control and Prevention and will be observed by ConVal Regional High School.

Wash your hands often.

- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- It's especially important to wash your hands:
  - Before eating or preparing food
  - Before touching your face
  - After using the restroom
  - After leaving a public place
  - After blowing your nose, coughing, or sneezing
  - After handling your mask
  - After caring for someone sick
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

Avoid close contact

- At School: Put 3 feet of distance between yourself and people who don't live in your household when wearing a mask.
  - Remember that some people without symptoms may be able to spread the virus.
  - Stay at least 3 feet (about 1 arm length) from other people when masked. When you are eating or taking a mask break, 6 feet of distance must be maintained.
  - Keeping distance from others is especially important for people who are at higher risk of getting very sick.

Cover your mouth and nose with a mask when around others

- You could spread COVID-19 to others even if you do not feel sick.
- The mask is meant to protect other people in case you are infected.
- Everyone should wear a mask in public settings and when around people who don't live in your household, especially when other physical distancing measures are difficult to maintain.

- Masks should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- Continue to keep about 3 feet between yourself and others. The mask is not a substitute for physical distancing.

#### Cover coughs and sneezes

- Always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow and do not spit.
- Throw used tissues in the trash.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

# **Arrival, Screening, and Dismissal**

## **Arrival Procedures**

***GOAL: To establish routines for daily drop-off and dismissal.***

When arriving each day, students will go directly to a screening site. Students will go through the daily screening process (see Daily Screening Procedures). If there is a line at the screening site, students will maintain a physical distance of at least 3 feet. When arriving, buses are encouraged to stop and unload at the screening site (door) with the shortest line. Students who are dropped off or who drive themselves are encouraged to go to the screening site (door) with the shortest line.

Once students are screened, they will proceed directly to their Block 1 classrooms. If students need to use the restroom, they must use the restroom assigned for their designated area (see Restroom Protocol).

If students need breakfast, they will get breakfast at the “Grab and Go” location closest to their Block 1 classroom and then proceed directly to their Block 1 class. Students who choose the “Grab and Go” option should eat at their desk/table and clean up their desk/table after. Students should use hand hygiene before and after breakfast and maintain a minimum physical distance of 6 feet while eating breakfast. The 6 feet physical distance is necessary because students will be removing their masks to eat. Masks must be put on immediately after breakfast is eaten.

## **Daily Screening Procedures**

***GOAL: To provide a procedure for daily screening  
to be used at designated entry locations***

Signage is posted at all designated entrances indicating that all persons who want to enter the building will be subject to screening for symptoms of COVID-19. Signage instructs people who are symptomatic with fever, cough, etc. not to enter school.

Parents/guardians will be informed of the screening questions and will pre-screen their child(ren) before they are transported to school and will keep their child(ren) home if the pre-screening warrants such.

Students and staff are highly encouraged to complete screening questions prior to leaving for school using the ConvenientMD app. Students will show an entry screener

their device with the completed questions that shows they are cleared to enter the building for that day. All students will have their temperature taken by a screener before entering the building each day. Students who do not complete the questions on the ConvenientMD app before arriving at school will be screened at the north entrance to the gym.

Nurses will communicate with parents to review the process for home pre-screening. The following questions should be asked by the parents/guardians (New Hampshire Grades K–12 Back-to-School Guidance, p. 6):

1. Do you have any newly developed symptoms, such as fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting, or diarrhea?
2. Have you had any close contact with someone who is suspected or confirmed to have had COVID-19 in the past 10 days?
3. Have you traveled internationally or by cruise ship in the prior 10 days?

If the student answers YES to any of the above questions, parents/guardians will keep their child at home, call the school to report an absence, and will be encouraged to contact the student's primary care physician for further guidance.

Staff will be informed of these screening questions, will pre-screen before leaving home, and will stay home if the screening warrants such. Staff will also have the opportunity to use the ConvenientMD app to pre-screen before leaving home. Staff will still need to take their temperature and sign in when they arrive at school.

All students and any outside related service providers that need to enter the building will be screened daily by the school nurse or trained school staff upon arrival, prior to entering the building.

Nurse/staff will wear appropriate personal protective equipment including mask and face shield for screening procedures.

Hand sanitizer will be provided for use prior to entering the building.

The designated entrances at ConVal High School are as follows:

- Gym Entrance
- Main Door Entrance A
- Main Door Entrance B
- ATC Entrance

- The north entrance to the gym has been designated as a “full” screening station for individuals who did not complete the questions on the app before arriving at school.

If a student’s temperature is 100.0 F or higher or if the student answers yes to any of the screening questions, staff will notify the nurses, the student will be escorted to the accommodation area (visitor girls locker room) and the district protocol will be followed. The accommodation area (visitor girls locker room) will be accessed by the nurses. Once there, the student will be monitored by a nurse until dismissal.

## **Tardy and Early Dismissal Procedures**

***GOAL: To outline clear tardy and early dismissal procedures for the remainder of the 2020-2021 school year.***

The daily screening sites will close at 7:35. Students who are tardy will proceed to the window open by the main office. There will be a sign by this window.

At the window, tardy students will go through the daily screening and be given a tardy pass for the day, before heading to their scheduled class. Students who are tardy should bring in a note or have parents call in if tardy is to be excused. Tardy students who arrive in class without a tardy slip, should be sent to the main office.

If a student needs to be dismissed during the school day, the parent/guardian should call the main office or send in a note with a dismissal time and a reason for dismissal. At the time of dismissal, the student will report to the main office, the dismissal will be documented, and the student may then leave. This ensures that there is a correct count of individuals in the building at all times for emergency purposes.

Parents/guardians who are picking up their child(ren) should call when they arrive in the parking lot. Parents/guardians should not be entering the building.

Students arriving to the building for late arrival will follow the same procedure as tardy students by reporting to the window station by the main office.

Early release and limited release students will sign out in the main office. Hand sanitizer will be provided at this sign in/out counter.

Under no circumstances should any student leave the campus directly from the classroom unless it is the end of the school day.



# **School Dismissal Procedures**

***GOAL: To establish routines for daily school dismissal.***

Students will be dismissed daily in three waves: At 2:15, student drivers will be dismissed and will go directly to their cars. At 2:17, students getting picked up by parents/guardians will go directly to the Pick Up Lane and get in their pick-up vehicles. At 2:20, students traveling on buses will proceed to their assigned buses.

Students riding buses are to keep masks on throughout bus travel and while exiting the bus. Masks may be removed once students have exited the bus at their bus stops and physical distancing has been maintained. Vehicle travelers should keep masks on until they are in their vehicles, unless otherwise directed to keep masks on (for example, students carpooling with parents).

Students who are walkers should keep their masks on while on campus. It is recommended to keep masks on when walking with peers while off campus as well.

## **Mask Procedures**

***GOAL: To provide a consistent and safe procedure for students and staff to take mask breaks during class.***

- Masks are to be worn at all times during the day except during mask breaks, regardless of whether or not an individual has received the COVID-19 vaccine. The teacher will provide mask breaks during each class. The timing and location of each break will be at the teacher's discretion. Teachers may take students outside if weather allows.
- Students and staff will go to break location and maintain a physical distance of at least 6 feet. Students may then take their masks off. We ask that students keep their heads pointing downward when talking with peers and try to avoid yelling or speaking in loud voices.
- At the conclusion of a break, all masks will be put back on, students will go back to their desks/tables, and class will resume.
- If a student wishes to have a drink, they will be permitted to lower their mask for a brief period of time.
- If a student needs a personal mask break, he or she may go to the back of the class area, maintaining physical distance from all other students, and remove the mask. We ask that during an individual break, the student not participate in class discussions. We ask that personal mask breaks be limited to 1 student at a time.

- Staff working in their private work space (office, empty classroom) may have masks off. This is considered a mask break. If anyone wishes to enter this space, masks must be put on.
- Students in Physical Education Classes may have masks off during outdoor activities that allow for a minimum 20 feet physical distancing.

# Classroom Procedures

## Daily Classroom Procedures

***GOAL: To establish daily procedures so students can recognize routines and expectations.***

At the beginning of the day, teachers can expect their classrooms to be cleaned and sanitized by facilities staff.

Teachers will sanitize their hands prior to teaching each block. If there are any spills or possible contamination concerns during class that need to be addressed, please call the main office.

Students are expected to be in class at the scheduled start time. Students should be sitting in their seats as class begins.

Teachers will begin class by recording daily attendance. Remote students are expected to be logged into Google Classroom and present in the online meeting (Zoom, Google Meet, etc.) designated by the respective teacher at this time.

Teachers will employ a combination of instructional techniques in order to best create a common community between both remote and in-person groups, as allowed by the content area.

Following the Daily Schedule, teachers will end instructional time five minutes prior to the end of each block to allow for cleaning between classes. During this time, teachers will be cleaning desks/tables according to the district protocol (see Room Cleaning Between Classes).

Once tables are cleaned, teachers should be in the hallways monitoring students and making sure all are physically distancing at a minimum of 3 feet.

## **Room Cleaning Between Classes**

***GOAL: To provide a quick clean of desk and table surfaces between classes.***

- During staggered dismissal, Teachers will sanitize hands and use Spray Bottle Provided to spray top surfaces of desk/tables used during class. Once all desk/tables have been sprayed, the teacher will go to the first desk/table and wipe the surface using the procedure below:
  - Put on gloves provided, and wipe off all desk/table surfaces using disinfectant cloth provided. The following procedure provided by UniFirst Microfiber Cleaning will allow 1 disinfectant cloth per day:

“ .... you'll clean the remaining non-glass surfaces of the room (desks/tables) using our microfiber cloths. Each microfiber cloth can be folded to provide eight separate cleaning surfaces. Start by folding the cloth in half and then fold the cloth in half again. Wipe any flat smooth surface with the cloth and when it becomes soiled, turn the cloth over and continue cleaning. To access two more clean surfaces, simply unfold and refold the two used surfaces together. Finally, if needed repeat this process with the other side of the cloth by refolding the first fold, folding the dirty side of the towel against itself”
- Teachers will sanitize their hands prior to teaching.
- Teachers will then go to their hallway area to assist in hallway monitoring.
- At the end of day - facilities staff will provide a clean cloth for the start of the next day. Please leave the used cloth in a visible location.
- If there are any spills or possible contamination concerns that you feel need to be addressed during class, please call the main office.

# Hallways and Transitions

## Hallway Traffic Patterns

***GOAL: To establish a movement flow through the high school building that maximizes physical distancing.***

All hallways are designated with arrow signs that mark the flow of walking traffic in the building. All large hallways and stairwells have been designated as one-way traffic while smaller, less-trafficked hallways and some intersection points may be two-way.

No matter the hallway designation, whether one way or two way, students are to maintain a physical distance of 3 feet at all times. Staff will be in the halls during passing to monitor and assist in this need.

## Restroom Protocol

***GOAL: To create safe restroom spaces for all of our students.***

- Large restrooms (more than one toilet) will be limited to no more than 3 students at one time. Small restrooms will be limited to one person at a time.
- Students must wear masks while in the restroom.
- 3 foot markings will be located outside of large restrooms in the hall, if a line is needed to form.
- Large restrooms will be monitored by staff during passing times. If restroom lines become too long during the passing time, we may close restrooms during passing time and reopen them during class time.
- Teachers may only allow 2 students out at a time during class. Breaks should be limited to five minutes (because of travelling distances, we ask that teachers use their professional judgement regarding time). The E-Hall Pass system will be used. If the E-Hall Pass system goes down, teachers will maintain a sign out sheet. No lanyard passes or laminated passes will be used.
- No physical restroom passes (lanyards or individual teacher passes) will be used during pandemic.
- Students should use the closest available restroom. As always, gender neutral restrooms are available throughout the building and may be used by students.

# **TASC**

## **(Teachers in Academic Support Centers)**

### **TASC Procedures**

***GOAL: To continue to offer students academic and social/emotional support.***

Teachers will set aside 40 minutes per week during each class, divided as they have determined works best for their students. This time should be reflected in our building-wide spreadsheet.

We will continue to use Flex Fridays. Students will log into TASC homeroom from 10:30-11:30am. The rest of the day can be used for appointments with teachers for extra help/enrichment or to work on other academic assignments.

We hope to be able to offer additional opportunities for students to interact and build school community as the year continues, in accordance with relevant COVID-19 recommendations.

# **Lunch**

## **Lunch Procedures**

***GOAL: To establish a safe environment for eating lunch while providing time for social interaction.***

There will be three, 30 minute lunch periods with 20 min spacing in between:

**Lunch A: 10:40-11:10**

**Lunch B: 11:30-12:00** (dismiss for lunch at 11:30)

**Lunch C: 12:20-12:50** (dismiss for lunch at 12:20)

Lunches have been assigned to individual teachers based on class size, grade level, and subject. This assignment will remain the same for the remainder of the school year. Classes must eat lunch during their assigned lunch period.

Each Block 3 teacher will work with their classes to designate 50% of their students to eat in the cafeteria and 50% to eat in their classroom. This assignment will be the same for every day in a given week. New assignments can be made on the first school day of each week.

Students not eating in the cafeteria must remain with their Block 3 teacher for lunch.

All students who are getting school lunch will pick it up in the cafeteria. Those students assigned to eat in their classroom will return to it as soon as they have picked up their lunch.

Block 1 teachers will take a lunch count right after the Pledge of Allegiance. Mrs. Seymour will take lunch counts for students arriving to school after the 7:35 bell up until 9:30. Lunch counts will be recorded on paper, collected, and delivered to the cafeteria staff by designated individuals. Lunch orders cannot be taken after 9:30.

Tables and chairs will be set up in the cafeteria to allow three students per round table and two (one on each end) per rectangular table.

Tables and chairs will be set up in the cafeteria parking lot and in the courtyard to allow students to eat outside, as weather allows.

Classroom seating for lunch must maintain 6 feet physical distance between people. The 6 feet physical distance is necessary because students will be removing their masks to eat.

In the cafeteria, students will be allowed to choose their seats but will be asked to eat only at their chosen seat for the day. In other words, no moving around while eating.

Students must wear their masks when not eating and maintain 3 feet physical distance when masked and out of their seats.

Coverage for the cafe will be provided by the Admin team and teachers with block 3 preps.

Staff on lunch duty will be responsible for ensuring that students maintain physical distancing and that they wear masks when not eating and away from their seats. They also will ensure that any band/chorus equipment stored in the cafe remains secure.

Staff on lunch duty will dismiss students from the cafeteria in small groups, beginning three minutes before the end of the lunch period.

This plan may be modified as the spring progresses and the weather warms up to allow the additional use of outside spaces during lunch.



Activities GBS	Number of participants
Select Choir	10
Yearbook	0
GSA (no stipend)	8
VEX Robotics Club (grant funded)	5
Grade 8 Celebration	0 (8 anticipated)

Activities/SMS	Student #
GSA	15
Student Council	25
Science Club	20
Running Club	25
Art Club	8
Bio Made Engineering	4
Robotics	10

Activity/CVHS	Number of participants
Music - All State Band	4
Music - All State Chorus	4
Music - NE Festival Band	5
Music - NE Festival Chorus	5

Activity/CVHS	Number of participants
Alpine Skiing	19
Art Club	10
Baseball	20
Boys Basketball	12
Boys Lacrosse	28
Boys Soccer	30
Boys/Girls Tennis	8
ConVal Drama	25
Cross Country	43
Envirothon	6
Field Hockey	23
Football	31
Freshman Class ('24)	7
German Club	10
Girls Basketball	7
Girls Ice Hockey	10
Girls Lacrosse	25
Girls Soccer	17
Golf	11
GSA	9
History Club	8
Indoor Track	22
Jazz Band	25
Junior Class ('22)	7
Math Team	10
National Honor Society	30
National Ocean Sciences Bowl	8
National Technical Honor Society	50
Nordic Skiing	17
Select Choir	25
Senior Class ('21)	6
Softball	14
Sophomore Class ('23)	8
Student Council	16
The Link	5
Track and Field	37
Unified Basketball	14
Volleyball	30
Wrestling	18
Yearbook	10
Youth & Government	12
Educators Rising	12

# Student Enrollment

AES	IP	R	Total	BES	IP	R	Total	CVHS	IP	R	Total
Antrim	94	16	110	Antrim	2	2	4	Antrim	67	29	96
Bennington	7	0	7	Bennington	51	10	61	Bennington	47	20	67
Dublin	0	0	0	Dublin	0	0	0	Dublin	29	13	42
Francestown	7	0	7	Francestown	0	0	0	Francestown	32	16	48
Greenfield	1	0	1	Greenfield	0	0	0	Greenfield	40	28	68
Hancock	3	0	3	Hancock	0	0	0	Hancock	41	19	60
Peterborough	0	0	0	Peterborough	0	0	0	Peterborough	172	82	254
Sharon	0	0	0	Sharon	0	0	0	Sharon	13	5	18
Temple	0	0	0	Temple	0	0	0	Temple	24	16	40
T/H	1	0	1	T/H	0	0	0	T/H	6	4	10
Total	113	16	129	Total	53	12	65	Total	471	232	703
DCS	IP	R	Total	FES	IP	R	Total	GBS	IP	R	Total
Antrim	0	0	0	Antrim	1	0	1	Antrim	79	15	94
Bennington	0	0	0	Bennington	0	0	0	Bennington	60	7	67
Dublin	46	1	47	Dublin	0	0	0	Dublin	0	0	0
Francestown	0	0	0	Francestown	41	3	44	Francestown	52	6	58
Greenfield	0	0	0	Greenfield	0	0	0	Greenfield	0	0	0
Hancock	0	0	0	Hancock	0	0	0	Hancock	35	1	36
Peterborough	5	0	5	Peterborough	0	0	0	Peterborough	1	1	2
Sharon	0	0	0	Sharon	0	0	0	Sharon	0	0	0
Temple	0	0	0	Temple	0	0	0	Temple	0	0	0
T/H	0	0	0	T/H	0	0	0	T/H	2	0	2
Total	51	1	52	Total	42	3	45	Total	229	30	259
GES	IP	R	Total	HES	IP	R	Total	PES	IP	R	Total
Antrim	0	0	0	Antrim	1	0	1	Antrim	0	0	0
Bennington	2	0	2	Bennington	1	0	1	Bennington	1	0	1
Dublin	1	0	1	Dublin	0	1	1	Dublin	3	0	3
Francestown	2	0	2	Francestown	0	0	0	Francestown	1	0	1
Greenfield	72	3	75	Greenfield	0	0	0	Greenfield	2	0	2
Hancock	3	0	3	Hancock	40	5	45	Hancock	1	0	1
Peterborough	1	1	2	Peterborough	0	0	0	Peterborough	193	41	234
Sharon	0	0	0	Sharon	0	0	0	Sharon	10	1	11
Temple	0	0	0	Temple	0	0	0	Temple	2	0	2
T/H	0	0	0	T/H	0	0	0	T/H	1	0	1
Total	81	4	85	Total	42	6	48	Total	214	42	256
SMS	IP	R	Total	TES	IP	R	Total	ALL SCHOOLS	IP	R	Total
Antrim	5	3	8	Antrim	0	0	0	Antrim	249	65	314
Bennington	0	1	1	Bennington	1	0	1	Bennington	170	38	208
Dublin	32	8	40	Dublin	0	0	0	Dublin	111	23	134
Francestown	4	0	4	Francestown	0	0	0	Francestown	139	25	164
Greenfield	50	11	61	Greenfield	0	0	0	Greenfield	165	42	207
Hancock	4	1	5	Hancock	0	0	0	Hancock	127	26	153
Peterborough	164	29	193	Peterborough	0	0	0	Peterborough	536	154	690
Sharon	11	6	17	Sharon	0	1	1	Sharon	34	13	47
Temple	21	10	31	Temple	40	8	48	Temple	87	34	121
T/H	0	1	1	T/H	1	0	1	T/H	11	5	16
Total	291	70	361	Total	42	9	51	Total	1629	425	2054

## **BEDH – Public Comment and Participation at Board Meetings**

### **ConVal School Board**

The primary purpose of School Board meetings is to conduct the business of the Board as it relates to school policies, programs and operations. The Board encourages residents – including our students - to attend Board meetings so that they may become acquainted with the operation and programs of the schools. All official meetings of the Board shall be open to the press and public. However, the Board reserves the right to meet and to adjourn or recess a meeting at any time. The Board also reserves the right to enter non-public session at any time, in accordance with the provisions RSA 91-A:3 II.

In order to assure that persons who wish to appear before the Board may be heard and, at the same time, it may conduct its meetings properly and efficiently, the Board adopts as policy the following procedures and rules pertaining to public participation at Board meetings:

1. Each regular meeting of the Board should have two periods of public comment.
2. The first period of public comment should be prior to the Superintendent's Report.
3. The second period of public comment should be following New Business.
4. Each speaker will be given 2 minutes to speak. This period may be extended by a majority vote of the Board. If the 2 minute period is extended for one speaker, it must be extended for all.
5. The same person may address the Board only once during the same meeting.
6. Consistent with RSA 91-A:3 and the laws pertaining to student and family privacy rights, the Board will not place any matter on the public agenda that is to be properly discussed in a non-public session. Complaints regarding individual employees, personnel, or students, will be directed to the Superintendent in accord with policies KE and KEB.
7. All speakers are to conduct themselves in a civil manner. Speakers may not use threats of physical violence, may not speak or conduct themselves in a way that incites violence or is disruptive, may not be vulgar or obscene, and need to speak to business related to the School Board and operations of the District. The School Board will not permit repetitive, harassing, or frivolous speech or comments that are off topic, antagonistic, obscene, or libelous as such statements will be considered out of order and will not be tolerated. The Board Chair may terminate the speaker's privilege of address if the speaker does not follow this rule of order. Repeated refusals to comply will result in removal from the meeting.

During these public comment periods, members of the public are allowed to address the Board. However, it is not a question and answer period. In general, the Board will not answer questions asked or respond to comments made by members of the public. Persons appearing before the Board are reminded that members of the Board are without authority to act independently as individuals in official matters. Thus, in most instances, any Board response will be deferred pending consideration by the full Board. In addition, although staff of the District are also members of the public, there are specific Board policies in place - notably GBD - that establishes that the appropriate channel of communication between District staff and the Board is through the Superintendent.

Members of the public - including our students - are strongly encouraged to ask questions or provide comments to the Board and the Administration. However, the best way to ensure your

## **BEDH – Public Comment and Participation at Board Meetings**

### **ConVal School Board**

questions are addressed is by submitting those questions to the members of the Board or to the Administration, via email, phone call, or regular mail.

All of the agendas and minutes of the Board meetings and all of the committees are posted on the Board's website. Committee meetings are also open to the public, but there are no public comment periods at those meetings. The Chair of the individual committees may, at their sole discretion, allow members of the public to comment at committee meetings.

#### ***Legal Reference:***

*RSA 91-A:2, Meetings Open to Public*

*RSA 91-A:3, Non-Public Sessions*

#### ***Category: R***

*See also KE, KEB*

1<sup>st</sup> Read: March 16, 2021

2<sup>nd</sup> Read: April 6, 2021

Adopted:

Proposed Revision: March 2021

## **KE - PROCESS FOR PUBLIC COMPLAINTS**

**Category: R**

See Also *BEDH*

The Board believes that complaints and grievances are best handled and resolved by the parties directly concerned. Therefore, the proper channeling of complaints will be as follows:

1. Teacher
2. Principal
3. Superintendent
4. School Board

Any complaint presented to the Board about school personnel shall be referred back through proper administrative channels. The Board will not hear complaints from individuals until such complaints have first been brought forth through the appropriate and applicable administrative procedures. Exceptions to this provision are for complaints that relate solely to Board actions or Board operations.

In the event a complaint is made directly to an individual Board member, the procedure outlined below shall be followed:

1. The Board member shall refer the person making the complaint to the Superintendent for investigation. The Superintendent or designee may delegate the investigation, as appropriate.
2. If the member of the public will not personally present the complaint to the Superintendent or Principal, the Board member shall then ask that the complaint be written and signed. The Board member will then refer the complaint to the Superintendent for investigation.
3. If persons making complaints feel that a satisfactory reply has not been received from the Superintendent, they may request that the complaint be heard by the Board. The Board will hear and act upon the complaint only by majority vote. If the Board does hear and act upon the complaint, all Board decisions shall be final.

First Read: March 16, 2021

Second Read: April 6, 2021

Adopted:

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

### **ConVal School Board**

**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 scope of responsibility and jurisdiction. All recommendations of these committees should represent a majority vote of committee members. No vote or discussion of a standing committee will constitute the establishment of School Board policy 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 to all Board members, the Superintendent, and the public.

### **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. ~~and shall be responsible for records of the meetings~~

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. Copies of these records will be 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. No vote shall be taken by a committee unless there is a quorum of those eligible to vote present.

### **Committee Responsibility and Jurisdiction**

Each committee of the Board will be charged with a specific scope of responsibility and jurisdiction. This charge of responsibility and 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 charge of responsibility and jurisdiction when deemed appropriate; any change to a committee charge of responsibility and jurisdiction must be approved by the School Board. All committee charges of responsibility and jurisdiction will be posted on the School Board's website. A committee of the Board shall not appoint a subcommittee 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



- Student Discipline
- Employee Grievance
- 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 ~~recommending approval of the 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 made public and the meetings will be open to all members of the Board. No vote or discussion of an ad hoc committee will constitute the establishment of Board policy, 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: April 6, 2021

Adopted:

NEW HAMPSHIRE PUBLIC SCHOOLS  
SCHOOL ADMINISTRATIVE UNIT #1

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

Telephone: 603-924-3336

Fax: 603-924-6707

Dr. 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: Larry Pimental

DATE: 3/2/21

RE: REQUEST TO ACCEPT A GIFT OR DONATION

The Peterborough Elementary School requests authorization to accept from:

Name/Address: Jessica Fahrenholtz, 205 Old Street Rd,

Peterborough via Comcast Employee Incentive Program

the following gift/donation of: Check from CAF valued at \* \$ 586.50

for the purpose of: Purchasing drawstring bags to  
transport student Chromebooks to/from School.

\*All checks, upon receipt, should be sent to Accounts Receivable at the SAU Office.

[Signature]  
Teaching/Supervising Principal's Signature

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

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

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

Date Check Received by SAU: \_\_\_\_\_

Form Updated: April 2019

## Budget Transfers

Acct No.	Description	Debit	Credit
21.000.2310.40.430	Dist Admin Repair/Maint	-	14,000.00
21.330.2320.40.436	CVHS Copier Repairs	2,940.00	
21.221.2320.40.436	SMS Copier Repairs	1,820.00	
21.220.2320.40.436	GBS Copier Repairs	1,820.00	
21.117.2320.40.436	TES Copier Repairs	420.00	
21.116.2320.40.436	PES Copier Repairs	1,540.00	
21.115.2320.40.436	HES Copier Repairs	420.00	
21.114.2320.40.436	GES Copier Repairs	420.00	
21.113.2320.40.436	FES Copier Repairs	420.00	
21.112.2320.40.436	DCS Copier Repairs	420.00	
21.111.2320.40.436	BES Copier Repairs	420.00	
21.110.2320.40.436	AES Copier Repairs	700.00	
21.000.2320.40.436	SAU Copier Repairs	2,660.00	

To allocate budget from the district to building line which corresponds with the way expenses are tracked.

21.330.1100.18.119	CVHS 504 Coordinator Salary	62,171.33	
21.330.1100.18.110	CVHS Gen Ed Salaries		62,171.33

To move budget to match expenses

21.330.2410.40.112	CVHS Admin Asst Salaries	28,877.85	
21.330.2120.35.112	CVHS Guidance Adm Asst		28,877.85

To move budget to match expenses

21.330.1200.39.119	CVHS Transition Coordinator Salary	67,453.67	
21.330.1200.39.110	CVHS Spec Ed Salaries		67,453.67

Move budget for employee to match transfer.

**ConVal School District  
Expense Synopsis  
March 2021**

Account	Description	Budget Adjustments	Budget	MTD	YTD	Encumbrance	Available Balance	% Available
21330264070110	SALARIES	25,098,895.58	25,098,895.58	2,439,084.10	17,097,559.17	7,173,719.12	827,617.29	3.30%
21330264070231	EMPLOYEE BENEFITS	11,515,056.44	11,515,056.44	1,126,579.15	8,365,642.35	3,009,827.94	139,586.15	1.21%
21330282960330	PURCHASED PROFESSIONAL & TECHNICAL SERVICES	2,867,802.93	2,867,802.93	330,923.27	1,847,290.99	830,355.15	190,156.79	6.63%
21330450070451	PURCHASED PROPERTY SERVICES	882,074.86	882,074.86	88,253.45	711,946.65	409,536.39	(239,408.18)	-27.14%
21330272640510	OTHER PURCHASED SERVICES	4,207,618.51	4,207,618.51	307,426.86	2,287,238.81	1,212,020.08	708,359.62	16.84%
21330282960610	SUPPLIES	2,189,116.48	2,189,116.48	156,958.41	1,418,692.49	567,070.16	203,353.83	9.29%
21330291070739	PROPERTY	603,551.13	603,551.13	1,165.25	89,840.17	66,503.76	447,207.20	74.10%
21330249040810	DEBT INTEREST, FOOD SERVICE TRANSFER, DUES & FEES	439,451.85	439,451.85	7,666.51	157,877.44	169,579.78	111,994.63	25.49%
21999999999999	DEBT SERVICE PRINCIPAL & TRUSTS	1,210,000.00	1,210,000.00	-	1,210,000.00	-	-	0.00%
		49,013,567.78	49,013,567.78	4,458,057.00	33,186,088.07	13,438,612.38	2,388,867.33	4.87%

**NOTES**

Purchased property services includes the encumbrance related to MTE tents.

**ConVal School District**  
**Expense Encumbrance Report**  
**March 2021**

p 1 of 2

Account	Description	Budget Adjustments	Budget	MTD	YTD	Encumbrance	Available Balance	% Available	Notes
21330264070110	REGULAR SALARIES	\$ 15,803,531.48	\$ 15,803,531.48	\$ 1,666,746.19	\$ 10,608,662.16	\$ 4,657,149.59	\$ 537,719.73	3.40%	A
21330249040111	PARAPROFESSIONAL SALARIES	2,582,501.51	2,582,501.51	279,517.96	2,095,850.81	799,702.56	(313,051.86)	-12.12%	B
21330249040112	ADMIN ASSISTANTS	1,146,678.72	1,146,678.72	99,268.67	844,577.83	334,934.00	(32,833.11)	-2.86%	A
21330263070113	CUSTODIAL/MAINTENANCE	536,493.82	536,493.82	40,878.44	390,555.68	159,192.40	(13,254.26)	-2.47%	B
21330249071114	ADMINISTRATOR	3,048,665.43	3,048,665.43	222,354.35	2,149,356.21	743,827.91	155,481.31	5.10%	
21330110018115	DEPARTMENT HEADS	25,000.00	25,000.00	2,814.13	17,551.42	7,448.58	-	0.00%	
21330249040119	SUPPORT SERVICES	775,039.37	775,039.37	71,366.01	626,313.29	234,476.59	(85,750.51)	-11.06%	A
21330262070120	TEMPORARY SALARIES	1,146,485.25	1,146,485.25	55,130.43	329,791.39	236,987.49	579,706.37	50.56%	
21330263070130	OVERTIME	34,500.00	34,500.00	1,007.92	34,900.38	-	(400.38)	-1.16%	B
21330264070211	HEALTH INSURANCE	5,495,630.09	5,495,630.09	527,208.97	4,067,906.03	1,314,625.12	113,098.94	2.06%	
21330264070212	DENTAL INSURANCE	197,440.02	197,440.02	24,197.00	185,925.76	60,041.91	(48,527.65)	-24.58%	B
21330264070213	LIFE INSURANCE	38,784.12	38,784.12	4,559.84	36,556.05	13,352.82	(11,124.75)	-28.68%	B
21330264070214	LONG TERM DISABILITY	53,947.43	53,947.43	6,826.61	45,479.17	19,111.52	(10,643.26)	-19.73%	B
21330264070220	FICA	1,871,540.42	1,871,540.42	176,695.73	1,233,563.60	507,991.59	129,985.23	6.95%	
21330264070231	NON - TEACH RETIRE	598,377.49	598,377.49	58,039.95	478,488.58	175,183.52	(55,294.61)	-9.24%	B
21330262070232	TEACHER RETIRE	3,109,453.87	3,109,453.87	328,396.67	2,180,620.28	916,478.88	12,354.71	0.40%	
21000232000250	UNEMPLOYMENT COMP	24,641.00	24,641.00	-	24,641.00	-	-	0.00%	
21000900080260	WORKERS' COMP	118,237.00	118,237.00	-	98,125.04	-	20,111.96	17.01%	
21330241040299	OTHER BENEFITS - LT CARE & ANNUITIES	7,005.00	7,005.00	654.38	14,336.84	4,147.60	(11,479.44)	-163.87%	C
21119110002320	PRESENTERS	17,000.00	17,000.00	-	150.00	-	16,850.00	99.12%	
21000221339321	PROF SERVICES	103,500.00	103,500.00	49.00	95,171.91	-	8,328.09	8.05%	
21220110018322	STAFF SERVICES	84,525.00	84,525.00	-	4,887.29	-	79,637.71	94.22%	
21000120039323	PUPIL SERVICES	761,880.00	761,880.00	78,090.25	394,068.20	439,720.23	(71,908.43)	-9.44%	D
21330282960330	PURCHASED/PROF	1,704,337.93	1,704,337.93	220,561.52	1,199,731.62	340,499.00	164,107.31	9.63%	
21000232040340	STATISTICAL SERVICES	34,060.00	34,060.00	-	-	21,500.00	12,560.00	36.88%	
21000231540380	PURCH SERVICES	162,500.00	162,500.00	32,222.50	153,281.97	28,635.92	(19,417.89)	-11.95%	E
21330262070411	WATER/SEWER	62,697.00	62,697.00	-	21,445.98	30,704.02	10,547.00	16.82%	
21330262070421	DISPOSAL	44,040.00	44,040.00	4,785.17	34,038.95	7,628.00	2,373.05	5.39%	
21330264070422	SNOW PLOWING	179,800.00	179,800.00	46,093.50	111,602.25	68,521.75	(324.00)	-0.18%	
21330291070430	REPAIR/MAINT	172,780.00	172,780.00	5,052.39	42,257.91	16,168.35	114,353.74	66.18%	A, F
21330262070431	STRUCTURAL REPAIRS & MAINTENANCE	95,800.00	95,800.00	2,884.16	10,774.69	5,147.70	79,877.61	83.38%	
21330262070432	ELECTRICAL REPAIRS & MAINTENANCE	125,400.00	125,400.00	11,806.71	52,970.90	21,819.93	50,609.17	40.36%	
21330262070433	MECHANICAL REPAIRS & MAINTENANCE	43,450.00	43,450.00	10,479.09	29,339.99	1,415.48	12,694.53	29.22%	
21330262070434	HVAC REPAIRS & MAINTENANCE	74,000.00	74,000.00	1,793.35	109,632.12	1,363.66	(36,995.78)	-49.99%	F
21330232040436	Copier Repairs	19,282.42	19,282.42	1,227.93	28,370.21	4,912.21	(14,000.00)	-72.60%	A
21330110012440	BUILDING RENTAL	3,500.00	3,500.00	-	-	-	3,500.00	100.00%	
21330241040442	Equip Rental: Charging Carts	4,217.59	4,217.59	-	3,240.18	-	977.41	23.17%	
21330110018443	Equip Rental: Copiers	53,231.61	53,231.61	4,131.15	36,876.29	16,346.23	9.09	0.02%	
21330110018448	Equip Rental: Misc	-	-	-	228,490.00	234,540.00	(463,030.00)		F
21330241018449	Equip Rental - Postage Meter	3,876.24	3,876.24	-	2,907.18	969.06	-	0.00%	
21330272640510	OTHER TRANSPORTATION	280,409.96	280,409.96	766.93	1,727.51	13,572.49	265,109.96	94.54%	
21000272239519	PUPIL TRANSPORTATION	2,545,542.55	2,545,542.55	206,310.34	1,531,074.98	820,395.94	194,071.63	7.62%	
21000290040520	INSURANCE	99,989.00	99,989.00	-	99,989.00	-	-	0.00%	

**ConVal School District**  
**Expense Encumbrance Report**  
**March 2021**

Account	Description	Budget Adjustments	Budget	MTD	YTD	Encumbrance	Available Balance	% Available	Notes
21330241040530	Telephone / Web access	381,144.00	381,144.00	51,628.65	288,550.22	100,088.37	(7,494.59)	-1.97%	F
21330241040531	Cellular Phones	20,600.00	20,600.00	(11,378.42)	9,098.34	9,413.37	2,088.29	10.14%	
21330249040534	POSTAGE	14,198.44	14,198.44	935.97	7,295.06	896.01	6,007.37	42.31%	
21000232040540	ADVERTISING	25,000.00	25,000.00	2,564.65	8,365.30	10,629.70	6,005.00	24.02%	
21221241040550	PRINTING	15,760.32	15,760.32	820.00	3,343.00	-	12,417.32	78.79%	
21330249040561	TUITION	734,949.24	734,949.24	52,980.25	323,640.12	235,034.93	176,274.19	23.98%	
21330262070580	MILEAGE	90,025.00	90,025.00	2,798.49	14,155.28	21,989.27	53,880.45	59.85%	
21330282960610	GENERAL SUPPLIES	657,825.75	657,825.75	17,233.97	432,486.27	99,562.56	125,776.92	19.12%	
21330262070615	TESTING SUPPLIES	19,080.00	19,080.00	2,379.48	8,914.48	1,286.39	8,879.13	46.54%	
21330262070622	ELECTRICITY	456,856.00	456,856.00	76,640.13	330,007.45	110,844.94	16,003.61	3.50%	F
21330262070623	BOTTLED GAS	16,170.00	16,170.00	3,782.91	19,231.33	4,832.73	(7,894.06)	-48.82%	
21330262070624	FUEL OIL	367,469.00	367,469.00	33,410.49	180,239.61	187,229.39	-	0.00%	
21330241040640	BOOKS	72,148.74	72,148.74	1,862.03	19,021.31	2,812.81	50,314.62	69.74%	
21330222038641	PERIODICALS	22,906.99	22,906.99	-	12,691.64	1,860.72	8,354.63	36.47%	
21330222038649	OTHER INFO SOURCES	2,750.00	2,750.00	-	122.55	-	2,627.45	95.54%	
21330222038650	SOFTWARE SUPPORT	356,110.00	356,110.00	2,882.34	331,446.51	27,595.83	(2,932.34)	-0.82%	F
21330264070656	GASOLINE	217,800.00	217,800.00	18,767.06	84,531.34	131,044.79	2,223.87	1.02%	
21330241040733	NEW FURNITURE	8,984.49	8,984.49	-	2,717.94	-	6,266.55	69.75%	
21330249040734	OTHER TECH EQUIPMENT	20,933.43	20,933.43	-	118.95	55.37	20,759.11	99.17%	
21330222038737	REPL FURNITURE	21,457.45	21,457.45	-	1,379.03	4,286.63	15,791.79	73.60%	
21330263044738	REPL EQUIPMENT	429,295.98	429,295.98	160.95	37,382.34	16,876.24	375,037.40	87.36%	
21330291070739	OTHER EQUIPMENT	122,879.78	122,879.78	1,004.30	48,241.91	45,285.52	29,352.35	23.89%	
21330249040810	DUES & FEES	220,919.35	220,919.35	7,666.51	74,344.94	34,579.88	111,994.53	50.69%	
21000525040830	DEBT SERVICE INTEREST	83,532.50	83,532.50	-	83,532.50	-	-	0.00%	
21330241040890	MISCELLANEOUS	135,000.00	135,000.00	-	-	134,999.90	0.10	0.00%	
21000510040910	DEBT SERVICE PRINCIPAL	540,000.00	540,000.00	-	540,000.00	-	-	0.00%	
21000525100930	TRUSTS/ IC	670,000.00	670,000.00	-	670,000.00	-	-	0.00%	
	Totals	\$ 49,013,567.78	\$ 49,013,567.78	\$ 4,458,057.00	\$ 33,186,088.07	\$ 13,439,717.40	\$ 2,387,762.31	4.87%	

**Notes**

A. Requested budget transfers affect these lines.

B. There have been several new hires based on student needs since the FY 21 budget was approved. (All hires have been approved.) We are doing additional analysis to determine if any of these needs were related to COVID loss of learning and be covered by ESSER II funding.

C. The Long Term Care benefit was not included in the budget. This will be fixed with the budget transfer request proposed to adjust salary and benefit lines.

D. This includes encumbrance for approximately \$200,000 of expenses covered by the \$1.6 million encumbrance. Each month there is an adjustment to move expenses incurred to offset the encumbrance.

E. The overage is due to increased legal expenses for which I'm seeking counsel on what can be covered by the ESSER II grant.

F. These lines include expenses that are eligible for either FEMA or ESSER II reimbursement and will be shifted when FEMA funds are received or the ESSER II grant is approved

## **Proposal**

It is the recommendation of the Middle School administration and the District's COVID Monitoring Team to follow a modified spring athletic program at GBS and SMS. Beginning on April 12, pods will be allowed to combine and form teams at each middle school. All GBS and SMS spring sports programs would participate in a competitive limited regional schedule, with interscholastic competitions beginning the week of April 26, 2021. Any GBS or SMS athlete who participates must sign a COVID waiver. Athletes will follow our current pod model, and continue to follow our mitigation strategies during the school day. Family and other household members that are also members of the ConVal school community will follow their normal plan for in-person learning or instruction.

In order to ensure the safety of our athletes and the greater ConVal community, the following measures will be implemented.

### **Pre-season:**

- All school district and athletic department COVID-19 protocols will be reviewed with the coaching staff during the required pre-season meeting, and with each team on the first day of practice.
- Each team will appoint a COVID-19 safety monitor, who will be responsible for making sure that the athletes are following proper COVID-19 protocols during practices and games. We recommend that the safety monitor is not a middle school student, but rather a volunteer who is at least 16 years of age.

### **Timeline:**

April 5-9 : Announce to middle school students and families that we will be offering Baseball, Softball, and Track and Field to any student grades 6-8. This would include an information letter sent home with each student along with a parent permission form.

April 12-15: Tryouts for Baseball and Softball from 2:30-4:00. There are no tryouts for Track and Field so this team can begin practicing this week.

April 19-22: Practice for all teams 2:30-4:00.



- SMS Softball would need to be transported to Adam's playground for practice. Parents would need to transport students to and from Adam's playground.
- SMS Baseball would practice at the SMS field. Parents would need to pick students up at 4:00pm from SMS.
- SMS may have to use the gym, on an alternating basis, if weather or field conditions are not appropriate.
- GBS Softball will practice on Shea field if available. Should the field not be available, the team will alternate days with the baseball team in the gym. The schedule will be Week 1: Thursday/Thursday; Week 2: Monday/Wednesday/Friday
- GBS Softball will practice on Shea field if available. Should the field not be available, the team will alternate days with the baseball team in the gym. The schedule will be Week 1: Monday/Wednesday/Friday; Week 2: Tuesday/Thursday

April 26-May 28: Regular practices and 1 - 2 games a week.

#### COVID-19 Protocols:

- All coaches, athletes, and game officials must be screened for signs/symptoms of COVID-19 prior to any practice or contest. Screening includes a temperature check. Coaches are responsible for self-screening as well as screening their athletes. The game administrator will screen game officials.
- When not directly participating in practices or contests, teams shall maintain a minimum distance of 6 feet between athletes and coaches.
- All staff and athletes must wear a face covering over their nose and mouth during practices and competitions.
- Equipment bags and backpacks of participants shall be placed 6-feet apart. Participants should not touch other participants' bags, equipment or water bottles, nor gather near others. Benches and/or dugout areas must not be used for storage of personal equipment or group equipment.
- Athletes and coaches shall agree to abide by any and all guidelines as established by the state and school district.
- There will be a COVID safety monitor for each team, who will need to complete the necessary paperwork to be a designated volunteer for the district.

**Spectators:** These limits are subject to change at any time, per the advice of the COVID-19 Monitoring Team.

- To avoid the gathering of large crowds, admissions to our facilities will only be allowed to spectators who are in possession of a sport specific ticket. Each player will receive tickets for members of their household only. These tickets will be assigned by the athletics department.
- Fans and spectators will be required to wear face coverings the entire time they are in attendance at events, and stay socially distanced by household groups.
- Spectators must be screened for signs/symptoms of COVID-19 prior to a contest. This includes a temperature check. Spectators will need to sign-in before entering the venue. The game administrator or their designee will be responsible for this.
- Visiting team spectators will not be allowed to attend.
- At the conclusion of the contest all spectators will exit the venue immediately.

**In the event that a participant develops symptoms consistent with COVID-19:**

- The participant needs to isolate and get tested for COVID-19.
- The participants's household members and other close contacts may need to quarantine, as outlined in Table 1 below.
- A person is considered a "close contact" to a person with COVID-19 if they were within 6 feet of the infected person for at least 10 minutes or longer. The 10 minutes of contact can be at one time or cumulative over the course of the day. (Bureau of Infectious Disease Control, 2021).
- Refer to Table 1 below.

**Table 1**

When a student has symptoms that may be COVID-19, should their sibling(s) be sent home and attend school remotely until the sick student has tested negative?

Management of Household Contacts (HHCs) of Persons with New and Unexplained Symptoms of COVID-19, Based on the Symptomatic Person's COVID-19 Risk Factors and Testing Status:

Risk Factor?*	Viral Testing Pending? †	Action:
Present	Yes	<ul style="list-style-type: none"> <li>• Symptomatic person isolates pending test result.</li> <li>• HHCs quarantine pending test results.</li> </ul>
	No	<ul style="list-style-type: none"> <li>• Symptomatic person must remain on isolation until they have met CDC's criteria for <u>discontinuation of isolation</u>.</li> <li>• HHCs quarantine for 10 days from last day of exposure.</li> </ul>
Absent	Yes	<ul style="list-style-type: none"> <li>• Symptomatic person isolates pending test result.</li> <li>• HHCs can remain in school/work as long as they remain asymptomatic, but if test is positive then quarantine.</li> </ul>
	No	<ul style="list-style-type: none"> <li>• Symptomatic person must remain on isolation until they have met CDC's criteria for <u>discontinuation of isolation</u>.</li> <li>• HHCs can remain in school/work as long as they remain asymptomatic.</li> </ul>

\* Risk Factors for COVID-19 exposure include close contact to a person with COVID-19, travel outside of the New England area, or other high-risk activities as identified by an employer or public health in the 10 days before symptom onset.

(Bureau of Infectious Disease Control, 2021).

In the event that an athlete comes in contact with a teammate or opponent who tests positive for COVID-19:

- The athlete will need to quarantine for 10 days from last exposure and follow up with their primary care physician for further guidance.
- Household members and other close contacts are not required to stay home as long as the athlete who is quarantining does not develop any symptoms and the household members and other close contacts remain without symptoms, as well.
- If the athlete being quarantined develops symptoms, household members and other close contacts should follow up with their primary care physician for further guidance. (Bureau of Infectious Disease Control, 2021).

**This is an addendum to the Spring Sports Programs Proposal regarding co-curricular clubs for the 2020-21 school year**

## **Background**

The high school reopening plan states that all co-curricular clubs and activities would meet only remotely at the beginning of the school year and that this would be re-evaluated as the school year progressed. The following proposal takes into consideration the most recent information from the NH Department of Health and Human Services, including the January 2021 update of the Bureau of Infectious Disease Control document, Coronavirus Disease 2019 (COVID-19) Frequently Asked Questions (FAQ) for Education Partners.

## **Proposal**

It is the recommendation of the ConVal administration that, beginning on April 7, 2021 co-curricular club advisors who choose, will be allowed to combine members of the Blue and Gold cohorts and hold in-person meetings. All ConVal High School club members will be allowed to follow our current cohort hybrid model, attending in-person and remote learning during their assigned weeks throughout the remainder of the school year.

In order to ensure the safety of our students and the greater ConVal community, all participants must adhere to the following measures.

- All school district and athletic department COVID-19 protocols will be reviewed with the club advisors and club members.
- Each club will appoint a COVID-19 safety monitor, who will be responsible for making sure that their club members are following proper COVID-19 protocols during all meetings.
- All advisors, and club members must be screened for signs/symptoms of COVID-19 prior to any gathering. Screening includes a temperature check. Advisors are responsible for self-screening as well as screening their membership.
- All advisors and club members must wear a face covering over their nose and mouth during club activities.
- Volunteer advisors and other volunteer assistants will not be allowed to work with the club in-person.
- All meetings will be held outdoors or in the cafeteria with the doors open and club members physically distanced.

## **References**

Bureau of Infectious Disease Control. (2021, January 27). *Coronavirus Disease 2019 (COVID-19) Frequently Asked Questions (FAQ) for Education Partners*. Department of Health and Human Services.  
<https://www.dhhs.nh.gov/dphs/cdcs/covid19/documents/covid-19-education-faq.pdf>