

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

106 Hancock Road

Peterborough, New Hampshire

CONTOOCCOOK VALLEY SCHOOL BOARD

School Board Meeting

Tuesday, June 1, 2021

School Board Meeting

6:00 p.m.

Physical Location: SAU 1 Board Room

Virtual Location:

<https://us02web.zoom.us/j/84699190763?pwd=dnVLakN1eFNQnNBSXZqeTFTRDhOQT09>

Meeting ID: 846 9919 0763

Passcode: 0ssDgk

Phone: +1 646 558 8656

Webinar ID: 846 9919 0763

Passcode: 590711

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
 - b. Negotiations
4. Points of Pride
5. Public Comment
6. Consent Agenda
 - a. Acceptance of School Board Meeting Minutes
 - 1) May 18, 2021 (pg. 1-3)
 - b. Personnel (pg. 4-6)
 - 1) Nominations
 - 2) Retirement June 2021
 - 3) Resignations June 2021
 - 4) Co-Curricular Notifications
 - c. Monthly Events Calendar (pg. 7-8)
7. Superintendent's Report and Presentation of Business
 - a. School Board Induction Series
 - Special Education/Student Services
 - b. Annual Financial Audit Report
 - c. Draft Reopening Plan
 - d. ConVal Lawsuit, total number of Districts joined
8. Reports
 - a. Teacher Representative
 - b. Selectmen's Advisory Committee – Stephen Ullman
 - c. Policy Committee – Katherine Heck
9. Old Business
 - a. Legislation
 - b. 2nd Read/Adoption (Board Vote Required)
 - DIA: Fund Balance (pg. 9-11)
10. New Business
 - a. 1st Read Policy
 - ILD: Non-Educational/Non-Academic Questionnaires, Surveys, and Research (pg. 12-14)
 - b. Accept Gift/Donation (Board Vote Required) (pg. 15)
 - 1) ConVal High School requests authorization to accept from: The Carl J. Britton Sr. Memorial Fund, a check in the amount of \$2,270.00 for the purpose of purchasing equipment for the ConVal Music Department.
 - c. Superintendent Authorization to Hire (Board Vote Required)
 - d. Livestream Update

e. Research Proposal

f. Technology Purchase Recommendation

g. Budget Transfer (Board Vote Required) (pg. 16)

11. Public Comment

12. Approval of Manifests (Board Vote Required)

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

a. Negotiations

b. Legal

c. Personnel

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

CONTOOCCOOK VALLEY SCHOOL BOARD

School Board Meeting

Tuesday, May 18, 2021

School Board Meeting

6:00 p.m.

Physical Location: SAU 1 Board Room

Virtual Location:

<https://us02web.zoom.us/j/83863694831?pwd=UDJYV011VHFJRmIhd1RzTHBsMGkrQT09>

Meeting ID: 838 6369 4831

Passcode: 3Yh8ZJ

Phone: +1 646 558 8656

Webinar ID: 838 6369 4831

Passcode: 252420

Minutes

BOARD

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

Rachael Heard, CVEA

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
Kat Foecking, GBS

1. Call to Order and Pledge of Allegiance

Tim Theberge called the meeting to order at 6:04 p.m. The Pledge of Allegiance was recited.

2. Right to Know for Public Meeting Emergency Declaration

None.

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

a. Legal

Janine Lesser moved to enter into non-public session in accordance with RSA 91-A:3,II for legal matters.
Dick Dunning second. Unanimous.

Dick Dunning motioned to exit non-public session at 6:19 p.m. Katherine Heck second. Unanimous.

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

4. Points of Pride

Kimberly Saunders shared various points of pride as reported to her from administrators.

Dr. Saunders reported that Dr. Ann Forrest has been recognized as the NHSAA outstanding service award recipient. She will be presented with that award at the annual EDies Conference.

5. Public Comment

None.

6. Consent Agenda

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

1) May 4, 2021

b. Personnel

1) Nominations
2) Resignations

c. Monthly Events Calendar

The Education Committee will meet on Monday, June 21st rather than the 14th. Budget & Property Committee and Communication Committee will both meet on Tuesday, June 8th rather than the 10th. Food Service Committee will meet on June 14th at 5:30 p.m.

Tim Theberge asked the board if there were any objections to any of the items on the consent agenda. None were heard; therefore, they were adopted.

7. Superintendent's Report and Presentation of Business

a. School Board Induction Series

- Finance/Human Resources Presentation

Lori Schmidt, Business Administrator and Carrie James, Director of Human Resources introduced themselves.

The two areas of the business office and human resources are intertwined in many ways and support one another.

The role of the Business Administrator is responsible for providing accurate data whom many rely. Substantive duties cover a broad scope of areas which include, but are not limited to, the knowledge and ability to apply principles of school finance, ability to implement budgeting and financial planning, manage purchasing, manage fixed asset management, manage the school district's cash, investments, and debt.

Each member of the financial team is integral; they include an accountant, accounts payable, accounts receivable and federal funds, and payroll. Each of their responsibilities were outlined.

State Reporting is a responsibility of the Business Administrator. Compliance is a key component of the position. Risk Management is another area of responsibility. Transportation is a responsibility of the Business Administrator. Lori Schmidt said that she is the liaison between Student Transportation of America for the district. State statutes require transportation be provided to students K-8; ConVal provides transportation through grade 12. Federal guidelines for special education and athletics exist. Board policies for transportation are provided under section "E". We run a propane fleet which is environmentally friendly.

Food Service is contracted out to Fresh Picks Café. The Business Administrator is responsible for compliance as a result of receiving federal aid. Fresh Picks is committed to using local products and are Safe Certified. The ConVal Food Service participates in various food service programs.

Collaboration is key to functioning as an effective business administrator.

Carrie James said that Human Resources (HR) is responsible for administering benefits for our employees. Best practices are promoted. Human Resources is all about people. It is important that HR supports staff and administrators to improve student outcomes. It is about recruitment and staffing, benefits and compensation, employee and labor relations, performance management, and employee's health and wellness. Recruitment and staffing involve recruiting, hiring, onboarding, and succession planning.

Employee and Labor Relations is tied to CVEA Negotiations, Implementation of Policies and Agreements, Support Building Leaders, and Discipline, Grievances, and Internal Investigations. Benefits & Compensation involve assuring that ConVal remains competitive by making comparisons through survey and analysis. Labor Laws and Legal Compliance, Health and Wellness, Strategic Planning and Training are human resource functions.

8. Reports

a. Teacher Representative

Rachael Heard reported that the CVEA is offering two \$500 scholarships to those students interested in pursuing a degree in education.

b. Strategic Plan Kickoff – Tim Theberge

Tim Theberge reported that the Strategic Plan kickoff occurred last week. He said that there was a great turnout. Efforts will continue to make sure that the subcommittee leads will be talked with to determine next steps. Tim further said that it is an improvement over previous involvement.

c. Budget & Property Committee – Jim Fredrickson

Jim Fredrickson reported that the solar project was discussed at this meeting. The Budget & Property Committee action plan was a main focus of this meeting to move specific work forward. Information will be posted on the website for public access once reviewed, including the Capital Improvement Plan (CIP). Jim reported that the Trust Fund Summary was distributed just prior to the start of this meeting.

Jim Fredrickson asked the board to review and send questions to him. The CIP has been updated last year and what is anticipated for next year. FY'23 work has begun on the CIP.

The elementary school costs were discussed in terms of need and purpose. We requested an update as a result of accounting. It is important to know the costs of specific schools. Board financial reports were discussed. The current system has a lot of capability. Additional funding may be required to provide a higher level of reporting. Lori Schmidt said that was someone else's suggestion to provide resources for additional systems. Additional training may be required.

Robert Short, Jr. said that it was his suggestion as a result of basic reports needing additional functionality.

FY'21 is near end. It appears that trust funds can be funded and also return funds to the taxpayers. Final encumbrances will take place.

Jim Fredrickson said that the FY'22 budget was approved and the system will be loaded.

In July, we will owe guidance to the FY'23 budget.

Kimberly Saunders reminded that it is not good to set budget guidance until the board sets goals in early July.

Jim Fredrickson reported that \$2.7M was approved for loss learning with grant funding. A timeline to incur expenses will be needed.

d. Communication Committee – Janine Lesser/Alan Edelkind

Alan Edelkind reported that discussion took place on the publication of policies that deal with public participation, complaints, and other complaints. The activity is an electronic communication to the school board from the public to ConVal. The ConVal website would be the launching pad. The ConVal Community Informational Forum was discussed as well. Defining the purpose, to provide

a venue for the community to interact with the school board on areas of concern is the focus. Details of the forum were discussed. A document for presentation to the school board will be coming forward. Communication on Learning Loss was the third focus of this meeting. Constructing a higher-level type communication was discussed.

e. Education/Equity Committee – Stephen Ullman/Rich Cahoon

Stephen Ullman reported that disaggregated NWEA results were shared. Disparities in math and reading scores were evident. Social class differences reflect themselves in test results. The gap between all students and those on free and reduced lunch expands as we head toward the tenth-grade level. Scheduling of courses and physical constraints were discussed. Small enrollment courses were discussed. There is a shared responsibility with decisions to go forward with small enrollment courses. The school counseling staff have embarked on a project that would give them special accreditation; we would be the only school in NH who would have the RAMP designation. It was a positive meeting. Rich Cahoon reported that the counseling group shared work internally to draft an equity statement initially for the counseling department in the district. They brought it forward with a hope to expand it as a district statement. The Equity Committee will also create a draft and join in July to come up with a combined draft on equity for the district.

f. Policy Committee – Katherine Heck

Katherine Heck reported that policy DIA Fund Balance is on tonight agenda. Word changes in the first draft will come forward. Policies on hold will have extensive work due to legal changes and the spring update. Other policy work done at tonight's committee meeting were shared.

What is the process for the board to set goals? Kimberly Saunders said that she will work with administrators who will work with staff. Goals will be set by the board that in turn adjusts other goals.

9. Old Business

a. Legislation

NH School Board Administration shares weekly updates to our board members that are school specific among others. Rich Cahoon asked if the board wants to take a position on the use of unused school facilities. The State is going to require that property be disposed of that it did not pay for. The definition of what constitutes used and unused is up for debate. Tim Theberge said that he would, with the board's approval, register our complaint against that item. The board confirmed.

Kimberly Saunders reported that she regularly receives emails related to HB544. Tim Theberge said that he had submitted a letter for consideration to be sent to the Governor at the time. HB544 is the divisive content education that did not pass the House but is getting built into the budget. Tim said that he can resend his letter to the board. Other districts have voiced their opinion in opposition. Tim Theberge confirmed that he will send the letter he previously wrote.

10. New Business

a. 1st Read Policy

- DIA: Fund Balance

Should board members have questions please forward them to Katherine Heck.

b. Expenditure and Encumbrance Report – Lori Schmidt

Lori Schmidt reported out on the Encumbrance Report. FEMA guidance has been received; costs can be identified. Lori said that efforts to clean up ESSER and FEMA buckets can go forward. Katherine Heck moved to accept the report as presented and encumbrances therein. Kevin Pobst second. Unanimous.

11. Public Comment

None.

12. Approval of Manifests (Board Vote Required)

Lori Schmidt certified that the manifests listed totaling, \$1,110,361.89 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 as presented. Jim Fredrickson second. Unanimous.

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

a. Negotiations

b. Legal

c. Personnel

Janine Lesser moved to enter into non-public session in accordance with RSA 91-A:3,II at 7:42 for matters of negotiations. Dick Dunning second. Unanimous.

Dick Dunning moved to exit non-public session at 8:42 pm. Janine Lesser second. Unanimous.

Janine Lesser moved to seal the minutes of non-public session for negotiations for a period of 10 years. Dick Dunning second. Unanimous.

Dick Dunning motioned to adjourn at 8:44 p.m. Katherine Heck second. Unanimous.

Respectfully submitted,
Brenda Marschok

OFFICE OF THE SUPERINTENDENT OF SCHOOLS
Peterborough, New Hampshire

CONTOOCOOK VALLEY SCHOOL DISTRICT

June 1, 2021

Personnel Agenda

Nominations – July 2021:

District

Amy Janoch	Director of Learning Recovery	\$100,000
------------	-------------------------------	-----------

CVES

Erin Mack	Library/Media Specialist	\$63,209
Hannah Reinfrank	PE/Health	\$42,140

Retirement June 2021:

CVHS

Moira Milne	Science Teacher
-------------	-----------------

Resignations June 2021:

District

Lizabeth Baker	District Accountant
----------------	---------------------

CVHS

Amy Robbins	Special Education Teacher
-------------	---------------------------

PES

Eric Fothergill	School Counselor
-----------------	------------------

Co-Curricular Notifications:

See Attached

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

CONTOOCOOK VALLEY SCHOOL DISTRICT

June 1, 2021

Notification –

**Parental Leave of Absence
School Year – 2021-2022**

FES

Ashley Bosquet

Notice of Stipend Positions

First	Last	DAC	Position	Stipend Amt	FTE
Amanda	Carey	CVHS	Soccer - Girls Varsity	\$4,376.04	1
Kevin	Carne	CVHS	Soccer - Girls JV	\$3,557.75	1
Lance	Flamino	CVHS	Cross Country Varsity Coed	\$3,557.75	1
Mary	Goldthwaite	CVHS	Cross Country Coed - Assistant	\$2,846.20	1
Matt	Harris	CVHS	Football - JV	\$3,557.75	1
Amanda	Hinton	CVHS	Volleyball Varsity	\$3,557.75	1
Cindi	Hodgdon	CVHS	Hockey Field - JV	\$2,846.20	1
Mike	Jillson	CVHS	Football - Varsity	\$4,376.04	1
Kevin	Morneault	CVHS	Soccer - Boys JV	\$3,557.75	1
Ashley	Riendeau	CVHS	Volleyball - JV	\$2,846.20	1
Mike	Salce	CVHS	Football - Assistant	\$2,846.20	1
Zach	Shapiro	CVHS	Unified Soccer	\$1,071.61	1
Josh	Smith	CVHS	Soccer - Boys Varsity	\$4,376.04	1
Derek	Sorbello	CVHS	Soccer - Girls Assistant	\$2,846.20	1
John	Szep	CVHS	Soccer - Boys Assistant	\$2,846.20	1
Emeric	Szep	CVHS	Unified Soccer	\$1,071.61	1
Michael	Young	CVHS	Golf - Varsity	\$3,557.75	1

June 2021

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

July 2021

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

DIA Fund Balance Policy

5/04/ 21 PROPOSED REVISION FOR CONSIDERATION

Purpose

The purpose of this policy is to establish guidelines for the District's fund balances in order to maintain and improve financial stability and to protect the District from unforeseen budgetary situations such as emergencies, natural disasters, major infrastructure failures, or unexpected litigation.

Definitions

Within governmental funds, net equity is reported as fund balance, which is the difference between fund assets and liabilities. It is computed by taking the prior year's ending fund balance and adding to that the current year's financial position (revenues less expenditures).

In accordance with GASB Statement No. 54, the school board recognizes the following categories of fund balance:

- **Restricted Fund Balance** – Amounts for which constraints have been placed on the use of the resources externally imposed by creditor, grantors, contributors, or laws/regulations of other governments. Any year-end balances in grant or food service funds are restricted fund balance.
- **Committed Fund Balance** – Amounts that can be used only for specific purposes pursuant to constraints imposed by formal action of the legislative body (School District Meeting) The School Board, as the governing body may commit fund balance by a formal vote prior to the government's fiscal year-end for that fiscal year. Future modification or rescission of committed funds must likewise be accomplished by a formal vote of the school board prior to fiscal year-end. These amounts cannot be used for any other purpose unless the legislative body or governing body removes or changes the specified use by taking the same type of action that was employed when the funds were initially committed. The district has committed fund balances which represent voted and accumulating capital reserves and trust funds.
- **Assigned Fund Balance** – Amounts that are constrained by the School District's intent to be used for a specific purpose but are neither restricted nor committed. This intent can be expressed by the School Board or through the Board delegating this responsibility to the Superintendent or their designee. Prior year encumbrances are considered assigned fund balance which reflects goods and services ordered or contracted for which will be received or rendered in the subsequent year. Assigned Fund Balance also includes various rebates received and designated for specific use.
- **Unassigned Fund Balance** – the portion of fund balance that has not been restricted, committed, or assigned for a specific purpose. Unassigned fund balance may be

designated for a specific purpose via a warrant article that was voted upon, such as funding capital reserves or trust funds using year-end unassigned fund balance during the next fiscal year.

It is healthy for an entity to end the year with fund balance and is not indicative of “over budgeting”. Auditors recommend that school districts aim to end a fiscal year with unassigned fund balance equal to 2-5% of actual expenditures. What is more important than one year’s stand-alone unassigned fund balance is the cyclical nature of the amount in order to avoid rises and falls in tax rates so that taxpayers have rates that are smooth.

Unassigned Fund Balance Retention

RSA 198:4-b, II allows a school district to retain up to 5% of the current fiscal year’s net assessment. The “Net Assessment” represents the amount to apportion to the communities of the ConVal District minus the Education Grant.

The Contoocook Valley School District voted to accept RSA 198:4-b, II at the March 9, 2021 meeting, as follows:

Warrant Article 12 – Beginning in fiscal year 2022/2023, shall the School District by this vote authorize, indefinitely until rescinded, to retain year-end unassigned general funds in an amount, in any fiscal year, not to exceed 5 percent of the current fiscal year’s net assessment, in accordance with RSA 198:4 b, II. Such fund balance retained may only be expended after conducting a public hearing by the governing body in accordance with RSA 198:4-b. The initial funding of this warrant article will begin with the June 30, 2023 fund balance.

As a result, beginning in Fiscal Year 24, the school board will have the ability to retain unassigned fund balance up to 5% of the June 30, 2023 district net assessment. ~~unassigned fund balance~~. Please note that these are not funds that the District then holds. This is facilitated by then reducing the unassigned fund balance on the report of Estimated Revenue AFTER the school board votes to retain an amount up to 5% of the district ~~town~~’s net assessment.

Board Policy Statement

These policy guidelines will provide direction during the budget process and demonstrate a commitment to maintain adequate reserves for financial stability and for long term financial planning:

The District will maintain an unassigned fund balance, in the general fund, of no more than 2.5% of the net district assessment.

The Board may adjust retained levels of fund balance within the parameters of RSA 198:4-b, only by amending this written policy with a vote of the Board at a properly noticed meeting.

It is the intent of the Board to retain the minimum levels of reserves to meet the fiscal needs of the district.

It is the intent of the School Board to use retained fund balance for emergencies as determined by the School Board. It will always reflect a careful balance of the body's desire to maintain adequate reserves with its desire to maintain essential services.■

Prior to expending retained general funds, the school board shall hold a properly noticed public hearing on the action to be taken with such funds.

If the District is required to use these funds, an annual accounting and report of the activities of the retained general funds shall be presented to the school board of the district and published in the annual report.

Category: R

Legal references:

RRSA 32, Municipal Budget Law Governmental

RSA 198:4-b Contingency Fund

Accounting Standards Board (GASB) Statement No. 54,

Fund Balance Report and Governmental Fund Type Definitions

1st Read: May 18, 2021

2nd Read: June 1, 2021

Adopted:

ILD – Non-Educational/Non-Academic Questionnaires, Surveys, & Research

Separate federal and state laws require that written consent be obtained from a parent or guardian before a student participates in a non-educational survey or questionnaire that asks about information not directly related to a student's academics. While similar, the two laws are not co-extensive, with slightly different scope, procedures and exceptions.

A. General

1. For the purpose of this policy, "non-academic survey" shall include a survey, questionnaire, analysis, evaluation or any other document which seeks any information in the categories listed in sections B (as to state law) or C (as to federal law), below. However, non-academic surveys should not be deemed to include questions directed to an individual student by a school counselor, nurse or appropriate personnel under circumstances indicating such questions are reasonably necessary for such person's compliance with applicable laws or regulations, and the discharge his or her duties.
2. All non-academic surveys must have the prior approval of the Superintendent or his/her designee.
3. Non-academic surveys conducted for other agencies, organizations or individuals must have both the recommendation of the Superintendent and the approval of the School Board as to content and purpose. The results of such approved non-academic surveys must be shared with the School Board.
4. No non-academic survey requesting sexual information will be administered to any student in kindergarten through grade six unless required by federal or state law or regulation. School personnel administering any such questionnaire or survey will not disclose personally identifiable information.
5. As used below, the consent and notification provisions apply to a child's parent/legal guardian(s), unless the student is an adult or an emancipated minor who consents.

B. New Hampshire Law.

Under RSA 186:11, IX-d, prior notice and prior consent (opt-in) is required for any non-academic survey designed to elicit information about:

1. A student's social behavior;
2. family life;
3. religion;
4. politics;
5. sexual orientation;
6. sexual activity;
7. drug use;
8. or any other information not related to a student's academics.

ILD – Non-Educational/Non-Academic Questionnaires, Surveys, & Research

C. Federal Law.

1. Protection of Pupil Rights Amendment. Under the federal Protection of Pupil Rights

Amendment, prior written consent is required only if the non-academic survey, analysis, or evaluation or its administration is paid for or in any way uses federal funds from the federal Department of Education and reveals information concerning the following:

- a. Political affiliations;
- b. Mental and psychological problems potentially embarrassing to the student or the family;
- c. Sexual behavior and attitudes;
- d. Illegal, anti-social, self-incriminating, and demeaning behavior;
- e. Critical appraisals of other individuals with whom respondents have close family relationships;
- f. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- g. Religious practices, affiliations, or beliefs of the student or student's parent/guardian; or
- h. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

2. Federal Exception.

Non-academic surveys which do not require consent and notice under New Hampshire law (section B) but might otherwise require notice and consent under the federal law (section C.1 above). However, the federal requirement exempts to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:

- a. College or post-secondary education recruitment, or military recruitment;
- b. Book clubs, magazines, and programs providing access to low-cost literary products;
- c. Curriculum and instructional materials used by schools;
- d. Tests and assessments used by schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students, or to generate other statistical data for educational purposes;
- e. The sale of products or services to raise funds for school-related or education-related activities; and
- f. Student recognition programs.

Caution: This exception only applies if the non-academic survey is otherwise exempt under New Hampshire law (section B, above).

D. Notification and Inspection.

When school personnel intend on administering a non-academic survey the school shall provide ten (10) day notice to parents/guardians. Included in the notice will be information regarding the purpose of the non-academic survey; how the survey will be administered; how it will be utilized; and the

ILD – Non-Educational/Non-Academic Questionnaires, Surveys, & Research

persons or entities that will have access to the results of the completed survey. Parents or guardians wishing to inspect a non-academic survey will be able to do so in the school's administrative office. Parents/guardians may refuse to give consent for their student to participate, with or without first reviewing the non-academic survey. The school will not penalize students whose parents/guardians decline to provide written consent. The school will take reasonable precautions to protect student privacy during their participation in any non-academic survey.

E. Consent Exception for Youth Risk Behavior Survey Developed by the Centers for Disease Control and Prevention.

Neither state nor federal law requires prior written consent for administration of the Youth Risk Behavior Survey developed by the Centers for Disease Control and Prevention. Guidance issued by the Center for Disease Control, United States Department of Health and Human Services, concludes that federal law, including the Protection of Pupil Rights Amendment, also does not require prior written consent from parents or guardians because students are not required to participate and the survey is not paid for by the United States Department of Education.

However, New Hampshire law nonetheless requires the District to provide parents/guardians with notice at least ten (10) days before the Youth Risk Behavior Survey is administered. Parents may inspect the Youth Risk Behavior Survey at the school's administrative office. Parents or guardians may opt their student out of participating in the Youth Risk Behavior Survey by providing the Principal with written notice. District staff administering the Youth Risk Behavior Survey shall insure students understand that participation is voluntary and that students who opt-out will not be penalized.

Legal References:

*20 U.S.C. § 1232h; 34 CFR Part 98, Protection of Pupil Rights Amendment
RSA 186:11, IX-d
2017 CDC YRBS Guidance Manual*

Category: *Priority - Required by Law*

See also *Appendix ILD-R*

First Read:

Second Read:

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

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

TO: Contoocook Valley School Board
FROM: **ConVal High School**
DATE: **May 18, 2021**
RE: REQUEST TO ACCEPT A GIFT OR DONATION

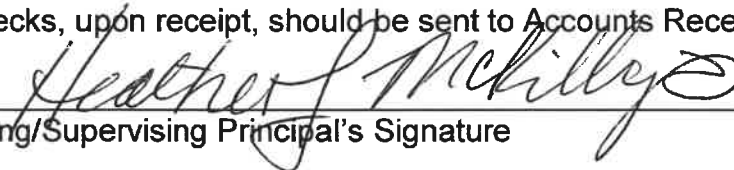
The ConVal High School requests authorization to accept from:

Name/Address: The Carl J. Britton Family (Carl J Britton Sr. Memorial Fund)

the following gift/donation of: **Check for \$2,270.00 valued at * \$ 2,270.00**

for the purpose of: **Equipment for the ConVal Music Department**

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


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
21.330.1410.44.430	Athletics Repair / Maint	2,500.00	
21.330.1410.44.738	CVHS Athletic Repl Equpt	22,954.00	
21.330.2724.44.510	Athletic Transportation	-	25,454.00
		<u>\$ 25,454.00</u>	<u>\$ 25,454.00</u>

For repair and replacement of broken treadmills that pose a safety hazard.