

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

106 Hancock Road

Peterborough, New Hampshire

CONTOOCOOK VALLEY SCHOOL BOARD

School Board Meeting

Thursday, August 17, 2021

7:00 p.m.

Physical Location: SAU #1 Board Room

Livestream Link: TBD

Agenda

- 1. Call to Order and Pledge of Allegiance**
- 2. Non-Public Session: RSA 91-A:3,II (If Required)**
 - a. Student**
- 3. Points of Pride**
- 4. Public Comment**
- 5. Consent Agenda**
 - a. Personnel (pg. 1)**
 - 1) Nominations
 - 2) Co-Curricular Notifications
- 6. Superintendent's Report and Presentation of Business**
 - a. Reopening Update**
 - b. School Board Requests**
 - c. Monthly Events Calendar (pg. 2-3)**
- 7. Reports**
 - a. Teacher Representative**
 - b. Budget & Property Committee – Jim Fredrickson**
 - c. Communication Committee – Janine Lesser/Alan Edelkind**
 - d. Policy Committee – Katherine Heck**
- 8. Old Business**
 - a. Legislative Update**
 - b. Community Forum (Board Vote Required) (pg. 4-5)**
 - c. School Board Goals**
 - d. Shea Field Agreement (Board Vote Required)**
 - e. Antrim Town Gym Agreement (Board Vote Required)**
- 9. New Business**
 - a. Policies 1st Read**
 - JICFA: Hazing (pg. 6)
 - b. Student Handbooks**
 - c. Expense and Encumbrances (Board Vote Required) (pg. 7-10)**
 - d. Dublin Consolidated School Pavilion Plan (pg. 11)**
 - e. Accept Gift/Donation (Board Vote Required) (pg. 12-16)**
 - 1) ConVal High School requests authorization to accept from: The Friends of ConVal Athletics, two boy's lacrosse helmets approved by the Athletic Director, valued at \$627.05 for the purpose of use by the lacrosse team for their expected useful life.
 - 2) ConVal High School requests authorization to accept from: The Friends of ConVal Athletics, Track & Field equipment, valued at \$1,233.09 for the purpose of track and field training.
 - 3) Dublin Consolidated School requests the authorization to accept from the Trustees of the Bitty Foundation, \$10,000 for the purpose of creating an outdoor learning space.
 - f. Position Justification**
- 10. Public Comment**
- 11. Approval of Manifests (Board Vote Required)**
- 12. Non-Public Session: RSA 91-A: 3, II (If Required)**
 - a. Negotiations**
 - b. Legal**
 - c. Personnel**

OFFICE OF THE SUPERINTENDENT OF SCHOOLS
Peterborough, New Hampshire

CONTOOCOOK VALLEY SCHOOL DISTRICT

August 17, 2021

Personnel Agenda

Nominations – August 2021:

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Carla Cervallos	Special Education Teacher	\$44,000
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SMS

Judith Withers	Grade 6 Math	\$43,919
Nicholas Hill	School Systems Administrator	\$57,500

Resignations:

CVHS

Heidi Barb	Health and Wellness Teacher
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SMS

Jill Evelyn	Student Support Counselor
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Co-Curricular Notifications:

See Attached

August 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 Policy Committee Mtg. @ SAU @ 6:00 pm School Board Mtg. @ SAU @ 7:00 pm	4	5	6	7
8	9	10 Budget & Property Committee Mtg. @ SAU @ 5:30 pm	11	12 Communication Committee Mtg. @ SAU @ 6:00 pm School Board Mtg. @ SAU @ 7:00 pm	13	14
15	16	17 Policy Committee Mtg. @ SAU @ 6:00 pm School Board Mtg. @ SAU @ 7:00 pm	18	19	20	21
22	23	24 Strategic Plan Committee Mtg. @ SAU @ 6:00 pm	25	26 Food Service Committee Mtg. @ SAU @ 6:00 pm Selectmen's Advisory Committee Mtg. @ SAU @ 7:00 pm	27	28
29	30	31				

September 2021

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

ConVal School Board COMMUNITY FORUM

The Communication Committee offers this forum design for Board approval. The next stop will be the Policy Committee. The committee, with the Superintendent and Chair, tentatively scheduled the first forum for the end of September or beginning of October, in light of the reopening plan and the growing prevalence of the COVID19 virus.

We recommend that there would be four (quarterly) community/public forums including school board members, ConVal Administration, and the district public as attendees/contributors.

The Communications Committee is recommending this program design:

- . Moderator will be a selected school board member
- . A survey will be developed that will list possible topics and allow room for additional topics.
 - . Survey to be sent out 2+ weeks in advance.
 - . The ConVal website, our public relations contract, the Monadnock Ledger, and local newsletters and to the public thru MLT will be used to publicize the forum.
- . Maximum of three topics will be selected from survey responses.
- . Meeting venue will be in-person at the Lucy Hurlin Theatre at the high school.
 - . For the public, it will be in-person for those who can or desire to attend. An RSVP will be requested on the survey, but will not be required.
 - The ability to livestream will be included, methods to allow interaction from people viewing from home is still being explored.
 - . Childcare will be provided for the public in attendance, if needed, hopefully from the Interact Club.
- . Format will be (for each topic).
 - . Moderator will present the topic.
 - . Moderator will let audience know the topic status with school board i.e.: voted for or in discussion
 - . Moderator will have the school board or other district person discuss the topic and answer the pre-submitted questions.
 - . Follow-up questions for the topic will be allowed.
- . The first half of the meeting will be for topics (from the survey) and the second half will be used for questions and answers on other (audience determined) topics.
 - . Questions will only be from the audience in attendance, at least for the first forum, as we have not determined an interactive live stream technology.
- . Maximum of two hours for each forum.
- . Should be recorded for not in attendance folks to view.
- . Not limited to parents or guardians but limited to ConVal district town(s) folks.

NEXT STEPS

- . Obtain agreement from the School Board, determine whether policy is needed.
- . Modify with changes provided by the Board, if needed.
- . Develop an implementation plan and timeline.
- . Communicate Strategy to the public.

JICFA proposed 6/15/21 (Updated at 6/15/21 Policy Committee Meeting)

This District does not permit or condone student hazing. It is the policy of the District that no student organization, or any person associated with any organization sanctioned by the District shall engage or participate in hazing.

For the purposes of this policy, student hazing is defined as any act directed toward a student, or any coercion or intimidation of a student to act or to participate in or submit to any act, when:

- (1) Such act is likely or would be perceived by a reasonable person as likely, to cause physical or psychological injury to any person; and
- (2) Such act is a condition of initiation into, admission into, or continued membership or association with any District sanctioned organization.

“Student hazing” includes, but is not limited to, an activity which recklessly or intentionally endangers the physical or psychological health or safety of a student for the purpose of initiation into, admission into, or affiliation with any organization sanctioned by the District..

Any student hazing activity shall be presumed to be a forced activity, even if the student willingly participates in such activity.

Students or employees who violate this policy will be subject to disciplinary action which may include expulsion for students and employment termination for employees. Depending on the nature of student hazing, it may also warrant an investigation under the District’s Pupil Safety and Violence Prevention Act Policy JICK, (Anti-bullying Policy) and/or the District’s antidiscrimination policies.

The Superintendent shall take reasonable measures within the scope of the District's authority to prevent student hazing. All hazing reported to the District, or which any District staff member has knowledge, of shall be promptly reported to law enforcement, as required by RSA 631:7, Student Hazing.

It is the policy of the District that no student or employee of the District shall participate in or be a member of any secret fraternity or secret organization that is directly related to a District school or to any District school activity.

A copy of this policy will be furnished to each student and teacher in the School District, including being printed in the student handbook.

Legal Reference:

RSA 631:7, Student Hazing

New Hampshire Code of Administrative Rules, Section Ed 306.04(a)(7), Student Hazing

See also Policy JICK

Revised: September 2017

First Read: August 17, 2021

ConVal School District
Expense and Encumbrance Report
July 2021

Object Codes	Description	Budget	MTD	YTD	Encumbrance	Balance	% Available
100	SALARIES	\$ 26,976,456	\$ 393,708	\$ 393,708	\$ 23,682,241	\$ 2,900,507	10.75%
200	EMPLOYEE BENEFITS	12,863,144	175,326	175,326	471,804	12,216,014	94.97%
300	PURCHASED PROFESSIONAL & TECHNICAL SERVICES	2,534,357	28,692	28,692	1,479,717	1,025,949	40.48%
400	PURCHASED PROPERTY SERVICES	1,276,388	9,055	9,055	315,236	952,097	74.59%
500	OTHER PURCHASED SERVICES	4,034,891	1,970	1,970	3,065,607	967,314	23.97%
600	SUPPLIES	2,232,197	159,258	159,258	1,382,600	690,338	30.93%
700	PROPERTY	347,431	6,597	6,597	15,925	324,909	93.52%
800	DEBT INTEREST, FOOD SERVICE TRANSFER, DUES & FEES	341,214	47,679	47,679	166,197	127,337	37.32%
900	DEBT SERVICE PRINCIPAL & TRUSTS	1,240,000	185,000	185,000	1,055,000	-	0.00%
	TOTALS	\$ 51,846,076	\$ 1,007,285	\$ 1,007,285	\$ 31,634,327	\$ 19,204,465	37.04%

NOTES

There were no budget adjustments between object codes in July.

Still entering new employees through August which will adjust encumbrance for salaries; benefits encumbered once employees complete.

Still entering into contracted service agreements through August which will also affect encumbrance.

ConVal School District
Expense and Encumbrance Report
July 2021

p 2 of 4

Object Codes	Description	Budget	MTD	YTD	Encumbrance	Balance	% Available	Notes
110	REGULAR SALARIES	\$ 17,280,318	\$ 44,014	\$ 44,014	\$ 15,321,153	\$ 1,915,152	11.08%	A
111	PARAPROFESSIONAL SALARIES	2,986,364	-	-	2,875,254	111,111	3.72%	A
112	ADMIN ASSISTANTS	1,175,080	46,457	46,457	1,101,505	27,118	2.31%	A
113	CUSTODIAL/MAINTENANCE	534,342	41,888	41,888	503,779	(11,325)	-2.12%	A, B
114	ADMINISTRATOR	2,967,835	200,453	200,453	2,639,296	128,086	4.32%	A
115	DEPARTMENT HEADS	25,000	-	-	24,947	53	0.21%	A
119	SUPPORT SERVICES	886,120	48,520	48,520	792,813	44,787	5.05%	A
120	TEMPORARY SALARIES	1,080,896	11,805	11,805	423,088	646,004	59.77%	A
130	OVERTIME	40,500	572	572	406	39,522	97.59%	
211	HEALTH INSURANCE	5,707,106	51,839	51,839	262,800	5,392,466	94.49%	A
212	DENTAL INSURANCE	221,807	1,395	1,395	2,248	218,164	98.36%	A
213	LIFE INSURANCE	41,952	1,353	1,353	788	39,811	94.90%	A
214	LONG TERM DISABILITY	57,852	1,006	1,006	560	56,286	97.29%	A
220	FICA	1,940,136	33,415	33,415	21,391	1,885,331	97.18%	A
231	NON - TEACH RETIRE	812,120	26,028	26,028	14,502	771,590	95.01%	A
232	TEACHER RETIRE	3,933,141	52,547	52,547	37,223	3,843,370	97.72%	A
250	UNEMPLOYMENT COMP	24,641	-	-	24,641	-	0.00%	
260	WORKERS' COMP	107,584	-	-	98,125	9,459	8.79%	
299	OTHER BENEFITS - LT CARE & ANNUITIES	16,805	7,742	7,742	9,525	(463)	-2.75%	C
321	PROF SERVICES	110,400	11,904	11,904	-	98,496	89.22%	
322	STAFF SERVICES	92,000	1,874	1,874	-	90,126	97.96%	
323	PUPIL SERVICES	457,557	1,388	1,388	104,091	352,077	76.95%	
330	PURCHASED/PROF	1,642,352	7,275	7,275	1,179,375	455,701	27.75%	
340	STATISTICAL SERVICES	33,548	-	-	-	33,548	100.00%	
380	PURCH SERVICES	198,500	6,250	6,250	196,250	(4,000)	-2.02%	D
411	WATER/SEWER	61,093	-	-	52,675	8,418	13.78%	
421	DISPOSAL	44,067	3,750	3,750	34,030	6,287	14.27%	
422	SNOW PLOWING	172,855	-	-	83,265	89,590	51.83%	
430	REPAIR/MAINT	154,216	111	111	40,411	113,694	73.72%	
431	STRUCTURAL REPAIRS & MAINTENANCE	198,600	-	-	1,791	196,809	99.10%	
432	ELECTRICAL REPAIRS & MAINTENANCE	109,060	-	-	7,068	101,992	93.52%	
433	MECHANICAL REPAIRS & MAINTENANCE	338,200	-	-	1,575	336,625	99.53%	

ConVal School District
Expense and Encumbrance Report
July 2021

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Object Codes	Description	Budget	MTD	YTD	Encumbrance	Balance	% Available	Notes
434	HVAC REPAIRS & MAINTENANCE	102,465	840	840	21,690	79,935	78.01%	
435	SAFETY REPAIRS & MAINT	19,600	-	-	-	19,600	100.00%	
436	Copier Repairs	16,000	-	-	23,635	(7,635)	-47.72%	E
440	BUILDING RENTAL	2,000	-	-	-	2,000	100.00%	
443	Equip Rental: Copiers	53,232	4,131	4,131	45,443	3,658	6.87%	
449	Equip Rental - Postage Meter	-	222	222	3,654	(3,876)		E
450	RENTAL	5,000	-	-	-	5,000	100.00%	
510	OTHER TRANSPORTATION	197,438	-	-	25,000	172,438	87.34%	
519	PUPIL TRANSPORTATION	2,514,618	-	-	2,523,918	(9,300)	-0.37%	F
520	INSURANCE	106,988	-	-	99,989	6,999	6.54%	
530	Telephone / Web access	330,310	411	411	345,605	(15,706)	-4.75%	E
531	Cellular Phones	20,600	-	-	27,540	(6,940)	-33.69%	E
534	POSTAGE	16,428	1,000	1,000	5,241	10,187	62.01%	
540	ADVERTISING	25,000	-	-	18,400	6,600	26.40%	
550	PRINTING	8,850	-	-	-	8,850	100.00%	
561	TUITION	750,018	150	150	-	749,868	99.98%	G
580	MILEAGE	64,642	409	409	19,914	44,318	68.56%	
610	GENERAL SUPPLIES	591,116	7,621	7,621	162,038	421,457	71.30%	
615	TESTING SUPPLIES	21,141	-	-	-	21,141	100.00%	
622	ELECTRICITY	481,074	-	-	439,159	41,915	8.71%	
623	BOTTLED GAS	23,120	-	-	16,000	7,120	30.80%	
624	FUEL OIL	326,974	-	-	326,974	-	0.00%	
640	BOOKS	68,865	8,514	8,514	5,333	55,018	79.89%	
641	PERIODICALS	20,822	7,823	7,823	3,818	9,182	44.10%	
649	OTHER INFO SOURCES	4,319	-	-	-	4,319	100.00%	
650	SOFTWARE SUPPORT	476,965	135,300	135,300	214,778	126,887	26.60%	
656	GASOLINE	217,800	-	-	214,500	3,300	1.52%	
733	NEW FURNITURE	7,120	-	-	1,789	5,331	74.88%	
734	OTHER TECH EQUIPMENT	21,800	-	-	-	21,800	100.00%	
737	REPL FURNITURE	14,440	-	-	1,335	13,105	90.75%	
738	REPL EQUIPMENT	272,670	6,390	6,390	12,696	253,585	93.00%	
739	OTHER EQUIPMENT	31,401	207	207	105	31,088	99.01%	

ConVal School District
Expense and Encumbrance Report
July 2021

Object Codes	Description	Budget	MTD	YTD	Encumbrance	Balance	% Available	Notes
810	DUES & FEES	175,221	17,324	17,324	30,560	127,337	72.67%	
830	DEBT SERVICE INTEREST	55,993	30,355	30,355	25,638	-	0.00%	
890	FOOD SERVICE TRANSFER	110,000	-	-	110,000	-	0.00%	
910	DEBT SERVICE PRINCIPAL	540,000	185,000	185,000	355,000	-	0.00%	
930	TRANSFER TO TRUSTS	700,000	-	-	700,000	-	0.00%	
	TOTALS	\$ 51,846,076	\$ 1,007,285	\$ 1,007,285	\$ 31,634,327	\$ 19,204,465	37.04%	A

NOTES

- A.** Encumbrances for earnings and benefits will show a significant change in August as we complete data entry for payroll and deductions.
B. Need to shift budget for increases and verify projection for annual earnings.
C. Slight increase in LTC benefit costs - will resolve for August report.
D. Trust management fees never included in budget; will clear for August report.
E. Accounts clean up after budget prepared; need to review to ensure properly aligned for FY 22.
F. ESY transportation more than anticipated.
G. Tuitions encumbrances occurring in August.

Dublin Consolidated School Outdoor Learning Space Proposal

Staff at Dublin Consolidated School (DCS) embraced the concept of outdoor learning spaces as one of the mitigation strategies designated during the 2020-2021 school year. While this began as a way to ensure distance, it brought the positive impact of outdoor learning into the forefront of the minds of the DCS Staff. They saw how engaged students were while outdoors, both in interacting with their environment and in deepening their ability to attend to the learning at hand. All classrooms used outdoor learning opportunities throughout the year.

I was contacted by the Bitty Foundation as they wanted to give a \$10,000 donation for us to use at our discretion to best support our students. After meeting with the DCS staff and discussing what they thought would be the most effective for our students it was clear that a permanent outdoor learning structure would be most desired and useful.

In planning for the construction of this pavilion, contractor Greg Pease was contacted to determine if this building was viable. He generously offered to donate his time in order to see this goal achieved. I did need to seek additional funding and those funds have been recently generously secured and will be brought to the board in the near future.

At a minimum, classrooms will schedule morning meetings and at least one instructional block per day. We will also rotate lunch groups to be able to eat outdoors in the structure. Specialists would also use this space regularly. Teachers witnessed the positive impact of outdoor learning and are dedicated to utilizing the space to the greatest extent possible.

Construction will meet all applicable code requirements as outlined by the town of Dublin. CV Director of Facilities has reviewed the proposed location and building plans and endorses the project.

NEW HAMPSHIRE PUBLIC SCHOOLS
SCHOOL ADMINISTRATIVE UNIT #1

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

Telephone: 603-924-3336

Fax: 603-924-6707

Kimberly Saunders
Superintendent of Schools
ksaunders@conval.edu

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

TO: Contoocook Valley School Board

FROM: FCVA - Con Val High School

DATE: 8/10/21

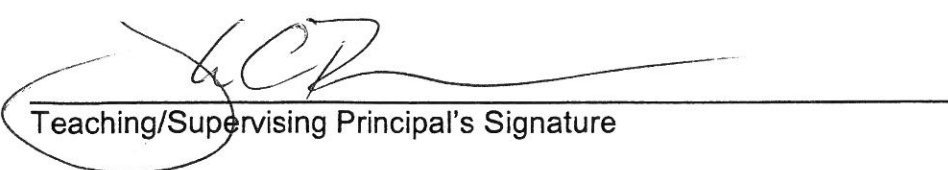
RE: REQUEST TO ACCEPT A GIFT OR DONATION

The Con Val High School requests authorization to accept from:

Name/Address: FCVA

the following gift/donation of: 2 lacrosse helmets valued at \$ 627.05

for the purpose of: safety equipment


Teaching/Supervising Principal's Signature

SAU OFFICE USE ONLY: Date Received _____

Date Approved by School Board _____

Date Not Approved by School Board/Reason: _____



Dear ConVal School Board Members,

The Friends of ConVal Athletics is an all-volunteer 501 (c) (3) organization associated with ConVal Regional High School and 20 of the high school athletic teams. The FCVA Member Sports are the following: Alpine Skiing, Nordic Skiing, Boys Basketball, Girls Basketball, Unified Basketball, Field Hockey, Football, Cross Country, Indoor/Outdoor Track, Boys Lacrosse, Girls Lacrosse, Softball, Spirit Team, Volleyball, Wrestling, Golf, Boys Tennis, Boys Soccer, Girls Soccer. As a non-profit our mission is to foster a spirit of cooperation and support among the ConVal Athletes and the broader community.

We are requesting your authorization to accept a donation in accordance with SAU 1 policy: *KMB – Relations with Booster Organizations*. Please accept our donation of two boys lacrosse helmets (size XXL) approved by the Athletic Director. Valued at \$627.05 these safety helmets, required for play, will be used by the Lacrosse team for their expected useful life. Our Tax ID is 47-1001907 and the invoice and supporting records can be found in the Athletic Department.

Thank you in advance for your consideration and support.

Sincerely,

Katherine Heck, President

The FCVA Board and Parent Volunteers

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

FRIENDS OF CONVAL ATHLETICS

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

Kimberly Saunders
Superintendent of Schools
ksaunders@conval.edu

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

TO: Contoocook Valley School Board

FROM: FCVA - ConVal High School

DATE: 8/10/21


RE: REQUEST TO ACCEPT A GIFT OR DONATION

The ConVal High School requests authorization to accept from:

Name/Address: FCVA

the following gift/donation of: Track and Field equipment valued at \$ 4,233.09

for the purpose of: Track and Field training


Teaching/Supervising Principal's Signature

SAU OFFICE USE ONLY: Date Received _____

Date Approved by School Board _____

Date Not Approved by School Board/Reason: _____



Dear ConVal School Board Members,

The Friends of ConVal Athletics is an all-volunteer 501 (c) (3) organization associated with ConVal Regional High School and 20 of the high school athletic teams. The FCVA Member Sports are the following: Alpine Skiing, Nordic Skiing, Boys Basketball, Girls Basketball, Unified Basketball, Field Hockey, Football, Cross Country, Indoor/Outdoor Track, Boys Lacrosse, Girls Lacrosse, Softball, Spirit Team, Volleyball, Wrestling, Golf, Boys Tennis, Boys Soccer, Girls Soccer. As a non-profit our mission is to foster a spirit of cooperation and support among the ConVal Athletes and the broader community.

We are requesting your authorization to accept a donation in accordance with SAU 1 policy: KMB – Relations with Booster Organizations. Please accept our donation of Track Training and Race Aids valued at \$424.09 and Track Pole Vault Equipment valued at \$809 as approved by the Athletic Director. Valued at \$1,233.09 these items will be used by the Track team for their expected useful life. Our Tax ID is 47-1001907 and the invoice and supporting records can be found in the Athletic Department.

Thank you in advance for your consideration and support.

Sincerely,

Katherine Heck, President

The FCVA Board and Parent Volunteers

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

FRIENDS OF CONVAL ATHLETICS

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

Kimberly Saunders
Superintendent of Schools
ksaunders@conval.edu

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

TO: Contoocook Valley School Board

FROM: The Bitty Foundation

DATE: August 3rd 2021

RE: REQUEST TO ACCEPT A GIFT OR DONATION

The Dublin Consolidated School requests authorization to accept from:

Name/Address: Trustees of The Bitty Foundation

One Federal Street 29th Floor, Boston, MA 02110

the following gift/donation of: _____ valued at \$ 10,000

for the purpose of: creating an outdoor learning space.

Cheryl Spence
Teaching/Supervising Principal's Signature

SAU OFFICE USE ONLY: Date Received _____

Date Approved by School Board _____

Date Not Approved by School Board/Reason: _____