

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

106 Hancock Road

Peterborough, New Hampshire

CONTOOCOOK VALLEY SCHOOL BOARD

School Board Meeting

Tuesday, October 5, 2021

7:00 p.m.

Physical Location: SAU #1 Board Room

Livestream Link: TBD

Agenda

- 1. Call to Order and Pledge of Allegiance**
- 2. Points of Pride**
- 3. Public Comment**
- 4. Consent Agenda**
 - a. Acceptance of School Board Meeting Minutes**
 - 1) September 21, 2021 (pg. 1-6)
 - b. Personnel**
 - 1) Retirements (pg. 7)
- 5. Superintendent's Report and Presentation of Business**
 - a. Reopening Update**
 - b. Monthly Events Calendar** (pg. 8-9)
 - c. October 1st Enrollment Update** (pg. 10-11)
- 6. Reports**
 - a. Teacher Representative** – Cheryl Jessie
 - b. Selectmen's Advisory Committee** – Tim Theberge
 - c. Equity Committee** – Rich Cahoon
 - d. Community Forum** – Alan Edelkind
- 7. Old Business**
 - a. Legislative Update**
- 8. New Business**
 - a. Policy BCB: Board Members as Substitute Teachers** (pg. 12-13)
 - b. Policy GCQAB: Tutoring for Pay** (pg. 14)
 - c. Policy 1st Read**
 - DN: School Properties Disposal (pg. 15-16)
 - CBI/AFB: Evaluation of the Superintendent and Goal Setting (pg. 17-19)
- 9. Public Comment**
- 10. Approval of Manifests (Board Vote Required)**
- 11. Non-Public Session: RSA 91-A: 3, II (If Required)**
 - a. Negotiations**
 - b. Legal**
 - c. Personnel**

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CONTOOCOOK VALLEY SCHOOL BOARD

School Board Meeting

Tuesday, September 21, 2021

7:00 p.m.

Physical Location: SAU #1 Board Room

Livestream Link: <https://www.youtube.com/watch?v=CmU2L5JJj-c>

Minutes

BOARD

Rich Cahoon, Keira Christian,
Richard Dunning, Alan Edelkind,
Jim Fredrickson, Katherine Heck,
Greg Kriebel, Kevin Pobst,
Tim Theberge, Jerome Wilson

ADMINISTRATION

Dr. Kimberly Saunders, Supt.
Dr. Ann Forrest, Asst. Supt.
Lori Schmidt, B.A.
Tim Grossi, Facilities
Larry Pimental, PES
John Reitnauer, CVHS
Fabiola Woods, TES
Amy Janoch, Learning Recovery
Kat Foecking, GBS
Tim Conway, SMS
Ben Moenter, Special Ed.
Carrie James, H.R.
Heather McKillop, CVHS

1. Call to Order and Pledge of Allegiance

Tim Theberge called the meeting to order at 7:03 p.m. The Pledge of Allegiance was recited.

2. Points of Pride

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

3. Public Comment

Tim Theberge shared the primary purpose of a board meeting. In addition, he outlined the rules for public comment participation.

Ashley Destromp, Antrim, spoke about the lowering of oxygen levels when children use masks and said that masks are useless. She spoke about the training required to properly use PPE. Ms. Destromp said that one side of science is being followed. Masks are not required by most people. This is not a political statement. ConVal is publicly funded. The private bus company is funded with tax payer dollars.

Alyssa Eccard, Peterborough, asked that masks be made a choice for families. She wondered why everyone cannot have the choice. She said that she struggles that her children wear a mask daily. Children are petrified to take a mask off outside. They need reminders that it is okay to take the mask off outside. She said that allergy season will soon cause children to miss school because of sniffles.

Erin Nolan, Peterborough, asked the board for choice of masking to be considered. She said that she understands that COVID is here and not going anywhere. Parents need to make this choice for them. With regard to the lack of substitutes, she would substitute but refuses to wear a mask all day.

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

a. Legal

b. Negotiations

Rich Cahoon moved to enter into non-public session at 7:13 p.m. Katherine Heck second. Unanimous on a roll call vote.

Katherine Heck moved to exit non-public session at 8:15 p.m. Keira Christian second. Unanimous.

Katherine Heck moved to seal the minutes of non-public session for a period of 10 years. Rich Cahoon second. Unanimous.

5. Consent Agenda

a. Acceptance of School Board Meeting Minutes

1) September 7, 2021

b. Personnel

1) Retirements

2) Co-Curricular Notifications

The Consent Agenda was adopted as presented.

6. Superintendent's Report and Presentation of Business

a. Reopening Update

New DHHS guidance says that the plan will follow their guidance. Close contact with a child in school does not require one to quarantine. Household positives would require quarantine. If the student or adult is vaccinated, they do not have to quarantine. Getting tested 3-5 days from last known exposure is recommended.

Alan Edelkind said that seven positive cases were reported at ConVal today. He asked how they are reported. Kimberly Saunders said that either parents or the staff member is letting the district know.

Keira Christian asked if household contacts extend to students who were at a sleepover or a split household. The split household would apply but not apply to a sleepover.

Rich Cahoon said that the vaccine permits one not to quarantine. Is proof of vaccination required? Yes.

Kimberly Saunders said that the contact tracing is not being done by the State. We have begun working with local professionals to do the tracing.

Rich Cahoon asked about masks outside. He said that he thought that they were not required. Kimberly Saunders confirmed that masks are not required outside. Rich Cahoon further asked that we make sure that masks outside are optional. Confirmed. Signage is being posted outside.

Greg Kriebel asked that staff remind students that they do not have to wear their masks outside. Kimberly confirmed that we can remind staff to remind students to let students know.

Greg Kriebel said that if a student or staff has a runny nose and tests negative, they may return to school. Confirmed. Students with documented health conditions such as allergies or headaches by a physician can attend school.

Kimberly Saunders said that the change today would be that we would only consider household contacts as contacts that would need to quarantine. Vaccinated individuals would not need to quarantine.

Kimberly Saunders said that she pledged that she would be transparent to the community when positive cases are identified. Some find it annoying. It would be unrealistic that we would not have positive cases. She is worried about desensitizing people. She asked the board for guidance on whether the information should continue to be communicated.

Katherine Heck moved to change our communication to school-based communication for positive cases within a school so that it is not overwhelming to other schools.

Greg Kriebel second.

Keira Christian asked if we would be comfortable extending the communication to include others in the area.

Katherine Heck said that she made a motion and doesn't want people to unsubscribe to Kimberly's communications.

Kevin Pobst said that our plan calls for metrics to be regionally based. He assumed that the emails that have been sent out were regionally. He is skeptical to limiting it to a town or school.

Rich Cahoon agreed and said that he wants to see what the district looks like in terms of positive cases.

Kevin Pobst suggested a shorter version as well as provide a link that outlines the guidelines so as not to be repetitive.

Katherine Heck said that she has been working with individuals responsible for the data dashboard last year to get that back up online.

In favor: Greg Kriebel, Katherine Heck

Current: Rich Cahoon, Dick Dunning, Alan Edelkind, Kevin Pobst, Keira Christian, Jerry Wilson, Jim Fredrickson.

Motion failed. District notifications will remain in place.

Kimberly Saunders said that the Reopening Plan was submitted in late May and again in early August to allow feedback from our communities. Neither time did the DOE comment. Recently, we received an email that said that absent a State of Emergency from the Governor, we do not have the option to move to a remote model. We look at the yellow phase at 500 positive cases; we are at 456. What has happened is that we can still make the decision to move to a different phase of the program. The DOE is moving quickly to close the loop that allows that to happen. We do not have a mid-phase to tamp things down and then bring students back in. When we ask students to quarantine we do not have an option for them. Kimberly Saunders said that the board has voted no money for a remote option nor does she have the

staff for a remote option. The number of students that are out of school is higher right now than it is typically at this time of year. They are losing instruction. She is looking to the board to allow some funding to move forward to develop a parallel plan for students to access.

Rich Cahoon said that since we don't have remote funds and we don't have staff for a remote program, shouldn't we focus on what we can do for mitigation steps that would not require us to go remote.

Kimberly said that there is no way to increase social distancing without adding staff. We can bring plexiglass back. Our mitigation strategies are more effective than less. The positive rates are coming into the schools and not going out.

Kimberly Saunders said that she needs \$100,000 for staffing, additional technology, and reopening our hotspots.

Katherine Heck asked that if the State closes the loop and requires the five-day learning, where does that put us.

Kimberly Saunders said that she is concerned about quarantined students who are out of school for longer periods of time.

Greg Kriebel asked if this would not fall under acute loss of learning. Can we use our lost learning program and funds toward this?

Kimberly said that the fastest way not to lose learning is to act fast and not lose it. Adding lost learning on top of that lost last year will require resources.

Alan Edelkind asked if Kimberly is looking for resources for a remote school?

Kimberly confirmed for students who are out of school due to quarantine.

Rich Cahoon said that the new guidance from the State would be a heavy lift for him to vote in favor of remote again.

He draws a distinction between parents who have an option to quarantine students and those who do not.

Therefore, he would like to vote yes on the elementary schools because those students do not have an option.

How many kids need to be served? At any given time, between 7 and 15, K-12.

Dick Dunning said that this would be for students who are home due to COVID and not for students out for other reasons. Confirmed.

Kimberly said that if a child was immune compromised and wanted to be remote she would like to say yes.

Alan Edelkind asked for confirmation that this would not be long-term remote. Kimberly confirmed that it would be very short term.

Jerry Wilson said that in the past when students who have been out for some time, home bound instructors would be used. Why not use similar resources? Kimberly said that is what we are asking for homebound instruction remotely.

Kevin Pobst moved to authorize the Superintendent to spend up to \$100,000 to create a homebound instruction program that is remote for students who are quarantining due to COVID this year.

Dick Dunning second.

Jim Fredrickson asked how soon this would be implemented. Kimberly said that she wants to advertise and hire homebound tutors.

Alan Edelkind asked why set a dollar amount since other criteria has been set. It is a way of showing constraint.

Rich Cahoon asked if this could be contracted services. Kimberly Saunders confirmed.

In favor: Unanimous.

Opposed: None.

b. Monthly Events Calendar

The monthly events calendar was reviewed.

Policy Committee was cancelled on October 5th.

c. Enrollment Update

Total enrollment for ConVal is currently 2,086 Pre-K to Grade 12.

7. Reports

a. Teacher Representative – Cheryl Jessie

None.

b. Communication Committee – Alan Edelkind/Janine Lesser

Alan Edelkind reported that the Community Forum details consumed much of the meeting discussion.

c. Budget & Property Committee – Dick Dunning/Jim Fredrickson

Jim Fredrickson reported four items were discussed. The solar project was touched on in terms of timeline.

Tim Grossi reported that Revision is waiting on resources. The start date is to be determined.

Jim Fredrickson said that adding a technology trust fund was suggested moving forward.

d. Strategic Plan Committee- Tim Theberge

Kimberly Saunders reported that the process of how the subcommittees would work was discussed. The process was adopted. Subcommittee meetings were scheduled. Some times are not ideal for various reasons.

e. Education Committee – Stephen Ullman

Dick Dunning reported that the timeline for Education Committee meetings for the year was discussed. The assessment schedule was discussed as well as HB320, requiring the US Citizenship test that must be passed beginning with the sophomore class. In addition, graduation requirements were discussed. In particular a half credit for community service which is in policy but never in the Course of Studies. Dick recommended suspending the half credit requirement for community service until the high school can come forward with a recommendation. **Dick Dunning moved to suspend the half credit for community service until we have a recommendation come through policy.**

Keira Christian second. Unanimous.

Dick thanked the high school and Ann Forrest for bringing this forward.

f. Policy Committee – Katherine Heck

Katherine Heck reported having met tonight. Policy DN will come for a first read soon.

CBI will come before the board which will allow clarity on this function.

The fall policy update was released with 18 policies for consideration of which eight are required by law.

8. Old Business

a. Community Forum

Alan Edelkind thanked the board and administration for the time and expertise in moving this activity forward. He wants to thank the ConVal Community for completing the survey. He referenced community forum activities, presentation in the first hour, and survey results.

134 responded to the survey with an anticipated 84-92 to attend. Topics for the forum were shared.

Additional topics were added, of which there were 18. We should be prepared to answer questions on these topics during the second hour.

Nine people require childcare to attend.

Community forum activities were outlined to make sure nothing has been missed. Items outstanding to be completed were outlined.

Katherine Heck asked how those in the overflow can ask questions; can they email in. Tim confirmed that something can be arranged.

9. New Business

a. Occupational Therapist Justification (Board Vote Required)

Kimberly Saunders said that increasing one position and decreasing another position is asked. We have not been able to hire an OT assistant. Increasing it to meet student needs is asked.

Katherine Heck moved to hire an Occupational Therapist. Jerry Wilson second. Unanimous.

Registered Nurse Justification – this request is made due to student medical needs. There are new needs that were previously unknown. A part-time nurse is asked.

Katherine Heck moved to accept the proposal to add a .5 registered nurse.

Kevin Pobst second. Unanimous.

b. Expenditures and Encumbrances

Lori Schmidt reported finalizing the payroll position and movement between where people were last year and where they are this year. A proper budget transfer request will follow. Shifts into appropriate functions needs to translate this year.

Katherine Heck moved to accept the Expenditure and Encumbrance report. Dick Dunning second. Unanimous.

c. Budget Guidance 2022-2023

Jim Fredrickson said that on August 17th the preliminary budget guidance was reviewed.

Four items for consideration:

Assumptions and conditions – learning recovery is not in the budget, Capital Improvement Plan fund would happen in 2023, ongoing negotiation on new collective bargaining agreement under separate warrant. No increases will be include in the budget.

Major variables –unknown and rising material cost escalation, CPI is 5.4% increase. Impact on 2022 enrollment on state revenue is unknown.

Budget Schedule – voting tonight with November 6th workshop date in place.

Decisions include:

The decision not to include remote learning. Should a provision be included in the proposed budget?

Capital improvement funding – concern that we are not spending enough in the budget on capital improvement. Costs have gone up. Suggestion is to set a target as a percentage of proposed gross budget for capital spending of 2%. Less than 1% has been being spent.

Provide a target for total increase: 0%,2%, 4% Kimberly Saunders shared what the increases would total.

Jim Fredrickson said that the issue he has is that the CBA is under negotiation and will be subject of a separate warrant article. He cited other obligations. Jim said that these targets should be applied to what we can control. Jim further said that half of the total operating costs would be taken out because it is contractual. Jim said that adding criteria in terms of classroom size constraints was discussed. Do we want to include dollars for remote learning? Do we want a Capital Improvement plan as part of the budget?

Katherine Heck said that the remote option is not on the table. We approved money for homebound students and not in the future.

What is appropriate to include as part of a capital plan in the budget? Katherine Heck spoke about funding options. Setting percentage targets to assure the maintenance of facilities is common.

Applying 2% and 4% increases to the parts we can manage was suggested by Jim Fredrickson.

Dick Dunning moved to give guidance to the Superintendent to build a 2% increase to the present operating budget which does not include the collective bargaining agreement.

Katherine Heck second.

Rich Cahoon said that 2% would result in programmatic cuts with CPI at what it is.

In favor: Dick Dunning, Greg Kriebel, Alan Edelkind, Keira Christian, Katherine Heck, Jerry Wilson, Jim Fredrickson.

Opposed: Rich Cahoon and Kevin Pobst.

Motion carried.

Kimberly Saunders said that 2% on entire operating budget.

Dick Dunning said that there will be a CBA at some point.
2% of \$51,846,076 is what Kimberly will budget.

Timeline for negotiations? Jerry Wilson speculated that in the next month to month and a half.

Rich Cahoon said that we have staff who are not under that contract to be considered. This was discussed at Budget & Property Committee.

Greg Kriebel asked if a decision was made about capital improvement. Not part of the motion.

c. Legislative Update 2021-2022

Tim Theberge said that the DOE is looking to modify two Ed Regulations that would prohibit us from offering remote instruction. Legislative Service Requests (LSR's) were previously reviewed by Tim and Kimberly. There are 200 LSR's that will have a direct impact on public education or this district. This will be a standing agenda item. Katherine Heck provided insight on LSR's making their way.

10. Public Comment

None.

11. Approval of Manifests (Board Vote Required)

Lori Schmidt certified that manifests listed totaling \$3,066,394.00, 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 motioned to approve the Manifests as presented. Keira Christian second. Unanimous.

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

a. Negotiations

b. Legal

c. Personnel

Katherine Heck moved to enter into non-public session in accordance with RSA 91-A:3, II for negotiations, legal, and personnel at 10:00. Dick Dunning second. Unanimous on a roll call vote.

Dick Dunning moved to exit non-public session at 10:32 p.m. Katherine Heck second. Unanimous.

Katherine Heck moved to seal the minutes of non-public session for negotiations for a period of five years. Greg Kriebel second. Unanimous.

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

Greg Kriebel motioned to adjourn at 10:33 p.m. Jerry Wilson second. Unanimous.

Respectfully submitted,

Brenda Marschok

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

CONTOOCOOK VALLEY SCHOOL DISTRICT

October 5, 2021

Personnel Agenda

June 2023 Retirements:

CVHS

Mike Wozmak
Gilbert Morris

Social Studies Teacher
ATC Teacher

GBS

Linda Compton

Nurse

DCS

Susan Ellingwood

Kindergarten Teacher

October 2021

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

November 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 Policy Committee Mtg. @ SAU @ 6:00 pm School Board Mtg. @ SAU @ 7:00 pm	3	4	5	6 Budget Work Session – 8:30 am
7	8	9 Budget & Property Committee Mtg. @ SAU @ 6:00 pm	10	11 District Closed – Veteran's Day	12	13
14	15 Education Committee Mtg. @ SAU @ 5:30 pm	16 Policy Committee Mtg. @ SAU @ 6:00 pm School Board Mtg. @ SAU @ 7:00 pm	17	18 Strategic Plan Committee Mtg. @ SAU @ 6:00 pm	19	20
21	22	23	24 District Closed – Thanksgiving Recess	25 District Closed – Thanksgiving Recess	26 District Closed – Thanksgiving Recess	27
28	29	30 Equity Committee Mtg. @ SAU @ 5:30 pm				

Grade	Total	62	141	147	135	142	161	788
SCHOOL	Preschool	Kindergarten	1st Grade	2nd Grade	3rd Grade	4th Grade	Total	
AES	# of Students	26	22	25	17	9	6	148
	# of Sections	2	2	2	1	1	1	
	Ratio	13.0	11.0	12.5	17.0	15.0	17.0	
BES	# of Students	19	14	14	10	17	74	
	# of Sections	2	1	1	1	1		
	Ratio	9.5	14.0	14.0	10.0	17.0		
DCS	# of Students	10	11	7	13	6	47	
	# of Sections	1	1	1		1		
	Para							
	Ratio	10.0	11.0	7.0	19.0			
FES	# of Students	9	14	9	8	10	50	
	# of Sections	1	1	1	1	1		
	Ratio	9.0	14.0	17.0	10.0			
GES	# of Students	13	19	12	13	18	86	
	# of Sections	1	2	1	1	1		
	Ratio	13.0	15.0	12.0	13.0	18.0		
HES	# of Students	10	9	17	10	10	68	
	# of Sections	1	1	1	1	1		
	Ratio	10.0	9.0	17.0	10.0	10.0		
PES	# of Students	13	51	41	54	65	271	
	# of Sections	1	3	3	3	4		
	Ratio	13.0	17.0	13.67	18.0	16.3		
TES	# of Students	7	7	10	8	12	44	
	# of Sections	1	1	1	1	1		
	Para							
	Ratio	7.0	17.0	8.0	12.0			
* Teaching Principal Para								
Enrollment numbers may include tuitioned-in students								
Total Elem. Students PreK-4								
9.30.2021								788

9.30.2021

	Grade 5	Grade 6	Grade 7	Grade 8	Total	In Person
GBS # of Students	52	59	57	74	242	242
# of Teachers*					16	
Ratio		15.13				
SMS # of Students	70	86	89	96	341	341
# of Teachers*					21	
Ratio		16.24				
Total Students GBS and SMS	122	145	146	170	583	583
CVHS # of Students	184	165	174	188	711	711
Ratio		12.5				
(CVHS enrollment numbers do NOT include ATC students from other Districts)						
Enrollment numbers may include tuitioned-in students						
Includes Preschool students						
PreK to 4						
5-8						
9-12						
Total 2021-22						
2082						
Total Enrollments						
2006-07	3104	2534	2434	2109	2074	
2007-08	2969	2342	2342	2143	2143	
2008-09	2855	2325	2325	2234	2234	
2009-10	2755	2239	2239	2169	2169	
						2020-21 2059

BCB – School Board Member Conflict of Interest

As elected officials, ConVal School Board members owe a duty of loyalty to the general public in protecting the school district's interests. Therefore, the Board declares that a conflict of interest is a personal and/or pecuniary interest that is immediate, definite, and demonstrable and which is or may be in conflict with the public interest.

A Board member shall not participate in, or influence in any way, the discussion, bid specifications, or vote on any contract, service, collective bargaining issue, or personnel matter, where the Board member has, or appears to have, a direct personal and/or pecuniary interest. A Board member shall not purchase from sell to, or furnish for hire to the District any labor, equipment, goods, commodities, personal property, real estate, services, or supplies with a value in excess of \$200.

As used in this policy, the term "Board member" includes a member of the Board members' immediate family (i.e., spouse, child, siblings, and parents) and anyone residing in the Board members' household.

A Board member shall not have any direct personal and/or pecuniary interest in a contract with the school district, nor shall he or she furnish directly any labor, equipment, or supplies to the District.

In the event a Board member is employed by a corporation or business or has a secondary interest in a corporation or business which furnishes goods or services to the School district, the Board member shall declare his interest and refrain from debating, discussing, or voting upon the question of contracting with the company.

It is not the intent of this policy to prevent the District from contracting with corporations of businesses because a Board member is an employee of the firm. The policy is designed to prevent placing a Board member in a position where his interest in the public schools and his interest in his place of employment (or other indirect interest) might conflict, and to avoid appearances of conflict of interest even though such conflict may not exist. Through the use of open competitive bidding or recusal of any Board member who has a conflict of interest, the Board will seek to obtain the best value for the district while avoiding impropriety or the appearance of impropriety.

Hiring Decisions regarding Family Members

Applicants for employment by the District shall be required to disclose if they are the father, mother, brother, sister, wife, husband, son, daughter, son-in-law, daughter-in-law, sister-in-law, or brother-in-law of any member of the Board. The related Board member is obligated to disclose the fact that they are related to an applicant who is brought forward to the Board for hiring or appointment, and shall refrain from debating, discussing or voting upon the question of hiring the applicant.

The Superintendent shall refrain from hiring, or nominating to the Board for hire, anyone related to her/him as father, mother, brother, sister, wife, husband, son, daughter, son-in-law, daughter-in-law, sister-in-law, or brother-in-law without also disclosing the relationship to the Board and in the case where the Superintendent has the hiring authority, receiving prior consent from the Board to hire the related applicant.

This shall not apply to any person within such relationship or relationships who has been regularly employed by the Board prior to the inception of the relationship, the adoption of this policy, or a Board member's election.

Vendor Relations

Except as set forth above, the District shall not purchase supplies, materials, or services from a member of the Board or from a member of his or her household or from a firm in which a Board member holds a major interest.

Legal References:

Marsh v. Hanover, 113 NH 667 (1973) and
Atherton v. Concord, 109 NH 164 (1968)
RSA 95:1, Public Officials Barred From Certain Private Dealings

Category: R – Recommended

See also: BBFE

1st Read: September 3, 2019

2nd Read: September 17, 2019

Adopted: September 17, 2019

< BCA - School Board Member Ethics

BDB -- Board Officers (<https://schoolboard.convalsd.net/district-policies/bdba-board-officers/>)

GCQAB – Tutoring For Pay

No teacher, other District employee, or contracted service provider, may receive pay for tutoring one of his/her current pupils. Teachers, other District employees, and contracted service providers shall not tutor for pay any child from his/her building without prior written approval from the building principal. All questions regarding tutoring for pay should be referred to the building principal. Staff members may appeal denials to the Superintendent.

The above does not apply to tutoring assigned by the school administration.

Category: P

See also GCQA, GBCA

1st Read: September 6, 2011

2nd Read: October 18, 2011

Adoption: October 18, 2011

< GCQA - Nonschool Employment By Professional Staff Members

GCQC - Resignation Of A Staff Member (<https://schoolboard.convallsd.net/district-policies/g-personnel/gcqc-resignation-of-a-staff-member/>)

DN – School Properties Disposal Procedure

No equipment or supplies shall be disposed of until permission has been received from the Superintendent's office. Superintendent or designee will determine whether the material involved has salable value, and if such shall be the case, authorize the sale of the material. If the material does not have salable value, the proper disposal of the books, equipment, and/or supplies shall be determined by the Business Administrator and disposed of in such a way as to be environmentally safe.

- Single items up to \$500 in value may be sold by the Business Administrator.
- Single items, which may exceed \$500 in value, are to be sold by sealed bids presented to the Business Administrator.
- Items remaining unsold after advertising shall be declared non-salvageable and shall be disposed of in the most expeditious manner, and whenever possible items will be disposed of in an environmentally safe manner.

School District property in the form of instructional materials, furniture, equipment, and supplies other than capital holdings such as land, buildings, and major installations may be disposed of when declared surplus or obsolete on any one of the following criteria:

- The material in question exists in quantities exceeding the possibility of effective use by the District.
- The material is unsound, out-of-date, inaccurate, or in an unusable condition.
- The material is occupying space that could be otherwise be used for educational programs and the material is not in current demand or is not anticipated to be in demand in the foreseeable future.
- If the materials were originally purchased with federal grant money, its disposal must follow the procedures that were mandated by the federal grant.

School Properties Disposal Procedure

The Board authorizes disposition of obsolete items according to the following priority actions:

- By selling to the highest bidder or whatever other business arrangement is in the best interest of the School District.
- When practicable, the District shall donate such items to charitable organizations and schools.
- By giving such items to local citizens.

- By removal to a town transfer station and/or environmentally safe facility.

Any monies received as a result of disposal shall be accounted for and be placed in the District funds as miscellaneous income for the current fiscal year to defray the costs of current year or to roll into surplus.

Fixed asset or Capital asset inventories, if affected, will be amended to reflect changes in value through disposal.

Sale of real estate will be by the vote of the electorate of the School District at an annual or special School District meeting.

Legal Reference:

CFR 34, Sec. 80.32

Category: R

First Read: October 5, 2021

Second Read:

Adopted:

DN-R School Properties Disposal Procedure

DN-F Property Disposition Request Form

CROSS REFERENCE: DJE- Bidding Requirements

AFB/CBI: Superintendent Evaluation

The School Board shall evaluate the Superintendent annually. The evaluation shall be guided by the definitions of purpose and foundational values stated below. Evaluation of the Superintendent shall be limited to the duties of the Superintendent as stated in School Board policy CB.

Purpose. The purpose of evaluation of the Superintendent is to provide the Superintendent with formative feedback to help the Superintendent improve performance. In addition, the process will enable the Board to provide specific support to the work of the Superintendent and to facilitate on-going communication between the Board and the Superintendent on progress toward goal achievement. The summative evaluation may serve as a basis for decisions about compensation and continued employment.

Values. The evaluation process shall be planned mutually. It should further the organization's goals as well as foster growth of the professional skills of the Superintendent. Improving student learning, the performance of the District's staff, and the efficient and effective management of the organization should form the primary subject matter of each year's evaluation process.

Communication Timeline. A committee of three members of the Board will represent the Board in formal communication with the Superintendent regarding evaluation. Those three members will be the Board Chair, Vice Chair, and the Chair of one of the other School Board Committees chosen by the Board Chairperson.

By the end of June each year the Board committee referenced above will meet with the Superintendent for a goal-setting conference.

By the end of November, the Board committee will meet with the Superintendent for a "check in" conference.

By the end of January each year, the Board committee will meet with the Superintendent to discuss, and summatively assess, the Superintendent's performance including goal-achievement.

Structure of Goals and Evaluation. At the goal-setting conference the Superintendent and the Board committee will agree on measurable goals for the Superintendent to pursue during the evaluation year. Those goals will be based on School Board goals set for the upcoming year.

Forms and Data. Appended to this policy is an Implementation Procedure.

Board Review. Following the Board committee's summative conference with the Superintendent, the Board committee will meet with the full Board and present a review of that conference. At this meeting, the Board may discuss a proposal for the Superintendent's compensation and future employment.

First Read: October 5, 2021

Second Read:

Adoption:

Implementation Procedure aligned with Board Policy AFB/CBI

Communication. All School Board members will have the opportunity to provide input in the evaluation process. However, a committee of three members of the Board will represent the Board in formal communication with the Superintendent regarding evaluation; this committee will be the Board's Evaluation Committee. The three members will be the Board Chair, Vice Chair, and the Chair of one of the other School Board Committees chosen by the Board Chairperson.

Timeline. There will be at least three formal meetings between the Board's Evaluation Committee and the Superintendent each year.

By the end of June each year the Board committee referenced above will meet with the Superintendent for a goal-setting conference.

By the end of November, the Board committee will meet with the Superintendent for a "check in" conference during which the Superintendent will discuss progress toward goals; adjustments to goals can be made if the Board members and Superintendent agree to do so. At this meeting, the Board committee and Superintendent should discuss any support the Superintendent needs to continue progress toward goal achievement.

By the end of January each year, the Board committee will meet with the Superintendent to discuss, and summatively assess, the Superintendent's performance including goal-achievement.

Structure of Goals and Evaluation. At the goal-setting conference the Superintendent and the Board committee will agree on measurable goals for the Superintendent to pursue during the evaluation year. Those goals will be based on School Board goals set for the upcoming year. The goals will be framed according to a SMART Goal protocol; they will be: Specific, Measurable, Attainable, Relevant, Time-Limited.

The Superintendent and the Board committee will agree on how goal achievement will be measured and what the standard of goal achievement will be.

As noted below, Form A, will be completed and agreed to at the goal-setting conference. That form will be updated, presented, and discussed at the November "check in" and the January "summative" conferences. The form asks for a goal statement, tasks toward completion of the goal, resources needed, a start date and a completion date, measurable outcomes/evidence of achievement, progress by November "check in," and progress by January summative.

Forms and Data. Appended to this policy are three forms. Form A will be completed by the Superintendent and presented to the Board committee at the three formal conferences – the goal-setting conference, the November "check-in" conference, and the January summative conference. Form B will be completed by the Superintendent and presented to the Board's Evaluation Committee at the January summative conference. The Board's Evaluation Committee, with input from all Board members, shall complete Form C with narrative commentary on the Superintendent's performance during the evaluation year on the five district leadership practices that consistently have shown a statistically significant correlation with student achievement and learning. These practices are: a) ensuring collaborative goal setting, b) creating board alignment with and support of district goals, c) monitoring

achievement and instructional goals, d) allocating resources to support the goals for achievement and instruction, and e) establishing non negotiable goals for achievement and instruction (Marzano & Waters, 2009; Barber & Mourshed, 2007; Robinson, 2007).

This narrative commentary will be provided to the Superintendent prior to the summative conference so that it can be discussed during that conference.

Board Review. Following the Board Evaluation Committee's summative conference with the Superintendent, the Board's Evaluation Committee will meet with the full Board and present a review of that conference. At this meeting, all Board members will review Forms A, B, and C. At this meeting, the Board may discuss a proposal for the Superintendent's compensation and future employment.

Revised: August 20, 2021