

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

**CONTOOCCOOK VALLEY SCHOOL BOARD
School Board Meeting**

**Tuesday, November 2, 2021
7:00 p.m.**

Physical Location: SAU #1 Board Room

Livestream Link: <https://www.youtube.com/watch?v=tHerLRrX1GU>

Agenda

- 1. Call to Order and Pledge of Allegiance**
- 2. Points of Pride**
- 3. Public Comment**
- 4. Non-Public Session: RSA 91-A:3,II (If Required)**
 - a. Legal**
- 5. Consent Agenda**
 - a. Acceptance of School Board Meeting Minutes**
 - 1) October 19, 2021 (pg. 1-4)
 - b. Personnel**
 - 1) Co-Curricular Notifications (pg. 5-6)
- 6. Superintendent's Report and Presentation of Business**
 - a. Reopening Update**
 - b. Learning Recovery Presentation**
 - c. Monthly Events Calendar (pg. 7-8)**
 - d. November 1st Enrollment Update**
- 7. Reports**
 - a. Teacher Representative** – Cheryl Jessie
 - b. Strategic Plan Committee** – Tim Theberge
 - c. Equity Committee** – Rich Cahoon
 - d. Selectmen's Advisory Committee** – Tim Theberge
 - e. Policy Committee** – Katherine Heck
- 8. Old Business**
 - a. Legislative Update**
 - b. 5th Board Goal Discussion**
- 9. New Business**
 - a. Policy - 1st Read (pg. 9-13)**
 - IGE: Parental Objections to Specific Course Material
 - DAF: Administration of Federal Grant Funds
 - EEAEA: Mandatory Drug and Alcohol Testing – School Bus Drivers and Contracted Carriers
- 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

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CONTOOCCOOK VALLEY SCHOOL BOARD

School Board Meeting

Tuesday, October 19, 2021

7:00 p.m.

Physical Location: SAU #1 Board Room

Livestream Link: <https://www.youtube.com/watch?v=YQfNaI0dkSk>

Minutes

BOARD

Rich Cahoon, Keira Christian,
Richard Dunning, Alan Edelkind (elect.),
Jim Fredrickson, Katherine Heck,
Greg Kriebel, Janine Lesser,
Kevin Pobst, Liz Swan,
Tim Theberge, Stephen Ullman,
Jerome Wilson

ADMINISTRATION

Dr. Kimberly Saunders, Supt.
Dr. Ann Forrest, Asst. Supt.
Lori Schmidt, B.A.
Tim Grossi, Facilities
Ben Moenter, Special Ed.
Carrie James, H.R.
Mark Schaub, Tech.
Colleen Roy, GES
Nicole Pease, DCS/HES
Larry Pimental, PES

1. Call to Order and Pledge of Allegiance

Tim Theberge called the meeting to order at 7:02 p.m. The Pledge of Allegiance was recited.

2. Points of Pride

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

3. Public Comment

Tim Theberge shared the rules surrounding public comment period.

Jeff King, Peterborough, said that he has two sons in the district. Both have been playing hockey since a young age. They are hopeful that there will be a hockey season this year. Mr. King said that he understands that there currently is no coach. He hoped that every effort to find a coach for the team is made.

Alyssa Eccard, Peterborough, said that the forum was a great success. She said that she felt like those who were there cared. She asked why kids are still getting the virus if masks are great. Unless kids and staff are trained in the proper use of masks it does no good. She suggested that mask wearing be a choice for families.

Heather Wragg, Peterborough, President of Hockey Boosters, spoke in support of a hockey season this year for the boy's team as well.

4. Non-Public Session: RSA 91-A:3,II

a. Legal

Katherine Heck moved to enter non-public session in accordance with RSA 91-A:3,II for matters of legal and negotiations. Greg Kriebel second. Unanimous on a roll call vote.

Janine Lesser moved to exit non-public session at 8:07 p.m. Dick Dunning second. Unanimous.

Janine Lesser moved to seal the minutes for negotiations for 10 years. Katherine Heck second. Unanimous.

Janine Lesser moved to seal the minutes for legal for a period of 10 years. Katherine Heck second. Unanimous.

5. Consent Agenda

a. Acceptance of School Board Meeting Minutes

1) October 5, 2021

b. Personnel

1) Retirement – June 2022

- Jahna Moncrief, Music Teacher

2) Co-Curricular Notifications

The consent agenda was adopted as presented.

Tim Theberge shared his hope that a coach be identified for boy's hockey.

6. Superintendent's Report and Presentation of Business

a. Reopening Update

Kimberly Saunders said that we are currently at a 504-positive rate. In our district towns, we have 45 cases which is down over the last week from an average of 60.

Vaccination rates by town were shared as well as those for ages 12 to 19-year old.

Other data points were shared.

Data for students was shared for quarantining across the district, which totals 56.

Because we went over the 500 number, a conversation took place with the COVID Monitoring team to see if there would be recommendations to changes in the plan. The team recommends that we continue to monitor and watch carefully and to continue mitigation strategies. There is no recommendation for a change.

Stephen Ullman said that there is variation in the 12-19 vaccination rate that he found surprising.

Kimberly Saunders said that we have been working to do a vaccination clinic locally.

Rich Cahoon said that he is worried - is there a way with additional testing to shorten the quarantine period. Kimberly said that other districts have pursued what it would mean to conduct symptomatic testing. We have to become a certified site and we need a vendor that could manage the paperwork part of it. We would have to find a way to get the actual tests as well.

Rich followed up by saying that his question was about students quarantining at home because of contact without symptoms.

Kimberly said that the only asymptomatic test is the PCR. We would not be able to become certified to do the PCR.

Rich said that if a child is at home with no symptoms because his sister tested positive can the child without symptoms get tested to get to school sooner. Can the quarantine time be shortened?

Kimberly said that she does not have an answer to that question but will continue to look into.

Tents are starting to come down as weather picks up. Safety is at the forefront of that decision.

b. Monthly Events Calendar

No changes.

Kimberly Saunders reported that the budget binder books for the November 6th Budget/Work Session will not be available until that date. Katherine Heck asked that no votes or decisions be made at that November meeting. Tim Theberge recognized that request.

7. Reports

a. Teacher Representative – Cheryl Jessie

None.

b. Budget & Property Committee – Jim Fredrickson

Jim Fredrickson said that the solar project will be moving forward next week. Much time was spent talking about the CIP. Other items of interest included the CVHS parking lot and the athletic fields.

c. Communication Committee – Janine Lesser/Alan Edelkind

Janine Lesser reported that time was spent wrapping up the Community Forum information. Limiting presentations at future forums was decided with the format style staying the same. Structuring the Q & A period was discussed. More engagement by the board is thought. No babysitting next time as a result of those that asked not showing up. A letter to the Editor and other communication will include a thank you to the community for showing up and engaging.

The next forum will be in late January and focus on the budget and getting input. It will also be about preschool.

Writing a piece about the lawsuit to remind the public and provide an update will take place.

The public will be communicated to about the Reopening Plan and the COVID Dashboard back up and running. Progress on the solar project will be communicated about.

Jim Fredrickson will be restarting a written series on the budget.

d. Education Committee – Stephen Ullman

Stephen Ullman reported that summer program was the focus of discussion with a presentation by Amy Janoch.

Programs of intense tutoring were conducted for a period of five weeks with a focus on phonics at the elementary level and at the middle school the focus was math.

Concern about what was provided and how scalable these efforts might be was shared at the meeting.

Discussion took place about the health curriculum.

Numbers of students who participated were outlined at each level. Discussion took place about future plans for learning recovery.

Ann Forrest said that replicating programming that takes place in Title I schools is the hope. Supplementing the program and not supplanting is critical. Concerns about staffing were shared.

Katherine Heck asked what the current learning recovery plan is for each level. Kimberly Saunders said that she will have Amy Janoch attend the November meeting to share this information.

Ann Forrest said that the Learning Recovery Program is scheduled to be a part of every Education Committee meeting.

e. Policy Committee – Katherine Heck

Katherine Heck reported having met tonight. Policies will come tonight for a second read.

A robust legal update is in place. Policies will be coming forward for a first read.

8. Old Business

a. Legislative Update

Tim Theberge said that over 200 Legislative Service Requests (LSR's) that will impact education are up for consideration. As they get turned into draft bills they will continue to be monitored.

Katherine Heck reported she attended the meeting and advocacy will continue on those that are good for students and staff.

b. Policy 2nd Read/Adoption (Board Vote Required)

- DN: School Properties Disposal

Janine Lesser moved to adopt policy DN as presented. Greg Kriebel second. Unanimous.

- CBI/AFB: Evaluation of the Superintendent and Goal Setting

Janine Lesser moved to adopt policy CBI/AFB. Jerry Wilson second. Unanimous.

9. New Business

a. Expenditure and Encumbrance Report – Lori Schmidt

Lori Schmidt referenced the salary and FICA lines. The pupil services line reflects \$197K covered from trusts. A public hearing will be required. Do we want to tap into trust funds for \$197K or the full amount?

We have \$106K in expenditures that are encumbered. Further discussion to see what options are with mitigation strategies are needed.

An additional item is needed for purchasing a truck for facilities and to move money over to cover the purchase. A Public Hearing will be required as well.

Stephen Ullman asked about the \$5.4M balance. Kimberly Saunders said that it is where we are in the process right now with encumbrances.

Lori Schmidt clarified that she needs guidance on the pupil service line and anticipates being over budget by \$500K due to additional needs that arose. We planned on taking \$200K out of trusts to cover costs. Do we want to take the difference from trusts or appropriate budget funds or wait until later in the year to see where we have funds available?

Kimberly Saunders said that this was not an over expenditure. These were students that we did not anticipate having in the district that we are responsible for their services.

Opinions on public hearing for \$197K from trust and waiting? This would be the Special Education Trust.

Jim Fredrickson said that if we take \$197K out of trusts we still have money in the trust to accomplish what we need with the balance if needed.

Lori Schmidt said that this line will continue to show over budget.

Dick Dunning motioned to accept the expenditure and encumbrance report as presented. Jim Fredrickson second. Unanimous.

b. Budget Transfers – Lori Schmidt

Proper allocation of benefits to building levels has been in progress. This cleans up the budget.

Jim Fredrickson added that an update on what can and cannot be allocated to schools will come forward in January.

Rich Cahoon motioned to approve budget transfers as presented. Kevin Pobst second. Unanimous.

c. Accept Gift/Donation (Board Vote Required)

1) Dublin Consolidated School requests the authorization to accept from the Dublin Community Foundation, \$2,025 for the purpose of a spring NHD residency for students.

Katherine Heck motioned to accept the gift with gratitude. Dick Dunning second. Unanimous.

10. Public Comment

None.

11. Approval of Manifests (Board Vote Required)

Lori Schmidt certified that the manifests listed totaling \$2,583,841.76 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. Jim Fredrickson second. Unanimous.

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

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

None.

Dick Dunning motioned to adjourn at 8:59 p.m. Katherine Heck second. Unanimous.

Respectfully submitted,

Brenda Marschok

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

CONTOOCCOOK VALLEY SCHOOL DISTRICT

November 2, 2021

Personnel Agenda

Co-Curricular Notifications:

See Attached

NOTICE OF STIPEND POSITIONS

First	Last	DAC	Position	Stipend Amt	FTE
Athletic					
Griffen	Fletcher	CVHS	Track-Winter	\$ 3,557.75	1
Scott	Gracy	CVHS	Hockey Ice - Varsity Boys	\$ 4,376.04	1
Joshua	Bartsch	SMS	Boys Soccer B Coach	\$ 1,778.88	1
Eve	Pierce	SMS	Drama Coach	\$ 1,600.00	1

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 Communication Committee Mtg. @ SAU @ 6:30 pm	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				

December 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	<p>Policy Committee Mtg. @ SAU @ 6:00 pm</p> <p>School Board Mtg. @ SAU @ 7:00 pm</p>	8	<p>Communication Committee Mtg. @ SAU @ 6:30 pm</p>	10	11
12	13	<p>Budget & Property Committee Mtg. @ SAU @ 6:00 pm</p>	15	<p>Strategic Plan Committee Mtg. @ SAU @ 6:00 pm</p>	17	18
19	20	<p>Education Committee Mtg. @ SAU @ 5:30 pm</p>	22	23	24	25
		<p>Policy Committee Mtg. @ SAU @ 6:00 pm</p> <p>School Board Mtg. @ SAU @ 7:00 pm</p>		<p>District Closed – Holiday Recess</p>	<p>District Closed – Holiday Recess</p>	
26	27	<p>Equity Committee Mtg. @ SAU @ 5:30 pm</p>	29	30	31	
				<p>District Closed – Holiday Recess</p>	<p>District Closed – Holiday Recess</p>	

IGE – Parental Objections to Specific Course Material

The Board recognizes that there may be specific course materials which some parents/guardians find objectionable.

In the event a parent/guardian finds specific course material objectionable, the parent/guardian may notify the building Principal of the specific material to which they object and request that the student receive alternative instruction, sufficient to enable the child to meet state requirements for education in the particular subject area. This notification and request shall be in writing.

The building Principal and the parent/guardian must mutually agree to the alternative instruction. The alternative instruction agreed upon must meet state requirements for education in the particular subject area.

School District staff will make reasonable efforts, within the scope of existing time, schedules, resources and other duties, to accommodate alternative instruction for the student. Alternative instruction may be provided by the school through approved independent study, or through another method agreed to by the parent/guardian and the building Principal. Any cost associated with the alternative instruction shall be borne by the parent/guardian.

Parents/guardians who wish for particular instructional material be reviewed for appropriateness may submit a request for review in accordance with Board policy KEC.

In accordance with the federal Protection of Pupil Rights statute, as a School District that receives federal Department of Education funds, the Superintendent shall develop procedures to allow parent/guardian of a student to inspect any instructional material used as part of the educational curriculum for the student. The procedures will provide reasonable access to instructional material within a reasonable period of time after the request is received.

NOTE regarding human sexuality and human sexual education: In addition to the protections under this policy, per RSA 186:11-c and Board policy IHAM, parents/guardians are afforded additional affirmative rights with respect to instruction of human sexuality or human sex education, including, among other things, the right to receive a minimum of 2 weeks advance notice of all materials to be used with respect to such instruction.

Legal References:

RSA 186:11, IX-b & IX-c State Board of Education; Duties.
20 U.S.C §1232h, (c)(1)(C), Protection of pupil rights
RSA 193:40, Prohibition on Teaching Discrimination

Related policies: IHAM & KEC

First Read: November 2, 2021

Second Read:

Adopted:

District review/revision history:

Category: Priority/Required by Law

DAF - ADMINISTRATION OF FEDERAL GRANT FUNDS

All funds awarded directly or indirectly through any federal grant or subsidy programs shall be administered in accordance with this policy, and any administrative procedures adopted implementing this policy.

The School Board intends to administer federal grant awards efficiently, effectively and in compliance with all requirements imposed by law, the awarding agency and the New Hampshire Department of Education or other applicable pass-through entity.

This policy establishes the minimum standards regarding internal controls and grants management to be used by the District in the administration of any funds received by the District through federal grants programs as required by applicable New Hampshire and federal laws or regulations including, without limitation, the Uniform Grant Guidance.

The Board directs the Superintendent or designee to develop, monitor and enforce effective administrative procedures and other internal controls over federal awards as necessary in order to provide reasonable assurances that the District is managing the awards in compliance with all requirements for federal grants and awards.

Systems and controls must meet all requirements of federal and/or law and regulation and shall be based on best practices. The Superintendent is directed to assure that all individuals responsible for the administration of a federal grant or award shall be provided training sufficient to carry out their duties in accordance with all applicable requirements for the federal grants or award and this policy.

To the extent not covered by this policy, the administrative procedures and internal controls must provide for:

1. identification of all federal funds received and expended and their program source;
2. accurate, current and complete disclosure of financial data in accordance with federal requirements;
3. records sufficient to track the receipt and use of funds;
4. effective control and accountability over assets to assure they are used only for authorized purposes; and
5. comparison of expenditures against budget.

Notwithstanding any other policy of the District, all funds awarded directly or indirectly through any Federal grant or subsidy programs shall be administered in accordance with this Policy and the administrative procedures developed to accompany this policy.

DAF-1-R ALLOWABILITY

DAF-2-R CASH MANAGEMENT AND FUND CONTROL

DAF-3-R PROCUREMENT

DAF-4-R PROCUREMENT – ADDITIONAL PROVISIONS PERTINENT TO FOOD SERVICE PROGRAM

DAF-5-R CONFLICT OF INTEREST AND MANDATORY DISCLOSURES

DAF-6-R INVENTORY MANAGEMENT - EQUIPMENT AND SUPPLIES PURCHASED WITH FEDERAL FUNDS

DAF-7-R TRAVEL REIMBURSEMENT – FEDERAL FUNDS

DAF-8-R ACCOUNTABILITY AND CERTIFICATIONS

DAF-9-R TIME AND EFFORT REPORTING / OVERSIGHT

DAF-10-R FEDERAL GRANT FUND BUDGET RECONCILIATIONS

DAF-11-R SUB-RECIPIENT MONITORING AND MANAGEMENT

Legal References: 2 C.F.R. Part 180 2 C.F.R. Part 200 200.305; 200.313(d); 200.317-.326;
200.403-.406; 200.413(a)-(c); 200.430; 200.431; 200.458; 200.474(b) 200 Appendix II 7 CFR
Part 210 210.16; 210.19; 210.21; 215.14a; 220.16 Title 2 CFR Part 200

First Read: November 2, 2021

Second Read:

Adopted:

District review/revision history:

Category: Priority/Required by Law

Related policies: DI, DID, DJ, DJC, DJE, DJF & DK

See also: ADB, EFAA, EHB, JICI & JRA

EEAEA - MANDATORY DRUG AND ALCOHOL TESTING – SCHOOL BUS DRIVERS AND CONTRACTED CARRIERS

1. Statement of Policy

The School Board believes that the safety of students while being transported to and from school or school activities is of utmost importance and is the primary responsibility of the driver of the vehicle.

This policy applies to two categories of drivers:

- a. school bus drivers (see RSA 189:13-b; 263:29 & 29-a);
- b. “contracted carriers”: drivers of vehicles designed to transport 16 or more passengers, including the driver, which are a contract carrier of passengers that has been contracted by the school (see RSA 376:2).

Each driver, as well as others who perform safety-sensitive functions with commercial vehicles that transport students, must be mentally and physically alert at all times while on duty. To that end, the Board has established this policy related to the fitness for duty of transportation personnel.

The Superintendent/designee shall adopt and enact any procedures necessary or appropriate to assure compliance with applicable state and federal laws and regulations.

2. Medical Examination of School Bus Operators

In accordance with RSA 200:37, before employing any person as a school bus driver, directly or through a vendor, the District shall require that such persons submit a certificate signed by a licensed physician setting forth the physician’s findings as a result of the examination to determine the physical condition of drivers in accordance with the requirements of 49 C.F.R. Part 391.41-391.49. Such certificate shall be submitted to the District prior to the commencement of such employment and the District shall retain a copy of such certification. Every 2 years thereafter, either prior to the commencement of the school year or prior to the reemployment of such persons as a school bus driver, the School District shall require submission of a like certificate, except that school bus operators attaining the age of 70 shall be required to undergo an annual examination and to submit a certificate annually. *This provision does not apply to contracted carriers.*

3. Certification

No person shall be employed as a school bus driver, directly or through a vendor, unless the person has received a School Bus Driver’s Certificate from the NH Department of Motor Vehicles as required by RSA 263:29.

Contracted carriers shall comply with all applicable provisions of RSA 376:2, as well as have a valid commercial driver’s license and operate a vehicle with a valid state inspection sticker.

4. Criminal Background Investigation

Before employing any person as a school bus driver, directly or through a vendor, or as a contracted carrier, the School District shall require a criminal background investigation as set forth in RSA 189:13-a and School District policy GBCD. For a school bus driver employed directly by or who volunteers for the District, then the employee will pay for the investigation. If the District contracts with a vendor to provide transportation services, either the vendor or the driver will pay for the investigation at the discretion of the vendor.

EEAEA - MANDATORY DRUG AND ALCOHOL TESTING – SCHOOL BUS DRIVERS AND CONTRACTED CARRIERS

5. Mandatory Drug and Alcohol Testing

In compliance with the United States Department of Transportation's Title 49 Code of Federal Regulations, Part 391, all commercial driver's license holders and personnel performing safety-sensitive functions related to the transportation of the students of this School District will be required to submit to drug and alcohol testing. Testing procedures and facilities used for the tests shall conform to the requirements of the 49 C.F.R. Part 40. The District and any transportation contractor transporting students on behalf of the District shall utilize the Drug and Alcohol Clearinghouse to comply with all requirements for drug and alcohol testing and reporting, in accordance with 49 C.F.R. Parts 382 and 391.

The term "CDL holder" means someone who is required as part of their job duties to hold a Commercial Driver's License. The term "safety-sensitive function" refers to all tasks associated with the operation and maintenance of commercial vehicles. A "commercial vehicle" is any vehicle capable of carrying 16 or more passengers including the driver.

If the School District employs the transportation personnel directly, the District will be responsible for ensuring compliance with the Mandatory Drug and Alcohol Testing requirements. If the School District contracts with a vendor to provide student transportations services, the vendor shall be the employer and provide assurance to the District on an annual basis that they are in compliance with the Mandatory Drug and Alcohol Testing requirements.

The Drug and Alcohol Testing will include pre-employment, random, reasonable suspicion and post-accident testing as defined by Department of Labor Regulations. The School District supports a zero-tolerance policy related to substance abuse. Therefore, any personnel who have a confirmed positive test for drugs or a confirmed alcohol concentration of 0.02 or greater will be terminated from employment.

Legal References:

Omnibus Transportation Employee Testing Act of 1991, 49 U.S.C. §5331
RSA 200:37, Medical Examination of School Bus Operators
RSA 263:29, School Bus Driver's Certificate
RSA 189:13-a, School Employee & Volunteer Background Investigations
RSA 376:2, VII, Motor Carriage of Passengers
49 C.F.R. § 40.1-40.13 (2001), Transportation Workplace Drug Testing Program
49 C.F.R. Part 382, Controlled Substances and Alcohol Use and Testing
49 C.F.R. Part 391, Qualifications of Drivers

First Read: November 2, 2021

Second Read:

Adopted:

District review/ revision history:

Category: Priority/Required by Law

Related Administrative Procedure: EEAEA-R