

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

106 Hancock Road

Peterborough, New Hampshire

CONTOOCOOK VALLEY SCHOOL BOARD

School Board Meeting

Tuesday, May 17, 2022

7:00 p.m.

Physical Location: SAU #1 Board Room

Livestream Link: <https://www.youtube.com/c/ConValEvents>

Agenda

- 1. Call to Order and Pledge of Allegiance**
- 2. Points of Pride**
- 3. Student Representative**
- 4. Public Comment**
- 5. Consent Agenda**
 - a. Acceptance of School Board Meeting Minutes**
 - 1) May 3, 2022 (pg. 1-3)
 - b. Personnel** (pg. 4-5)
 - 1) Resignations – June 2022
 - 2) 2022-2023 Co-Curricular Notifications
 - c. May 1, 2022 Enrollment Update** (pg. 6-7)
- 6. Superintendent's Report and Presentation of Business**
 - a. Monthly Events Calendar** (pg. 8-10)
 - b. School Board Requests**
 - c. Research Project Notification**
- 7. Reports**
 - a. Teacher Representative** – Cheryl Jessie
 - b. Policy Committee** – Crista Salamy
 - c. Food Service Committee** – Dick Dunning
 - d. Budget & Property Committee** – Jim Fredrickson
 - e. Education Committee** – Stephen Ullman
- 8. Old Business**
 - a. Legislative Update**
 - SB 233:** Water bottle filling stations.
 - SB 236:** Committee to study and address NH teacher shortages
 - SB 238:** MOU between charter schools and public schools for the provision of special education
 - SB 350:** DOE to adopt rules for background checks.
 - SB 353:** adds Instructional Specialists and others to the professional Standards Board.
 - SB 410:** Public comment periods at school board meetings and meetings of the SBOE
 - SB 421:** Payments to the Community College System for dual and concurrent enrollment students
 - SB 234:** Student identification cards to include the National Suicide Prevention Lifeline
 - SB 420-FN-Local:** establishes an extraordinary need grant for schools and additional money for students receiving special education services
 - Amendment 1925h:** Expanding the tax credit scholarships eligibility to 500% of the federal poverty level- or @ \$138,000 for a family of four.
 - SB 381:** which will establish the office of the Special Education Advocate
 - SB 394:** which extends the definition of a child with a disability as eligible to age 22.
 - HB 1135:** Financial audit of the DOE and the Education Freedom Account Program.
 - HB 1236:** Reestablish the legislative oversight committee for education
 - HB 1244:** written consent for medical or dental treatment provided in a school setting.
 - HB 1311:** adds prohibitions of persons convicted of first-degree assault, or possession of a controlled drug with the intent to sell, from employment in a public school
 - HB 1367:** Civics exam for graduation require a 70% or higher grade of passing naturalization exam
 - HB 1663:** Simplify homeschooling statutes for parents and notifications to school districts.
 - SB 329:** Commission to study barriers to specific housing development in NH.

SB 400: relative to zoning and planning boards, affordable housing,

HB 1132: relative to applications for a charter conversion school was on the regular calendar

HB 1195: relative to public comment periods at Board meetings, SAU meetings and meetings of the SBOE.

HB 1639: Youth Risk Behavior Survey bill. 14 days' notice prior to administration

HB 1661: relative to CTE agreements, schedules, calendars and integrated curriculum

HB 1417: relative to the 7.5% retirement contribution by the state was tabled infused into another bill
(**HB 1221**) "one time only" amendment

HB 1431: Parents Bill of Rights

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

- DID: Fixed Assets (pg. 11-12)

- FA: Facilities Development Goals/Priority Objective (pg. 13)

- FAA: Annual Facility Plan (pg. 14)

- FE: Facilities Construction (pg. 15)

- JLCJA: Emergency Plan for Sports Related Injuries (pg. 16-17)

9. New Business

a. 1st Read Policy

- DJE: Bidding Requirements (pg. 18)

- JLCJ: Concussions and Head Injuries (pg. 19-22)

b. Expenditure and Encumbrance Report (pg. 23-25)

c. Town Payments

d. Fund Balance Discussion

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

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Minutes

BOARD

Tom Burgess, Keira Christian,
Richard Dunning, Alan Edelkind,
Greg Kriebel, Janine Lesser,
Crista Salamy, Liz Swan,
Tim Theberge, Stephen Ullman

ADMINISTRATION

Dr. Kimberly Saunders, Supt.
Dr. Ann Forrest, Asst. Supt.
Lori Schmidt, B.A.
Carrie James, H.R.
Ben Moenter, Special Ed.
Larry Pimental, PES
Tim Conway, SMS
Colleen Roy, GES
Kat Foecking, GBS
Heather McKillop, CVHS
Beth Gibney, Pierce/FES

1. Call to Order and Pledge of Allegiance

Tim Theberge called the meeting to order at 7:01 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. Student Representative – Abby Kamieniecki

None.

Tim Theberge reported that the board does not have a policy requiring a Student Rep to the board. Other districts do.

Dick Dunning moved to have a student representative on the ConVal School Board. Alan Edelkind second.

Dick confirmed that this was for the 2022-2023 school year.

Tim Theberge said that this authorizes the student representative to participate in meetings.

Unanimous.

4. Public Comment

None.

5. Consent Agenda

a. Acceptance of School Board Meeting Minutes

1) April 19, 2022

b. Personnel

1) Leave of Absence 22/23 School Year

2) Resignation

Leave positions will be filled with a one-year contract.

The Consent agenda was adopted as presented.

6. Superintendent's Report and Presentation of Business

a. Monthly Events Calendar

Updates were made to the May and June calendars to include a time change for the May 19th and June 16th Strategic Plan Committee to begin at 5:30 p.m. rather than 7:30 p.m. Equity Committee will meet on May 24th at 5:30 p.m. The

Policy Committee will not meet on June 21st and Education Committee will meet on June 13th rather than June 20th at 5:30 p.m.

Dr. Saunders asked about July meetings. Typically, one board meeting is scheduled in July and no subcommittee meetings. July 19th was the preferred meeting date. Strategic Plan will meet as well TBD.

b. School Board Requests

Kimberly Saunders said that she has several requests pending related to the website and preschool.

c. NEASC Letter

Kimberly Saunders referenced a letter that commends the high school for items they have been working on since the last report.

Tim Theberge reported that CVHS was recently ranked 20th in the State of NH. Tim noted that CVHS was the highest ranked in this area of the state.

7. Reports

a. Teacher Representative – Cheryl Jessie

None.

b. Policy Committee – Crista Salamy

Crista Salamy reported having met tonight. Several policies come for a first read. One policy will be marked as reviewed. EHAC will be brought forward after further review. This will go to administration.

c. Communication Committee – Janine Lesser/Alan Edelkind

Alan Edelkind reported that on three areas; logistics, technology, and venue, all are going well. Four communications will be sent out related to the public forum on May 12th. The email account to submit questions and communication is set up, presentations are coming along well. The write-up previews are going well with one remaining. Alan thanked everyone for their work on this.

d. Strategic Plan Committee – Tim Theberge

Tim Theberge reported on two meetings. He thanked board members and administration for their work that brought them to five priority areas. Work will continue. The committee has looked at several design ideas. Of interest, was the Baltimore School District format.

e. Selectmen's Advisory Committee – Tim Theberge

Tim Theberge reported that discussion on the budget, preschool, and consolidation occurred.

8. Old Business

a. Legislative Update

Tim Theberge reported that the requirement to hold public comment periods was shared. Our policy would require change. HB1195 goes to the floor this week.

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

- DK: Payment Procedures

Stephen Ullman moved to adopt this policy as presented. Dick Dunning second. Unanimous.

- DAF: Administration of Federal Grants

Stephen Ullman moved the adoption of Policy DAF. Dick Dunning second. Tim Theberge abstained. All others in favor. Motion carried.

9. New Business

a. 1st Read Policy

- DID: Fixed Assets
- FA: Facilities Development Goals/Priority Objective
- FAA: Annual Facility Plan
- FE: Facilities Construction
- GBGD: Background Investigation and Criminal Records Check
- JLCJA: Emergency Plan for Sports Related Injuries

The above six policies are for a first read. Please send comments or questions to Crista Salamy or Kimberly Saunders.

b. Accept Gift/Donation (Board Vote Required)

- 1) Peterborough Elementary School requests authorization to accept from PES PTO, the following

donation of an outdoor basketball hoop valued at \$1,400.00 for the purpose having a better outdoor basketball option for students.

Greg Kriebel motioned to accept the donation as presented. Dick Dunning second. Unanimous. Thank you to the PES PTO for this donation.

c. Memorials & Facility Naming

Tim Theberge said that ConVal does not currently have a policy covering this. The decision to allow various plaques is left to administration. There are policies in existence that cover this. There is a related policy related to memorials. There is a request for such a naming at Peterborough Elementary School.

Kimberly Saunders said that she would like a policy to be in place regarding naming.

Dick Dunning said that it is great to want to recognize staff members for their dedication. A policy should be in place first. There are so many people who are deserving of recognition. Dick Dunning said that he did not support doing anything absent a policy in place.

Stephen Ullman said that there is a distinction between naming after a living person or after one has passed.

Tim Theberge said that he will inform the PES staff that the board would not be in a position to confirm this request absent a policy. It can be revisited after a policy is in place.

The New Hampshire School Board Administration (NHSBA) sent boards an email calling for resolutions. Annually, there are resolutions that are proposed that are voted for adoption or not. Board members may draft resolutions for consideration. Please send any proposals to Katherine Heck and Tim Theberge.

10. Public Comment

None.

11. Approval of Manifests (Board Vote Required)

Lori Schmidt certified that manifests listed, totaling \$1,049,344.39, have been reviewed by her and found to be proper charges against the Contoocook Valley School District for goods and/or services received and have been properly processed prior to their submittal to the School Board.

Dick Dunning moved to approve the manifests as shared. Greg Kriebel second. Unanimous.

12. 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 at 7:35 p.m. for matters of negotiations and legal. Dick Dunning second. Unanimous.

Greg Kriebel moved to exit Non-Public Session at 8:37 p.m. Dick Dunning second. Unanimous.

Janine Lesser motioned to seal the minutes of Non-Public Session for a period of 5 years. Liz Swan second. Unanimous.

Stephen Ullman motioned for the School Board Chairman to form 4-person ad hoc committee made up of Alan Edelkind, Crista Salamy, and Tim Theberge as discussed. Keira Christian second. Unanimous.

Liz Swan motioned to direct the School Board Chairman to execute the compensation of the Superintendent as discussed in non-public session.

Stephen Ullman second. Crista Salamy abstained. All others in favor. Motion carried.

Stephen Ullman motioned to adjourn at 8:39 p.m. Dick Dunning second. Unanimous.

Respectfully submitted,

Brenda Marschok

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

CONTOOCOOK VALLEY SCHOOL DISTRICT

May 17, 2022

Personnel Agenda

Resignations – June 2022:

CVHS

Courtney Smith
Amanda Carey

English Teacher
Health and Wellness Teacher

SMS

Jessica Kelly

Math Teacher

AES

Katherine Lescarbeau

Kindergarten Teacher

DCS/HES

Nicole Pease

Principal

2022-23 Co-Curricular Notifications:

See Attached

Notice of Stipend Positions

First	Last	DAC	Position	Stipend Amt	FTE
Athletics					
Matthew	Harris	CVHS	Football - Varsity Head Coach	\$ 4,376.04	1

Grade	Total	72	144	144	141	140	160	801
SCHOOL	Preschool	Kindergarten	1st Grade	2nd Grade	3rd Grade	3rd & 4th	4th Grade	Total
AES	29	25	20	26	13	9	7	146
# of Sections	2	2	2	2	1	1	1	
Ratio	14.5	12.5	10.0	13.0	13.0	16.0	17.0	
BES		18	15	13	11			74
# of Sections		2	1	1	1		1	
Ratio		9.0	15.0	13.0	11.0		17.0	
DCS		13	11	8		3rd & 4th Grade		51
# of Sections		1	1	1		1		
Para						Classroom Para		
Ratio		13.0	11.0	8.0		19.0		
FES		9	13	8		3rd Grade	4th Grade	48
# of Sections			2			8	10	
Ratio			15.0			2	9.0	
GES	Preschool	Kindergarten	1st Grade	2nd Grade	3rd Grade			
# of Students	13	11	20	13	14			90
# of Sections	1	1	1	1	1			
Ratio	13.0	15.5		13.0	14.0			
HES	Preschool	Kindergarten	1st Grade	2nd Grade	3rd	4th		74
# of Students	12	13	10	19	10	10		
# of Sections	1	1	1	1	1	1		
Ratio	12.0	13.0	10.0	19.0	10.0	10.0		
PES	Preschool	Kindergarten	1st Grade	2nd Grade	3rd Grade			276
# of Students	18	48	49	43	54			
# of Sections	1	3	3	3	3			
Ratio	18.0	16.0	16.3	14.33	18.0			
TES		Kindergarten	1st & 2nd Grade	3rd Grade	4th Grade			42
# of Students		7	6	11	8			
# of Sections		1	1	1	1			
Para		Para*	Classroom Para					
Ratio		7.0	17.0	8.0	10.0			
* Teaching Principal Para Enrollment numbers may include tuitioned-in students								801

MAY 2022

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 Food Service/Wellness Committee Mtg. @ SAU @ 6:00 pm	10 Budget & Property Committee Mtg. @ SAU @ 6:00 pm	11	12 Community Forum @ CVHS LHT @ 7:00 pm	13	14
15	16 Education Committee Mtg. @ SAU @ 5:30 pm	17 Policy Committee Mtg. @ SAU @ 6:00 pm School Board Mtg. @ SAU @ 7:00 pm	18	19 Strategic Plan Committee Mtg. @ SAU @ 5:30 pm Communication Committee Mtg. @ SAU @ 6:30 pm	20	21
22	23	24 Equity Committee Mtg. @ SAU @ 5:30 pm	25	26 Selectmen's Advisory Committee Mtg. @ SAU @ 7:00 pm	27	28
29	30	31				

June 2022

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

July 2022

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

DID – Fixed Assets

CAPITAL (FIXED) ASSETS

The ConVal School District has invested in a broad range of capital assets that are used in the school system's operations. The Superintendent will designate the person responsible for managing the District's capital assets and maintaining the fixed assets inventory. In accounting for capital assets, the District will implement the standards required by Statement 34 of the Government Accounting Standards Board.

Capital assets are real or personal property that have a value equal to or greater than the capitalization threshold of the particular classification of asset, and have an estimated useful life of greater than one year.

Capital assets include:

- Land
- Land Improvements (not depreciable)
- Land Improvements (depreciable)
- Infrastructure
- Construction in Progress
- Leasehold Improvements
- Buildings and Building Improvements
- Vehicles
- Furniture, Equipment & Machinery

All assets, or at least a representative sampling must be evaluated once annually to reflect either an increase or decrease in total value.

CAPITALIZATION THRESHOLD

For financial reporting purposes, capitalization thresholds are set at \$15,000 per item, or for like-kind (aggregate) purchases, for all classes except Infrastructure assets, which are capitalized and depreciated if over \$100,000 per item.

ESTIMATED USEFUL LIFE THRESHOLD

For financial reporting purposes, an asset must have an estimated useful life greater than five years to be considered for capitalization and depreciation.

ACQUISITION OF ASSETS

Capital assets may be acquired through donation, purchase, or may be constructed. The asset value for donations will be the fair market value at the time of the donation. The asset value, when purchased, will be the initial cost plus the trade-in value of any old asset given up, plus all costs related to placing the asset into operation. The asset value of constructed assets will include all costs of construction.

DEPRECIATION OF ASSETS

For all assets that qualify as a depreciable asset, the straight-line, full-year depreciation method should be utilized to depreciate the capital asset, over the estimated useful life of the related asset.

DISPOSITION OF ASSETS

When capital assets are sold or otherwise disposed of, the inventory of capital assets should be relieved of the cost of the asset and the associated accumulated depreciation. Assets will be removed on an annual basis in conjunction with the annual update. The appropriate depreciation will be taken for the year of disposal.

Reference DN & DN-F

Category: R

1st Read: May 3, 2022

2nd Read: May 17, 2022

Adopted:

FA - FACILITIES DEVELOPMENT GOALS/PRIORITY OBJECTIVES

As the Board seeks to incorporate the most appropriate and cost-effective risk management techniques for less prevention and control, and to overcome deficiencies in its physical plant, it will strive to provide new and remodeled facilities that will offer the best possible physical environment for learning and teaching. The Board specifically recognizes the need and importance of regular and substantial capital maintenance, renovation, improvement and expansion consistent with realistic fiscal constraints.

The Board aims specifically toward:

1. Facilities, including buildings, ground, and playing fields, that will accommodate organization and instructional patterns that support the district's educational philosophy and instructional goals.
2. Meeting all safety requirements through the remodeling and renovation of older structures.
3. Providing building renovations to meet requirements on the availability of public school facilities to handicapped persons whenever possible.
4. Building design, construction, and renovation that will lend themselves to low maintenance costs and the conservation of energy.
5. Facilities that will also lend themselves to utilization by the community in ways consistent with the overall goals of the district.
6. Keeping the community informed about the condition of district facilities as well as the perceived needs in the areas of capital improvement expansion and acquisition.

Decisions pertaining to education specifications of new buildings and those undergoing extensive remodeling will be developed with the input of teachers, students, parents, and the community.

Category O

First Read: May 3, 2022

Second Read: May 17, 2022

Adopted:

FAA - ANNUAL FACILITY PLAN

- A. **Drafting and Adoption.** Each year, the School Board shall adopt an updated Facility Plan. The first Facility Plan shall be adopted no later than November 15, 2021, with an updated plan approved by the Board by June 1 of 2023 and each year thereafter.

The Facility Plan shall be developed and drafted by the Superintendent or his/her designee, and it shall be proposed to the School Board for comment and adoption at least 30 days prior to the adoption deadlines articulated above.

- B. **Contents of Facility Plan.** The Facility Plan shall account for each facility owned by the District and document the use of each such facility. For each then unused facility, the plan shall specify any uses intended within the next two years of the annual plan approval relative to academic purposes, extracurricular activities, administrative functions, and/or sports. Facilities for which no current or intended use is included on the plan shall be referred to in this policy as "Unused Facilities".
- C. **Annual Report to N.H. Department of Education.** The Superintendent shall submit a report of Unused Facilities to the New Hampshire Department of Education, with the first such report due January 1, 2022 and subsequent reports due July 1 each year thereafter. Pursuant to RSA 194:61, such Unused Facilities are then encumbered by a right of first refusal ("ROFR") available to every approved charter school operating in New Hampshire. The specifics of the ROFR are described in RSA 194:61, III-VII.

Category: Recommended

Related Policies: FA

Legal References:

RSA 194:61, Unused District Facilities

First Read: May 3, 2022

Second Read: May 17, 2022

Adopted:

FE - FACILITIES CONSTRUCTION

Changing educational needs require the planning, design, and construction of new educational facilities as well as to renovate or make additions to existing schools. The size, complexity, and potential cost for such a program requires that the Superintendent develop a comprehensive plan in the following areas:

1. Educational program spatial requirements and assessment of the adequacy of existing facilities to accommodate present or proposed educational programs.
2. Cost/benefit considerations relating to facility modernization, renovation, or new construction.
3. An annual six-year capital improvements program showing population projections, new capital projects needed, and associated costs. Use of a community-based advisory committee is encouraged to assist in the creation and review of this program.
4. Community use of schools and school-related facilities.
5. An annual report reviewing projects underway or completed.

Construction plans, requests for bond money, and all other documents required to begin and/or complete needed school construction projects will be submitted to the appropriate local and state agencies in a timely manner

Category O

First Read: May 3, 2022

Second Read: May 17, 2022

Adopted:

JLCJA – EMERGENCY PLAN FOR SPORTS RELATED INJURIES AND ADDITIONAL PROTOCOLS FOR ATHLETICS PARTICIPATION

A. **Creation of Plan.** No later than August 1, 2022, the Superintendent or his/her designee [in consultation with each building Principal, the Athletic Director/Coordinator district athletic trainer(s) and school nurse(s)], shall establish a “Sports Injury Emergency Action Plan” (at times referred to in this policy as the “Plan”) for responding to serious or potentially life-threatening injuries sustained from sports or other school sponsored athletic activities. The Sports Injury Emergency Action Plan shall:

- a. Document the proper procedures to be followed when a student sustains a serious injury or illness while participating in school sponsored sports or other athletic activity;
- a. List the employees, team coaches, and licensed athletic trainers in each school who are trained in first aid or cardiopulmonary resuscitation;
- b. Identify the employees, team coaches, or licensed athletic trainers responsible for carrying out the emergency action plan;
- c. Identify the activity location, address, or venue for the purpose of directing emergency personnel;
- d. Identify the equipment and supplies and location thereof needed to respond to the emergency;
- e. Identify the location of any automated external defibrillators and personnel trained in the use of the automated external defibrillator; and
- f. Document policies related to cooling for an exertional heat stroke victim consistent with guidelines established by the American College of Sports Medicine and the National Athletic Trainers’ Association.

A. **Dissemination of Sports Injury Emergency Action Plan.** The Sports Injury Emergency Action Plan shall be posted within each school and disseminated to, and coordinated with, pertinent emergency medical services, fire department, and law enforcement.

B. **Additional Written Protocols and Procedures Required.** No later than August 1, 2022, the Superintendent or his/her designee [in consultation with each building Principal, the Athletic Director/Coordinator _____, district athletic trainer(s) and school nurse(s)], shall develop written procedures and protocols as described below:

1. **Hydration, Heat Acclimatization and Wet Globe Temperature** – protocols relating to hydration, heat acclimatization and wet bulb globe temperature as established by the American College of Sports Medicine and the National Athletic Trainers’ Association;
2. **Student Medical History** – procedures for obtaining student-participant medical information for each student athlete prior to engaging in sports. Such information must include:
 - a. injury or illness related to or involving any head, face, or cervical spine;

- a. cardiac injury or diagnosis;
- b. exertional heat stroke;
- c. sickle cell trait;
- d. asthma;
- e. allergies; or
- f. diabetes.

Access, filing, and confidentiality of student-participant medical information shall be managed in accordance with the Family Educational Rights and Privacy Act (FERPA), and the Health Insurance Portability and Accountability Act (HIPAA).

3. Student Return to Play - Procedures governing a student's return to play after a sports or illness related injury pertaining to this policy are in addition to the return to play provisions specific to head injuries set forth in Board policy JLCJ, and copies of the procedures must be maintained at the SAU office and available to the Department of Education and public upon request.

C. **Annual Review and Update.** The Superintendent and/or designee shall assure that the Sports Injury Emergency Action Plan, and all procedures and protocols adopted pursuant to this policy are reviewed no less than annually and updated as necessary. Copies of the updated Plan and procedures should be provided to the Board no later than the start of each school year.

D. **Inclusion of Sports Injury Emergency Action Plan with Emergency Response Plan.** The Sports Injury Emergency Action Plan shall be included with each school's annual Emergency Response Plan (see Board policy EBCA).

Category: Priority/Required by Law

Related Policies: EBBB, EBBC, EBCA, JJIB, JLCE/EBBC, JLCEA & JLCJ

Related Administrative Procedures: JJA-R

Legal References:

20 U.S.C. §1232g, Family Educational Rights and Privacy Act (FERPA)

34 C.F.R. Part 99, Family Educational Rights and Privacy Act Regulations

RSA 200:40-c, Emergency Plan for Sports Related Injuries

First Read: May 3, 2022

Second Read: May 17, 2022

Adopted:

DJE – Bidding Requirements

All contracts for, and purchases of supplies, materials, equipment, and contractual services in the amount of \$20,000 or more, shall be based, when feasible, on at least three competitive bids. All purchases less than \$20,000 in amount may be made in the open market but shall, when possible and reasonable, be based on at least three competitive quotations or prices. All purchases made in the open market shall be completed after careful pricing.

When bidding procedures are used, bids shall be advertised appropriately. Suppliers shall be invited to have their names placed on mailing lists to receive invitations to bid. When specifications are prepared, they will be mailed to all merchants and firms who have indicated an interest in bidding.

All bids must be submitted in sealed envelopes, addressed to the School Board, and plainly marked with the name of the bid and the time of the bid opening. Bids shall be opened at the time specified and all bidders and other persons shall be invited to be present.

The Board reserves the right to reject any or all bids and to accept that bid which appears to be in the best interest of the District. The Board reserves the right to waive any formalities in, or reject, any or all bids or any part of any bid. Any bid may be withdrawn prior to the scheduled time for the opening of bids. Any bid received after the time and date specified shall not be considered. The Board also reserves the right to negotiate with a bidder when all bids exceed the budgeted appropriation.

The bidder to whom the award is made shall be required to enter into a written contract with the District.

Legal References:

RSA 194-C:4 II (a), Superintendent Services

NH Code of Administrative Rules, Section Ed. 303.01 (b), Substantive Duties of School Boards

Category: R

1st Read: September 17, 2013

2nd Read: June 3, 2014

Adopted: June 3, 2014

1st Read: May 17, 2022

2nd Read:

Adopted:

JLCJ – Concussions And Head Injuries- CV Revised Version

The Contoocook Valley School District is committed to ensuring the safety of students while at school and when participating in any school-sponsored events. The Board is aware that head injuries, including concussions, can happen to any student, not just an athlete, and that the risk of catastrophic injuries or death is significant when a concussion or other head injury is not properly evaluated and managed.

1. Definitions: For purposes of this policy, the terms below will have the ascribed meanings.

- "Head injury" means injuries to the scalp, skull, or brain caused by trauma, and shall include a concussion which is the most common type of sports-related brain injury.
- "Health care provider" means a person who is licensed, certified, or otherwise statutorily authorized by the state to provide medical treatment (physician, advanced registered nurse practitioner, **licensed athletic trainer**, licensed physician's assistant, or dentist).
- School property: all real property, physical plant, and equipment used for school purposes, including but not limited to school playgrounds and buses, whether public or private.
- "Student-athlete" means a student involved in any intramural sports program conducted outside the regular teaching day or competitive student sports program between schools in grades 4 through 12.
- "Sports" means intramural sports programs conducted outside the regular teaching day for students in grades 4 through 12 or competitive athletic programs between schools for students in grades 4 through 12, including, without limitation, all NHIAA sanctioned activities, including cheer/dance squads, or any other district-sponsored sports or activities as determined by the board or administration.

2. Duty to Report. All District employees shall report any accident or incident which involves a student head injury. The report should be filed in the same manner provided under Board policy [EBBB](#) as for that of any accident requiring first aid. Additionally, Teachers should report to the school nurse (or administrator in charge if the nurse is unavailable) if the student appears to have any difficulty with academic tasks that the teacher believes may be related to concussion. The school nurse will notify the student's parents of guardians and treating health care providers.

3. Return to Learning Protocols. After a student has suffered a concussion, whether in school or not, before full resumption of academic work, the building principal or their designee will work with the school nurse, a student's parent/guardian, medical provider, teacher(s) and other appropriate district staff, to establish a graduated learning reentry plan. The plan will support the student's full return to academic activities, and ease the stress of making up past work while engaged in present work. The plan must include:

- Step-by-step instructions and details for students, parents/guardians and school personnel;

- Time frames for physical and cognitive rest within first few days post-injury and throughout the recovery as needed;
- Guidance on graduated return to extracurricular athletic activities and classroom studies, including classroom accommodations or modifications;
- Frequency of assessments by the school nurse, school physician if applicable, neuropsychologist or athletic trainer until full return to the classroom and extracurricular athletic activities are authorized;
- Any provisions relative to "return-to-play" for student-athletes;
- A plan for communication and coordination among school personnel and with the parents/caregivers and the student's medical provider.
- Section 504 or other such accommodations or modifications when appropriate will be developed in accordance with applicable law and Board policies.

4. Concussion Awareness and Education. To the extent possible, the District will implement concussion awareness and education into physical education and/or health education curriculum.

Updating:

Each spring, the athletic director or other designee shall review any changes that have been made in procedures required for concussion and head injury management or other serious injury by consulting with the NHIAA or the District's on-call physician, if applicable. If there are any updated procedures, they will be adopted and used for the upcoming school year.

Parent Information Sheet:

A concussion and head injury information sheet shall be distributed on an annual basis to the student athlete and the athlete's parent or guardian prior to the student athlete's initial practice or competition.

Administrator Responsibilities:

The Superintendent or their designee will keep abreast of both changes in standards regarding concussion management and head injuries, as well as professional development programs relative to concussions and head injuries.

Removal from Play:

A coach, school official, licensed athletic trainer, or health care provider who suspects that a student athlete has sustained a concussion or head injury in a practice or game shall remove the student athlete from play immediately. The coach, school official, licensed athletic trainer, or health care provider who removed the student from play shall notify the student's parent or guardian, as well as the school principal of the removal and the reason for the removal.

Protocol for Return to Play:

Return to Learning Protocols. After a student has suffered a concussion, whether in school or not, before full resumption of academic work, the building principal or their designee will work with the school nurse, a student's parent/guardian, medical provider, teacher(s) and other appropriate district staff, to establish a graduated learning reentry plan consistent with

paragraph 3 of this policy,. The plan will support the student's full return to academic activities, and ease the stress of making up past work while engaged in present work. The plan must include:

- Step-by-step instructions and details for students, parents/guardians and school personnel;
- Time frames for physical and cognitive rest within first few days post-injury and throughout the recovery as needed;
- Guidance on graduated return to extracurricular athletic activities and classroom studies, including classroom accommodations or modifications;
- Frequency of assessments by the school nurse, school physician if applicable, neuropsychologist or athletic trainer until full return to the classroom and extracurricular athletic activities are authorized;
- Any provisions relative to "return-to-play" for student-athletes;
- A plan for communication and coordination among school personnel and with the parents/caregivers and the student's medical provider.

Section 504 or other such accommodations or modifications when appropriate will be developed in accordance with applicable law and Board policies.

Concussion Awareness and Education:

To the extent possible, the Board encourages the administration to implement concussion awareness and education into the district's physical education and/or health education curriculum. The administrative decision shall take into account all relevant considerations, including time, resources, access to materials, and other pertinent factors.

Consistent with the recommendations from the National Federation of State High School (NFHS) and the New Hampshire Interscholastic Athletic Association (NHIAA), the District will utilize recommended guidelines, procedures and other pertinent information to inform and educate coaches, youth athletes, and parents/guardians of the nature and risk of concussions or head injuries, including the dangers associated with continuing to play after a concussion or head injury. Annually, the district will distribute a head injury and concussion information sheet to all parents/guardians of student athletes in student sports prior to the student-athlete's initial practice or competition.

All coaches, including volunteers, will complete training on head injury and concussion management, as recommended and/or provided by the NFHS, NHIAA, New Hampshire Department of Education, and/or other pertinent organizations. Such training shall occur at least once every two years, through the viewing of the NHIAA's (or similar sanctioning body) concussion clinic. Additionally, all coaches of student sports will comply with NHIAA recommended procedures for the management of head injuries and concussions.

Academic Issues in Concussed Students:

In the event a student is concussed, regardless of whether the concussion was a result of a school-related or non-school-related activity, school district staff should be mindful that the

concussion may affect the student's ability to learn. In the event a student has a concussion, that student's teachers will be notified.

Teachers should report to the school nurse if the student appears to have any difficulty with academic tasks that the teacher believes may be related to the concussion. The school nurse will notify the student's parents. Administrators and district staff shall work to establish a protocol and course of action to ensure the student is able to maintain their academic responsibilities while recovering from the concussion.

Student accommodations may be developed in accordance with applicable law and Board policies.

Legal Reference:

RSA 200:49-200:52, Head Injury Policies and Student Sports

Category: P

1st Read: July 16, 2013

2nd Read: July 30, 2013

Adopted: July 30, 2013

ConVal School District
Expense and Encumbrance Report
April 2022

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Object Code	Description	Budget	Adjustments	Adjusted Budget	MTD	YTD	Encumbrance	Balance	% Available	Notes
100	SALARIES	26,976,532	(370,901)	26,605,631	2,022,852	18,635,732	6,032,106	1,937,792	7.28%	
200	EMPLOYEE BENEFITS	12,863,068	76,671	12,939,739	1,037,585	9,290,573	2,708,538	940,628	7.27%	
300	PURCHASED PROFESSIONAL & TECHNICAL SERVICES	2,534,357	174,656	2,709,013	235,234	2,259,040	923,628	(473,655)	-17.48%	A
400	PURCHASED PROPERTY SERVICES	1,276,388	8,259	1,284,647	44,627	538,266	1,042,132	(295,752)	-23.02%	B
500	OTHER PURCHASED SERVICES	4,034,891	29,795	4,064,686	53,781	2,234,660	1,303,734	526,292	12.95%	
600	SUPPLIES	2,232,197	21,889	2,254,085	131,321	1,671,065	449,141	133,880	5.94%	
700	PROPERTY	347,431	10,436	357,867	25,204	161,062	310,297	(113,492)	-31.71%	C
800	OTHER OBJECTS	341,214	49,195	390,409	9,420	149,950	81,849	158,610	40.63%	
900	OTHER USES OF FUNDS	1,240,000	-	1,240,000	700,000	1,240,000	-	-	0.00%	
		51,846,076	(0)	51,846,076	4,260,024	36,180,347	12,851,425	2,814,303	5.43%	

Notes

A Students needs that didn't exist when budget was prepared; will receive \$197,298 from special education trust fund.

B Atrium roofs for Middle Schools; will receive \$606,700 from capital trust.

C These accounts include \$133,248 of trust funded purchases.

ConVal School District
Expense and Encumbrance Report

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April 2022

Object Code	Description	Budget	Adjustments	Adjusted Budget	MTD	YTD	Encumbrance	Balance	% Available	Notes
110	REGULAR SALARIES	17,283,976	(370,901)	16,913,075	1,271,058	11,710,297	4,244,347	958,431	5.67%	
111	PARAPROFESSIONAL SALARIES	2,988,485	-	2,988,485	258,302	2,090,397	534,424	363,665	12.17%	
112	ADMN ASSISTANTS	1,175,080	-	1,175,080	96,786	892,547	197,237	85,296	7.26%	
113	CUSTODIAL/MAINTENANCE	534,342	11,835	546,177	41,993	440,827	84,504	20,846	3.82%	
114	ADMINISTRATOR	2,960,110	-	2,960,110	223,572	2,201,305	555,632	203,173	6.86%	
115	DEPARTMENT HEADS	25,000	-	25,000	1,800	16,200	6,688	2,112	8.45%	
119	SUPPORT SERVICES	888,144	-	888,144	64,353	655,498	170,018	62,629	7.05%	
120	TEMPORARY SALARIES	1,080,896	(11,835)	1,069,061	62,894	592,599	237,786	238,676	22.33%	
130	OVERTIME	40,500	-	40,500	2,093	36,064	1,471	2,965	7.32%	
211	HEALTH INSURANCE	5,707,106	9,230	5,716,336	497,185	4,084,472	1,038,979	592,884	10.37%	
212	DENTAL INSURANCE	221,807	1,728	223,535	20,863	167,496	42,749	13,290	5.95%	
213	LIFE INSURANCE	41,952	4,570	46,522	3,776	36,018	10,685	(181)	-0.39%	
214	LONG TERM DISABILITY	57,852	9,078	66,930	5,417	50,687	16,164	80	0.12%	
220	FICA	1,940,142	15,331	1,955,474	147,551	1,367,309	439,018	149,146	7.63%	
231	NON - TEACH RETIRE	810,724	-	810,724	67,200	611,125	147,687	51,912	6.40%	
232	TEACHER RETIRE	3,934,456	36,331	3,970,787	295,654	2,851,098	986,624	133,066	3.35%	
250	UNEMPLOYMENT COMP	24,641	-	24,641	-	-	24,641	-	0.00%	
260	WORKERS' COMP	107,584	-	107,584	-	107,584	-	-	0.00%	
299	OTHER BENEFITS - LT CARE & ANNUITIES	16,805	402	17,207	(60)	14,784	1,991	432	2.51%	
321	PROF SERVICES	110,400	-	110,400	-	49,796	-	60,604	54.90%	
322	STAFF SERVICES	92,000	-	92,000	759	13,394	-	78,606	85.44%	
323	PUPIL SERVICES	457,557	-	457,557	95,094	668,551	470,578	(681,572)	-148.96%	A
330	PURCHASED/PROF	1,642,352	69,865	1,712,217	122,849	1,309,414	344,494	58,309	3.41%	
340	STATISTICAL SERVICES	33,548	-	33,548	-	-	3,300	30,248	90.16%	
380	PURCH SERVICES	198,500	4,791	203,291	14,457	190,398	76,743	(63,850)	-31.41%	B
390	SPECIAL TUTORING	-	100,000	100,000	2,075	27,488	28,513	44,000	44.00%	
411	WATER/SEWER	61,093	(6,000)	55,093	391	25,490	27,136	2,468	4.48%	
421	DISPOSAL	44,067	-	44,067	3,865	40,876	10,001	(6,809)	-15.45%	F
422	SNOW PLOWING	172,855	-	172,855	14,305	137,183	34,675	997	0.58%	
430	REPAIR/MAINT	154,216	5,856	160,072	(44,353)	20,955	97,409	41,708	26.06%	
431	STRUCTURAL REPAIRS & MAINTENANCE	198,600	-	198,600	4,402	43,889	607,550	(452,839)	-228.02%	C
432	ELECTRICAL REPAIRS & MAINTENANCE	109,060	-	109,060	2,859	72,244	25,839	10,977	10.07%	
433	MECHANICAL REPAIRS & MAINTENANCE	338,200	-	338,200	4,533	26,670	170,072	141,458	41.83%	
434	HVAC REPAIRS & MAINTENANCE	102,465	-	102,465	3,840	34,743	47,017	20,705	20.21%	
435	SAFETY REPAIRS & MAINT	19,600	-	19,600	-	10,830	5,500	3,270	16.68%	
436	Copier Repairs	16,000	7,635	23,635	-	28,324	3,794	(8,484)	-35.89%	D
440	BUILDING RENTAL	2,000	550	2,550	-	1,700	-	850	33.33%	
443	Equip Rental: Copiers	53,232	(3,658)	49,574	-	37,197	12,393	(16)	-0.03%	
449	Equip Rental - Postage Meter	-	3,876	3,876	-	3,130	747	-	0.00%	
450	RENTAL	5,000	-	5,000	-	250	-	4,750	95.00%	
510	OTHER TRANSPORTATION	197,438	28,545	225,983	12,898	108,620	74,784	42,579	18.84%	
519	PUPIL TRANSPORTATION	2,514,618	-	2,514,618	24,219	1,361,791	839,406	313,420	12.46%	

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520	INSURANCE	106,988	-	106,988	-	106,988	-	-	0.00%	
530	Telephone / Web access	330,310	(1,980)	328,330	20,017	229,310	109,207	(10,188)	-3.10%	G
531	Cellular Phones	20,600	1,980	22,580	70	16,225	6,565	(210)	-0.93%	
534	POSTAGE	16,428	-	16,428	277	6,450	3,347	6,631	40.36%	
540	ADVERTISING	25,000	-	25,000	2,279	10,806	9,911	4,283	17.13%	
550	PRINTING	8,850	-	8,850	-	3,302	150	5,398	60.99%	
561	TUITION	750,018	-	750,018	(10,490)	355,767	235,488	158,763	21.17%	
580	MILEAGE	64,642	1,250	65,892	4,511	35,401	24,874	5,616	8.52%	
610	GENERAL SUPPLIES	591,116	9,893	601,009	28,393	376,863	157,264	66,883	11.13%	
615	TESTING SUPPLIES	21,141	-	21,141	500	13,828	2,101	5,213	24.66%	
622	ELECTRICITY	481,074	-	481,074	997	345,293	96,266	39,515	8.21%	
623	BOTTLED GAS	23,120	-	23,120	-	25,436	5,730	(8,046)	-34.80%	F
624	FUEL OIL	326,974	-	326,974	77,467	320,695	20,433	(14,153)	-4.33%	F
640	BOOKS	68,865	12,060	80,926	4,493	47,288	27,191	6,447	7.97%	
641	PERIODICALS	20,822	382	21,204	-	16,401	1,267	3,537	16.68%	
649	OTHER INFO SOURCES	4,319	(642)	3,677	-	364	2,725	589	16.00%	
650	SOFTWARE SUPPORT	476,965	195	477,160	3,969	351,981	93,532	31,647	6.63%	
656	GASOLINE	217,800	-	217,800	15,501	172,918	42,634	2,248	1.03%	
733	NEW FURNITURE	7,120	2,386	9,506	-	6,593	2,100	814	8.56%	
734	OTHER TECH EQUIPMENT	21,800	570	22,370	1,930	10,379	3,765	8,226	36.77%	
737	REPL FURNITURE	14,440	1,497	15,937	-	5,544	3,996	6,397	40.14%	
738	REPL EQUIPMENT	272,670	8,544	281,214	77,991	136,131	297,246	(152,163)	-54.11%	H, I
739	OTHER EQUIPMENT	31,401	(2,561)	28,840	69	57,201	3,191	(31,552)	-109.40%	E
810	DUES & FEES	175,221	49,195	224,416	9,420	93,957	81,849	48,610	21.66%	
830	DEBT SERVICE INTEREST	55,993	-	55,993	-	55,993	-	-	0.00%	
890	MISCELLANEOUS	110,000	-	110,000	-	-	-	110,000	100.00%	
910	DEBT SERVICE PRINCIPAL	540,000	-	540,000	-	540,000	-	-	0.00%	
930	TRUSTS/IC	700,000	-	700,000	700,000	700,000	-	-	0.00%	
		51,846,076	(0)	51,846,076	4,260,024	36,180,347	12,851,425	2,814,303	5.43%	

Notes

- A Students needs that didn't exist when budget was prepared; will receive \$197,298 from special education trust fund.
- B Unanticipated HR costs.
- C Atrium roofs for Middle Schools; will receive \$606,700 from capital trust.
- D Analyzing copier / print management agreement.
- E This includes the purchase of new truck; will receive \$44,841 from equipment trust fund.
- F Significant price increases over budgeted costs
- G This includes cost of hotspots. We will be able to claim a small portion from the connectivity grant award. We are discussing final bill and anticipate a credit which will account for most of the overage.
- H This includes purchase of dump trailer, mowers and athletic equipment; will receive \$88,408 from equipment trust.
- I There are \$205,339 for chromebooks and laptops - purchase approved by board on 4/19.