

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

CONTOOCCOOK VALLEY SCHOOL BOARD

School Board Meeting

**Tuesday, July 19, 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. Non-Public Session: RSA 91-A:3,II**
- 3. Points of Pride**
- 4. Public Comment**
- 5. Consent Agenda**
 - a. Acceptance of School Board Meeting Minutes**
 - 1) June 21, 2022 (pg. 1-4)
 - b. Personnel (pg. 5-6)**
 - 1) Resignations
 - 2) Nominations
 - 3) Co-Curricular Notifications
- 6. Reports**
 - a. Strategic Plan Committee – Tim Theberge**
- 7. Superintendent's Report and Presentation of Business**
 - a. Monthly Events Calendar (pg. 7-8)**
 - b. School Board Requests**
 - c. Administrator Goal Presentation**
 - d. Positions and Recruiting**
- 8. Old Business**
 - a. Legislative Update**
 - b. NESDEC Enrollment Information**
 - c. 2nd Read/Adoption (Board Vote Required)**
 - EBCF: Pandemic/Epidemic Emergencies (pg. 9-10)
 - d. NHSBA Resolutions**
- 9. New Business**
 - a. Consolidation RFI update and process**
 - b. Discussion on desire for Security Audit**
 - c. Update on Building Renovation Activities and Direction**
 - d. Expenditure & Encumbrances**
 - e. Out of District Special Education Coordinator (pg. 11-13)**
- 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,
Jim Fredrickson, Greg Kriebel,
Janine Lesser, Kevin Pobst,
Crista Salamy, Tim Theberge

ADMINISTRATION

Dr. Kimberly Saunders, Supt.
Lori Schmidt, B.A.
Mark Schaub, Tech.

1. Call to Order and Pledge of Allegiance

Tim Theberge called the meeting to order at 7:00 p.m. The Pledge of Allegiance was recited.

2. Points of Pride

Kimberly Saunders reported on final the days of school.

3. Student Representative

None

4. Public Comment

None

5. Consent Agenda

a. Acceptance of School Board Meeting Minutes

1) June 7, 2022

b. Personnel

1) Resignations – June 2022

2) Nominations

The Consent Agenda was adopted.

c. June 1, 2022 Enrollment Update

Tim Theberge referenced June 1, 2022 enrollment data.

6. Superintendent's Report and Presentation of Business

a. Monthly Events Calendar

No changes were made to the Monthly Events Calendars for June through August.

b. School Board Requests

An outstanding request still remains related to the website.

Statement on School Safety and Security will be forthcoming from the Superintendent.

7. Reports

a. Teacher Representative – Cheryl Jessie

None.

b. Policy Committee – Crista Salamy

Crista Salamy reported that a July meeting will soon be scheduled.

c. Education Committee – Tom Burgess

Tom Burgess reported that three items were covered; the first eight weeks of school curriculum, previously introduced prior to the pandemic. This will come to the board for review at a future School Board meeting. Second, enrollment for summer school results in 37 students at elementary school, middle school figures were reported as well. High school is still enrolling. Lastly, course offerings were discussed at the high school level. Maintaining lower numbers at some levels while higher numbers at others was discussed.

d. Budget & Property Committee – Jim Fredrickson

Jim Fredrickson reported discussion on budget guidance taking place. No program changes were suggested. Budget cost increases that will likely be difficult to estimate were discussed. Segmenting the budget into known or estimated cost areas was a thought.

e. Strategic Plan Committee – Tim Theberge

Tim Theberge reported that the draft Strategic Plan was reviewed. The entire board is invited to Thursday's workshop at 5:30 p.m. If board members cannot attend, please send comments to both Kimberly Saunders and Tim Theberge. Tim recognized the work of administration that made this possible. Kimberly Saunders recognized the work of community members that volunteered their time and honored their work.

f. Communication Committee – Janine Lesser/Alan Edelkind

This meeting was cancelled.

8. Old Business

a. Legislative Update

Tim Theberge reported on the Legislative Update in tonight's packet. The State has a pocket approval and pocket veto process as well in New Hampshire. Two bills SB410 related to Public Comment agenda items at School Board meetings and HB1381 Student Members of School Boards moved from "may" to "shall" have a student rep. The key is that the term of office is such that it expires before graduation. Water bottle filling stations in schools need to be in place for new construction schools. Other legislative updates that are included in the packet were shared. Kimberly Saunders referenced that there are four unfunded mandates on top of what already exists unfunded.

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

- BIE: Board Member Indemnification

Janine Lesser moved to approve this policy as written. Keira Christian seconded. Unanimous.

- EHB: Data/Records Retention

Janine Lesser moved to approve this policy as written. Keira Christian seconded. Unanimous.

- JLCG: Exclusion of Students Who Present a Hazard

Janine Lesser moved to approve this policy as written. Keira Christian seconded. Unanimous.

9. New Business

a. 1st Read Policy

- EBCF Pandemic/Epidemic Emergencies

Please send comments to Crista Salamy should there be any.

b. Fund Balance Projection Update

Lori Schmidt reported a request for additional encumbrances and added that to the School Board Drive.

Allen & Mathewson Energy - \$100,000

ConVal usually uses up funds to fill tanks. An encumbrance of \$100,000 to fill tanks is asked.

Dick Dunning moved to encumber the \$100K. Kevin Pobst seconded the motion. Unanimous.

SchoolBlocks - \$14,000

The Concord School District Website uses SchoolBlocks.

SchoolBlocks is fully Google integrated. Features of various districts were shared. ADA Compliance is extremely important. SchoolBlocks has experience making this possible as required.

SchoolBlocks has a good cost of ownership.

Dick Dunning motioned to approve the SchoolBlocks encumbrance of \$14,000. Greg Kriebel second.

Jim Fredrickson abstained. Motion carried.

Electrical Supply - looking for ways to save on utility usage.
Installing light sensor switches in middle and high schools. Approximate cost of \$15,000 and can be reused if property was renovated.

Dick Dunning motioned to approve \$14,848.00 for this purpose. Greg Kriebel second. Unanimous.

Wadleigh, Starr & Peters, PLLC - \$250K for retainer for services.

Dick moved to encumber \$250K for legal services retainer. Kevin Pobst seconded. Unanimous.

c. Expenditure & Encumbrances

May and projections through June were referenced. Encumbrances just voted would be in addition to what is presented.

Dick Dunning moved to accept the encumbrance reports as presented by the Business Administrator. Greg Kriebel seconded. Unanimous.

d. Review / Endorse NH SBA Resolutions

Tim Theberge reported that these are not due until July 15th. Will have to review on July 19th.

e. Primex CAP

Tim Theberge referenced two resolutions. The first was the Property & Liability Contribution Assurance Program to enter the program. Tim read the resolution as follows:

Resolved: To hereby accept the offer of the New Hampshire Public Risk Management Exchange (Primex) to enter into its Property & Liability Contribution Assurance Program (CAP) as of the date of the adoption of this resolution, and to be contractually bound to all of the terms and conditions of Primex risk management pool membership during the term of the Property & Liability Contribution Assurance Program (CAP). The coverage provided by Primex in each year of membership shall be as then set forth in the Coverage Documents of Primex.

Keira Christian moved to confirm the resolution as read. Dick Dunning seconded. Alan Edelkind abstained. All others in favor. Motion carried.

The second Resolution was a Worker's Compensation Contribution Assurance Program, which Tim read as well as follows:

Resolved: To hereby accept the offer of the New Hampshire Public Risk Management Exchange (Primex) to enter into its Workers' Compensation Contribution Assurance Program (CAP) as of the date of the adoption of this resolution, and to be contractually bound to all of the terms and conditions of Primex risk management pool membership during the term of the Workers' Compensation Contribution Assurance Program (CAP). The coverage provided by Primex in each year of membership shall be as then set forth in the Coverage Documents of Primex.

Kimberly Saunders said that setting a cap is a positive.

Keira Christian moved to confirm the resolution as read. Dick Dunning seconded. Alan abstained. All others in favor. Motion carried.

f. Sophos Technology Contract Approval – Mark Schaub

Tim Theberge referenced information on a contract with Trebron Security LLC between them and SOPHOS.

This is security software that protects devices. Payments can be broken up into a three-year payment plan. The price is negotiated by the State. Sophos has been used by ConVal for a number of years and this renews the cycle.

Option 3 was selected based on need and cost.

The contract total cost is 17,914.80 over three years.

Kevin Pobst motioned to approve the contract as presented. Dick Dunning second. Unanimous.

10. Public Comment

None.

11. Approval of Manifests (Board Vote Required)

Lori Schmidt certified that manifests listed totaling \$3,044,230.14 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 read. Keira Christian seconded. Unanimous.

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

a. Negotiations

b. Legal

c. Personnel

Dick Dunning moved to enter into Non-Public Session in accordance with RSA 91-A:3,II for student, legal and personnel matters. Greg Kriebel seconded. Unanimous on a roll call vote.

Dick Dunning motioned to exit Non-Public Session at 7:59 p.m. Greg Kriebel seconded. Unanimous.

Kevin Pobst motioned to seal the minutes of Non-Public Session for a period of five (5) years. Dick Dunning seconded. Unanimous.

Kevin Pobst motioned to approve waiver of deadline for student transfer Policy JCA. Dick Dunning seconded. Unanimous.

Dick Dunning motioned to authorize the Superintendent to sign contracts discussed. Greg Kriebel seconded. Unanimous.

Dick Dunning motioned to adjourn at 8:00 p.m. Greg Kriebel seconded. Unanimous.

Respectfully submitted,

Brenda Marschok

OFFICE OF THE SUPERINTENDENT OF SCHOOLS
Peterborough, New Hampshire

CONTOOCOOK VALLEY SCHOOL DISTRICT

July 19, 2022
Personnel Agenda

Resignations – June 2022:

CVHS

Susan Callahan	Special Education Teacher
Gregory Hinkle	Counselor

2022-23 Nominations:

CVHS

Kevin Proctor	Director of Athletics and Co-Curricular Activities	\$90,000
Kelly Aikens	Special Education Teacher	\$47,100
Taryn Hagan	Health/Wellness Teacher	\$46,100

GBS

Danielle Perkins	Gr. 5 Math (1-Year)	\$50,100
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SMS

Virginia Kemp	Gr. 5 Math	\$75,335.27
Angela Benedict	Gr. 8 ELA	\$59,100
David Allen	Gr. 8 Social Studies	\$75,335.27

PES

Kerri Jones	Preschool Teacher	\$54,100
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2022-2023 Co-Curricular Notifications:

See Attached

NOTICE OF STIPEND POSITIONS

First	Last	DAC	Position	Stipend Amt	FTE
Athletics					
Kevin	Carne	CVHS	Soccer-Girls Assistant	\$ 2,846.20	1
Scott	Daniels	CVHS	Soccer-Boys Varsity	\$ 4,376.04	1
Spencer	Fetrow	CVHS	Cross Country Varsity Coed	\$ 3,557.75	1
Alex	Hautanen	CVHS	Wrestling-Varsity	\$ 4,376.04	1
Christine	McCullough	CVHS	Equestrian Team	\$ 2,400.00	1
Ashley	Riendeau	CVHS	Volleyball - JV	\$ 2,846.20	1
Derek	Sorbello	CVHS	Soccer-Girls Varsity	\$ 4,376.04	1

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						

August 2022

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
7	8	9 Budget & Property Committee Mtg. @ SAU @ 6:00 pm	10	11	12	13
14	15	16 Policy Committee Mtg. @ SAU @ 6:00 pm School Board Mtg. @ SAU @ 7:00 pm	17	18 Communication Committee Mtg. @ SAU @ 6:30 pm	19	20
21	22	23	24	25	26	27
28	29	30	31			

EBCF - PANDEMIC/EPIDEMIC EMERGENCIES

(Download policy)

Category O

The Board recognizes that a pandemic/epidemic is a serious threat that stands to affect students, staff, and the community as a whole. The Board establishes this policy in the event the town/ municipality and/or school district is affected by a pandemic or epidemic. At all times the health, safety and welfare of the students shall be the first priority. The District shall follow the advice and recommendations ~~in the State of New Hampshire's Influenza Pandemic Public Health Preparedness & Response Plan, as prepared by the Dept. of~~ from the New Hampshire Department of Health and Human Services ("NH DHHS"), the New Hampshire Department of Education, and the United States Public Health Services Centers for Disease Control ("CDC").

Planning and Coordination

Planning for a pandemic requires a multi-faceted effort, and school preparedness should include input from a team of individuals to address their specific areas of expertise.

The Superintendent shall designate one or more employees to serve as a liaison between the school district and local and State health officials. This designee is responsible for communicating with health officials to identify local hazards, determine what crisis plans exist in the school district and community, and to establish procedures to account for student well-being and safety during such a crisis. The designee shall work with local health officials to coordinate their pandemic/epidemic plans with that of the school district. The Board encourages the designee to become a member of the Health Alert Network through the New Hampshire Department of Health & Human Services.

~~The principal and/or school nurse or other designee shall develop a curriculum component to health classes that is designed to teach students about preventing or limiting the spread of communicable diseases.~~

With fiscal concerns in mind, the district may purchase and store supplies necessary for an epidemic/pandemic response, including but not limited to disinfectant products, face masks, water, examination gloves, and other supplies as recommended by the school nurse. The Superintendent may engage with such other local medical professionals as may assist the District in its local response to a health crisis.

~~The Superintendent shall develop procedures and plans for the transportation of students in the event students are released from school early.~~

Response

In the event anyone within the school is discovered or suspected to have a communicable disease *during a pandemic* that may result in transmission to other students, faculty, or staff, that person shall be immediately isolated pending further medical examination. The New Hampshire Communicable Disease Control Section of the Department of Health and Human Services shall be notified immediately.

Infection Control

Any student or staff member found to be infected with a communicable disease that may bear risk of transmission will be excluded from school until that individual's primary care physician or other medical personnel indicate that the individual does not bear the risk of transmitting the communicable disease and provide medical clearance for a return to school. The Superintendent or her designee shall develop a procedure for implementing this infection control.

Staff members who are forced to miss excessive days of work shall first use any leave entitled to them through the Family and Medical Leave Act and/or accrued sick leave. If a staff member has still not received medical clearance to resume his/her work duties, absences in excess of a staff member's allotted leave will not affect the employees right to continued employment.

Continuance of Education

Consistent with State Department of Education, the Superintendent is authorized to ~~will~~ develop a plan for alternate means of educating students in the event of prolonged school closings and/or extended absences. Such a plan may include providing students with assignments via mail, electronic mail communication, digital platform(s), local access cable television, and/or the school district's website as well as any appropriate combination of on-site and off-site education services, supports, and instruction.

The Superintendent is authorized to amend the traditional class schedule and schedule of days. Such a plan may include extending the school day, having school days held on Saturdays, the use of previously scheduled vacation days, and/or extend the school year beyond the previously established end of school year.

Legal References:

Influenza Pandemic Public Health Preparedness & Response Plan, New Hampshire Department of Health & Human Services, Updated March 2, 2006, www.dhhs.nh.gov/DHHS/CDCS/LIBRARY/Policy-Guideline/dphs-influenza-plan.htm

First Read: June 21, 2022

Second Read: July 19, 2022

Adoption:



CONVAL School District
2022-2023 Justification for Staffing Increase

Special Education Coordinator - Out-of-District Coordinator

Present State:

Currently, there are three special education coordinators that each support Preschool, Elementary, and Middle School. At the High School level, there is a Special Education Administrator.

The Special Education Coordinator position assists the Director of Special Education in the areas of building level administration, budget development, and the effective management of special education resources. The position is responsible for ensuring compliance with established special education policies, procedures, and/or regulations, understanding and disseminating information on the instructional needs of ConVal's special education students, and the monitoring of data to make informed decisions.

Special education coordinators make decisions on behalf of the District with LEA responsibilities, support coordination of in-district and out-of-district programs, act as court liaisons, and provide program supervision of the Extended School Year program over the summer. Coordinators support transitions in and out of the district and support specialized programs (ex. Intensive Learning Supports and Emotional Support Program, Behavior Intervention Systems and BEST Intervention Paraprofessionals).

Over the past 4 years, the special education leadership role has become more complex. There was the implementation of the general discipline law, increases in local charter schools in our area, a new charter school in our district for the 22-23 school year, and multiple compliance changes that affect the duties of the special education department. The special education coordinators and Director spend considerable time in supporting out of District students programming and transitions for District placed students in specialized settings by the District, those placed by courts, and student's unilaterally placed by their parents in Public Charter Schools. This is anticipated to be a 150% increase mostly due to Public Charter Schools.

The Charter School Statute indicates that the public school where a child resides is responsible for FAPE. This requires additional staffing or contracted staffing to support these needs, but requires monitoring and oversight by the District. While parents choose to enroll their children in Charter Schools, and, Charter Schools have a legal duty to support student accommodations and collaborate with the District, the District is responsible for monitoring programming, the provision of services for FAPE, and the funding and educational decision making processes for students and teams. This also requires coordinating related services and often additional communication and consultation with outside providers, out-of-district personnel, training of out-of-district staff, and addressing behavioral and discipline issues that occur in other schools. The increase in charter schools has increased our anticipated out of district students to up to 20 students. Our out of district students placed in out-of-district programs remain relatively stable due to our programming to meet student's needs in our District programs, but our specialized District programs numbers are increasing especially with student's behavioral and emotional needs, and complex health and educational needs. A significant part of what has kept

students in District is the program work with our special education programs, and specially our Intensive Learning Support and Emotional Support Programs. Due to many factors, but a large one being supporting out-of-district issues, our coordinators and Director are spending less time dedicated to our program quality and monitoring of our programs which requires a significant amount of oversight on behalf of the special education department to maintain quality programming for our students.

Acting as court liaison is a significant role not being effectively met by student services or special education effectively due to the time and coordination needed to attend court and navigate the complexities of these decisions which affect our students.

A significant portion of our coordinators time is spent in meetings and spent supporting complex situations with in-district and out-of-district students and students with significant behavioral needs. The continued increase in demands results in less focus on our programs, students, and our schools.

Recommended Addition/Change:

Add 1 special education coordinator to support out-of-district needs in specialized and charter schools and support court liaison responsibilities. This position will involve the same LEA, consultation, planning, budgeting, and personnel management responsibilities, with an increased focus on compliance, monitoring, and program quality for out-of-district students.

How does this request meet the needs and priorities of the District?

We strive to meet the needs of all students. We have many structures and systems in place that need to function as effectively as possible to support students. A priority of the School District is effective, inclusive and equitable programming for students.

How does this forward the Vision, our goal of One Vision, One Direction, and align to the Strategic Plan?

This request for a staffing is aligned with Strategic Plan:

Goal 1:

1.1.- 1.3 Student Achievement: Recognizing that the primary mission of the ConVal School District is student learning, the ConVal School District will provide high- quality educational opportunities for all students that foster academic growth, the acquisition of identified critical skills and the development of dispositions that lead to success in higher education and the workplace.

1.2 The School District will implement a fully inclusionary and equitable model across all school buildings. All students will be included fully in the general education experience to the greatest extent possible.

Goal 2:

2.1 “Students with special educational and behavioral needs will be integrated into the general education classroom to the maximum extent appropriate to meet their needs.”

How does this request promote greater equity and a more inclusive learning environment for all students?

Addressing equity, providing appropriate evaluation, and services to students requires providing attention to student needs, program quality, assessment of progress, communication and collaboration. We need to attend to these needs of students with educational disabilities and continue to keep equity as a primary concern.

How do school data, district data, research, and appropriate state and national guidelines support this request?

RSA 194-B:11

“III. (a) In accordance with current department of education standards, the funding and educational decision-making process for children with disabilities attending a chartered public school shall be the responsibility of the resident district and shall retain all current options available to the parent and to the school district.”

District Data:

- We continue to have low rates of out-of-district placements made by the school District over the past 3 years. Doing this requires many elements, but program LEA, monitoring of programming, and coordination of our resources is a main function of keeping students educated equitably and appropriately in our schools
- During the 21-22 school year, the special education department held around 1261 meetings (i.e., 106 1-hour meetings per month) specifically related to the IEP Processes (ex. IEP meetings, IEP Meeting, Eval Planning, Referral, Progress meeting, Amendment, Eligibility, Manifestation, ESY, Transition, Out-of-district, and Charter school student meetings). This does not include planning, supervision, leadership, consultation or staff meetings with school-based teams or staff which was around 667 meetings. Of those at least 59 meetings and more than 331 additional hours were dedicated to Out of District and Charter School Students.
- With the increase in students out of District this is anticipated to be 824 hours dedicated to out-of-district LEA and case management responsibilities with additional travel and on-site work in out-of-district placements. In addition, with this role would be court liaison responsibilities, overseeing non-profit and private school referrals and evaluations, and leadership responsibilities.

Additional Responsibilities Increases:

- In District Program Expansion (ex. Preschool)
- Referral and IEP % Increases
- Increase in Out-of-District students and complexities with out-of-district programs due to external factors
- Court Liaison responsibilities
- 2017 Endrew F Law - A shift from benefit to meaningful educational benefit for student IEP programming
- Increase in Charter Schools (RSA 194-B:11) and Out-of-District program supervision
- Discipline Law Changes
- Amendment to RSA 186-C:2, I: Child with a Disability to increase to age 21 inclusive (22nd birthday)

Estimated Financial Impact:

2022-2023: Estimated \$133,164 (Salary and benefits) - Grant Funded