

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

CONTOOCCOOK VALLEY SCHOOL BOARD

School Board Meeting

Tuesday, September 6, 2022

Immediately Following a Public Hearing that begins at 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. Public Comment**
- 4. Consent Agenda**
 - a. Acceptance of School Board Meeting Minutes**
 - 1) August 16, 2022 (pg. 1-4)
 - b. Personnel**
 - 1) Nominations (pg. 5)
 - 2) 2022-2023 Co-Curricular Notifications (pg. 6)
- 5. Superintendent's Report and Presentation of Business**
 - a. School Board Requests**
 - b. Monthly Events Calendar** (pg. 7-8)
 - c. September 1st Enrollment Update** (pg. 9-10)
 - d. CTE Audit Presentation**
- 6. Reports**
 - a. Teacher Representative**
 - b. Equity Committee** – Liz Swan
 - c. Selectmen's Advisory Committee**- Stephen Ullman
 - d. School Board Goals Work Session** – Janine Lesser
 - e. Policy Committee** – Crista Salamy
- 7. Old Business**
 - a. Legislative Update**
 - b. Policies 2nd Read/Adoption**
 - IHBB: Programs for Gifted Students (pg. 11)
 - IHBAF: Child Find (pg. 12)
- 8. New Business**
 - a. Rescind Policies**
 - LCC: Dual Enrollment and Relations with Community Colleges (pg. 13-15)
 - b. Policies 1st Read**
 - BEDH: Public Comment and Participation at Board Meetings (pg. 16-17)
 - DFGA: Crowdfunding (pg. 18-21)
 - EBCG: Communicable & Infectious Diseases (pg. 22-27)
 - JCA: Change of Class or School Assignment Best Interests and Manifest Hardship (pg. 28-35)
 - JCB: Change of School within ConVal School District Schools (pg. 36-37)
 - JLC: Student Health Services (pg. 38-39)
 - JLCE: Emergency Care & First Aid (pg. 40-42)
 - JHCB: Immunizations of Students (pg. 43)
 - c. Technology Purchases** (pg. 44-45)
 - d. Cell Phone RFP** (pg. 46)
 - e. Goal Review & Adoption**
 - f. Foreign Exchange Students**
- 9. Public Comment**
- 10. Approval of Manifests (Board Vote Required)**
- 11. Non-Public Session: RSA 91-A: 3, II (If Required)**
 - a. Negotiations**
 - b. Legal**
 - c. Personnel**

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

CONTOOCOOK VALLEY SCHOOL BOARD

School Board Meeting

Tuesday, August 16, 2022
7:00 p.m.

Physical Location: SAU #1 Board Room

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

Minutes

BOARD

Tom Burgess, Keira Christian,
Richard Dunning, Alan Edelkind,
Jim Fredrickson, Katherine Heck,
Greg Kriebel, Janine Lesser,
Kevin Pobst, Crista Salamy,
Doug Sutherland, Liz Swan,
Stephen Ullman

ADMINISTRATION

Dr. Kimberly Saunders, Supt.
Dr. Ann Forrest, Asst. Supt.
Lori Schmidt, B.A.
Cari Christian-Coates, Student Serv.
Amy Janoch, Learning Recovery
Shawne Hilliard, DCS/HES
Kris Levesque-Lee, PES
Tim Grossi, Facilities

1. Call to Order and Pledge of Allegiance

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

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

Alan Edelkind moved to enter into Non-Public Session in accordance with RSA 91-A:3, II for student matters. Crista Salamy seconded. Unanimous on a roll call vote.

Doug Sutherland motioned to exit non-public session at 7:24 pm. Jim Fredrickson second. Unanimous.

Alan Edelkind moved to seal the minutes of Non-Public Session in perpetuity. Jim Fredrickson seconded. Unanimous.

2. Points of Pride

Kimberly Saunders reported preparing for staff to return. A full complement of professional development opportunities is planned. The CVEA negotiated an extra day of training with Wadleigh Starr & Peters. Kimberly Saunders reported that she will be sharing an update with staff on the lawsuit. Suicide Prevention Training will also occur. Looking forward to staff returning next Thursday.

3. Public Comment

None.

4. Consent Agenda

a. Acceptance of School Board Meeting Minutes

1) August 2, 2022

b. Personnel

1) Resignations

2) Nominations

The Consent Agenda was accepted by the Board.

5. Superintendent's Report and Presentation of Business

a. School Board Requests

Kimberly Saunders reported several requests outstanding - preschool data collected should be finalized in the next week. SWIS data can be completed this week. RFI for consolidation needs to go out once the board gives thumbs up. Placing times on agendas for committees to assure breakdowns on the agenda to allow for efficiency. A request on the report out on goals was made. Is a written report requested or an administrative presentation? Written report was favored.

b. Monthly Events Calendar

The Policy Committee previously scheduled for August 16th had previously been cancelled. The Communication Committee meeting on August 18th was cancelled.

Food Service/Wellness Committee will meet on Monday, September 12th at 6:00 p.m.

The Request for Information (RFI) for consolidation will be sent out. It provides an idea of who ConVal is and what we are looking for. The RFI is looking for interest. It is not an RFP. Not just consulting firms but the potential for universities with experience to conduct this work is sought.

6. Reports

a. Teacher Representative

None.

b. Budget & Property Committee – Jim Fredrickson

Jim Fredrickson reported discussion on budget guidance, a safety review (the recommendation to conduct a safety audit), and two policies that need to be addressed. Much of the time was spent on budget guidance. Jim read an email that outlined options for budget guidance; status quo, planned updates, baseline salary for 23-24, capital improvements, updated trust fund summary documents, and escalation/inflation range (as practical). Conversation to continue moving forward.

Janine Lesser reported the desire to put another structure in place to guide the development of the budget. Janine referenced a suggestion from Katherine Heck that will be shared with the full board.

Contracts that have escalation clauses would include transportation and food service aside from the CVEA contract. The transportation contract does not include fuel.

Fuel, water, electricity, maintenance, life safety, health insurance are annual agreements that will be impacted by escalation.

The CVEA contract increases are below the inflation rate.

c. Education Committee – Stephen Ullman

Tom Burgess reported having met last night. The major item discussed was the elementary Social Emotional Learning (SEL) First 8 weeks of school. This committee is in support of this program which began before COVID and is needed even more now. The goal of the program is to empower students to self-regulate their own behavior and to reach out when they are frustrated. It is a full-year program to bolster the confidence of young people in elementary school. It gives young students the tools to communicate.

Janine Lesser said that it is up to the board to approve this curriculum.

d. Policy Committee – Crista Salamy

Crista Salamy reported that Policy Committee met today for a policy work session and moved 23 policies forward with 8 for a first read and one to rescind. Others will be worked on and come forward.

7. Old Business

a. School Board Evaluation/Discussion

Janine Lesser reported that only eight school board members are present tonight with five missing. She suggested moving this to a future agenda at the first meeting in September. Those present agreed to allow for a better discussion.

b. School Board Goals

Janine Lesser reported that only eight school board members are present tonight with five missing. She suggested moving this to a future agenda at the first meeting in September. Those present agreed to allow for a better discussion.

c. 2nd Read/Adoption Policies

- GBCD: Background Investigations

Kevin Pobst moved to adopt this policy as presented. Keira Christian seconded. Unanimous.

- JICD: Student Conduct

Kevin Pobst moved to adopt this policy as presented. Jim Fredrickson seconded. Unanimous.

d. Renovation/Architect

Jim Fredrickson reported that a summary was presented to the board in August. Since then, the building committee met and developed a recommendation from those who submitted.

More will be shared with additional school board members in non-public session.

A communication should be developed as soon as the board votes.

8. New Business

a. School Handbooks

Kimberly Saunders reported that School Handbooks were placed in a Google Folder for advance review for the boards approval.

CVHS – Kevin Pobst moved to approve the CVHS Student Handbook. Keira Christian seconded. Unanimous.

GBS – Kevin Pobst moved to approve the GBS Student Handbook. Keira Christian seconded. Unanimous.

Keira asked if the principals agree with the hat policy where GBS would allow them and SMS is not ready to do that. SMS is not ready to agree with the hat policy.

Unanimous.

SMS – Kevin Pobst moved to approve the SMS Student Handbook. Keira Christian seconded. Unanimous.

AES – Kevin Pobst moved to approve the AES Student Handbook. Keira Christian seconded. Unanimous.

Pierce School – Kevin Pobst moved to approve the Pierce Student Handbook. Keira Christian seconded. Unanimous.

DCS – Alan Edelkind moved to approve the DCS Student Handbook. Tom Burgess seconded. Unanimous.

FES – Kevin Pobst moved to approve the FES Student Handbook. Alan Edelkind seconded. Unanimous.

GES – Kevin Pobst moved to approve the GES Student Handbook. Keira Christian seconded. Unanimous.

HES- Doug Sutherland moved to adopt the HES Student Handbook. Alan Edelkind seconded. Unanimous.

PES – Kevin Pobst moved to adopt the PES Student Handbook. Keira Christian seconded. Unanimous.

TES – Crista Salamy moved to adopt the TES Student Handbook. Doug Sutherland seconded. Unanimous.

b. First 8 Weeks of School

Keira moved to approve the curriculum “First 8 Weeks of School”.

Tom Burgess seconded. **Unanimous.**

c. Policies 1st Read

- IHBB: Programs for Gifted Students

- IHBAF: Child Find

Any questions or comments, please contact Policy Chair, Crista Salamy.

d. Expense and Encumbrances (Board Vote Required)

Crista Salamy moved to accept the Expense Report and encumbrances therein. Jim Fredrickson seconded.

Lori Schmidt reported that the process of changes in personnel are underway which impact functions and subcategories. Salaries and benefit lines are in good order.

Lori reported that fuel and electricity are the two major factors relative to inflation. Mitigation put in place will help with costs in certain areas. Communication with the board will be ongoing as things move forward.

An audit for FY’22 is scheduled to begin on August 29th.

Unanimous.

SB420 passed and establishes extraordinary needs in perpetuity. An estimate for review was provided. There will be requirements to provide an accountability. A special meeting will be required. Training for this is on September 12th. Funding targets communities with high property values and low incomes. More to come on how the funds will be handled. Estimated amount is \$120,000 for the four towns identified in the district.

Kimberly Saunders reported that she is looking forward to this training and in particular the term “in perpetuity”. She said that there is no guarantee that these dollars will continue.

A public hearing should be scheduled for anticipated revenue from \$27,545.00 from Primex. Need to accept and expend these funds. September 6th was scheduled as the date for the Public Hearing.

e. Accept Gift/Donation (Board Vote Required)

1) Peterborough Elementary School requests authorization to accept an Outdoor Shade System valued at approximately \$18,340.00 for the purpose of creating an outdoor learning space from the PES PTO.

Jim Fredrickson moved to accept the donation as presented. Tom Burgess seconded the motion.

Kevin Pobst shared the memory that a similar structure was erected in Dublin as a pilot.

Kimberly reported that this is not a pavilion style it is a permanent shade structure.

Tom shared the boards gratitude for the PES PTO generous gift.

Unanimous.

9. Public Comment

None.

10. Approval of Manifests (Board Vote Required)

Lori Schmidt certified that manifests listed totaling \$1,472,450.77 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.

Jim Fredrickson moved to approve the manifests as read. Alan Edelkind seconded the motion. Unanimous.

- 11. Non-Public Session: RSA 91-A: 3, II (If Required)**
a. Negotiations
b. Legal
c. Personnel

Alan Edelkind moved to enter into Non-Public Session in accordance with RSA 91-A:3,II at 8:25 for negotiations, student and legal. Kevin Pobst seconded. Unanimous on roll call vote.

Jim Fredrickson moved to exit Non-Public session at 8:58 p.m. Keira Christian seconded. Unanimous.

Keira Christian moved to seal the minutes of Non-Public Session for 10 years. Tom Burgess seconded. Unanimous.

Kevin Pobst motioned to adjourn at 9:01 p.m. Doug Sutherland seconded. Unanimous.

Respectfully submitted,

Brenda Marschok

OFFICE OF THE SUPERINTENDENT OF SCHOOLS
Peterborough, New Hampshire

CONTOOCOOK VALLEY SCHOOL DISTRICT

September 6, 2022
Personnel Agenda

2022-23 Nominations:

SMS

Jill Twombly	Special Education Teacher	\$64,600
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AES

Angela Ramsden	Preschool Social Worker	\$54,100
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GES

Colleen Sangster	Preschool Teacher	\$46,100
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2022-2023 Co-Curricular Notifications:

See Attached

NOTICE OF STIPEND POSITIONS

First	Last	DAC	Position	Stipend Amt	FTE
Athletics					
Bernd	Foecking	SMS	Cross Country	\$ 1,067.33	0.5
Nick	Hill	SMS	Cross Country	\$ 1,067.33	0.5
Nate	Townsend	SMS	Cross Country	\$ 2,134.65	1
Malachi	Page	SMS	Boys B Soccer	\$ 889.44	0.5
Zach	Burgess	SMS	Boys B Soccer	\$ 889.44	0.5
Kevin	Morneault	SMS	Girls Soccer	\$ 2,134.65	1
Sara	Krslovic	SMS	Field Hockey	\$ 2,134.65	1

September 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5 District Closed – Labor Day Holiday	6 Policy Committee Mtg. @ SAU @ 6:00 pm Public Hearing @ SAU @ 7:00 pm School Board Mtg. @ SAU @ immediately following	7	8	9	10
11	12 Food Service/Wellness Committee Mtg. @ SAU @ 6:00 pm	13 Budget & Property Committee Mtg. @ SAU @ 6:00 pm	14	15 Communication Committee Mtg. @ SAU @ 6:30 pm	16	17
18	19 Education Committee Mtg. @ SAU @ 5:30 pm	20 Policy Committee Mtg. @ SAU @ 6:00 pm School Board Mtg. @ SAU @ 7:00 pm	21	22 Selectmen's Advisory Committee Mtg. @ SAU @ 7:00 pm	23	24
25	26	27	28	29	30	

October 2022

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

Grade	Total	77	118	126	138	132	131	722
SCHOOL								
		Preschool	Kindergarten	1st Grade	2nd Grade	3rd Grade	3rd & 4th	Total
AES	# of Students	21	21	20	20	18	8	129
	# of Sections	2	2	2	1	1	7	
	Ratio	10.5	10.5	10.0	20.0	18.0	15.0	14.0
BES	# of Students		11	17	13	14		67
	# of Sections		1	2	1	1		1
	Ratio		11.0	8.5	13.0	14.0		12.0
DCS	# of Students		8	14	13			55
	# of Sections		1	1	1			1
	Para						Classroom Para	
	Ratio		8.0	14.0	13.0		20.0	
FES	# of Students		6	8	12	9		42
	# of Sections		1	1	1			1
	Ratio		6.0	8.0	9.0			16.0
GES	# of Students	15	10	12	17	12		82
	# of Sections	1	1	1	1	1		1
	Ratio	15.0	10.0	12.0	17.0	12.0		16.0
HES	# of Students	12	11	10	12	18		72
	# of Sections	1	1	1	1	1		1
	Ratio	12.0	11.0	10.0	12.0	18.0		9.0
PES	# of Students	29	44	39	47	36		244
	# of Sections	2	3	3	3	3		4
	Ratio	14.5	14.7	13.0	15.67	12.0		12.3
TES	# of Students		7	6	4	9		31
	# of Sections		1	1	1	1		1
	Para						Para*	
	Ratio		7.0	10.0		9.0		5.0
		* Teaching Principal Para		Enrollment numbers may include tuitioned-in students		Total Elem. Students PreK-4		722

ConVal School District

Student / Teacher Ratios ENROLLMENT -2022-2023

August 31, 2022

	Grade 5	Grade 6	Grade 7	Grade 8	Total	In Person
GBS						
# of Students	62	49	63	56	230	230
# of Teachers*					16	
Ratio		14.38				
SMS						
# of Students	92	74	89	90	345	345
# of Teachers*					21	
Ratio		16.43				
Total Students						
GBS and SMS	154	123	152	146	575	575
CVHS						
# of Students	178	(0)	183	(15)	162	(16)
Ratio		12.5			176	(13)
					699	699
					10	
(CVHS enrollment numbers do NOT include ATC students from other Districts)						
Enrollment numbers may include tuitioned-in students						
Total Enrollments						
2006-07	3104	2011-12	2434	PreK to 4	722	722
2007-08	2969	2012-13	2342	5-8	575	575
2008-09	2855	2013-14	2325	9-12	699	699
2009-10	2755	2014-15	2239	Total 2022-2023	1996	1996
2010-11	2534	2015-16	2169			
		2016-17	2234			
				2019-20	2074	
				2018-19	2109	
				2017-18	2143	
				2020-21	2059	
				2021-22	2021	

~~IGBB~~ IHBB – Programs For Gifted Students

The Contoocook Valley School Board, realizing the need for programs dealing with the gifted and talented shall endeavor to provide the level of monetary support it deems proper to enhance programs for the gifted and talented.

Category: 0

1st Read: August 16, 2022

2nd Read: September 6, 2022

Adopted :

~~IHBB~~ IHBAF – Child Find

The Contoocook Valley School District ensures that all children with disabilities who are two and-a-half (2.5) years of age or older but less than twenty-one (21) years of age, within its geographic boundaries, including children with disabilities who are homeless, wards of the State, or attending private schools, regardless of the severity of their disability, and who are or may be in need of special education and related services, are identified, located and evaluated.

Legal References:

NH Code of Administrative Rules, Section Ed 1105, Child Find

1st Reading: August 16, 2022

2nd Reading: September 6, 2022

Adopted:

LCC – Dual Enrollment and Relations with Community Colleges

The Contoocook Valley School Board recognizes the educational opportunity of allowing and encouraging its students to earn community college credit while still enrolled as secondary students at the ConVal Regional High School (ConVal) through both dual enrollment and concurrent-enrollment courses. "Dual enrollment" means college courses taught by Community College System of New Hampshire (CCSNH) college faculty in which high school students earn college credit while they are still enrolled in high school or career technical education (CTE) classes. "Concurrent enrollment" means ConVal courses taught by ConVal's faculty approved by the Community College System of New Hampshire (CCSNH) in which ConVal students earn both high school and college or university credit while students are still attending high school or a career technical education center.

Student participation in the Dual and Concurrent-Enrollment Program (Program) established under state law, RSA 188-E:26, is limited to ConVal students in grades 11 or 12 enrolled in courses designated by CCSNH as part of the Program. The Program permits limited tuition reimbursement for designated STEM and STEM-related courses. Students shall be responsible for registering and paying in the first instance for both dual and concurrent-enrollment courses by the deadlines designated by both ConVal and CCSNH.

ConVal hereby identifies CCSNH, its College administrators, and faculty participating in either concurrent or dual-enrollment courses involving ConVal students, as school officials with a legitimate educational interest in accessing pertinent student record information regarding students enrolled in a dual or concurrent enrollment course without prior written parental or adult student consent.

ConVal shall annually notify students and their parents of dual and concurrent enrollment opportunities and those courses that have been specifically designated by CCSNH as eligible for reimbursement under the Program. This notice shall include a statement that student/parent reimbursement is contingent upon an eligible student completing a Program course with a grade of C or better. This notice shall also inform students, parents, and employees that dual and concurrent enrollment courses are college-level courses and students enrolling should expect a level of academic rigor higher than that usually associated with a high school course. This annual notice may be furnished through such electronic and/or print media as the Superintendent or his/her designee deems appropriate.

The Superintendent shall designate an individual or individuals to serve as the point of contact on matters related to the Program including, but not limited to, student counseling, support services, course scheduling, managing course forms and student registration, program evaluation, course transferability, and assisting with online courses.

Each semester, ConVal shall provide CCSNH with grades for all students enrolled in a concurrent-enrollment course with the expectation that CCSNH shall provide ConVal with grades for all ConVal students enrolled in a dual-enrollment course.

Requests for accommodation by students with disabilities shall be communicated by the ConVal Student Services Department and processed through the College Disabilities Coordinator and approved by the CCSNH department head. ConVal will make students aware that accommodations that may be available under an IEP for high school courses may not meet the standards applicable to college courses. Neither dual nor concurrent enrollment for college credit will be permitted where a student utilizes modifications or accommodations that are deemed by CCSNH as not appropriate for college courses.

Concurrent-Enrollment Courses

To the extent possible, ConVal commits to concurrent-enrollment courses in which:

1. The curriculum in the course offered at ConVal shall be the same as that offered by the College, including College department approved texts, course outlines, exams, and the CCSNH grading system. The grades earned shall award dual credit both at ConVal and at the Community College (College).
2. The ConVal transcripts shall reflect course credit the same as that of other high school courses, but shall also designate a college-level course credit equal to that of comparable college courses. ConVal reserves the right to determine and periodically revise the conditions under which courses may be offered for college credit and jointly assumes responsibility with CCSNH for supervision of course development, implementation, and administration of concurrent enrollment courses.
3. Concurrent enrollment courses shall be taught over a time period that fits within the ConVal academic calendar and schedule, which shall be comparable to that offered by the College, or for such time period as is otherwise approved by the College.
4. ConVal's faculty teaching concurrent-enrollment courses shall provide the CCSNH College with a resume and transcripts demonstrating that they meet the same educational and experiential standards specified for college faculty. It is understood that the CCSNH College will assess credentials based upon its relevant departmental credentialing standards, as well as standards established by CCSNH's accrediting body, the Commission for Institutions of Higher Education. The College Vice President of Academic Affairs shall be deemed to have final authority to determine whether a proposed instructor meets specified standards.
5. ConVal's participation in concurrent enrollment courses shall be contingent upon the CCSNH College providing a faculty partner in accord with the terms of a Dual and Concurrent Enrollment Agreement between ConVal, its sending school districts, and CCSNH.
6. ConVal acknowledges that applicable academic policies and regulations as set forth in the CCSNH College catalogue will apply to all concurrent enrollment courses, including prerequisite skills and course requirements, class attendance and accommodations provided to students with disabilities.

Dual-Enrollment Courses

1. ConVal acknowledges that curriculum in dual-enrollment courses shall be the same as that offered by the College, including College department approved texts, course outlines, exams, and the CCSNH grading system. The grades earned are awarded dual credit – high school and college.
2. ConVal transcripts will reflect course credit the same as that of comparable high school courses.
3. CCSNH shall be deemed responsible for development, implementation, and administration of dual-enrollment courses.
4. The individual designated by the Superintendent as the point of contact on matters related to the Program shall take receipt of College grades earned by students in dual-enrollment courses.
5. The Board acknowledges that dual-enrollment courses will be taught at the Colleges during time periods that are set by the Colleges. These time periods may not coincide with the ConVal academic calendar, and thus student enrollment shall not unreasonably interfere with the requirements of the ConVal academic year and schedule.
6. Students shall be expected to comply with both the ConVal and College Codes of Conduct while participating in a dual-enrollment course.
7. Students shall also be subject to all applicable academic policies and regulations as set forth in the College catalogue, including prerequisite skills and course requirements, class attendance, and accommodations provided to students with disabilities.

This Policy is being adopted on an interim basis for a period of six (6) months and shall be subject to such review, revision, and amendment as the Board deem appropriate. It is also the intent of the Board to enter into an Agreement with CCSNH, and its sending Districts with regard to the Dual and Concurrent-Enrollment Program authorized by RSA 188-E:26 through RSA 188-E:29. To the extent that subsequent Agreement conflicts with, or further clarifies, this Policy, the Agreement shall control.

Legal References:

*RSA 188-E:26 – RSA 188-E:29 Dual and Concurrent Enrollment Program;
Programs Established*

See also: IHCD

First Read: Waived at December 5, 2017 School Board Meeting

Second Read: Waived at December 5, 2017 School Board Meeting

Adopted: December 19, 2017

< LC - Relations with Education Research Agencies

LDA - Student Teaching and Internships (<https://schoolboard.convalsd.net/district-policies/lda-student-teaching-and-internships/>)

BEDH – Public Comment and Participation at Board Meetings

ConVal School Board

The primary purpose of School Board meetings is to conduct the business of the Board as it relates to school policies, programs and operations. The Board encourages residents – including our students - to attend Board meetings so that they may become acquainted with the operation and programs of the schools. All official meetings of the Board shall be open to the press and public. However, the Board reserves the right to meet and to adjourn or recess a meeting at any time. The Board also reserves the right to enter non-public session at any time, in accordance with the provisions RSA 91-A:3 II.

In order to assure that persons who wish to appear before the Board may be heard and, at the same time, it may conduct its meetings properly and efficiently, the Board adopts as policy the following procedures and rules pertaining to public participation at Board meetings:

1. Each regular meeting of the Board should have two periods of public comment.
2. The first period of public comment should be prior to the Superintendent's Report.
3. The second period of public comment should be following New Business.
4. Each speaker will be given 2 minutes to speak. Speakers may not relinquish allotted time to another speaker, This period may be extended by a majority vote of the Board. If the 2 minute period is extended for one speaker, it must be extended for all.
5. The same person may address the Board only once during the same meeting, a second opportunity may be provided by a majority vote of the Board.
6. Consistent with RSA 91-A:3 and the laws pertaining to student and family privacy rights, the Board will not place any matter on the public agenda that is to be properly discussed in a non-public session. Complaints regarding individual employees, personnel, or students, will be directed to the Superintendent in accord with policies KE and KEB.
7. All speakers are to conduct themselves in a civil manner. Speakers may not use threats of physical violence, may not speak or conduct themselves in a way that incites violence or is disruptive, may not be vulgar or obscene, and need to speak to business related to the School Board and operations of the District. The School Board will not permit repetitive, harassing, or frivolous speech or comments that are off topic, antagonistic, obscene, or libelous as such statements will be considered out of order and will not be tolerated. The Board Chair may terminate the speaker's privilege of address if the speaker does not follow this rule of order. Repeated refusals to comply will result in removal from the meeting.

During these public comment periods, members of the public are allowed to address the Board. However, it is not a question and answer period. In general, the Board will not answer questions asked or respond to comments made by members of the public. Persons appearing before the Board are reminded that members of the Board are without authority to act independently as individuals in official matters. Thus, in most instances, any Board response will be deferred pending consideration by the full Board. In addition, although staff of the District are also members of the public, there are specific Board policies in place - notably GBD - that establishes that the appropriate channel of communication between District staff and the Board is through the Superintendent.

BEDH – Public Comment and Participation at Board Meetings

ConVal School Board

Members of the public - including our students - are strongly encouraged to ask questions or provide comments to the Board and the Administration. However, the best way to ensure your questions are addressed is by submitting those questions to the members of the Board or to the Administration, via email, phone call, or regular mail.

All of the agendas and minutes of the Board meetings and all of the committees are posted on the Board's website. Committee meetings are also open to the public, but there are no public comment periods at those meetings. The Chair of the individual committees may, at their sole discretion, allow members of the public to comment at committee meetings.

Legal Reference:

RSA 91-A:2, Meetings Open to Public

RSA 91-A:3, Non-Public Sessions

Category: R

See also KE, KEB

1st Read: March 16, 2021

2nd Read: April 6, 2021

Adopted:

Proposed Revision: March 2021

1st Read: September 6, 2022

2nd Read:

Adopted:

CROWD FUNDING*Category: Recommended**Related Policies: EHAB, GBEBC, JJE, JLCF, JRA & KCD***A. Purpose and General Policy Statement.**

The purpose of this policy is to establish and regulate parameters for use of crowdfunding or other forms of online fundraising and solicitations for classroom, school or district programs.

The School Board recognizes that crowdfunding campaigns and other forms of online fundraising have become an increasingly popular method by which teachers and school sponsored activities or organizations can procure funding for specific projects and/or programs. The revenue-raising potential that crowdfunding campaigns may provide may be a benefit for District programs and classrooms. The Board further recognizes, however, that unregulated employee use of crowdfunding campaigns on behalf of the District is not in the best interests of the District, donors or its employees.

For purposes of this policy, “crowdfunding” is the practice of using online sites to solicit donations, whether monetary or in-kind, on behalf of the School District. A crowdfunding campaign is considered “to be on behalf of the School District” if it uses imagery, logos or language that would lead a reasonable person to believe that (1) the School District or any school within the District, or program/activity of a school within the District, is associated with the campaign or (2) the campaign has the purpose or effect of providing resources or a benefit to the District. There shall be a presumption that any crowdfunding effort by an employee or designated volunteer to support existing or planned programs of the District must comply with this policy.

B. Unapproved Crowdfunding Prohibited.

Crowdfunding on behalf of the District is prohibited unless undertaken by an employee or designated volunteer with prior written approval under this policy. No public action towards initiating a crowdfunding campaign on behalf of the District may be taken until the campaign is approved in writing pursuant to this policy.

No employee, volunteer, student, or any other individual will be compelled to initiate or participate in a crowdfunding campaign on behalf of the District. Students are permitted to participate in publicizing an employee’s or designated volunteer’s approved crowdfunding campaign but are prohibited from otherwise engaging in crowdfunding on behalf of the District. Employees, designated volunteers or students who participate in crowdfunding on behalf of the District are acting in their capacity as employees, designated volunteers or students and are subject to all rules governing employee, volunteer and student conduct.

Except in furtherance of an approved campaign, employees and designated volunteers are prohibited from doing any of the following as part of a crowdfunding campaign: identifying as an employee/designated volunteer of or stating an association with the District; using a District email address, school name, logo, or mascot; or linking to or referencing any school website, social media site, platform, or account associated with the District.

Approved crowdfunding campaigns will operate in compliance with all laws and other Board policies and regulations.

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C. Crowdfunding Request and Approval Procedures.

1. Crowdfunding Requests. Any request for approval of a crowdfunding campaign shall be in writing and shall include the following information:
 - a. the employee/designated volunteer's name, job title/volunteer position, school, and email address;
 - b. the approved crowdfunding website to be used;
 - c. the nature and quantity or amount of donations being requested;
 - d. the classroom, program, or activity to be benefitted and the educational purpose to be served;
 - e. the exact language that will be used in the crowdfunding campaign, as well as any graphics that will be included;
 - f. the start and end dates of the crowdfunding campaign; and
 - g. a statement of recognition by the requester that any proceeds of the campaign are school property.

The Superintendent may create and make available a form, which may be online, to be used for such requests.

2. Approved Crowdfunding Sites

The Superintendent or designee shall create a list of approved crowdfunding sites. All approved crowdfunding sites must (1) be operated by an entity with no known significant history of fraud, unlawful activity, financial mismanagement, or other misconduct and (2) have a policy requiring all donations on behalf of the District to go directly to the District. The Superintendent/designee shall encourage the use of sites focused on K-12 education.

If no site meets these requirements or the Superintendent or designee does not approve any sites, no crowdfunding requests will be approved.

3. Approval Process. The terms of this section control the approval of proposed online crowdfunding campaigns.

- a. Review by the Building Principal. To be eligible for approval under this policy, employees/designated volunteers must submit in writing a fully completed approval request form to the building Principal. The building Principal has authority to approve proposed campaigns seeking a dollar value up the amount of 250. Regardless of the amount sought to be donated, the Building Principal has authority to deny a proposed campaign because the campaign is not in compliance with the requirements of this policy or because, in the judgment of the Building Principal, the proposed campaign would produce inequity in the educational environment.

If a proposed campaign seeks a dollar value in excess of 250, and the building Principal believes that the proposed campaign is in compliance with the requirements

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of this policy and should be accepted, the building Principal shall refer the proposed campaign to the Superintendent or designee.

- b. Review by the Superintendent. The Superintendent or designee shall review referred approval request forms and seek additional information about proposed campaigns as appropriate. The Superintendent or designee has authority to approve proposed campaigns seeking a dollar value up to 499. Regardless of the amount sought to be donated, the Superintendent or designee may deny a referred campaign because the campaign is not in compliance with the requirements of this policy or because, in the judgment of the Superintendent or designee, the proposed campaign would produce inequity in the educational environment.

If a proposed campaign seeks a dollar value in excess of 499 and the Superintendent or designee believes that the proposed campaign is in compliance with the requirements of this policy and should be accepted, the Superintendent or designee shall refer the proposed campaign to the Board.

- c. Review by the Board. Subject to the requirements of RSA 198:20-b, only the Board has the authority to approve a campaign that seeks a dollar value in excess of 499. After considering the Superintendent's or designee's recommendation, the Board will decide whether to approve or deny the proposed campaign.

4. Criteria of Approval of Crowdfunding Requests. Crowdfunding requests will not be approved unless the proposed campaign:
- a. meets all requirements of applicable Board policies and administrative regulations, and is consistent with the requirements of Title IX, FERPA, the IDEA, and any other applicable state or federal laws or regulations;
 - b. uses a crowdfunding site that has been approved by the Superintendent pursuant to Section C.2, above;
 - c. is consistent with the District's approved curriculum, mission, vision and goals;
 - d. does not create significant disparities or inequities among similarly situated students;
 - e. does not solicit funds for items or projects that have a religious or political purpose;
 - f. seeks donations that are compatible with the District's Data and Privacy Governance Plan, as confirmed by the District's Director of Technology or designee.
 - g. has a specific, pre-determined beginning and ending date;
 - h. does not disparage the District or any of its buildings, programs, representatives, employees, or students;
 - i. does not include pictures or the identifying or confidential information of any District student, unless specifically approved by the student's parent or guardian in writing and attached to the approval request form;
 - j. furthers the educational mission of the school and is not used for the unrelated personal gain of any individual;

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- k. does not result in donations being delivered directly to the requester;
- l. is not contingent on the District matching funds or making any expenditure;
- m. does not request food or beverage items inconsistent with the District Wellness Policy
- n. does not suggest or state that the donation sought is required for or integral to a student's special education program, a student's ability to achieve his or her IEP goals, or the participation of students with disabilities in any school program.

Any crowdfunding campaign that does not fully comply with the requirements of this policy is prohibited. It is the responsibility of the employee/designated volunteer implementing an approved crowdfunding campaign to ensure that all applicable policies, regulations, and laws, including the requirements of the crowdfunding site, are followed.

The Board reserves the right to terminate any approved crowdfunding campaign or refuse any donation for any reason and at any time. The approval of a crowdfunding request shall not be deemed an assurance that the subsequent funds shall be accepted by the District.

D. Receipt and Allocation of Donations

All monetary donations will be made payable to and deposited into an account designated by the SAU business office. All in-kind donations must be inventoried in accordance with Board policy and District procedures.

Prior to an expenditure of funds, the Board shall follow any required statutory process under RSA 198:20-b and board policy for the acceptance of gifts and the expenditure of unanticipated revenue.

All donations, regardless of their form, obtained through crowdfunding on behalf of the District are school property. As a general matter, the employee who completed an approved crowdfunding campaign should be given preference in the use of the donations obtained. Employees shall only use donations from a crowdfunding campaign for the approved purpose stated in the campaign. The Board reserves the right to transfer donations to a different use at the Board's sole discretion.

E. Record Keeping

After donations obtained through an approved crowdfunding campaign have been utilized, the employee must file a written report with the Superintendent or Building Principal detailing how the donations were used and how students benefited. Such records will be forwarded to the District's business office.

Legal References:

RSA 198:20-b – Appropriation for Unanticipated Funds Made Available During Year

1st Read: September 6, 2022

2nd Read:

Adopted:

Category Recommended

Students and employees of the District are expected to attend the schools of the district without being infected with serious communicable diseases. Nonetheless, the Board recognizes that staff, students, volunteers and others may come in contact with bloodborne pathogens, viruses and other communicable diseases during the school day or school sponsored activities, or may carry those pathogens, viruses and diseases unknowingly into the school community. The Board adopts this policy as a means to minimize risk and respond to these health concerns while respecting the rights of all students and employees, including those who are so infected.

As described in Board policy JLCG, RSA 200:39 permits the exclusion from school of students who exhibit symptoms of contagion, or are a hazard to him/herself or others. As provided in this policy, determinations as to inclusion or exclusion of students or employees with communicable diseases from school will take into account the educational implications for the student and others with whom he or she comes into contact, recommendations from the New Hampshire Department of Health and Human Services ("NHDHHS"), the New Hampshire Department of Education, and the United States Public Health Services Centers for Disease Control ("CDC"). Diseases which will implicate this policy, include, but are not necessarily limited to, HSV related diseases such as Chickenpox, Shingles, Hepatitis B, and Infectious Mononucleosis, Acquired Immune Deficiency Syndrome (AIDS), Cytomegalovirus (CMV), or Herpes Simplex Virus (HSV), and other diseases which are from time-to-time identified by public health agencies such as the CDC and NHDHHS.

1. Students.

It is the policy of the District that students with communicable diseases should not be excluded from attending school in their regular classrooms so long as their attendance results in a situation where the risk of transmission of illness to students or employees of the School District, or hazard to themselves, is negligible. All decisions regarding inclusion or exclusion shall be made consistent with this section and the procedures set forth in section B of this policy.

2. Employees.

It is the policy of the School Board that employees (which for the purposes of this policy will include individual consultants/contractors, and volunteers) with communicable diseases not be excluded from attending to their customary employment and duties so long as they are physically able to perform tasks assigned to them and so long as their employment results in a situation where the risk of transmission of illness to students or other employees of the District, or hazard to themselves, is negligible.

3. Special Circumstances and Conditions.

The School Board recognizes that some students or employees, because of age, disability or other special conditions, may pose greater risks for the transmission of communicable diseases than other persons infected with the same illness. Examples include children who

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display biting behavior and students and employees who are unable to control their body fluids or have uncovered wounds. These conditions need to be taken into account and considered in assessing the risk of transmission of the disease and the resulting effect upon the educational program of the student or employment of the employee.

In the instance of diseases causing suppressed immunity, attendance may be denied to a child with suppressed immunity in order to protect the welfare of the child with suppressed immunity when others in the school have an infectious disease which, although not normally life threatening, could be life threatening to the child with suppressed immunity.

A. PROCEDURES WHEN COMMUNICABLE DISEASE IS SUSPECTED:

1. **Reporting.** School District employees, including contracted individuals and/or agencies who are performing contracted responsibilities for the School District, and who become aware of a communicable disease or other potentially serious health problem regarding themselves, or of students or other employees, unless prohibited by statutory confidentiality, they will report it to the school nurse, or building Principal/designee.
2. **Response.** The health risk to others in the school district environment from the presence of a student or employee with a communicable disease shall be determined on a case-by-case basis. In all cases in which the school nurse, or other person designated by the Superintendent, becomes aware that a student or employee of the School District has contracted a communicable disease of the kind in section A of this policy, s/he will take the following steps:
 - a. The parent/guardian(s) of a student will be contacted in order to discuss the situation and determine whatever facts are available; the same information will be communicated promptly among the Superintendent/designee, school nurse and Principal/designee.
 - b. Upon receiving written consent from the parent(s) or guardian of a student or, in the case of an employee, the employee or his/her health care agent (i.e., adult to whom authority to make health care decisions is delegated under an advance directive meeting the requirements of RSA 137-J:20), the school nurse/Superintendent's designee will attempt to confer with the treating physician, if any, in order to determine any significant medical facts concerning the diagnosis of the disease or factors affecting the possible transmission of the disease.
 - c. Notify and consult with the health care professionals knowledgeable about the particular disease. Following such consultation, the school nurse, Superintendent or his/her designee, shall determine the immediate, short-term action to be taken relative to educational placement of the student or work assignment for the employee.
 - d. When a communicable disease of the kind identified in section A of this policy is suspected or confirmed in an individual, the school nurse shall consult with the Superintendent or designee and appropriate public health officials, to determine whether a student or employee shall be excluded from school or from attending to their customary employment, and whether additional measures are required to

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protect other members of the school population. Factors specific to individuals, such as biting behaviors, lack of control of body fluids, existence of uncovered wounds or other medically identifiable conditions may also be considered. Recommendations regarding the least restrictive educational placement for a student or continued attendance at work for an employee may be sought on a case by case basis.

In addition to the information obtained in steps a-c, decisions to exclude shall consider criteria from NHDHHS Bureau of Infectious Disease included in its publication *"When Children Should be Excluded or Dismissed from a Childcare Setting"*, or the American Academy of Pediatrics' *"Red Book: Report of the Committee on Infectious Diseases"*, or other general or specific guidance from the NHDHHS or the United States Centers for Disease Control.

- i. Decisions regarding students. Unless the school nurse is unavailable, the ultimate decision to exclude a child from school under this Policy due to a contagious or communicable illness shall be made by the school nurse after consulting with the Superintendent/designee and Principal/designee.

If the school nurse is unavailable, a decision to exclude shall be made by the Superintendent/designee.

If the student is a student with an IEP, 504 plan, or other such individualized learning plan, then decisions regarding alternative settings shall be made according to the applicable laws, regulations and policies.

Students who are aggrieved by the education plan determinations may appeal said determinations pursuant to state and federal special education law if the infected student is eligible for or claims that s/he is eligible for special education or special education and related services. Excluded students who do not claim that they are eligible for special education or special education and related services, but who are aggrieved by the Superintendent's determinations, may appeal said determinations to the Board.

- ii. Decisions regarding employees. Determinations regarding exclusion or reassignment of employees shall be made by the Superintendent/designee. Absent significant risk to the employee or risk of transmission to students or other employees, the Superintendent shall not alter the job assignment of the infected person. Volunteers are subject to any directives issued by the administration, as are contractors and consultants, subject to the terms of their respective agreements.

If the Superintendent/designee, after taking the steps above, determines that there is a medically recognized risk of transmission of disease in the

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School setting or that a significant health problem restricts the infected person's ability to work, or presents a substantial hazard to the employee, the Superintendent/designee shall, if necessary, develop an individually tailored plan to accommodate the staff member if possible. Additional persons may be consulted if necessary for gaining additional information, but the infected person must approve of the notification of any additional persons who are informed of the infected person's identity. The Superintendent/designee may consult with legal counsel to ensure that any official action is consistent with state and federal law. If an individually tailored plan is necessary, said plan should be medically, legally, educationally and ethically sound.

- iii. Testing, Social Distancing and Other Extraordinary Measures. Some infectious diseases, viruses, etc., may be so dangerous and or the risk of casual transmission so great, that effective response will require broader measures. Based upon specific recommendations of local, state and/or federal health authorities, the Superintendent is authorized to implement such additional, extraordinary emergency measures as may be necessary and appropriate to address the health risk: e.g., school closure, population exclusion (stay-at-home type instructions), mandatory screenings, mandatory use of personal protective equipment (PPE's), social distancing orders, administrative leaves or temporary adjustments in duties. These provisions are intended to complement, not replace any provisions of Board policy *Pandemic/Epidemic Emergencies*. Such measures should be taken with prior notice to the Board, if practicable, or as soon as possible thereafter. The Board Chair may determine that the circumstances, or the measures implemented by the Superintendent, warrant a special or an emergency meeting of the School Board.

3. Practices to Minimize Contamination in Schools.

Good hygiene practices as recommended by local, county and state health authorities are to be followed at all times when handling blood or other body fluids of any student or employee. Parents and employees are not generally required to advise the school if their child has a communicable disease. (Some exception may exist under specific legislation or Executive/emergency orders, in which, such legislation or Executive orders shall supersede this policy to the extent necessary to remove any conflict.) Because the District may not rely on self-reporting, it is appropriate to adopt procedures for the handling of body fluids from any child or employee. This also eliminates the need to notify all maintenance, transportation and building personnel if the District becomes aware of a student or employee with communicable diseases. It is recommended the following procedures be used on a routine basis when blood or any other body fluids including vomitus and fecal or urinary incontinence are involved.

- a. Gloves should be worn when cleaning up any body fluids.

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- b. Spills should be cleaned up, the affected area washed with soap and water and disinfected with bleach (one part bleach to ten parts water), or another disinfectant.
- c. All disposable materials, including gloves and diapers, should be discarded into a plastic bag before discarding in a conventional trash system. The mop should also be disinfected with the bleach solution described in B above.
- d. Toys and other personal non-disposable items should be cleaned with soap and water followed by disinfection with the bleach solution before passing to another person. A normal laundry cycle is adequate for other non-disposable items.
- e. Persons involved in the clean-up should wash their hands afterward.

Additional precautions may be recommended or required in certain instances (e.g., social distancing, masks, etc.).

4. Confidentiality and Data Privacy.

Public concern regarding communicable diseases is neither an excuse nor defense for the violation of data privacy rights of students or employees who have or are rumored to have such illnesses.

- A. Personally identifiable health information regarding students is private data and is not to be disseminated to the public or to staff without the strict observance of student privacy rights.
- B. Personally identifiable health data and information regarding employees is private data and may not be released to the public nor to fellow employees without strict observance of privacy rights of public employees.
- C. Parents of other children attending the school, or other school employees, may only be notified of a possible exposure to a communicable disease to the extent permitted, or required, under applicable law, regulations or Executive order. In general, such information will not identify the particular student or employee who has the disease.
- D. Any District employee who violates the confidentiality provisions of this policy shall be subject to discipline. A confidentiality breached by an independent contractor/consultant, could result in termination of the contract for cause.

5. Staff and Student Education.

The School Board recognizes that the education of its residents, staff, and students regarding the risks involved in the spread of infectious diseases in the school setting will help to minimize the risk of transmission to other students and employees while protecting the rights of infected students and employees.

- A. All school district employees should receive instruction regarding appropriate hygienic practices for use in school settings, precautions to be employed where contagious diseases may be encountered and community resources for referral and information.
- B. Any information provided as part of a student's instruction pertaining to sexually transmitted diseases shall comply with Board policy IHAM.

Category Recommended**6. Implementation.**

The Superintendent is authorized to implement this policy through and procedures, or administrative directives which s/he deems necessary or appropriate. The Contoocook Valley School District will work cooperatively with the Division of Public Health Services of New Hampshire Department of Health and Human Services to enforce and adhere to the Public Health Code (Chapter He-P 300 Diseases) for the prevention, control, and containment of communicable disease in schools. To ensure adherence to current law and medical practices, these policies and administrative regulations will be reviewed annually by the school nurses.

Legal References:

RSA 189:1-a, Duty to Provide Education

RSA 189:31, Removal of Teacher

RSA 186-C, Special Education

RSA 193:1, Duty of Parent; Compulsory Attendance by Pupil

RSA 193:3, Change of School or Assignment, Manifest Educational Hardship or Best Interest, Excusing Attendance

RSA 200:32, Physical Examination of Student

RSA 200:36, Medical Examination of School Personnel

RSA 200:39, Exclusion from School

Statutory Authority: RSA 141-C:6

NHDHHS Bureau of Infectious Disease's: "When Children Should be Excluded or Dismissed from a Childcare Setting," may be found at:

<https://www.dhhs.nh.gov/dphs/cdcs/documents/childrendismissed.pdf>

1st Read: September 6, 2022

2nd Read:

Adopted:

JCA – Change of Class or School Assignment on the Basis of Best Interest or Manifest Educational Hardship

General Assignment Authority

The Superintendent has the general authority to assign students to the schools within the District and shall do such in a manner consistent with the Articles of Agreement, and Board Policies. No student shall attend a school to which they have not been assigned. This policy shall not be construed to limit the Superintendent's discretion to make other in-District assignments consistent with applicable Board policies and administrative rules.

Class Assignment Authority and Change of Class Assignment.

The principal of each school in the District and his/her designees shall have the authority to assign students to their classes and schedule. The principal shall have the authority to change a student's class assignment or schedule when he/she deems it in the best interests of the student or school to do such, provided such change is consistent with any applicable Individualized Education Plan or Section 504 Plan. The principal shall have the broad discretion and authority to make or change a student's class assignment for reasons such as, but not limited to, student discipline, a remedial measure to address bullying or conflict between students, student safety concerns, pedagogical reasons, balancing enrollment, addressing staffing concerns, or providing interim supportive measures to students or staff.

The Superintendent shall also have the broad discretion and authority, consistent with state law and Board policies, to change a student's assigned class or schedule, and may, when appropriate, modify or change an assignment made by a principal when she/he deems such to be appropriate. This policy, however, does not limit the Superintendent's discretion to make other in-District class and schedule assignments consistent with applicable Board policies and administrative rules. The decision of the Superintendent as to a student's class assignment or schedule shall be final and shall not be appealable.

Nothing herein shall override the authority of an IEP Team under the IDEA to make a placement, to assign a student to particular classes, or to modify their schedule when deemed necessary to provide a Free Appropriate Education at Public Expense ["FAPE"]..

Nothing herein shall override the authority of the Title IX Coordinator to change a student's class assignments or schedule as part of a supportive measure under Title IX.

A. "Best interest" reassignment to another school

In circumstances where the best interests of a student warrant a change of school assignment, the Superintendent or his/her designee is authorized to reassign a student from the public school to which he/she is currently assigned to another public school, either in or out of the District, a public academy in another district, or an approved private school. The Superintendent also has the authority to approve a request from another Superintendent to accept a transfer of a student from another school district to a school within the District. . This section sets out the procedures for a "Best Interest" reassignment.

1. Procedure

- a. In order to initiate consideration of a reassignment based upon the child's best interests, the parent/guardian shall submit to the Superintendent a written request stating why and/or how the child's best interests warrant reassignment. In order to facilitate a determination, such application may also include any additional information described in 4 below. The written request should be mailed or delivered to the SAU office or emailed to the Superintendent at the email address provided on the District's website.
- b. Upon such request, the Superintendent shall schedule a meeting (the "reassignment meeting") with the parent/guardian, to be held within 10 days of receiving the request.
- c. Prior to or at the reassignment meeting, the parent/guardian shall make a specific request that the student be re-assigned to another public school within the District, a public school in another district, an approved private school within the district, a public academy, or an approved private school in another district.
- d. At the reassignment meeting, the parent/guardian may present documents, witnesses, or other relevant evidence supporting the parent's belief that reassignment is in the best interest of the student.
- e. The Superintendent may present such information as he or she deems appropriate.
- f. In determining whether reassignment is in the student's best interest the Superintendent shall consider the student's academic, physical, personal, or social needs.

2. The Superintendent's Finding on Reassignment

In order for a student to be reassigned there must be a finding by the Superintendent that reassignment is in the student's best interests, after taking into consideration the student's academic, physical, personal, or social needs.

- a. Within five school days of the reassignment meeting, the Superintendent shall deliver to the parent/guardian a written determination as to whether or not reassignment is in the child's best interest. Delivery of the written determination should be done in a manner to produce evidence of the delivery (e.g., courier, email, fax).
- b. If the Superintendent finds it is in the best interest of the student to change the student's school or assignment, the Superintendent shall initiate:
 - i. A change of assignment within the student's current assigned school;
 - ii. The student's transfer to another public school, public academy, or approved private school within the District; or
 - iii. The student's transfer to a public school, public academy, or approved private school in another district.
- c. If the Superintendent does not find that it is in the best interest of the student to change the student's school or assignment, the parent/guardian may request a hearing before the School Board to determine if the student is experiencing a manifest educational hardship as provided in Section B of this policy.

3. The Tuition Determination

If a student is to be reassigned to a public school in another school district or approved public academy as a result of a best interest determination, the Superintendent shall work with the Superintendent or administrator of the receiving school district/approved school to establish a tuition rate for such student. Pursuant to RSA 193:3, I(g), if the Superintendent has made a finding that it is in the best interest of the student to be reassigned, then the

School Board shall approve the tuition payment consistent with the Board's ordinary manifest approval procedures.

If the student is reassigned to an approved private school as a result of a best interest determination, that school may charge tuition to the parent/guardian or may enter into an agreement for payment of tuition with the school district in which the student resides. The Superintendent shall consult with legal counsel regarding tuition

obligations in such an instance. Any such Agreement shall be subject to approval by the school board on behalf of the School District and shall be at the sole discretion of the School Board with due consideration given to the fiscal impact of such approval on the District and shall not be granted if in the opinion of the School Board there are other viable public school options for reassignment.

The Superintendent shall assure that the reassignment approval is placed on the agenda for the next regularly scheduled Board meeting.

5. Transportation:

Transportation for a student reassigned to a school in another district under this Section A (best interest) shall be the responsibility of the parent/guardian.

6. Tuition for Students Reassigned by Other Districts.

Pursuant to RSA 193:3, I. It is the general policy of the Board that the tuition amount to be charged to another district for any student reassigned by that district to a school within this District under the best interest standard of 193:3, I, shall be the lesser of the tuition charged for non-residential students under Board policy JFAB or as computed under the formula set out in RSA 193:4. The Superintendent, however, is authorized to reduce the tuition amount below those thresholds or for other good cause shown (e.g., reciprocal assignments between the two districts).

7. Final Decision.

The decision of the Superintendent shall be final and any appeal shall be limited to the process set forth in paragraph B., herein.

8. Annual Review

A reassignment on the basis of best interest of the student shall be limited to no longer than the end of the ensuing school year, and shall be subject to review by the Superintendent prior to any subsequent school year to determine that the reassignment remains in the best interest of the student, with the understanding that the Superintendent may, at his/her discretion, waive the review when he/she deems such to be appropriate..

B. Manifest Educational Hardship – Determination by School Board and Appeal to State Board.

If, after following the procedure outlined in Section A of this policy, the Superintendent did not find that it was in the best interest of the student to reassign the student as requested by the student's parent/guardian, then the parent/guardian may within thirty (30) days submit a request to the Superintendent for a hearing before the School Board

in accord with paragraph 2 herein, to determine if the student is experiencing a manifest educational hardship.

1. "Manifest Educational Hardship" Defined. As provided in RSA 193:3, II (a), "manifest educational hardship" means that a student has a documented hardship in his or her current educational placement; and that such hardship has a detrimental or negative impact on the student's academic achievement or growth, physical safety, or social and emotional well-being. Such hardship must be so severe, pervasive, or persistent that it interferes with or limits the ability of the student to receive an education.
2. Procedure for Determination of Manifest Educational Hardship.
 - a. Within thirty (30) days after receipt of the Superintendent's written determination described that reassignment is not in a student's best interest as described in paragraph A.2.a. above, the parent/guardian requesting a manifest educational hardship hearing shall submit a written application to the Superintendent detailing the specific reasons why they believe that the current assignment constitutes a manifest educational hardship.
 - b. The Superintendent shall duly notify the school board that the parent/guardian has requested a manifest educational hardship hearing, upon which the school board shall schedule a hearing to be held no more than 15 days¹ after the request has been received by the Superintendent. The Board shall provide at least two (2) full days notice of the hearing. The Board will conduct the hearing in non-public session, unless the parent/guardian requests the hearing be held in public session, subject to RSA 91-A:3, II(c).
 - c. Prior to or at such hearing, the parent/guardian shall provide to the Superintendent a specific request in writing that the student attend another public school or approved private school in the District, or attend a public school, public academy, or approved private school in another school district. The Superintendent shall provide such request to the School Board at the hearing. Although not required, the parent/guardian may include this request as part of the original hearing request.
 - d. At such hearing, the parent/guardian may present documents, witnesses, or other relevant evidence supporting their belief that the student is experiencing a manifest educational hardship. The

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Superintendent may present such information as he or she may deem appropriate to assist the School Board in reaching its decision. The parties (or their appointed designee) shall have the right to examine all evidence and witnesses. The formal rules of evidence shall not apply. The Superintendent will assure the means for the Board to establish an adequate record of the hearing.

- e. The parent/guardian shall have the burden of establishing the presence of a manifest educational hardship by clear and convincing evidence, which means that the evidence is highly and substantially more likely to be true than untrue, and the Board must be convinced that the contention is highly probable.²
- f. The Board will render its decision in writing within seven (7) days after the hearing and will forward its written decision to the parent/guardian via means producing proof of delivery (e.g., courier, email, etc.). The decision will conform to the requirements of NH Dept. of Education Rule Ed 320(c)-(e).

- 3. Finding of Manifest Educational Hardship. If the School Board finds that the student has a manifest educational hardship, the School Board shall grant the parent's or guardian's request to reassign the student to another public school or approved private school in the District, or to a public school, public academy, or approved private school in another district.
- 4. Finding that Manifest Educational Hardship Was Not Established – Appeal to the New Hampshire State Board of Education. If the School Board finds that the parent/guardian has not met their burden of proof, the parent/guardian may appeal the local Board decision to the New Hampshire State Board of Education (“SBOE”), within thirty (30) days of receipt of the Board’s written decision in accordance with NH Dept. of Ed. Rule Ed 204.01(g). If a parent/guardian believes that denial of a re-assignment under this policy upon the child’s disability, the parent/guardian may appeal to the SBOE or file a complaint with the N.H. Human Rights Commission under RSA 354-A:28.
- 5. Tuition for Students Reassigned Upon Finding of Manifest Educational Hardship. If, after a finding of a manifest educational hardship - by either the School Board or the State Board - a student of the District is assigned to attend school in another district, or a student from another district is assigned to a school in this District, the district in which the student resides shall pay tuition to the district to which the child is reassigned.

Such tuition shall be computed according to RSA 193:4. The school board of the district in which the student resides shall approve the tuition payment consistent with its ordinary manifest approval process.

6. Transportation: Transportation for a student reassigned to schools in another district under this section B (manifest educational hardship) shall not be the responsibility of the District unless otherwise ordered by the SBOE.

7. Review. A reassignment on the basis of manifest educational hardship shall be limited to no longer than the end of the ensuing school year and shall be subject to review by the School Board prior to any subsequent school year to determine that the manifest educational hardship still exists, with the understanding that the Board may, at its discretion, waive the review when it deems such to be appropriate.

C. Admission Requirements. Students reassigned under this Policy shall meet the admission requirements of the school to which the student is to be reassigned.

D. Statutory Reassignment Limit. The total reassignments or transfer made under this policy in any one school year will not exceed one (1) percent of the average daily membership in residence of a school district, or five (5) percent of the average daily membership in residence of any single school, whichever is greater, unless the School Board votes to exceed this limit.

E. Count of Reassigned Pupils, Tuition Payment and Rate, and Transportation. Pupils reassigned under this policy will be counted in the average daily membership in residence of a given pupil's resident school district. Said pupil's resident district will forward any tuition payment due to the District to which the pupil was assigned.

F. Notice to the Department of Education. The Superintendent of the pupil's resident SAU will notify the Department of Education within thirty (30) days of any reassignment made under this policy.

G. Special Education Placements. A placement made relative to a student's special education needs and services shall not be deemed a change of school assignment for purposes of this section.

Legal Reference:

RSA 193:3, III. (Change of School Assignment)

RSA 193:3, I, II, Manifest Educational Hardship

RSA 193:14-a, Change of School Assignment; Duties of State Board of Education

Ed320.01 et seq.

Category: P

1st Read: September 6, 2022

2nd Read:

Adopted:

~~JCA~~ JCB – Change of School within ConVal School District Schools

In circumstances where the best interests of a student warrant a change of school assignment within the ConVal School District schools, the Superintendent or his/her designee is authorized to reassign a student from the public school to which he/she is currently assigned to another ConVal public school. ~~or to approve a request from another Superintendent to accept a transfer of a student from a school.~~

Procedures for Reassignment of Students within the District:

1. The parent or legal guardian will submit a written request for student enrollment transfer to the home and receiving building principal. The written request will include a summary of the unique circumstances leading to the request for transfer. All requests will be reviewed on a case-by-case basis at the discretion of the Superintendent; priority in decision making given to the child, the school, and the district.
2. Once the request is received by the building principals, the home principal will schedule a meeting with the parent/guardian. This meeting shall occur within five days of receipt of the written request. All requests will be shared with the Director of Student Services.
3. If the home principal supports the transfer request, he/she will communicate the decision to the receiving building principal. Both administrators must support the request for the transfer to move forward. Once approved by both administrators, each will generate a joint, written notification to the Superintendents that outlines the agreement.

The Superintendent, within 10 school days of receipt of the agreement summary, shall review the submitted summary and approve or disapprove the agreement. A written placement decision shall be shared with the parent/guardian, as well as the two building principals.

4. If the home or receiving principal does not approve the request, the home principal will send a written denial, documenting the justification, to the parent/guardian within 15 days of receipt of the transfer request.
5. The parent may appeal the denial to the Superintendent. An appeal must be received within 10 days of receipt.
6. The Superintendent's reassignment decision shall be in writing, and shall be final and binding.

7. Parent/guardian requests must be made each year to the home and receiving principals, no later than March 15th. If the request is not received by March 15th, the student will attend school in the town in which the parent/guardian resides.

Legal Reference:

RSA 193:14-a, Change of School Assignment; Duties of State Board of Education

Category: O

1st Read: September 6, 2022

2nd Read:

Adopted:

JLC – Student Health Services CV Version

The School Board may appoint ~~a school nurse to function in the school health program~~ one or more school nurses to carry out appropriate school health-related activities including, but not limited to: providing direct health care to students; providing leadership, care coordination and qualitative improvement of school health services; promoting a healthy school environment and control/surveillance of infectious diseases; promoting health; serving in a leadership role for health policies and programs; and serving as a liaison between school personnel, family, community, and health care providers. ~~he school nurses' responsibilities also include, but are not limited to: assessing and responding to individual student health needs through Individual Healthcare Plans, maintaining accurate health records, participating on 504, IEP or other school teams (as needed or required), health promotion, disease and injury prevention initiatives, student wellness, and other responsibilities and services as dictated by law or Board policy. Finally, the school nurse will assist the administration in developing/updating forms necessary and appropriate for health-related issues.~~

A school nurse shall be a registered professional nurse licensed in New Hampshire, and certified by the New Hampshire Department of Education working within the nursing scope of practice as defined by New Hampshire Board of Nursing.

The Board may employ or contract with a Licensed Practical Nurse (LPN) or a Licensed Nursing Assistant (LNA) to work under the direct supervision of the school Registered Nurse (RN) within their respective scopes of practice. As provided by New Hampshire law, the school nurse is responsible for ~~any~~ the delegation of health care tasks.

Responsibilities of the school nurse, LPN, and LNA are outlined in the job descriptions for their respective positions. In addition, the Superintendent or his/her designee may assign additional duties to the school nurse, LPN, or LNA within the respective scopes of practice.

Personnel qualified to carry out appropriate school health-related activities as defined by EBBC/JLCE shall be available to each school in the District. All injuries or illnesses occurring during the school day shall be reported to the school nurse or the building principal. Accidents shall be reported in accordance with Board Policy EBBC. Students attending school during the extended day, night, or summer school programs, or any other time when the school nurse is not in the building, are to report all illnesses and injuries to the supervising adult. ~~The school nurse, principal, or designee will notify parents before a student who is injured or ill is permitted to go home and the student's dismissal will be contingent upon parent authorization.~~

Students will not be allowed to leave school due to injury or illness without first notifying either the school nurse, principal or designee as well as the student's parent/guardian or emergency contact on file.

Emergency medical care will be provided pursuant to the guidelines of Board Policy EBBC/JLCE. Any pupil who is required to take prescribed medication during the school day will do so in a manner consistent with District policies and procedures, including policy JLCD and appendix JLCD-R, and the provisions of Department of Education Rule 311.02.

Legal References:

RSA 200:27, School Health Services

RSA 200:29, School Nurse

RSA 200:31, School Health Personnel

NH Code of Administrative Rules, Sec. Ed. 306.12, School Health Services

Category: P

See also EBBC, JLCE

1st Read: September 6, 2022

2nd Read:

Adopted:

JLCE - Emergency Care and First Aid

All School personnel have responsibilities in connection with injuries and emergencies occurring in school and at school-sponsored events, which may be classified as follows:

- (1) administering first aid;
- (2) summoning ~~medical assistance;~~ school nurse, athletic trainer and/or EMS 911
- (3) notifying administration;
- (4) notifying parents; and,
- (5) filing accident/injury reports.

School personnel must use reasonable judgment in handling injuries and emergencies. Caution should be exercised not to minimize or maximize any injury or illness. All personnel will understand the proper steps to be taken in the event of an injury or emergency, including appropriate activation of EMS and obtaining additional staff assistance when possible. Personnel shall also understand their role as it relates to the District's Emergency Operations Plan and the site specific plan for their school.

The Superintendent or their designee(s) will ensure that at least one other person on staff, aside from the school nurse, has current first aid and cardiopulmonary certification (CPR). If the school nurse or licensed practical nurse is not available, the person(s) who have current first aid and CPR certification is authorized to administer first aid and CPR as needed.

The school will obtain at the start of each school year emergency contact information of parents/guardians for each student and staff member.

~~The school physician, school nurse, or specially trained staff members shall assist in the treatment of injuries or emergency situations. Such individuals have the authority to administer oxygen in case of a medical emergency, if available and if appropriate. This authorization extends to administering oxygen to students without prior notification to parents/guardians.~~

The school nurse or ~~other designated personnel~~ *school nurse delegatee* may administer ~~other~~ medications to students in emergency situations, provided such personnel has all training as is required by law. A school nurse shall be permitted to administer oxygen to a pupil in a medical emergency without parental permission or a physician's order. ~~Such medication may also be administered in emergency situations if a student's medical action plan has been filed and updated with the school district to the extent required by law.~~

If a school nurse or licensed practical nurse is not available to a school for any reason, at least one other person who has a current first aid and cardiopulmonary certification (CPR), including AED training, (automated external defibrillator) will be available (per Ed 306.12). Also required is annual training of the Health Office delegatee and other authorized staff in assisting in the administration of an Epi-pen, a metered dose inhaler, and/or an opioid antagonist. Being available means they must be on school grounds during school hours or present at scheduled school activities so that they can provide emergency care immediately, without prior notification to parents/guardians. However, parents/guardians shall be promptly notified after emergency assistance has been provided.

~~Consistent with state law,~~ The school nurse may maintain a supply of asthma related rescue medication and the emergency medication epinephrine. ~~The school physician, if any, The school nurse, or specially~~

~~trained staff members~~ may also administer epinephrine to **any student** in case of a medical emergency, if appropriate. This authorization extends to administering epinephrine without prior notification to parents/guardians.

The school nurse can delegate epinephrine administration to a trained individual of any student who has epinephrine prescribed. The school nurse or other designated personnel may administer or make available to a student for self-administration a bronchodilator, spacer, or nebulizer for use in emergency or other situations as determined by the school nurse provided that:

- (a) The school has on file an asthma action plan for the student which shall be filed annually and updated as necessary with the school and includes an order from the student's health care provider to provide the student with an asthma rescue inhaler, including dosage information and permission for the student to use the school's stock in the event of an emergency; and
- (b) The student's parent/guardian has provided written permission to the school nurse to administer a bronchodilator, spacer, or nebulizer from the school's supply.

The school nurse shall notify the student's parent or legal guardian whenever a bronchodilator, spacer, or nebulizer from the emergency stockpile is administered to a student. The school nurse shall make the notification as soon as practicable in accordance with the contact information on file at the school.

A parent or legal guardian of any child may authorize a school employee, or person employed on behalf of the school in cases where there is no school nurse immediately available, to administer glucagon to a child in case of an emergency, while at school or a school sponsored activity. Glucagon administration training may be provided by a licensed physician, physician assistant, advanced practice registered nurse, or registered nurse, however in no case shall school nurses be required to provide training. The school administration shall allow school employees to voluntarily assist with the emergency administration of glucagon when authorized by a parent or legal guardian. The law currently requires that the state board of education, in conjunction with the American Diabetes Association, and the New Hampshire chapter of American Academy of Pediatrics, shall develop standards and guidelines for the training and supervision of personnel, other than the school nurse, who provide emergency medical assistance to students under this section. Such personnel shall only be authorized to provide such assistance upon successful completion of glucagon administration training. The school nurse, or school employee in cases where there is no school nurse immediately available, may administer glucagon to a child in case of an emergency, while at school or a school sponsored activity in compliance with a diabetes management plan or physician's order, signed by the student's health care provider, that prescribes the care and assistance needed by the student including glucagon administration.

~~The district will maintain all necessary records relative to the emergency administration of medication and will file all such reports as may be required under Board policy JLCD, or applicable laws or regulations. See below:~~

Records related to the emergency administration of any medication under this policy shall be made and maintained by the school nurse as provided in Board policy JLCD, District procedures and/or applicable

laws and regulations. The school nurse will follow other first aid reporting protocols, as may be determined by other Board policy or administrative directive.

~~Accident reports must be prepared and filed consistent with Board policy EBBB.~~ Replace with current language: *All accidents judged to be other than minor require an accident report to be filled out by the supervising adult and filed with the Principal and SAU Office within 24 hours of the incident per policy EBBB.*

The District makes it possible for parents/guardians to subscribe to student accident insurance at low rates. This program is offered each year during September. The District does not provide student accident insurance and the student accident insurance is not a program of the District.

Naloxone/Narcan and Opioid Antagonists:

The Board authorizes the District to obtain, store and administer naloxone/Narcan and/or other opioid antagonists for emergency use in schools.

The school nurse or other properly trained staff member may administer such medication in emergency situations. Opioid antagonists will be available during the regularly scheduled school day. They may be available at other times at the discretion of the Superintendent.

The Superintendent is authorized to procure such medication on behalf of the District.

All such medication will be clearly marked and stored in a secure space in the school nurse's office or other appropriate location. The school nurse is responsible for storing the medication consistent with the manufacturer's instructions and Board policy JLCD and District procedures.

Local law enforcement and emergency medical service personnel will be notified if such medication is administered by the District.

Legal References:

RSA 200:40, Emergency Care

RSA 200:40-a, Administration of Oxygen by School Nurse

RSA 200:40-b, Glucagon Injections

RSA 200:44-a, Anaphylaxis Training Required

RSA 200:54, Supply of Bronchodilators, Spacers or Nebulizers

RSA 200:55, Administration of Bronchodilator, Space or Nebulizer

Ed 306.04(a)(21), Emergency Care For Students And School Personnel

Ed 306.12, School Health Services

1st Read:

2nd Read:

Adopted:

JHCB – Immunizations Of Students

The school nurse shall ensure that all students shall be immunized prior to school entrance in accordance with current state rules and regulations.

Category: P

1st Read: September 6, 2022

2nd Read:

Adopted:



ConVal School District - Purchase Recommendation

General Information

Description: 25 Epson BrightLink Interactive projectors to replace classroom SMARTBoard and Projectors per replacement cycle

Sole Source: No

RFQ Number: ConVal Technology RFQ 2022-03

RFQ Date: 8/5/2022 - 8/12/2022

RFQ Post Location: <https://convalsd.net/finance-operations/finance/request-proposal-quotes/conval-technology-rfq-2020-03/>

Budgeted Item: Yes

Line Item(s): Multiple Lines

Low Bid Information

Vendor	Description	Bid
SHI	Epson BrightLink 725Wi Interactive - 3LCD projector	\$1924.5/each \$48,112.50
WCA	Epson BrightLink 725Wi Interactive - 3LCD projector	\$2,108.21/each \$52,705.25
GCI	Epson BrightLink 725Wi Interactive - 3LCD projector	\$2,410.88/each \$60,272

Purchase Recommendation

Vendor	Bid
SHI	\$48,112.50

Comments	Price includes interactive projector, wall mount, and interactive touch module
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ConVal School District - Purchase Recommendation

General Information

Description: 24 AiO in One Desktops to replace 5+ year old student desktops per replacement cycle

Sole Source: No

RFQ Number: ConVal Technology RFQ 2022-03

RFQ Date: 8/5/2022 - 8/12/2022

RFQ Post Location: <https://convalsd.net/finance-operations/finance/request-proposal-quotes/conval-technology-rfq-2020-03/>

Budgeted Item: Yes

Line Item(s): Multiple Lines

Low Bid Information

Vendor	Description	Bid
SHI	Lenovo Business Desktop ThinkCentre M70q Gen 3	\$1154.62/each \$27,710.88
Mosaic	Lenovo Business Desktop ThinkCentre M70q Gen 3	\$1,184.20/each \$28,420.80
Archangel	Lenovo Lenovo ThinkCentre M70a Gen 3 All-in-One Computer	\$1,462.14/each \$35,091.36

Purchase Recommendation

Vendor	Bid
SHI	\$27,710.88

Comments	Some vendors did not include monitor so ThinkCentre TIO24Gen 4 23.8-inch for \$272.44 was added to price
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ConVal School District - Purchase Recommendation

General Information

Description: 60 cell phones with unlimited data plans

Sole Source: No

RFQ Number: ConVal Technology RFQ 2022-02

RFQ Date: 7/29/2022 - 8/12/2022

RFQ Post Location: <https://1tw6p42hake44fily017pmsy-wpengine.netdna-ssl.com/wp-content/uploads/2022/07/ConVal-RFP-2022-02-Cell-Phones.pdf>

Budgeted Item: Yes

Line Item(s): Multiple Lines

Low Bid Information

Vendor	Description	Bid
T-Mobile	Government Unlimited Data Plan	\$24.36 per month per phone
Verizon	Government Unlimited Data Plan	\$50 per month per phone

Purchase Recommendation

Vendor	Bid
T-Mobile	\$24.36 per month per phone

Comments	No charge for phones if the line remains active for 24 months, otherwise the cost of the phone is prorated. All phones have capability of WiFi calling. Yearly cost for 60 lines will be \$17,539.20.
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