

**OFFICE OF THE SUPERINTENDENT OF SCHOOLS**

**106 Hancock Road**

**Peterborough, New Hampshire**

**CONTOOCOOK VALLEY SCHOOL BOARD**

**School Board Meeting**

**Tuesday, May 2, 2023**

***Immediately Following Public Hearing @ 7:00 p.m.***

**Physical Location: SAU #1 Board Room**

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

**Agenda**

- 1. Call to Order and Pledge of Allegiance**
- 2. Points of Pride**
- 3. Student Representative – Katherine Craig**
- 4. Approval of Manifests (Board Vote Required)**
- 5. Public Comment**
- 6. Consent Agenda**
  - a. Acceptance of School Board Meeting Minutes**
    - 1) April 18, 2023 (pg. 1-5)
  - b. Personnel**
    - 1) Nominations (pg. 6)
  - c. May 1, 2023 Enrollment Update (pg. 7-8)**
- 7. Superintendent's Report and Presentation of Business**
  - a. Monthly Events Calendar (pg. 9-10)**
  - b. School Board Requests**
  - c. Swimming – Kevin Proctor**
- 8. Non-Public Session: RSA 91-A: 3, II**
- 9. Reports**
  - a. Strategic Organization Committee Meeting – Alan Edelkind**
  - b. Selectmen's Advisory Committee Meeting – Alan Edelkind**
- 10. Old Business**
  - a. Strategic Organization Committee Charge**
  - b. Policies – 2<sup>nd</sup> Read/Adoption**
    - JJA: Student Activities & Organizations (pg. 11-12)
    - IC: School Year and School Year Calendar (pg. 13)
    - EBCD: Emergency Closings/Emergency School & District Closings (pg. 14-15)
- 11. New Business**
  - a. Policies – 1<sup>st</sup> Read**
    - EBCA: Crisis Prevention & Emergency Response Plans (pg. 16-17)
  - b. Rescind Policy**
    - ICA: School Calendar (pg. 18)
  - c. Exchange Students**
  - d. Field Trip Proposal (Board Vote Required) (pg. 19-20)**
    - 1) ConVal Regional High School, 10-12<sup>th</sup> grade students, travel to Spain from April 21-29, 2024. Students will expand their knowledge and engage with content in a variety of situations, and learn about culture with memorable moments.
    - 2) Great Brook School, Grade 7, VEX Robotics requests travel to Dallas Texas from April 29-May 4<sup>th</sup>, 2023 to compete in the World Championship competition.
  - e. Budget Transfers – Lori Schmidt (pg. 21-22)**
  - f. Expense and Encumbrance Report – Lori Schmidt (pg. 23-24)**
- 12. Public Comment**
- 13. Adjourn**

**OFFICE OF THE SUPERINTENDENT OF SCHOOLS**  
**106 Hancock Road**  
**Peterborough, New Hampshire**  
**CONTOOCCOOK VALLEY SCHOOL BOARD**

**School Board Meeting**

**Tuesday, April 18, 2023**  
**7:00 p.m.**

**Physical Location: SAU #1 Board Room**

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

**Minutes**

**BOARD**

William Bryk, Tom Burgess,  
Richard Dunning, Alan Edelkind,  
Jim Fredrickson, Dan Harper,  
Katherine Heck, Michael Hoyt,  
Thomas Kirlin, Greg Kriebel,  
Janine Lesser, Crista Salamy

Katherine Craig, Student Rep.

**ADMINISTRATION**

Dr. Kimberly Saunders, Supt.  
Lori Schmidt, B.A.  
Carrie James, H.R.  
Cari Christian-Coates, Student Serv.  
Heather McKillop, CVHS  
Richard Simoneau, CVHS  
Erik Thibault, CVHS  
Mark Schaub, Tech.

**1. Call to Order and Pledge of Allegiance**

**Dick Dunning called the meeting to order at 7:00 p.m. The Pledge of Allegiance was recited.**

Dick Dunning requested moving the Auditor's Presentation up to just after Public Comment. Confirmed.

**2. Points of Pride**

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

Katherine Heck shared having the distinct pleasure today when Temple Elementary Students engaged with Senators in Concord with questions while out on a field trip.

Alan Edelkind recognized Kimberly Saunders for the outstanding job she has done representing the ConVal School District with the adequate funding lawsuit. We have a lot to be proud of.

Alan recognized Katherine Craig for being one of the recipients of a scholar/athlete award.

**3. Student Representative – Katherine Craig**

Katherine Craig reported that the "Glow Dance" was a massive success making over \$1,500.00. A car wash was held making over \$500 for their class. This past Saturday, the Boys' Varsity Baseball team played at Delta Stadium in Manchester.

Katherine Craig shared information about a recent play performance. Today was the last day to purchase prom tickets. An ice bucket challenge is underway. Advanced Placement (AP) tests are coming up after April vacation. National Honor Society Earth Day plans are underway. Other plans underway were also shared.

**4. Approval of Manifests (Board Vote Required)**

Lori Schmidt certified that manifests listed totaling \$2,655,635.10 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 reported. Katherine Heck seconded. Unanimous.**

## **5. Public Comment**

Janice Laroche, PES, thanked the Board for their appreciation for all that they do for the staff and the district as a whole. She presented a thank you card to Dick Dunning.

Kimberly Saunders referenced information included in School Board folders about the Auditors report. Sheryl Pratt and Kyle Gingras were present to share information about the audit. Kimberly said that ConVal has a long-standing relationship with Plodzik and Sanderson, Public Accountants.

Ms. Pratt said that she has been with Plodzik since 1995. Kyle has been on board since 2009.

The opinion letter, on pages 1-3, are the most important. ConVal received an unmodified opinion on all materials. This is a clean opinion, which is excellent.

A change in accounting principles, GASB 87 in particular, related to how leases will be reported going forward. It changes how assets will be looked at; e.g. copiers.

The "Management's Discussion and Analysis" is a required document. It is management's explanation of the numbers in detail. Financial statements follow in the report.

The net position on page ten reflects a negative number. This reflects the liabilities captured by the NH Retirement System. Most districts have a negative debt position.

Ms. Pratt continued through the report providing explanations of materials presented and reasons for the reporting.

The unreserved fund helps determine what might go back for tax setting purposes. At the beginning of the year, \$4.4 Million was the unassigned fund balance. Other actions resulted in a \$3.3M surplus. The end result was \$2.7 M in unassigned fund balance.

A single audit is required for ConVal as a result of receiving and expending over \$750,000. Opinion letters on the single audit were referenced. The first letter reflects a clean finding. The second letter included a follow-up to a prior year opinion. ConVal is considered a low risk auditee.

Audit adjustments in the grant funds was a financial statement finding because the grants fund was not properly reconciled at the end of the year. A response letter to that finding was referenced.

Dick Dunning asked if there were any questions. Hearing none, they were thanked for their presentation.

## **6. Consent Agenda**

### **a. Acceptance of School Board Meeting Minutes**

1) April 4, 2023

### **b. Personnel**

1) June 2023 Resignations

2) Co-Curricular Notifications

### **c. April 1, 2023 Enrollment Update**

**William Bryk moved to accept the Consent Agenda as presented. Jim Fredrickson seconded. Unanimous.**

## **7. Superintendent's Report and Presentation of Business**

### **a. Monthly Events Calendar**

A Public Hearing was added to the calendar on Tuesday, May 2<sup>nd</sup> at 7:00 p.m.

Strategic Organization Committee will meet on April 27<sup>th</sup> at 5:30 p.m.

### **b. School Board Requests**

Kimberly Saunders shared information about School Board Requests.

Outstanding is the School Resource Officer presentation and on Charlie.

### **c. Auditor's Presentation**

Shared earlier in the agenda under #5.

### **d. Nominations – SY" 2023-2024**

1) Annual to Annual Contract

Kimberly Saunders shared that these staff are currently on annual contract and are recommended to continue on annual contract. Teachers need five years before eligibility to move to continuing contract.

**Katherine Heck moved to approve the nominations as shared. William Bryk seconded. Unanimous.**

2) Annual to Continuing Contract

**Katherine Heck moved to approve the nominations as shared. William Bryk seconded. Unanimous.**

3) Continuing to Continuing Contract

**Katherine Heck moved to approve the nominations as shared. William Bryk seconded. Unanimous.**

SSP's-

**Katherine Heck moved to approve the nominations as shared. William Bryk seconded. Unanimous.**

**8. Reports**

**a. Strategic Organization Planning Committee Meeting – Alan Edelkind**

Alan Edelkind reported that he was elected Committee Chair. A briefing for new committee member Dan Harper took place. The RFP was discussed. One vendor has withdrawn leaving two. Tomorrow is the deadline for receiving the RFP back. Next steps, after receiving the RFP, is to read and discuss them collectively. Evaluation criteria will be set as well as timelines.

Jim Fredrickson introduced himself to the full board and public. He shared information about Building Committee meetings that occur on the third Wednesday of each month.

**9. New Business**

**a. Technology Purchase Recommendations (Board Vote Required)**

**Recommendation #1 – Tom Burgess moved to approve the purchase recommendation to purchase Chromebooks from B&H in the amount of \$112,806.90. Jim Fredrickson seconded. Unanimous.**

**Recommendation #2 – William Bryk moved to approve the purchase recommendation for laptops from EDI in the amount of \$112,200.00. Katherine Heck seconded. Unanimous.**

**Recommendation #3 – Katherine Heck moved to approve the purchase recommendation to purchase Interactive Displays from GCI in the amount of \$137,200. Dan Harper seconded.**

Those being replaced are 8 to 10 years old. Those that can still be used will be considered. The projectors might still be usable.

Katherine Heck said that with our surplus policy, if the equipment can be used somewhere, it would be favorable. Katherine thanked Mark Schaub for the format that information is presented in.

**Unanimous.**

**Recommendation #4 – William Bryk moved to approve the purchase recommendation to purchase Allied Telesis switches and port adapters from ISC in the amount of \$50,605.01. Katherine Heck seconded. Unanimous.**

**Recommendation #5 – William Bryk moved to approve the purchase recommendation to purchase Extreme Networks ExtremeCloud IQ from WCA in the amount of \$19,750. Katherine Heck seconded. Unanimous.**

**b. General Assurances**

Kimberly Saunders said that annually, the DOE requires that General Assurances be brought to the board. These were sent to the board earlier for review. This is required to participate in federal programs. Kimberly added that she is required to tell the board the amount that ConVal will receive but it has not been shared by the DOE yet. There is confidence that \$2.1M in federal grants will be available to ConVal.

**c. Expenditure and Encumbrance Report – Lori Schmidt**

Lori Schmidt shared that this report is brought to the board monthly. It reflects expenditures and those funds encumbered. Purchasing of supplies and repair and maintenance items are encumbered as we go. It is important to vote and accept the expense report and the encumbrances therein.

**Jim Fredrickson moved to accept the expenditure report and the encumbrances therein. William Bryk seconded. Unanimous.**

Jim Fredrickson said that the fund balance at the end of the year will need discussion later in the year. One million dollars was voted to go into trust funds. For the first time, we can retain funds. Funds left over will be returned to the taxpayers.

#### **d. MS-22 Signing**

Dick Dunning referenced the MS-22 that was passed around for Board Signature.

Kimberly Saunders shared that it is the report on the appropriations just voted. It starts the process of tax rate setting.

#### **e. ConVal High School Handbook Addendum**

Kimberly Saunders said that ConVal High School student, Jordan Sweet, is here to talk about proposed changes to the student handbook. Jordan Sweet, Heather McKillop, and others were present. Jordan Sweet came to administration to share some of his experiences. As a result of that conversation, changes are underway.

Jordan Sweet said that he has been in the district his whole life. His main thing with all of this is that there is a lot of racial injustice in middle school and the high school. He said that he feels that there is a lack of attention over how those things should be handled. This handbook change is a way of putting more attention on this. It addresses consequences for certain actions. He said that the change would be appreciated. It would help the ConVal community to become safer and more inclusive.

Heather McKillop said that with the support of the Board, Jordan has agreed to be on a student group to communicate the roll out of these changes.

Jim Fredrickson shared full support. He asked what "relational orientation" means. It might not be just gender related.

Rick Simoneau said that the term sexual orientation did not fit. A relationship could cover many different things. It is the relationship that matters. Relationship orientation was chosen for terminology.

Janine Lesser asked Jordan if he plans to talk to the middle schools. Jordan said that this is for the high school right now. If adopted, it will influence the middle schools.

Dan Harper asked if "nationality" should be added to the list of discriminatory topics.

Jordan agreed that it should.

Katherine Heck asked Kimberly if there was anything in the handbook around this or is this in addition to or new.

Kimberly Saunders said that we have policy AC non-discrimination. This sets out the behaviors that will not be accepted and the potential consequences. This does not replace any language.

Katherine Heck asked if the intervention and response language is used in other areas.

Heather said that the language is consistent. Restorative practices may be offered if both parties are willing.

Jordan agreed that nationality language should be added.

Dick Dunning shared the process for handbook approval annually and the reason for the addendum.

**Katherine Heck moved to accept the addition to the handbook as created and hoped for a positive impact.**

**Crista Salamy seconded the motion. Unanimous.**

#### **f. Exchange Students**

Kimberly Saunders said that she is not asking for a decision today but wants to start the conversation about Exchange Students. We, from time to time, accept Exchange Students. Often, tuition is waived. Kimberly said that she wants to consider working with one agency because we are familiar with this agency; the Grand Monadnock Rotary Club.

The way that they bring students into the country and the work they do to match a student with a family is a draw.

Bob MacDonald, Grand Monadnock Rotary, was present to share information. Bob MacDonald shared information about what makes the Rotary's Exchange Program different. He said that the biggest distinction is the scope and level of support and volunteer nature rather than for profit. Kids have a wonderful time. Kids at ConVal get to meet outstanding students and share what it is like in other parts of the world.

More discussion will take place at the next School Board meeting.

#### **g. Policies – 1<sup>st</sup> Read**

JJA: Student Activities & Organizations

IC: School Year and School Year Calendar

EBCD: Emergency Closings/Emergency School & District Closings

Crista Salamy referenced the three policies for a first read. Send questions or comments to Crista or Kimberly.

**10. Public Comment**

None.

**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. Katherine Heck seconded. Unanimous on a roll call vote at 8:17 p.m.

William Bryk motioned to exit Non-Public Session at 8:32 p.m. Jim Fredrickson seconded. Unanimous.

Jim Fredrickson moved to seal the minutes of Non-Public Session for a period of ten (10) years. William Bryk seconded. Unanimous.

**12. Adjourn**

Jim Fredrickson motioned to adjourn at 8:33 p.m. William Bryk seconded. Unanimous.

Respectfully submitted,

Brenda Marschok

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

**CONTOOCCOOK VALLEY SCHOOL DISTRICT**

**May 2, 2023  
Personnel Agenda**

**2023-24 Nominations:**

**CVHS**

Josie Leonard	Social Studies Teacher	\$45,100
Taylor Montgomery	Social Studies Teacher	\$46,100
Patrick Leonard	Special Education Teacher	\$73,172
Angela Bird	Life Science Teacher	\$65,535
Gregory Morris	.25 Math Teacher	\$21,840

Grade Total	96	123	130	140	140	140	133	762
SCHOOL	Preschool	Kindergarten	1st Grade	2nd Grade	3rd Grade	3rd & 4th	4th Grade	Total
AES	28	20	19	19	16	8	13	130
# of Sections	2	2	2	1	1	1	1	
Ratio	14.0	10.0	9.5	19.0	16.0	15.0	13.0	
BES		Kindergarten	1st Grade	2nd Grade	3rd Grade	4th Grade		
# of Students		10	18	14	14	12		68
# of Sections		1	2	1	1	1		
Ratio		10.0	9.0	14.0	14.0	12.0		
DCS		Kindergarten	1st Grade	2nd Grade	3rd & 4th Grade			
# of Students		9	15	13	11	13		61
# of Sections		1	1	1	1	1		
Para					Classroom Para			
Ratio		9.0	15.0	13.0	24.0			
FES		Kindergarten &	1st Grade	2nd Grade	3rd Grade	4th Grade		
# of Students		8	8	13	9	7		45
# of Sections		1		1	1	1		
Ratio		16.0		13.0	16.0			
GES	Preschool	Kindergarten	1st Grade	2nd Grade	3rd Grade	4th Grade		
# of Students	24	12	11	17	13	16		93
# of Sections	2	1	1	1	1	1		
Ratio	12.0	12.0	11.0	17.0	13.0	16.0		
HES	Preschool	Kindergarten	1st Grade	2nd Grade	3rd Grade	4th Grade		
# of Students	13	11	8	9	20	9		70
# of Sections	1	1	1	1	1	1		
Ratio	13.0	11.0	8.0	9.0	20.0	9.0		
PES	Preschool	Kindergarten	1st Grade	2nd Grade	3rd Grade	4th Grade		
# of Students	31	45	44	51	40	51		262
# of Sections	2	3	3	3	3	3		
Ratio	15.5	15.0	14.7	17.00	13.3	17.0		
TES	Kindergarten	1st & 2nd Grade	3rd Grade &	4th Grade				
# of Students	8	7	9	5				33
# of Sections	1	1	1	1				
Para		Classroom Para	Classroom Para	Para*				
Ratio		8.0	11.0	14.0				
5.1.2023	* Teaching Principal Para	Enrollment numbers may include tuitioned-in students	Total Elem. Students PreK-4	762				



	<u>Grade 5</u>	<u>Grade 6</u>	<u>Grade 7</u>	<u>Grade 8</u>	<u>Total</u>
<b>GBS</b>					
# of Students	59	51	60	57	227
# of Teachers*					14
<b>SMS</b>					
# of Students	90	74	90	90	344
# of Teachers*					17
<b>Total Students GBS and SMS</b>	149	125	150	147	571
<b>CVHS</b>					
# of Students	176	(0)	173	(7)	(5)
			159	(6)	18
				158	666
(CVHS enrollment numbers do NOT include ATC students from other Districts)					
Enrollment numbers may include tuitioned-in students					
<b>Total Enrollments</b>					
2006-07	3104	2434	2143		
2007-08	2969	2342	2109		
2008-09	2855	2325	2074		
2009-10	2755	2239	2059		
2010-11	2534	2169	2021		
		2234	2022-23	1999	
					5.1.2023

# May 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<b>1</b>	<b>2</b> Policy Committee Mtg. @ SAU @ 5:45 p.m.  Public Hearing @ SAU @ 7:00 p.m.  School Board Mtg. @ SAU @ immediately following Public Hearing	<b>3</b>	<b>4</b> Strategic Organization Committee Mtg. @ SAU @ 5:30 p.m.	<b>5</b>	<b>6</b>
<b>7</b>	<b>8</b>	<b>9</b> Communication Committee Mtg. @ SAU @ 6:00 p.m.	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>
<b>14</b>	<b>15</b>	<b>16</b> Budget & Property Committee Mtg. @ SAU @ 5:45 p.m.  School Board Mtg. @ SAU @ 7:00 p.m.	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b> Selectmen's Advisory Committee Mtg. @ SAU @ 7:00 p.m.	<b>26</b>	<b>27</b>
<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>			

# June 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6 Policy Committee Mtg. @ SAU @ 5:45 p.m. School Board Mtg. @ SAU @ 7:00 p.m.	7	8	9	10
11	12	13 Communication Committee Mtg. @ SAU @ 6:00 p.m.	14	15	16	17
18	19	20 Budget & Property Committee Mtg. @ SAU @ 5:45 p.m. School Board Mtg. @ SAU @ 7:00 p.m.	21	22 Selectmen's Advisory Committee Mtg. @ SAU @ 7:00 p.m.	23	24
25	26	27	28	29	30	

**STUDENT ACTIVITIES & ORGANIZATIONS*****Category: Recommended***

It is the policy of the Board to allow opportunities for all students residing in the District to participate in co/extra-curricular activities and programs designed to meet their needs and interests. Co/extra-curricular activities include, but are not necessarily limited to athletics (including intramurals), band, chorus, clubs, organizations, school dances, and others. Such activities and programs are intended to supplement and enrich regular academic instruction, provide opportunities for social development, encourage participation in clubs, athletics, performing groups, or encourage service to the school and community. Any student organization or school/District sanctioned team, club, or activity must be recommended by the building Principal and approved by the Board.

**A. Eligibility.**

To participate in co-curricular and extra-curricular activities, all students must meet eligibility requirements, and understand that such participation is a privilege, not a right. The Superintendent is directed to establish eligibility standards and procedures for acceptable academic performance, good citizenship/sportsmanship, parental permission, fees, and physical exams/health requirements. The eligibility standards and procedures will be published in the student/parent handbooks. **The building Principal, or his/her designee(s), will verify that all students meet eligibility standards and procedures prior to the students' participation in the activity.** Any person so designated by the Principal must be trained on the requirements of Board policy.

In addition, participation in interscholastic sports or other school activities affiliated with outside organizations (e.g., the New Hampshire Interscholastic Athletic Association, or the New Hampshire Music Educators Association, etc.) is subject to the rules and eligibility requirements of those organizations. Additional Board policies, administrative regulations, or activity rules may apply to specific programs, clubs, and activities.

In the event that a program has reached capacity, determinations must be made in the same manner as described in Board policy JJJ.

**B. Participation by Home Education and Other Non-Enrolled District Students.**

Participation in student activities and organizations must have the same eligibility and participation requirements for both district students and for home educated, charter school, or non-enrolled district school resident students ("non-enrolled district students"). See Board policy JJJ for information on participation by such students.

**C. Appeals.**

Any student/parent who believes that the district's policies/regulations or the State's laws/regulations have not been appropriately or fairly interpreted regarding eligibility or participation in a school a course or program may appeal to the Principal or Designee, followed by the Superintendent, and if necessary the School Board.

**STUDENT ACTIVITIES & ORGANIZATIONS****Administrative Regulations or Procedures.**

The Superintendent or designee may adopt such administrative regulations or procedures as s/he deems appropriate in order to implement this policy. Such regulations or procedures must also comply with Board policy JJJ.

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**District Policy History:**

*First reading:* \_\_\_\_\_ *Last revised:* \_\_\_\_\_

*Second reading/adopted:* \_\_\_\_\_ *Reviewed/reaffirmed:* \_\_\_\_\_

*Other district policy history:* \_\_\_\_\_

**Legal References:**

RSA 193:1-c, Access to Public School Programs by Nonpublic...Pupils.

RSA 193-A:6, (Home Education), Records; Evaluation

N.H. Dept. of Ed. Admin. Rule – Ed 306.26(d), Kindergarten-Grade 8 Curriculum

N.H. Dept. of Ed. Admin. Rule – Ed 306.27(b)(5), High School Co Curricular Program

N.H. Dept. of Ed. Admin. Rule – Ed 306.27(v), Reasonable accommodations for students with disabilities

**First Read: April 18, 2023**

**Second Read: May 2, 2023**

**Adoption:**

# IC – School Year

The school year shall include a minimum of 180 instructional days for students and additional days for the teaching staff, emergency days, etc.

Any days that the schools are closed for emergency reasons will be made up at the end of the school year or during recess periods, as approved by the Board upon the Superintendent's recommendation.

Alternatively, the school year may consist of the number of hours as required by New Hampshire Department of Education Rules. In the event schools are closed for excessive days for emergency reasons, the Superintendent may recommend to the School Board a revised schedule that satisfies all Department of Education requirements, but which may amend the number of days in the school year.

## ***Legal References:***

*RSA 189:1, Days of School*

*RSA 189:24, Standard School*

*NH Code of Administrative Rules, Section Ed. 306.18, School Year*

*NH Code of Administrative Rules, Section Ed. 306.19, School Calendar*

*NH Code of Administrative Rules, Section Ed. 306.27 (q), High School Schedule for Seniors/Graduation*

Category: R

## **Adoption History:**

1st Read: October 1, 2013

2nd Read: October 15, 2013A

Adopted: October 15, 2013

1<sup>st</sup> Read: April 18, 2023

2<sup>nd</sup> Read: May 2, 2023

Adopted:

**EMERGENCY SCHOOL & DISTRICT CLOSINGS***Category: Recommended*

The Superintendent shall establish criteria and procedures for emergency closings of the schools. No school, office, or system event cancellation or delay will be made without the direct authorization of the Superintendent of Schools. In the event the Superintendent is unavailable, such decisions will be made by a senior administrator specifically designated by the Superintendent.

- A. Announcements and Notifications. When the Superintendent/designee decides it is necessary to delay opening or close any facility or school or cancel any school event, he/she will initiate all related communications to the public by radio, television, website, school alert system, or other available means. Students, parents, and staff shall be informed early in each school year of the procedures which will be used to notify them in case of emergency closings, whether action is taken before or during school hours. In the event of any closings, cancellations, or early dismissals, the Superintendent shall notify the Board.
- B. Delayed Opening of Schools. The Superintendent/designee may delay the opening of schools upon determining that weather conditions appear extremely hazardous to operate school buses at the regular early morning hours, but that travel conditions will appreciably improve later in the morning. The public announcement will report the delayed opening, including the cancellation of morning kindergarten, if necessary. Schools and offices shall close on the regular schedules. After-school activities and events will not be affected by a delayed opening.
- C. Closing of Schools Only for the Entire Day. When the Superintendent determines that weather or other conditions exist or will develop that would make it unwise to open one or more schools any time during the day, the announcement communicated to radio and television stations shall state that the school district is closed. If school is closed for the entire day, all afternoon and evening programs shall also be canceled.
- D. Distance Education During Inclement Weather. Pursuant to Board policy IC, the Superintendent may approve school or district-wide instruction by way of remote instruction or other form of "distance education". Unless the use of distance education for a specific day has previously been communicated, the Superintendent/designee will include the necessary information regarding the remote instruction/distance learning day in the announcement that school has been canceled.
- E. Emergency Early Release. In the event that weather conditions are safe for travel in the morning but become hazardous by the time of normally scheduled dismissals, the Superintendent may decide to release students early. The Superintendent will notify parents as soon as possible in order to allow for the arrangement of after-school care and transportation when necessary. The Superintendent shall develop protocols for dismissal schedules, transportation of students, and notification of stakeholders. If there is an emergency early release, all afternoon and evening programs shall also be canceled.

**EMERGENCY SCHOOL & DISTRICT CLOSINGS**

- F. Afternoon and Evening Program Cancellations. When schools are open to the end of the school day, but weather or other conditions deteriorate in the late afternoon, the Superintendent/designee may decide to cancel afternoon and evening programs. Schools and offices should plan and communicate alternate dates and times to hold programs or events.
- G. Weekend Closings. When weather or other conditions are predicted or develop that would make it hazardous to operate weekend programs or events, the Superintendent/designee is responsible for decisions regarding cancellations and for notifying the appropriate media.
- H. Staff Responsibilities. When schools are closed pursuant to this policy, staff members shall remain available for work as directed by the Superintendent.

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**Legal References:**

RSA 189:1, Days of School  
N.H. Dept. of Ed. Rule - Ed 306.18, School Year  
N.H. Dept. of Ed. Rule - Ed 306.19, School Calendar  
N.H. Dept. of Ed. Rule - Ed 306.22, Distance Education

**First Read: April 18, 2023**

**Second Read: May 2, 2023**

**Adopted:**



**CRISIS PREVENTION & EMERGENCY RESPONSE PLANS***Category: Recommended**Related Policies: ADD, EB, EBCD, EG, JICK & JLCJA**Related Administrative Procedures: EBCA-R & EG-R*

The Board recognizes that schools are subject to a number of potentially dangerous events, such as natural disasters, industrial accidents, acts of terrorism, and other violent events. No school is immune from these events no matter the size or location. The Board is committed to the prevention of these events, to the extent possible, in the schools and at school-sponsored activities.

- A. **Site-specific Emergency Operations Plan (RSA 189:64).** Each school shall develop a site-specific school emergency operations plan ("EOP") based on and conforming with the Incident Command System and the National Incident Management System and pursuant to RSA 189:64.

Each Emergency Operations Plan will address hazards as including, but not limited to: acts of violence, threats, natural disasters, fire, hazardous materials, medical emergencies, and other hazards deemed necessary by the School Board or local emergency authorities.

School building principals shall annually review their site-specific EOP and submit updated plans (or report of no changes) to the Superintendent or designee for review by August 1.

If, after such review, the plan remains unchanged, then the Superintendent or designee in conjunction with the building principal shall notify the New Hampshire Department of Safety and/or the New Hampshire Department of Education by October 15 that the plan is unchanged. If an Emergency Operations Plan is updated/revised, the Superintendent or designee in conjunction with the building principal shall submit the updated Emergency Operations Plan to the Director of Homeland Security and Emergency Management of the Department of Safety by October 15.

*All-hazard and fire evacuation drills shall be conducted annually pursuant to Board policy **EBCB**.*

- B. **District-wide Crisis Prevention and Response Plan.**

The Superintendent, in consultation with appropriate personnel, and in coordination with local emergency authorities, shall develop a District-wide Crisis Prevention and Response Plan (the "District Crisis Plan"). The District Crisis Plan shall serve as a compilation of each site-specific Emergency Operations Plan for each District school and shall include the current Sports Injury Emergency Action Plan as required under Board policy JLCJA and RSA 200:40-c.

The District-wide Crisis Plan will include provisions addressing coordination of crisis prevention and responses between and among the different schools, grounds, school buses, and other facilities of the District.

The District Crisis Plan shall be updated and provided to the Board for review by October 31 each year (i.e., after the site-specific EOP's are submitted to the state).

- C. **Coordination.** The Superintendent will establish a relationship with local and state emergency services (e.g., police, fire, ambulance, etc.). Unless otherwise provided in a site-specific EOP, the District-wide Crisis Prevention and Response Plan or the District Communication Plan, the Superintendent, or his/her designee, will serve as the coordinator/liaison with these authorities. Additionally, the Superintendent should designate personnel to explore the availability of any

**CRISIS PREVENTION & EMERGENCY RESPONSE PLANS**

training or support provided by the New Hampshire Departments of Education and/or Safety associated with risk assessment, crisis management, and other matters related to this policy.

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**Legal References:**

RSA 189:64, Emergency Response Plans

RSA 193-D, Safe School Zones

RSA 193-F, Pupil Safety and Violence Prevention

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

N.H. Dept. of Education Administrative Rule, Ed. 306.04(a)(2), Promoting School Safety

1st Read: May 2, 2023

2nd Read:

Adopted:

# ICA – School Calendar

The school calendar will be developed by the Superintendent or designee and approved by the School Board. Any exceptions or revisions to the calendar must be approved in advance by the Board.

The Superintendent or designee shall ensure that the calendar conforms to the number of actual days of instruction and employment as required by law, board policy, and staff contracts.

To the extent possible, the calendar will be coordinated with the school calendars of the area vocational schools and regional special education programs.

***Legal Reference:***

***NH Code of Administrative Rules, Section Ed. 306.19, School Calendar***

Category: R

See also IC

1st Read: October 1, 2013

2nd Read: October 15, 2013

Adopted: October 15, 2013

Rescinded: May 2, 2023

**CONTOOCOOK VALLEY SCHOOL DISTRICT  
FIELD TRIP PROPOSAL**

1. Name: SPANISH CLASS Grade: 10<sup>th</sup>-12<sup>th</sup> School: CVHS  
2. Destination: SPAIN  
3. Date(s) of Trip: April vacation 2024 Time(s): From Apr 21<sup>st</sup> to Apr. 29<sup>th</sup>  
4. Description of Trip: Visiting Madrid & Andaluća.

5. How will this trip relate to your program and/or curriculum?

This trip relates to the Spanish curriculum because it allows students to expand their knowledge, and engage with content in a variety of situations. It gives opportunities to learn about culture with memorable moments.

6. Transportation will be by: Bus Co. \_\_\_\_\_ Private Car \_\_\_\_\_ Other plane flight

(Private cars require completion of District Use of Private Vehicle Form by individual drivers)

7. Ratio of Adults: approx 3 to Number of Students: Not determined yet.

Velva Pacheco - McMahon  
Staff Signature Date

Lucky Jimilly 4/26/23  
Principal Signature Date

**SCHOOL USE ONLY: All items must be checked before the Principal/Assistant Principal will sign**

\_\_\_\_\_ Bus Form If Necessary  
\_\_\_\_\_ Fee Paid By \_\_\_\_\_  
\_\_\_\_\_ Chaperones Listed On The Reverse  
\_\_\_\_\_ Permission Slips To Parents/Guardians Prepared  
\_\_\_\_\_ Office Notified With Accurate Lists of Students

\_\_\_\_\_ Kitchen Notified If Lunches Would Be Affected  
\_\_\_\_\_ UA Team Notified  
\_\_\_\_\_ Posted on Events Calendar  
\_\_\_\_\_ Notified Nurse to prepare Medicine  
\_\_\_\_\_ CPR/First Aid Trained: \_\_\_\_\_ (Name)

**SCHOOL BOARD APPROVAL REQUIRED FOR TRIPS OF MORE THAN TWO (2) DAYS (REFER TO FIELD TRIP POLICY IICA).**

**Proposal forms must be submitted to the Principal by April 1<sup>st</sup>, to the Superintendent by May 1<sup>st</sup> and approved by the School Board no later than the August meeting for trips during the new school year**

Date Received at SAU Office \_\_\_\_\_

Date Approved/Not Approved by School Board \_\_\_\_\_  
(Please Circle One)

Adopted: May 1, 2001

**CONTOOCOOK VALLEY SCHOOL DISTRICT  
FIELD TRIP PROPOSAL**

1. Name: VEX Robotics Grade: 7 School: Great Brook  
2. Destination: DALLAS TEXAS  
3. Date(s) of Trip: 4/29/23 - 5/4/23 Time(s): From all day  
4. Description of Trip:

The Awesome Potatoes made it to The world  
Championship Competition in Dallas, Texas.

5. How will this trip relate to your program and/or curriculum?

They went to Competitions this year then qualified  
for States and then qualified for the world  
Championship.

6. Transportation will be by: Bus Co. Boston Express Private Car \_\_\_\_\_ Other plane American Airlines  
(Private cars require completion of District Use of Private Vehicle Form by individual drivers)

7. Ratio of Adults: 2 to Number of Students: 5

Catrina Young 4/21/23 [Signature] 4/21/23  
Staff Signature Date Principal Signature Date

**SCHOOL USE ONLY: All items must be checked before the Principal/Assistant  
Principal will sign**

- |  |  |
|--|--|
| <input type="checkbox"/> Bus Form If Necessary                           | <input type="checkbox"/> Kitchen Notified If Lunches Would Be Affected |
| <input type="checkbox"/> Fee Paid By _____                               | <input type="checkbox"/> UA Team Notified                              |
| <input type="checkbox"/> Chaperones Listed On The Reverse                | <input type="checkbox"/> Posted on Events Calendar                     |
| <input type="checkbox"/> Permission Slips To Parents/Guardians Prepared  | <input type="checkbox"/> Notified Nurse to prepare Medicine            |
| <input type="checkbox"/> Office Notified With Accurate Lists of Students | <input type="checkbox"/> CPR/First Aid Trained: _____                  |
|  | (Name)   |

**SCHOOL BOARD APPROVAL REQUIRED FOR TRIPS OF MORE THAN TWO (2)  
DAYS (REFER TO FIELD TRIP POLICY IJOA).**

**Proposal forms must be submitted to the Principal by April 1<sup>st</sup>, to the Superintendent by May 1<sup>st</sup> and  
approved by the School Board no later than the August meeting for trips during the new school year**

Date Received at SAU Office \_\_\_\_\_ Date Approved/Not Approved by School Board \_\_\_\_\_  
(Please Circle One)

Superintendent/Board Chairman Signature \_\_\_\_\_

Adopted: May 1, 2001  
Form Updated: April 2019

**Budget Transfer Requests  
May 2, 2023**

p 1 of 2

	Account	Description	Debit	Credit
<b>1</b>	21.000.2190.49.330	Distr Tec Prof Services	12,000	
	21.000.2190.49.119	Dist Tech Support Sal		12,000
	New SIS position was filled mid year. This transfers a portion of unused budget to support conferences and training for District Support Staff.			
<b>2</b>	21.221.2620.70.622	SMS OPER BLDG ELECTRICITY	33,301	
	21.220.2620.70.622	GBS OPER BLDG ELECTRICITY	21,200	
	21.220.2620.70.624	GBS OPER BLDG FUEL/OIL	20,580	
	21.116.2620.70.622	PES OPER BLDG ELECTRICITY	19,882	
	21.221.2620.70.624	SMS OPER BLDG FUEL/OIL	15,387	
	21.110.2620.70.622	AES OPER BLDG ELECTRICITY	11,137	
	21.220.2630.70.422	GBS UPKEEP GRNDS SNOW PLOW	10,079	
	21.116.2620.70.624	PES OPER BLDG FUEL/OIL		14,420
	21.330.2620.70.622	CVHS OPER BLDG ELECTRICITY		46,850
	21.000.2650.40.656	Dist Admin Propane		70,296
	Transfer funds for unused propane and regular student transportation to cover overages in snow removal, disposal, electricity and heating oil.			
<b>3</b>	21.000.2320.40.540	Advertising	30,000	
	21.000.2310.40.540	Dist Admin Advertising		14,000
	21.000.2721.40.519	Dist Admin Pupil Trans		16,000
	To separate District notices advertising budget from employment and recruiting advertisement. Recruiting and employment advertising has cost more.			
<b>4</b>	21.000.1200.39.580	Dist Spec Ed Mileage	13,700	
	21.000.2721.40.519	Dist Admin Pupil Trans		13,700
	Transfer funds between mileage accounts and from pupil transportation to cover increased mileage expense.			
<b>5</b>	21.330.2726.40.510	Voc Ed Transportation	110,000	
	21.000.2721.40.519	Dist Admin Pupil Trans		110,000
	Transfer funds from regular home to school transportation to Voc Ed transportation.			

# **Budget Transfer Requests** **May 2, 2023**

p 2 of 2

<b>6</b>	21.000.5220.40.890	Transfer to Food Service	39,121	
	21.000.1100.18.111	Gen Ed Para Salaries		23,929
	21.000.1100.18.211	HEALTH INSURANCE		15,192

Transfer funds to food service per Board vote 10/4/22. Utilize budget for position and related benefits that we haven't been able to fill. Position eliminated in FY 2024.

<b>7</b>	21.330.2190.40.330	School Resource Officer Services	73,650	
	21.000.2721.40.519	Dist Admin Pupil Trans		73,650
Transfer funds to cover addition of School Resource Officer after budget approved.				

<b>8</b>	21.000.1100.18.220	FICA	48,000	
	21.000.1100.18.231	Non-Teach Retire	40,000	
	21.000.1100.18.110	Dist Basic Core Salaries		88,000
Transfer funds to cover FICA and non-teacher retirement.				

<b>9</b>	21.000.2315.40.380	Legal Service	330,000	
	21.000.2721.40.519	Dist Admin Pupil Trans		330,000
Transfer funds to cover legal expenses.				

ConVal School District  
Expense and Encumbrance Projection  
April 26, 2023

Object Code	Account Description	Adjusted Budget	YTD	Encumbrance	Balance	Proposed Budget Transfers	% Available	Notes
110	REGULAR SALARIES	17,746,679	11,933,738	4,377,731	1,435,230	(88,000)	7.59%	A
111	PARAPROFESSIONAL SALARIES	3,040,876	2,015,043	641,054	384,779	(23,929)	11.87%	A
112	ADMIN ASSISTANTS	1,219,856	976,290	241,591	1,975	-	0.16%	
113	CUSTODIAL/MAINTENANCE	579,309	440,107	134,967	4,235	-	0.73%	
114	ADMINISTRATOR	2,800,178	2,263,050	515,173	21,956	-	0.78%	
115	DEPARTMENT HEADS	27,000	19,084	7,916	-	-	0.00%	
119	SUPPORT SERVICES	916,480	699,998	196,115	20,367	(12,000)	0.91%	
120	TEMPORARY SALARIES	1,147,788	832,292	208,854	106,642	-	9.29%	
130	OVERTIME	40,000	39,664	-	336	-	0.84%	
211	HEALTH INSURANCE	5,546,440	4,264,060	953,657	328,723	(15,192)	5.65%	
212	DENTAL INSURANCE	209,663	158,069	36,287	15,307	-	7.30%	
213	LIFE INSURANCE	48,299	35,163	10,597	2,540	-	5.26%	
214	LONG TERM DISABILITY	67,725	50,894	16,735	96	-	0.14%	
220	FICA	1,834,123	1,423,145	457,880	(46,902)	48,000	0.06%	A
231	NON - TEACH RETIRE	776,619	638,261	174,496	(36,138)	40,000	0.50%	A
232	TEACHER RETIRE	3,887,903	2,886,532	988,696	12,675	-	0.33%	
250	UNEMPLOYMENT COMP	22,500	21,924	-	576	-	2.56%	
260	WORKERS' COMP	101,990	101,990	-	-	-	0.00%	
299	OTHER BENEFITS - LT CARE & ANNUITIES	17,085	12,837	947	3,300	-	19.32%	
321	PROF SERVICES	108,755	51,454	-	57,301	-	52.69%	
322	STAFF SERVICES	88,817	20,728	-	68,089	-	76.66%	
323	PUPIL SERVICES	1,046,007	723,787	499,926	(177,706)	-	-16.99%	B
330	PURCHASED/PROF	1,866,989	1,392,624	526,738	(52,373)	85,650	1.78%	
340	STATISTICAL SERVICES	31,036	27,375	-	3,661	-	11.80%	
380	PURCH SERVICES	237,500	205,877	43,125	(11,502)	330,000	134.10%	A
390	SPECIAL TUTORING	125	125	-	-	-	0.00%	
411	WATER/SEWER	63,676	29,848	31,935	1,893	-	2.97%	
420	ENVIRONMENTAL DISPOSAL	900	-	-	900	-	100.00%	
421	DISPOSAL	56,404	44,743	11,661	-	-	0.00%	A
422	SNOW PLOWING	139,453	140,622	8,910	(10,079)	10,079	0.00%	A
430	REPAIR/MAINT	199,375	109,221	312,576	(222,423)	-	-111.56%	D
431	STRUCTURAL REPAIRS & MAINTENANCE	301,543	46,184	320,436	(65,077)	-	-21.58%	C
432	ELECTRICAL REPAIRS & MAINTENANCE	34,593	14,452	7,569	12,572	-	36.34%	
433	MECHANICAL REPAIRS & MAINTENANCE	279,215	53,473	122,180	103,562	-	37.09%	
434	HVAC REPAIRS & MAINTENANCE	86,395	25,757	12,393	48,245	-	55.84%	
435	SAFETY REPAIRS & MAINT	21,014	13,931	-	7,083	-	33.71%	
436	Copier Repairs	32,450	28,322	3,946	182	-	0.56%	A
440	RENTAL	2,550	1,700	850	-	-	0.00%	
443	Equip Rental: Copiers	49,574	37,345	12,229	0	-	0.00%	A
449	Equip Rental - Postage Meter	4,200	3,130	747	324	-	7.71%	
510	OTHER TRANSPORTATION	248,320	221,830	100,683	(74,194)	110,000	14.42%	A



ConVal School District  
Expense and Encumbrance Projection  
April 26, 2023

519	PUPIL TRANSPORTATION	2,659,380	1,522,060	475,172	662,148	(555,852)	106,296	4.00%	A
520	INSURANCE	118,650	118,650	-	-	-	-	0.00%	
530	Telephone / Web access	253,615	188,513	64,181	922	-	922	0.36%	
531	Cellular Phones	25,699	22,771	2,928	0	-	0	0.00%	A
534	POSTAGE	18,008	12,504	4,736	768	-	768	4.27%	
540	ADVERTISING	25,000	33,334	4,520	(12,854)	16,000	3,146	12.58%	A
550	PRINTING	8,500	5,660	-	2,840	-	2,840	33.41%	
561	TUITION	776,729	563,136	278,114	(64,520)	12,502	(52,018)	-6.70%	E
580	MILEAGE	79,992	40,773	43,489	(4,270)	13,700	9,430	11.79%	A
610	GENERAL SUPPLIES	736,324	493,080	138,395	104,849	-	104,849	14.24%	
615	TESTING SUPPLIES	25,669	20,001	5,668	0	-	0	0.00%	
622	ELECTRICITY	492,611	337,462	193,819	(38,670)	38,670	-	0.00%	A
623	BOTTLED GAS	30,950	17,327	13,618	5	-	5	0.01%	
624	FUEL OIL	439,747	397,950	63,344	(21,547)	21,547	-	0.00%	A
640	BOOKS	85,712	52,928	26,911	5,873	-	5,873	6.85%	
641	PERIODICALS	20,654	16,437	2,351	1,866	-	1,866	9.03%	
649	OTHER INFO SOURCES	3,610	2,329	706	575	-	575	15.92%	
650	SOFTWARE SUPPORT	538,502	423,829	63,023	51,650	-	51,650	9.59%	
656	PROPANE	360,357	142,349	81,442	136,566	(70,296)	66,270	18.39%	A
733	NEW FURNITURE	8,098	3,550	-	4,547	-	4,547	56.16%	
734	OTHER TECH EQUIPMENT	20,686	2,760	1,711	16,215	-	16,215	78.39%	
737	REPL FURNITURE	42,110	36,787	539	4,784	-	4,784	11.36%	
738	REPL EQUIPMENT	459,954	291,893	237,418	(69,358)	-	(69,358)	-15.08%	F
739	OTHER EQUIPMENT	41,885	31,933	9,092	860	-	860	2.05%	
810	DUES & FEES	199,739	127,275	41,675	30,789	-	30,789	15.41%	
830	DEBT SERVICE INTEREST	28,453	28,453	-	-	-	-	0.00%	
890	Transfer to Food Service	130,998	-	125,000	5,998	39,121	45,119	34.44%	A
910	DEBT SERVICE PRINCIPAL	540,000	540,000	-	-	-	-	0.00%	
930	TRUSTS/ IC	1,000,000	1,000,000	-	-	-	-	0.00%	
		54,101,036	38,478,394	12,856,452	2,766,189	0	2,766,189	5.11%	

Notes

- A Proposed budget transfer request.
- B Additional professional services based on student need. Need direction as to whether to make a budget transfer or hold public hearing for trust use.
- C This includes \$316,000 of unbudgeted costs for the PES roof project which will be a trust reimbursement upon completion of project.  
*Public Hearing 11/15/22; work scheduled to begin late June, 2023.*
- D This includes \$300,000 unbudgeted costs for architectural & engineering study for renovations. To be reimbursed by expendable trust and recognized as revenue.  
*Public Hearings 11/15/22, 2/15/22 and 4/19/22; contracts signed FY23.*
- E Changes in special education placements. Need direction as to whether to make a budget transfer or hold public hearing for trust use.
- F This includes \$95,000 unbudgeted costs for replacement vehicles. To be reimbursed by expendable trust and recognized as revenue.  
*Public Hearings 10/18/22 and 3/7/23.*