

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

106 Hancock Road

Peterborough, New Hampshire

CONTOOCCOOK VALLEY SCHOOL BOARD

School Board Meeting

Tuesday, November 14, 2023

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. Approval of Manifests (Board Vote Required)**
- 4. Public Comment**
- 5. Reports**
 - a. Student Representative – Lucy Jackson**
 - b. Teacher Representative**
 - c. Budget & Property Committee – Jim Fredrickson**
 - d. Strategic Organization Committee – Alan Edelkind**
 - 1) Community Forum – Monday, December 11, 2023**
- 6. Consent Agenda**
 - a. Acceptance of School Board Budget Work Session Meeting Minutes**
 - 1) November 4, 2023 (pg. 1-4)**
- 7. Superintendent's Report and Presentation of Business**
 - a. Monthly Events Calendar (pg. 5-6)**
 - b. School Board Requests**
- 8. Old Business**
 - a. FY'25 Proposed Budget**
 - b. Policies – 2nd Read/Adoption (Board Vote Required) (pg. 7-14)**
 - JBAB: Transgender and Gender Non-Conforming Procedure
 - AC: Non-Discrimination, Equal Opportunity Employment and District Anti-Discrimination Plan
 - BDE: Committees and School Board Member Special-Duty Assignments
- 9. Public Comment**
- 10. Non-Public Session: RSA 91-A: 3, II**
 - a. Negotiations**
 - b. Personnel**
 - c. Student**
 - d. Legal**
- 11. Adjourn**

OFFICE OF THE SUPERINTENDENT OF SCHOOLS
Peterborough, New Hampshire

CONTOOCOOK VALLEY SCHOOL BOARD

School Board Budget Work Session
SAU BOARD ROOM

NO PUBLIC PARTICIPATION

Saturday, November 4, 2023

8:30 a.m.

MINUTES

BOARD

William Bryk, Tom Burgess,
Richard Dunning, Alan Edelkind,
Jim Fredrickson, Dan Harper,
Katherine Heck, Michael Hoyt,
Thomas Kirlin, Liz Swan

ADMINISTRATION

Dr. Kimberly Saunders, Supt.
Dr. Ann Forrest, Asst. Supt.
Brian Cisneros, B.A.
Tim Grossi, Facilities
Michael Hatfield, H.R.
Cari Christian-Coates, Student Serv.
Ben Moenter, Special Ed.
Heather McKillop, CVHS
Tim Conway, SMS
Adam Caragher, GBS
Beth Gibney, AES
Alisha Hansen, Pierce
Nicole Pease, DCS
Rachel Hill, FES
Shawne Hilliard, GES
Jessica Vezina, HES
Larry Pimental, PES

8:30 – 9:00 - Welcome & Breakfast

Dr. Kimberly Saunders welcomed everyone for attending this morning.

9:00 – 9:30 - FY'25 Budget Work Session – Kimberly Saunders

- Overview of Materials
- FY'25 Presentation of Administrations Recommended Budget

Kimberly Saunders shared budget challenges –

Year 3 of the CVEA Agreement totals \$714,868, insurance increase of \$1,719,865, tuition increase (legal obligations to our students) of \$881,091, and a transportation increase of \$447,327.

These numbers have to go up to meet legal obligations to students.

Dollars were leveraged, tradeoffs were made to more directly impact student learning. One-time expenditures for inclusion in federal dollars and trusts were reviewed.

The budget process was rolled out to administrators in September. From there, it was reviewed and revised leading to today's workshop. A public hearing in January, followed by District Meeting in February and a March vote will follow.

The proposed budget is barely a flat service budget.

Challenges include the Guaranteed Maximum Rate increase for health insurance of 25%, transportation, tuition, and budgeting to maximum exposure.

The result is a proposed operating budget of \$56,017,506. The proposed operating budget is up 4.15%.

Salaries are down by \$479,674 or 1.73%

Benefits are up \$1,749,812 or 13.49%

Professional Services are up \$347,007 or 9.48%

Property Services are down by \$164,293 or 15.04%

Other purchased services are up \$1,351,059 or 32.97%. This includes tuition and transportation increases.

402's drive court or other legal placements. ConVal has \$285,513.00 for court placed students. We get \$12,480.00 in adequacy for these students.

In addition, three Charter schools for ConVal students have associated costs of \$113,495.00 in which ConVal receives \$29,120.00 in adequacy dollars. This does not include the cost of ConVal employees to go to these schools to service these students. These costs end up in the budget that we have no control over.

This does not count proposals for Dyslexia Screener that the local district has to cover.

Supplies and materials are down \$134,784 or down 4.32%

Furniture and equipment are down \$281,491 or down 51.4%. All new or replacement furniture that was not directly related to legal obligations was removed.

Dues & Fees, Debt Services is up \$24,590 or up 7.09%

Trusts , ESSER-3, E-Rate, and Capital Reserves - \$226,212 was removed from the budget and put into trusts for funding for things that can be purchased using these types of funds.

Considerations include Title IIA totaling \$15,228.00 and Title IVA totaling \$10,650.00.

Recommendations:

Cut one contracted service and bring in a staff member onboard.

Reading Interventionist for AES - Have to keep this position in the budget and out of ESSER.

Two full-time interventionists at GBS

Full-time technology integration specialist for GBS.

Kimberly Saunders said that this is the highest increase that she has brought forward as Superintendent.

Tom Burgess asked how our GMR increase for health insurance stacked up against other districts.

Kimberly Saunders said that it is related to usage.

Katherine Heck said that healthy reimbursements were realized during COVID and this is, in part, a result of that.

Tom Burgess asked about the out of district coordinator position. Kimberly explained that the funding of this position is being asked to pull into the district budget.

How does bringing the coordinator position back into the budget help meet kid's needs?

The ESP Clinical Coordinator continues to improve the program to meet the needs of our students in house.

The out of district coordinator works with 60-70 kids to support all of the pieces. Rather than keep this role in the grant, it is requested to move into the budget. The ESP clinical coordinator would move into the grant.

Dick Dunning asked if Katherine Heck could share a presentation at some point of what a Default Budget really looks like and what it entails.

The general public should have a clear understanding as well.

Kimberly Saunders said that Brian Cisneros, Business Administrator might provide this information.

Jim Fredrickson said that we have to get a budget passed, CVEA, trust funds, warrant articles.

Support services is down and pupil services are both down because dollars are moved into ESSER.

9:30 – 9:45 - Non-Public Session RSA 91-A:3 II

- Negotiations

- Personnel

Katherine Heck moved to enter into Non-Public Session in accordance with RSA 91-A:3 II at 9:37 a.m. for matters of personnel. Liz Swan seconded. Unanimous on a roll call vote.

Katherine Heck moved to exit Non-Public Session at 10:38 a.m. William Bryk seconded. Unanimous.

Katherine Heck moved to seal the minutes of Non-Public Session for two years. William Bryk seconded. Unanimous.

9:45 – 12:30 - Discussion

Jim Fredrickson asked how much is budgeted for health insurance. It is budgeted for \$1.79M.

\$584,000 is in the Health Trust Fund currently. A portion of the \$584K could be used toward the \$1.79M.

A public hearing would be necessary.

\$300,000 was recommended from the trust and then consideration for adding more back with unreserved funds at the end of the year.

Is this emergent? Is it significant enough? We have time to plan.

Jim Fredrickson said that trust fund balances will be looked at in the next Budget & Property Committee meeting.

Mike Hoyt asked if there has been a historical need to keep a larger amount in this fund. The response was that there has not been a need.

Katherine Heck said that a target might be determined before considering an amount. A public hearing is not needed now. She recommended an "up to" number.

Tim Grossi reported putting \$226K worth of items into building and equipment trusts and out of the budget.

Special Education Trust Fund - no recommendation to take funds from. An outplacement could easily impact this fund.

Kimberly Saunders spoke about the Energy Efficiency Trust implemented to buy out the solar project. Should these funds be used for other energy uses?

Jim Fredrickson said that if the target to buy the project out is newly estimated, the money is in the trust now to do so. He suggested that \$25K or \$50K could be taken out.

Katherine Heck asked if there were any capital energy projects under consideration. Otherwise, longer term capital goals will not be reached.

Tim Grossi said that it depends on the middle school renovation conversations and CTE at the high school.

Kimberly Saunders suggested going through the budget to look at anything that might be taken out of the budget that trust funds or grant funds might be used.

The Athletics Trust Fund will be reviewed as well. Target is \$200K and the balance is \$400K.

Recommendations were asked for trust targets.

A trust for Revenue Shortfalls was suggested. Katherine Heck said that is what the contingency fund is for now.

Kimberly said that adequacy is a consideration. If it decreases, we could go to a trust.

The contingency is designed to offset the tax rate.

Clear legal guidance is needed on what defines an emergency from the funds retained. Katherine Heck said that it is board defined.

Katherine said that the contingency (retained) fund can do everything that is being discussed.

Jim Fredrickson said that we can define what we want to use the emergency fund for and we could also set up another trust fund.

Katherine said that she would not recommend that. It can offset a revenue shortfall. We do not have the option in NH to do what is being asked. She offered caution.

The Superintendent was asked to get a legal opinion.

Dick Dunning said that he did not believe that a new fund was needed. The retention rate could be increased from the current 2.5% to one higher.

Tom Burgess asked if we needed to go to legal opinion.

Katherine Heck said that parameters are needed for the retention fund.

Kimberly will send the policy to legal and outline the situation that currently exists.

Katherine said that legal approved our original policy and it is likely illegal to use for health insurance.

A policy change would be needed to increase from 2.5%.

Kimberly Saunders asked if items should be put into grants (Title IIA, Title IVA, ESSER and Erate). Confirmed.

Kimberly will review the budget to see what else might come out of trust funds.

Other guidance?

Tom Burgess shared his concern about spending money for a legal opinion about the retention policy that we do not need. How was it left?

Dick Dunning said clarifying the policy to learn if the insurance increase would fall within the emergency.

Katherine said that the board defines emergency; we get to define that. If we take dollars now, in November, for a budget that starts July 1, we don't have available dollars for other unforeseen emergencies that we could not react to. We could also use the funds to offset the tax rate. Emergencies are unforeseen unexpected events.

Tom Burgess said that we do not need a legal opinion.

Dick Dunning said that it should be used for unanticipated emergencies. We know the impact of the health increase.

Katherine Heck said that this tool allows us flexibility within a budget year to use funds or offset the tax rate. It is a financial tool for us. If we decide to commit dollars in November for July, it is not recommended.

Katherine said that we don't raise new taxation for trust funds, we are using available funds.

Tom Burgess reiterated that he does not want to spend even a little bit of money on a legal opinion for what we already know.

We are talking about next year's budget and using funds from this year. It is two different discussions.

Katherine Heck said that when she brought retaining funds up and supported it, it was not designed to start buying things out of this budget.

Kimberly Saunders said that it is emergent.

William Bryk said that a 25% increase in health insurance is indeed an emergency.

Tom Burgess asked if this money is for this year or next.

Brian Cisneros said that you could free up expenses this year rather than next to leave funds toward the 25% increase.

Mike Hoyt said that we have six more months of this year's budget.

Direction from the board?

Use \$1M fund to utilize this year to offset costs in the projected budget?

Katherine Heck said that this is where we need legal advice. We are not associating it with health care costs.

Kimberly will seek legal advice.

Budget & Property Committee will be scheduled before the more detailed discussion.

12:30- 1:00 - Lunch

1:00 – - Discussion (Cont'd)/Additional Considerations

- Final Thoughts

- Next Steps

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

a. Legal

b. Negotiations

c. Personnel

William Bryk motioned to adjourn at 11:36 p.m. Katherine Heck seconded. Unanimous.

Respectfully submitted,

Brenda Marschok

November 2023

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

December 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	School Board Mtg. @ SAU @ 7:00 p.m.	6	7	8	9
10	11	12	13	14	15	16
	Community Forum @ CVHS Lucy Hurlin Theatre @ 7:30 p.m.					
17	18	Budget & Property Committee Mtg. @ SAU @ 5:45 p.m.	20	21	22	23
		School Board Mtg. @ SAU @ 7:00 p.m.		Selectmen's Advisory Committee Mtg. @ SAU @ 7:00 p.m.		
24	25	26	27	28	29	30
	District Closed – Holiday Recess	District Closed – Holiday Recess			District Closed – New Year's Eve	
31						

PURPOSE

District policy requires that all programs, activities, and employment practices be free from discrimination based on sex, sexual orientation, or gender identity. This policy is designed in keeping with these mandates to create a safe learning environment for all students and to ensure that every student has equal access to all school programs and activities. This policy sets out guidelines for schools and district staff to address the needs of transgender and gender nonconforming students and clarifies how state law should be implemented in situations where questions may arise about how to protect the legal rights or safety of such students. This policy does not anticipate every situation that might occur with respect to transgender or gender nonconforming students, and the needs of each transgender or gender nonconforming student must be assessed on a case-by-case basis. In all cases, the goal is to ensure the safety, comfort, and healthy development of the transgender or gender nonconforming student while maximizing the student's social integration and minimizing stigmatization of the student.

The Board directs the Superintendent to create a procedure to ensure that transgender and gender non-conforming students are supported and there are no institutional structures that create discriminatory practices. The procedure will be reviewed annually by the Administration and updated to consistent legal and regulatory requirements.

First Read: November 7, 2023

Second Read: November 14, 2023

Adopted:

**NON-DISCRIMINATION, EQUAL OPPORTUNITY EMPLOYMENT
and DISTRICT ANTI-DISCRIMINATION PLAN**

Category: Priority/Required by Law

Related Policies: ACAC, ACE, GBAA,

JICK, KED

See also: EF, EFAA, IKG, AC-E & AC-R

A. Prohibition Against Discrimination of Students in Educational Programs and Activities.

Under New Hampshire law and Board policy, no person shall be excluded from, denied the benefits of, or subjected to discrimination in the District's public schools because of their age, sex, gender identity, sexual orientation, race, color, marital status, familial status, disability, religion or national origin. Discrimination, including harassment, against any student in the District's education programs, on the basis of any of the above classes, or a student's creed, is prohibited. Finally, there shall be no denial to any person of the benefits of educational programs or activities, on the basis of any of the above classes, or economic status.

Bullying of students other than on the basis of any of the classes or categories listed above is prohibited under Board policy JICK Pupil Safety and Violence Prevention.

B. Equal Opportunity of Employment and Prohibition Against Discrimination in Employment.

The School District is an Equal Opportunity Employer. The District ensures equal employment opportunities without regard to age, color, creed, disability, gender identity, marital status, national origin, pregnancy, race, religion, sex, or sexual orientation. The District will employ individuals who meet the physical and mental requirements, and who have the education, training, and experience established as necessary for the performance of the job as specified in the pertinent job description(s).

Discrimination against and harassment of school employees because of age, sex, race, creed, religion, color, marital status, familial status, physical or mental disability, genetic information, national origin, ancestry, sexual orientation, or gender identity are prohibited. Additionally, the District will not discriminate against any employee who is a victim of domestic violence, harassment, sexual assault, or stalking.

C. Policy Application.

This Policy is applicable to all persons employed or served by the District. It applies to all sites and activities the District supervises, controls, or where it has jurisdiction under the law, including where it (a) occurs on, or is delivered to, school property or a school-sponsored activity or event on or off school property; or (b) occurs off of school property or outside of a school-sponsored activity or event, if the conduct interferes with a student's educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event, as set forth in Board policy JICK, Pupil Safety and Violence Prevention. Examples of sites and activities include all District buildings and grounds, school buses and other vehicles, field trips, and athletic competitions.

D. District Anti-Discrimination Plan.

No later than October 15, 2020, the Superintendent shall develop and provide to the Board for approval, a coordinated written District Anti-Discrimination Plan (the "Plan") includes

**NON-DISCRIMINATION, EQUAL OPPORTUNITY EMPLOYMENT
and DISTRICT ANTI-DISCRIMINATION PLAN**

guidelines, protocols and procedures intended to prevent, assess the presence of, intervene in, and respond to incidents of discrimination. See RSA 193:39.

The District's Anti-Discrimination Plan is available upon request to the appropriate Building Principal or the SAU office.

No less than once every two years (off years from review of the District's Suicide Prevention Plan per Policy JLDBB), the Superintendent or his/her designee shall update the District Anti-Discrimination Plan, and present the same to the Board for review. The Superintendent or his/her designee is encouraged to seek input from appropriate groups of the school and local community and coordinate with the District's Human Rights Officer, Title IX Coordinators, and Section 504 Coordinators in drafting updates. Among other things, the Plan must include provisions, and recommendations with respect to resources, policies, complaint procedures, student education programs, plan dissemination and training appropriate to carrying out the plan objectives stated in the preceding paragraph. Such Plan updates should be submitted to the Board in time for appropriate budget consideration.

E. Human Rights [or Non-Discrimination], Title IX, 504 and other Coordinators or Officers.

The Superintendent or his/her designee shall assure that District and/or building personnel are assigned to the positions listed below. Each year, the Superintendent or his/her designee shall prepare and disseminate as an Appendix AC-E to this Policy an updated list of the person or persons acting in those positions, along with their District contact information, including telephone number, email, postal and physical addresses.

Human Rights [or Non-Discrimination] Officer District

Title IX Coordinator District

504 Coordinator District

The Appendix will also include current contact for relevant state and federal agencies including:

U.S. Department of Education, Office of Civil Rights

U.S. Department of Agriculture, Office of Civil Rights

N.H. Human Rights Commission

N.H. Department of Justice, Civil Rights Unit

N.H. Department of Education, Commissioner of Education

F. Complaint and Reporting Procedures.

Any person who believes that he or she has been discriminated against or harassed in violation of this policy by any student, employee, or other person under the supervision and control of the school system, or any third person who knows or suspects conduct that may constitute

NON-DISCRIMINATION, EQUAL OPPORTUNITY EMPLOYMENT and DISTRICT ANTI-DISCRIMINATION PLAN

discrimination or harassment should contact the District Human Rights [or Non-Discrimination] Officer, or otherwise as provided in the policies referenced below under this same heading.

Any employee who has witnessed, or who has reliable information that another person may have been subjected to discrimination or harassment in violation of this policy has a duty to report such conduct to his/her immediate supervisor, the District Human Rights [or Non-Discrimination] Officer, or as provided in one of the policies or administrative procedures referenced below under this same heading. Additionally, employees who observe an incident of harassment are expected to intervene to stop the conduct in situations in which they have supervisory control over the perpetrator and it is safe to do so. If an employee knows of an incident involving discrimination or harassment and the employee fails to report the conduct or take proper action or knowingly provides false information in regard to the incident, the employee will be subject to disciplinary action up to, and including, dismissal.

Investigations and resolution of any complaints shall be according to the policies listed below and related administrative procedures or regulations. Complaints or reports regarding matters not covered in one or the other of those policies should be made to the District Human Rights Officer.

1. Reports or complaints of sexual harassment or sexual violence made by employees or third party contractors should be made under Board policy GBAA and/or ACAC;
2. Reports or complaints of sexual harassment or sexual violence by students should be made under Board policy ACAC.
3. Reports or complaints of discrimination on the basis of disability should be made under Board policy ACE, except for complaints regarding facilities accessibility by disabled non-students or employees, which should be made under Board policy KED and
4. Reports or complaints of bullying of pupils should be made under Board policy JICK.

G. Alternative Complaint Procedures and Legal Remedies.

At any time, whether or not an individual files a complaint or report under this Policy, an individual may file a complaint with the Office for Civil Rights (“OCR”), of the United States Department of Education, or with the New Hampshire Commissioner for Human Rights.

1. Office for Civil Rights, U.S. Department of Education, 5 Post Office Square, 8th Floor, Boston, MA 02109-3921; Telephone number: (617) 289-0111; Fax number: (617) 289-0150; Email: OCR.Boston@ed.gov

Note: Complaints to OCR must be filed in writing no later than 180 days after the alleged act(s) of discrimination. OCR may waive its 180 day time limit based on OCR policies and procedures.

2. New Hampshire Commission for Human Rights, 2 Industrial Park Drive, Concord, NH 03301; Telephone number: (603) 271-2767; Email: humanrights@nh.gov

**NON-DISCRIMINATION, EQUAL OPPORTUNITY EMPLOYMENT
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Notwithstanding any other remedy, any person may contact the police or pursue a criminal prosecution under state or federal criminal law or pursue any civil action available to them under state or federal law.

H. Retaliation Prohibited.

No reprisals or retaliation of any kind will be taken by the Board, any District employee, or any student against the complainant or other individual on account of his or her filing a complaint or report or participating in an investigation of a complaint or report filed and decided pursuant to this policy. If any individual is found to have retaliated against another in contravention of this section, this may be grounds for discipline.

I. False Reports Prohibited

No person shall knowingly file a false report or provide false information as part of an investigation under any of the District's policies, including policy GBAA, policy ACAC, policy ACE, policy KED, and policy JICK. If any individual is found to have violated this section, this may be grounds for discipline.

J. Administrative Procedures and Regulations.

The Superintendent or his/her designee is authorized to develop such other procedures and regulations as are necessary and appropriate to implement this policy.

K. Notice of Compliance.

The Superintendent or his/her designee will provide notice of compliance with federal and state civil rights laws to all applicants for employment, employees, students, parents, and other interested persons, as appropriate.

Legal References:

- RSA 193:38, Discrimination in Public Schools
- RSA 193:39, Discrimination Prevention Policy Required
- RSA 193-F, Student Safety and Violence Protection Act
- RSA 354-A, State Commission for Human Rights
- The Age Discrimination in Employment Act of 1967, 29 U.S.C. §621, et seq.
- The Rehabilitation Act of 1973, 29 U.S.C. § 701, et seq.
- The Americans with Disabilities Act of 1990, 42 U.S.C. §12101, et seq.
- Title IV of the Civil Rights Act of 1964, 42 U.S.C. §2000c, et seq.
- Title VII of The Civil Rights Act of 1964, 42 U.S.C. §2000e, et seq.
- Title IX of the Education Amendments of 1972, 20 U.S.C §1681, et seq.
- NH Dept of Ed. Rule 303.01(i), School Board Substantive Duties

First Read: November 7, 2023
Second Read: November 14, 2023
Adopted:

BDE – Committees and School Board Member Special-Duty Assignments Standing Committees

Category: O

Purpose:

The ConVal School Board utilizes standing committees to consider issues, proposals, and tasks in a smaller venue to allow members to delve more deeply into issues than may be possible at full School Board meetings. The committee structure is an efficient way of allowing for more thorough consideration of policy proposals, constructing budgets, initiating new programs, reviewing curricular issues, monitoring of progress toward Board goals, and Board communication. The committees may initiate and investigate any matter within their jurisdiction.

All recommendations of these committees should represent a majority vote of committee members. No vote or discussion of a standing committee – with the exception of the Student Discipline and Grievance Committees — will constitute a School Board decision unless so authorized by Board action at a public meeting.

Additional committees may be created, or existing committees dissolved, by a vote of the Board at the annual Board organizational meeting following the annual Board election.

The following committees currently exist as part of the governance of the Board:

- Budget and Property Education
- Policy
- Selectmen’s Advisory Committee

Committee Organization Each committee should have at least four members. The Chair of the Board, in consultation with Board members, makes committee appointments annually. These appointments are for a term of one year. All appointments will be made promptly after each Board election. An organizational meeting of each committee will be held annually promptly after each Board election and the announcement of committee appointments by the Board Chair.

A Chair for the committee will be selected annually by the appointed members of the committee at the organizational meeting of the committee. Any Board member may attend and participate in any committee meeting at any time. However, the voting members of each committee will be limited to those who have been appointed.

All committee meetings shall be posted publicly.

The Superintendent or designee shall attend committee meetings whenever possible, as non-voting members. The Chair of the committee is responsible for prioritizing issues, setting meeting agendas, dates, and times. A record must be kept of the proceedings of each committee meeting. That record must be approved by the voting membership of the Committee and kept on file at the Board office. The Chair of each standing committee shall be responsible for reporting on the committee’s business at the full Board meeting.

Committee Responsibility and Jurisdiction

Each committee of the Board will be assigned a jurisdiction. This jurisdiction will be reviewed and confirmed annually by the Board following the organizational meetings of all committees.

Each committee Chair may periodically initiate review and adjustment of the committee's jurisdiction when deemed appropriate; any change to a committee jurisdiction must be approved by the School Board. Committee jurisdictions will be posted on the School Board's website.

A committee of the Board shall not appoint a committee of that committee without approval of the Board.

School Board Member Special Duty Assignments

Individual Board members may be designated to fulfill special assignments on behalf of the whole Board to facilitate the efficient, or confidential, completion of Board responsibilities.

The following special duty assignments will be made to facilitate Board governance:

Negotiations/Grievance

Student Discipline

Review of the Manifest

Representative to the New Hampshire School Board Association (NHSBA)

Delegate Assembly

Strategic Planning

Special Duty Assignment Procedures

The Chair of the Board, in consultation with Board members, makes special duty appointments annually. These appointments are for a term of one year. All appointments will be made promptly after each Board election.

The committees on Negotiation, Employee Grievance, or Student Discipline are not open to participation by Board members who have not been appointed. Nor are meetings of the Negotiations, Employee Grievance, or Student Discipline committee meetings open to the public.

Board members appointed to fulfill a special duty assignment will report to the full Board as requested to do so by the Board Chair. Board member(s) designated to review the Manifest prior to each Board meeting will bear the responsibility of moving for acceptance of the certified manifest at the Board meeting.

The Board member appointed as the representative of the ConVal School Board to the NHSBA Delegate Assembly will review all proposals with the Board prior to the annual Delegate Assembly and seek Board advice regarding their vote at the Delegate Assembly.

Ad-Hoc Committees of the Board

Ad hoc committees of the Board may be appointed by the Chair of the Board. The function of the ad hoc committee will be to study specific issues for a specifically limited period of time, and if appropriate, to make recommendations to the full Board for approval. T

The dates, times, and location of ad hoc committee meetings will be posted publicly and the meetings will be open to all members of the Board. No vote or discussion of an ad hoc

committee will constitute a decision of the Board, unless such authority is granted by the School Board at a public meeting.

The School Board may form committees with members of the public, students, parents, and/or employees to do specific tasks and make recommendations to the Board. The Board Chair may appoint members of the School Board to such ad hoc committees.

Meetings of ad hoc committees must be properly posted and open to the public. Board members not appointed by the Board Chair may attend and participate in ad hoc committee meetings but may not be voting members of the ad hoc committee.

The Board will establish the charge of the scope of responsibility for such ad hoc committees. Such ad hoc committees are advisory and have only such authority as specified by the Board. The Board will receive reports or recommendations from an ad hoc committee at the direction of the Board Chair.

A record must be kept of the proceedings of each meeting of an ad hoc committee. That record must be approved by the membership of the ad hoc committee and kept on file at the Board offices. The Board retains the right and has the duty to make all final decisions related to such reports or recommendations of an ad hoc committee. The Board reserves the right to limit, create or dissolve an ad hoc committee at any time as it deems appropriate.

First Read: November 7, 2023

Second Read: November 14, 2023

Adopted: