

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

106 Hancock Road
Peterborough, New Hampshire

CONTOOCOOK VALLEY SCHOOL BOARD

School Board Meeting

Tuesday, November 7, 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. Policy Committee – Katherine Heck
 - c. Selectmen's Advisory Committee – Katherine Heck
 - d. Strategic Organization Committee – Alan Edelkind
 - e. Delegate Assembly – Erin Pils-Martin
6. Consent Agenda
 - a. Acceptance of School Board Meeting Minutes
 - 1) October 17, 2023 (pg. 1-4)
 - b. Personnel (pg. 5-6)
 - 1) Nominations
 - 2) 2023-2024 Co-Curricular Notifications
7. Superintendent's Report and Presentation of Business
 - a. Monthly Events Calendar (pg. 7-9)
 - 1) Set date of District Meeting – Part I
 - b. School Board Requests
 - c. November 1st Enrollment Update (pg. 10-11)
 - d. Student Achievement
 - e. Legislative Session Begins
8. Old Business
 - a. FY'25 Proposed Budget
9. New Business
 - a. Policy – 1st Read (pg. 12-19)
 - 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
 - b. Accept Gift/Donation (Board Vote Required) (pg. 20)
 - 1) South Meadow School AHT/Student Activity requests authorization to accept from the Monadnock Country Club/Tim Conway, the gift/donation of \$800.00 for the purpose of helping 8th grade students to attend the American Heritage Tour trip.
 - c. Food Service
10. Public Comment
11. Non-Public Session: RSA 91-A: 3, II
 - a. Negotiations
 - b. Personnel
 - c. Student
 - d. Legal
12. Adjourn

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CONTOOCCOOK VALLEY SCHOOL BOARD

School Board Meeting

Tuesday, October 17, 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, Erin Pils-Martin,
Liz Swan

ADMINISTRATION

Dr. Kimberly Saunders, Supt.
Dr. Ann Forrest, Asst. Supt.
Brian Cisneros, B.A.
Beth Gibney, AES
Rachel Hill, FES
Adam Caragher, GBS

Cheryl Jessie, CVEA

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.

2. Points of Pride

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

3. Approval of Manifests (Board Vote Required)

Brian Cisneros certified that Manifests totaling \$505,456.76 have been reviewed by him 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 motioned to approve the Manifests as read. Katherine Heck seconded.
Unanimous.

4. Public Comment

Carl Eckleson, Dublin, spoke with regard to closing/reconfiguration of the schools. He asked the board about the \$150K that was paid for the company to conduct the study. Was it voted, where did the money come from? Why didn't a more local group conduct the study?

Dick Dunning shared that the board does not respond to public comment but certainly information could be requested.

Hope Taylor, Peterborough, asked why the 5th and 6th grades were taken out of the elementary schools. The elementary schools would not have an issue should those grades go back to the elementary school level. Ms. Taylor further asked why Prismatic was chosen being so far away.

Holly Morales, Dublin, shared that she spoke to a Prismatic consultant and Tatia Prieto. Ms. Morales said that Ms. Prieto does not like New Hampshire and would like to see town meeting go away. She said that Ms. Prieto is supposed to be there to gather information but rather is putting her opinion out to residents before she presents a report to the board. Ms. Prieto's behavior at that meeting was disrespectful to the board, NH, and the residents. This company from North Carolina is not the group to be making decisions for us.

Dick Dunning asked that the Student and Teacher rep follow Public Comment tonight and moving forward to allow them to leave the meetings should they so choose.

Teacher Representative - Cheryl Jessie shared that she is an OT and President of the CVEA. She thanked the board for their support while moving through trying times.

5. Consent Agenda

a. Acceptance of School Board Meeting Minutes

1) October 3, 2023

The Consent Agenda was accepted.

6. Superintendent's Report and Presentation of Business

a. Monthly Events Calendar

The Monthly Events Calendar for the remainder of October and November were reviewed without change.

b. School Board Requests

Kimberly Saunders reported being all caught up with School Board Requests.

In addition, Kimberly reported that a pilot with Healing Paws is in place at Peterborough Elementary School. A second similar request has come forward for the high school.

c. L.I.T.S. Presentation

The L.I.T.S. group shared a presentation titled "Library Collection Development Practice".

Rachael Bowman, Charlotte Brett, Sarah Hale, Ashley Mudrick, Nicole Murray (not present), Emily Primrose, and Heather Stearns shared how the library supports and aligns with the Strategic Plan.

How does the Strategic Plan guide their practice? It further refines the role of technology to support blended learning at each level, redefines digital citizenship and culture and ensure resources across the district are available.

Policy IJL-Library Collection Development, was recently updated and it applies to library materials only. The mission statement drives the work that they do.

When thinking about collection development, assessment of needs, budget, curriculum, diversity, equity inclusion, and accessibility and reviews, requests, and recommendations are considered.

Professional reviews and book awards and "best of" lists are reviewed. The collection is audited, inventoried, and weeded. The quality of the collection is maintained.

Options for students to access resources are sought. Making large print, audio, print, etc. are considerations when building the library.

Including a wide variety of viewpoints and perspectives enhances critical thinking and prepares students for the real world.

Tom Burgess expressed his interest in eBooks; will it increase in terms of the numbers of books?

Sarah Hale said that options are provided to kids and depending on the response, the collection of eBooks can be expanded. It may vary from building to building. Kids like a print book but for some, an eBook is favorable to students. Sometimes it is a preference and sometimes it is an accommodation.

Katherine Heck asked to hear more about other things outside of books that take place with students.

Charlotte Brett shared that the library is a "special" and also a residency where collaboration with teachers bring materials into classrooms. The libraries are a resource when looking for approved technology, books, eBooks, and research.

Jim Fredrickson asked about librarians in the cross hairs; and asked how they felt.

Sarah Hale said that she has been well supported in this district. They do read about librarians elsewhere who are on the frontlines. They are proud of what they do.

Liz Swan asked when it comes to the library environment, how do you think about inspiration in the actual spaces and does it matter.

Ashley Mudrick said that at the high school level, there was once furniture and shelving that was not flexible. It has been updated to allow comfortable furniture that can be moved to adapt to students. Incremental changes have made the space a place that students want to be.

Liz Swan asked how it translates to elementary and middle schools.

Heather Stearns said that she too feels very supported. She has been able to change her library environment to make it more appealing. Student input was gathered that informed some of the change.

Sarah Hale said that the space allows a calm environment for students.

Dick Dunning said that librarians are a joy in the schools and shared his appreciation.

7. Reports

a. Student Representative – Lucy Jackson

None.

b. Teacher Representative

Cheryl Jessie reported earlier under the "Public Comment" agenda item.

c. Budget & Property Committee – Jim Fredrickson

Jim Fredrickson said that much of tonight's meeting was focused on information to bring to the November budget meeting. In addition, the Facilities Use Policy was discussed as well.

8. New Business

a. Expense and Encumbrances (Board Vote Required)

Brian Cisneros referenced the report. He reported that cash flow is good.

Jim Fredrickson moved to approve the Expense Report and encumbrances therein.

Katherine Heck seconded. Unanimous.

b. Antrim Elementary School – Staffing Justification (Board Vote Required)

Kimberly Saunders referenced a justification to add a teacher at Antrim Elementary School. A significant uptick in enrollment in grade 3 occurred. 24 students are presently enrolled in grade 3 with one anticipated. Katherine Heck asked for the breakdown.

Adding a teacher in Grade 3 is asked.

Jim Fredrickson asked the impact.

Kimberly Saunders said that this is an additional teacher and will come from salaries from unfilled positions at this time.

Greg Kriebel asked how many open positions we currently have.

Kimberly reported that there are seven teaching positions open.

Greg Kriebel asked if consideration has been given to combining classrooms.

Kimberly Saunders said that is not consistent with what took place at Peterborough Elementary School.

William Bryk moved to approve the staffing justification as presented. Jim Fredrickson seconded.

Greg Kriebel abstained. All others in favor. Motion carried.

9. Public Comment

Kimberly Marcum, Dublin, thanked the Board for all that is being done to support students and families. Bringing in Prismatic to look at the district configuration is appreciated in terms of looking at new things. She found that while visiting the stations she found that they led people to make hard decisions that did not feel very good. There were not great options to choose from. She appreciated looking at a difficult situation.

Carl Eckleson, Dublin, said that the third grade AES is an unexpected situation and might be considered for the future rather than closing schools.

Hope Taylor, asked if the taxpayers and the voters get to vote on this after the study is done. What happens to the buildings should a school be closed?

Dick Dunning said that all decisions have to be made by the voters.

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

a. Negotiations

b. Student

c. Legal

William Bryk motioned to enter into Non-Public Session in accordance with RSA 91-A:3, II at 7:48 p.m. Greg Kriebel seconded. Unanimous.

Janine Lesser moved to exit Non-Public Session at 8:20 p.m. William Bryk seconded. Unanimous.

Katherine Heck motioned to ratify a negotiated agreement with the ConVal Education Association (CVEA).

William Bryk seconded. Mike Hoyt and Dick Dunning abstained. All others in favor. Motion carried.

William Bryk motioned to seal the minutes of Non-Public Session for personnel for five years. Katherine Heck seconded. Unanimous.

Erin Pils Martin reported attending the Delegate Assembly this past weekend.
This will be added to a future agenda.

11. Adjourn

Janine Lesser motioned to adjourn at 8:22 p.m. Tom Kirlin seconded. Unanimous.

Respectfully submitted,

Brenda Marschok

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

CONTOOCCOOK VALLEY SCHOOL DISTRICT

November 7, 2023

Personnel Agenda

October Nominations:

SMS

Elizabeth Preston

Education Technology Integrator

Pro-Rated: \$57,005.16

2023-2024 Co-Curricular Notifications:

See Attached

NOTICE OF SPRING STIPEND POSITIONS
School Board - August 1, 2023

First	Last	School	Position	Stipend	FTE	School Year	Season
Athletics							
Evan	Coyne	CVHS	Track Assistant - Winter	\$ 2,846.20	1	23-24	Winter
Leslie	Foster	CVHS	Special Olympics Winter	\$ 1,071.61	1	23-24	Winter
Owen	Michaels	CVHS	Basketball - Boys Freshman	\$ 2,846.20	1	23-24	Winter
Harry	Payne	CVHS	Hockey Ice - Girls Asst.	\$ 2,846.20	1	23-24	Winter
Chris	Spingola	CVHS	Hockey Ice - Girls Varsity	\$ 4,376.04	1	23-24	Winter
Non-Athletic							
Ashley	Mudrick	CVHS	Library/Media Dept. Head	\$ 2,500.00	1	23-24	

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	7 School Board Mtg. @ SAU @ 7:00 p.m.	8	9	10 District Closed – Veterans Day (Observed)	11
12	13	14 School Board Mtg. @ SAU @ 7:00 p.m.	15	16	17	18
19	20	21 Budget & Property Committee Mtg. @ SAU @ 5:45 p.m.	22 District Closed – Thanksgiving Recess	23 District Closed – Thanksgiving Recess	24 District Closed – Thanksgiving Recess	25
26	27	28 Policy Committee Mtg. @ SAU @ 6:00 p.m.	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	5 School Board Mtg. @ SAU @ 7:00 p.m.	6	7	8	9
10	11	12	13	14	15	16
17	18	19 Budget & Property Committee Mtg. @ SAU @ 5:45 p.m. School Board Mtg. @ SAU @ 7:00 p.m.	20	21 Selectmen's Advisory Committee Mtg. @ SAU @ 7:00 p.m.	22	23
24	25 District Closed -- Holiday Recess	26 District Closed -- Holiday Recess	27	28	29 District Closed -- New Year's Eve	30
31						



Department of Revenue Administration

Municipal & Property Division – Municipal Bureau

P.O. Box 487

Concord, NH 03302-0487

(603) 230-5090

SB2 TOWNS & SCHOOLS ANNUAL MEETING (MARCH 2024) TIMELINE

Date*	Action	RSA §	Parameters*
Friday, January 5	Last day for petitioned bond articles over \$100,000	40:13, II-a (b), 33:8-a	"...the second Tuesday in January, provided however, that if a petitioned article proposes a bond governed by RSA 33:8-a, the deadline shall be the preceding Friday."
Tuesday, January 9	Last day to post notice of January 17 th budget hearing	40:13, II-a (a), 32:5, I	"...the second Tuesday in January..."
Tuesday, January 9	Last day to post notice of bond hearing	40:13, II-a (a), 33:8-a	"...the second Tuesday in January..."
Tuesday, January 9	Last day for petitioned warrant articles (schools and towns)	40:13, II-a (b), 39:3	"...the second Tuesday in January..."
Tuesday, January 9	Last day for negotiated cost items to be finalized	40:13, II-a (b), 273-A:1	"...the second Tuesday in January..."
Tuesday, January 16	Last day to hold at least one budget hearing	40:13, II-a (c)	"...on or before the third Tuesday in January."
Tuesday, January 16	Last day for bond hearing	40:13, II-a (c), 33:8-a	"...on or before the third Tuesday in January."
Thursday, January 25	Last day for budget committee to deliver budget and warrant article recommendations to the governing body for posting	40:13, II-a (c), 32:16, IV	"...the Thursday before the last Monday in January..."
Monday, January 29	Last day to post warrant, budget and default budget (schools and towns)	40:13, II-a (d), 39:5, 197:7	"...on or before the last Monday in January."
Saturday, February 3 through Saturday, February 10 (inclusive)	First Session – Deliberative	40:13, III	"...between the first and second Saturdays following the last Monday in January, inclusive of those Saturdays..."
Tuesday, March 5	<i>Annual Report</i> with final budget and ballot questions made available to the legislative body	40:13, II	"...at least one week before..."
Tuesday, March 12	Second Session – Voting by Ballot	40:13, VII	"...the second Tuesday in March, the second Tuesday in April, or the second Tuesday in May, as applicable."
Monday, April 1	Submit signed and completed forms to DRA through the MTRSP	21-J:34	"...within 20 days of the close of the meeting..."

* Dates are calculated in accordance with RSA § 21:35.

Grade	Total	105	113	119	127	142	137	4	747
SCHOOL		Preschool	Kindergarten	Grade 1	Grade 2	Grade 3	Grade 4	Gr 5	Total
AES	# of Students	32	21	21	14	24	25		137
	# of Sections	2	2	2	1	1	2		
	Ratio	16.0	10.5	10.5	14.0	24.0	12.5		
BES	# of Students		9	10	17	11	15		62
	# of Sections		1	1	1	1	1		
	Ratio		9.0	10.0	17.0	11.0	15.0		
DCS	# of Students		10	5	16	11	9	4	55
	# of Sections		1		1	1	1		
	Ratio		15.0		16.0	11.0	13.0		
FES	# of Students		7	8	7	12	8		42
	# of Sections			1	1	1			
	Ratio		15.0		7.0	20.0			
GES	# of Students	26	13	12	11	17	12		91
	# of Sections	2	1	1	1	1	1		
	Ratio	13.0	13.0	12.0	11.0	17.0	12.0		
HES	# of Students	20	12	10	11	9	17		79
	# of Sections	2	1	1	1	1	1		
	Ratio	10.0	12.0	10.0	11.0	9.0	17.0		
PES	# of Students	27	34	46	43	52	42		244
	# of Sections	2	3	3	3	3	3		
	Ratio	13.5	11.3	15.3	14.33	17.3	14.0		
TES	# of Students		7	7	8	6	9		37
	# of Sections		1	1		1			
	Ratio		7.0		15.0	15.0			
Preschool Numbers are Projections									747
Enrollment numbers may include tuitioned-in students									Total Students PreK-5 (Ele.)

	<u>Grade 5</u>	<u>Grade 6</u>	<u>Grade 7</u>	<u>Grade 8</u>	<u>Total</u>
GBS					
# of Students	45	60	50	61	216
# of Teachers*					14
SMS					
# of Students	86	94	79	89	348
# of Teachers*					17
Total Students					
GBS and SMS	131	154	129	150	564
CVHS					
	<u>Grade 9 ATC</u>	<u>Grade 10 ATC</u>	<u>Grade 11 ATC</u>	<u>Grade 12 ATC</u>	<u>Total ATC</u>
# of Students	154 (0)	175 (14)	168 (19)	161 (8)	658 41
(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	2017-18	2143
2007-08	2969	2012-13	2342	2018-19	2109
2008-09	2855	2013-14	2325	2019-20	2074
2009-10	2755	2014-15	2239	2020-21	2059
2010-11	2534	2015-16	2169	2021-22	2021
		2016-17	2234	2022-23	1956
				Total 2023-2024	1969
				PreK to 4	743
				5-8	568
				9-12	658

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:

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
and DISTRICT ANTI-DISCRIMINATION PLAN**

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:

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.

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NEW HAMPSHIRE PUBLIC SCHOOLS
SCHOOL ADMINISTRATIVE UNIT #1

CONTOOCOOK VALLEY SCHOOL DISTRICT
OFFICE OF THE SUPERINTENDENT OF SCHOOLS
106 Hancock Road, Peterborough, NH, 03458-1197

Telephone: 603-924-3336

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Dr. Kimberly Saunders
Superintendent of Schools
ksaunders@conval.edu

Dr. Ann Forrest
Assistant Superintendent of Schools
aforrest@conval.edu

TO: Contoocook Valley School Board
FROM: Monadnock Country Club / Tim Conway
DATE: 10/19/23
RE: REQUEST TO ACCEPT A GIFT OR DONATION

The Sms AHT/student Activity School requests authorization to accept from:

Name/Address: Monadnock Country Club
49 High Street, Peterborough, NH 03458

the following gift/donation of: Check # 204 valued at * \$ 800.00

for the purpose of: AHT (American Heritage Tour) to help
8th grade students unable to afford the trip.

*All checks, upon receipt, should be sent to Accounts Receivable at the SAU Office.

[Signature]
Teaching/Supervising Principal's Signature

SAU OFFICE USE ONLY: Date Received _____

Date Approved by School Board _____

Date Not Approved by School Board/Reason: _____

Date Check Received by SAU: _____

Form Updated: April 2019