

**NHDOE Federal Funds Monitoring
Corrective Action Plan**

(Use a separate form for each Corrective Action Item)

Subrecipient contact: Hilary Denoncourt

Subrecipient: Merrimack Valley School District

Action Item: Finding #01

Description: Adoption of Policy GADA

Date: 09/28/2021

Please check the box that most appropriately matches the District’s status in implementing the Corrective Action Plan (CAP). Please also provide any documentation that supports the District’s assertion that the CAP has been fully implemented.

- (1) Partially implemented
- (2) Revised CAP being implemented
- (3) Fully implemented
- (4) No further action required (provide detailed explanation below):

<u>Hilary Denoncourt</u>	<u>10/01/2021</u>
Name of person completing this form	Date

If options (1) or (2) are selected, please explain the implementation status &/or how the CAP was revised as well as the anticipated completion date in the space below:

Corrective Action Plan Update or other explanation as necessary, (status date: / /)

If option (3) is selected, please explain how this was implemented in the space below:
 Policy had previously been adopted by the Merrimack Valley School Board on March 9, 2020 and was
 erroneously not submitted with other audit documentation. The policy adopted and meeting minutes are herewith.

Please return to the Bureau of Federal Compliance within 30 days of receipt.

The New Hampshire Department of Education does not discriminate on the basis of race, color, religion, marital status, national/ethnic origin, age, sex, sexual orientation, or disability in its programs, activities and employment practices.

**EMPLOYMENT REFERENCES AND VERIFICATION
(PROHIBITING AIDING AND ABETTING OF SEXUAL ABUSE)**

The District shall act in good faith when providing employment references and verification of employment for current and former employees.

The School District and its employees, contractors, and agents are prohibited from providing a recommendation of employment, and/or from otherwise assisting any school employee, contractor, or agent in obtaining a new position or other employment if he/she or the District has knowledge of, or probable cause to believe that the other employee, contractor, or agent ("alleged perpetrator") engaged in illegal sexual misconduct with a minor or student. This prohibition does not include the routine transmission of administrative and personnel files.

This prohibition does not apply if all three of the conditions below are met:

1. The information giving rise to probable cause has been properly reported to a law enforcement agency with jurisdiction;
2. The information giving rise to probable cause has been reported to any other authorities as required by local, state or federal law (for instance New Hampshire Division of Children, Youth and Families "DCYF"); and
3. At least one of the following conditions applies:
 - a. The District officials have been notified by the prosecutor or police after an investigation that there is insufficient information for them to proceed;
 - b. The school employee, contractor, or agent has been charged and acquitted or otherwise exonerated; or
 - c. The case or investigation remains open and there have been no charges filed against or indictment of the school employee, contractor, or agent within four years of the date on which the information was reported to a law enforcement agency.

Legal References:

20 U.S.C. 7926(a) (§8546(a) of the Elementary and Secondary Education Act/Every Student Succeeds Act

Approved:

Second read: waived

First read: 3.9.2020

Merrimack Valley School Board
Public Meeting Minutes
March 9, 2020

1. **Roll Call and Call to Order:** The meeting held at Penacook Elementary School was called to order by Assistant Superintendent Randy Wormald at 7:15 p.m. Superintendent Mark MacLean, who had been answering a public attendee question, stepped in to preside shortly thereafter.

Board Members Present: Tracy-Anne Bricchi, Lorrie Carey (arrived at 7:27 p.m.), Andrew Chalsma, Sally Hirsh-Dickinson, David Farr, Brad Kulacz, Seelye Longnecker, Bobbi-Jo Michael, Melissa Muzzy (arrived at 7:39 p.m.), Tim Vendt, Laura Vincent.

Administrators Present: Superintendent Mark MacLean; Assistant Superintendent Randy Wormald; Business Administrator Robin Heins; Principal Jennifer Moore, Acting MVMS Principal Brian Lynch; Assistant Principals Kelly George, Shaun St.Onge.

Others Present: Allan Herschlag, Penacook resident; Marcia Murphy, Louise Andrus, Salisbury residents; Carisa Corrow, Jason Corrow, Penacook residents.

2. **Pledge of Allegiance:** The Pledge of Allegiance was led by Assistant Superintendent Randy Wormald.
3. **Election of Chairperson:** Superintendent MacLean opened the floor to nominations for MVSD Board Chair. Motion was made by Sally Hirsh-Dickinson, second by Tim Vendt to elect Seelye Longnecker as Board Chairperson. The motion carried.
4. **Election of Vice-Chairperson:** Newly re-elected Board Chair, Seelye Longnecker opened the floor to nominations for Vice-Chair of the MVSD Board. Motion was made by Tim Vendt, second by Sally Hirsh-Dickinson to elect Andrew Chalsma as Board Vice-Chairperson. The motion carried.
5. **Appointment of Clerk, Treasurer, and Alternate Signer:** Motion was made by Tim Vendt second by Laura Vincent, to appoint Martha Vendt as District Clerk, Deborah Buckingham as District Treasurer, and Katie Keyser as District Alternate Signer. The motion carried.
6. **Minutes of Previous Meetings:** Motion was made by Brad Kulacz, second by Tracy Bricchi to accept the minutes of the previous meetings. After some corrections and discussion, it was decided to vote on each of the minutes separately.

February 10, Article VII Public Hearing and Board Meeting as corrected. The motion carried, with two Abstentions; David Farr and Laura Vincent.

February 12, SB 2 Public Hearing. The motion carried with seven abstentions; Tracy-Anne Bricchi, Lorrie Carey, Andrew Chalsma, Sally Hirsh-Dickinson, David Farr, Bobbi-Jo Michael, Laura Vincent.

February 13, SB 2 Public Hearing. The motion carried with seven abstentions; Tracy-Anne Bricchi, Lorrie Carey, David Farr, Brad Kulacz, Seelye Longnecker, Bobbi-Jo Michael, Laura Vincent.

February 14, SB 2 Public Hearing. The motion carried as corrected with seven abstentions; Lorrie Carey, Andrew Chalsma, Sally Hirsh-Dickinson, David Farr, Brad Kulacz, Melissa Muzzy, Laura Vincent.

February 15, SB 2 Public Hearing. The motion carried with eight abstentions; Lorrie Carey, Andrew Chalsma, Sally Hirsh-Dickinson, David Farr, Brad Kulacz, Bobbi-Jo Michael, Melissa Muzzy, Laura Vincent.

February 17, SB 2 Public Hearing. The motion carried with nine abstentions; Lorrie Carey, Andrew Chalsma, Sally Hirsh-Dickinson, David Farr, Brad Kulacz, Bobbi-Jo Michael, Melissa Muzzy, Tim Vendt, Laura Vincent.

7. **Public Comment:** none.

8. **Presentation:** none.

9. **SAU Report on MV Business and Finance:**

Business: Business Administrator Robin Heins directed the Board's attention to page 11 in the packet concerning the following citizen correspondence:

2/13/2020 Louise Andrus

Requested signed copy of the Warrant and posting information. Robin Heins responded 2/14/2020.

2/13/2020 Louise Andrus

Requested draft minutes of 2/10/2020 Board Meeting. Katie Keyser responded 2/18/2020.

2/17/2020 Louise Andrus

Requested draft minutes of SB 2 Public Hearings. Katie Keyser responded 2/18/2020

2/17/2020 Devon Rodrique

Emailed questions regarding State funding and estimated tax rates. Mark MacLean responded 2/17/2020.

Finance: Robin directed the Board's attention to the overage sheet (page 12 in the packet). She stated that things are going well, on schedule. There were some questions concerning substitute custodians. Robin Heins responded. Motion made by Tracy Bricchi, second by Bobbi-Jo Michael to approve the Finance Report. The motion carried.

10. **Good News:** Superintendent Mark MacLean directed the Board's attention to pages 28-48 for "Good News" throughout the District. He introduced Penacook Elementary School Principal Jennifer Moore as host for this month's meeting and asked if any administrators had anything to add that was not in the packet. Jenn Moore discussed recipes for resilience and the building of regulation toolboxes by the School Counselor. She also discussed the "Parent Night" being scheduled for April 8 and kindergarten screening. Jennifer introduced her Assistant Principal, Kelley George. MVHS Assistant Principal, Shaun St. Onge, recommended the video of the Unified team's game during Winter Carnival. MVMS Acting-Principal, Brian Lynch, mentioned Feature Friday, where students were encouraged to fill out an application online in order to perform during the last five minutes of lunchtime on Fridays.

11. **Student Representative Report:** Seelye Longnecker thanked Hannah Paul and the Honor Society for providing child care during the Annual Meeting. Hannah reported that Lily Furtkamp and Sarah Beauden would be co-student representatives for the following year. She discussed the Unified Game during Winter Carnival replacing an assembly, a free dance that was hosted with prior sign-ups, and a successful blood drive. Seniors are focusing on scholarships, community projects, wrapping up senior projects and the senior trip. The National Honor Society participated in Royal Readers for Boscawen and Penacook Elementary Schools and walked downtown with Best Buddies. Hannah also discussed her involvement in the MVSD video commercial.

12. **Committee Reports:**

Policy: Andrew Chalsma reported that the Policy committee met on February 17th. Andrew brought the Board's attention to page 50 in the packet, requesting that the Board waive the 2nd read. Andrew reviewed Policy GADA, "Employment References and Verification (Prohibiting Aiding and Abetting of Sexual Abuse)," explained what was prohibited and conditions where the prohibition would not apply. Action is requested. After some discussion, a motion was made by Tracy Bricchi, second by Melissa Muzzy, to approve Policy GADA, "Employment References and Verification (Prohibiting Aiding and Abetting of Sexual Abuse)," and to waive the 2nd read. The motion carried.

13. **Old Business:** None.

14. **New Business:**

MVSD School Board Committee Assignments: Board Chair Seelye Longnecker stated that there needed to be five Board members in each committee, the finance committee is to be composed of one member from each town. Seelye encouraged members to change committees if interested.

School Board Committee Assignments

Curriculum

Bobbi-Jo Michael
Sally Hirsh-Dickinson
Seelye Longnecker
Laura Vincent
Brad Kulacz

Facilities

Tracy-Anne Bricchi
Andrew Chalsma
Laura Vincent
Tim Vendt
David Farr

Finance

Bobbi-Jo Michael
Lorrie Carey
Tracy-Anne Bricchi
Andrew Chalsma
Brad Kulacz

Negotiations

Sally Hirsh-Dickinson
Laura Vincent
Seelye Longnecker
Melissa Muzzy
David Farr

Personnel/Policy

Andrew Chalsma
Tracy-Anne Bricchi
Sally Hirsh-Dickinson
Bobbi-Jo Michael
Melissa Muzzy

Transportation

Tim Vendt
Lorrie Carey
Laura Vincent
Melissa Muzzy
David Farr

Student Ethics

Sally Hirsh-Dickinson
Seelye Longnecker
Laura Vincent
Tim Vendt
Brad Kulacz

Long Range Planning

Lorrie Carey
Andrew Chalsma
Bobbi-Jo Michael
Seelye Longnecker
Brad Kulacz

CSI Board Liaison

Tracy Anne Bricchi

Co-Curricular Review Committee

Lorrie Carey (Mentor)
David Farr

MVSD School Board Member Ethics Policy: Policy BCA, "School Board Member Ethics Policy," was on page 52 in the packet. The Board Members filled out and signed the policy hand-outs.

Set Meeting Dates:

March 23, 2020 - Curriculum 6:30 p.m.; Policy 7:30 p.m. at the SAU

March 30, 2020 - Facilities 6:00 p.m.; Long Range Planning 7:00 at the SAU

Tuition Agreement: Lorrie Carey gave a brief report on the tuition agreement between Merrimack Valley School District and Andover School District. Both districts are happy with the agreement and look forward to a new agreement in three years.

15. **Manifests/Journal Entries to Sign:** Motion made by Tracy Bricchi, second by Tim Vendt, to approve the manifests and journal entries. The motion carried.

16. **Board Chairperson's Report:** None

17. **Assistant Superintendent's Report:** Assistant Superintendent Randy Wormald mentioned various cinemas showing a promotional video, highlighting MVSD for the purpose of recruiting teachers. He thanked the sponsors for the free breakfast week and gave a report of the increase of students having breakfast at the schools as a result of this endeavor. The sponsors were Bow Plumbing and Heating, Clean-O-Rama, Gail Henry, and TNT. Randy mentioned a free tasting April 9th, which would give parents and grandparents a chance to taste new menu items and have the opportunity to fill

out free and reduced lunch applications for their students. If a school meets the 50% threshold for free lunches, it can give free breakfast for the whole school.

18. **Superintendent's Report:** Superintendent Mark MacLean thanked everyone for a great job at the Annual Meeting. He discussed the NHSAA Best Practices and Personnel workshop and the promotional video -- which is now on every website. He gave a brief history of brainstorming this idea with Randy a few years ago after viewing California Tourism commercials. An email from CGI about creating videos, along with the ability to allocate Federal Grant money towards "attracting and retaining teachers," made this project a reality. As a result, Concord Cable is interested in working with the District, as Penacook is part of Concord. Merrimack County connected with CGI, as people out of state view schools by County. Mark also discussed his trip to San Diego, NHSAA, COVID-19, and planning for next year -- with staff online applications underway. The results of the early release survey resulted in over 1,400 surveys returned, and 92.4% polled in favor of early release. Seelye Longnecker asked the Board for feedback regarding having the Annual Meeting on Friday instead of Thursday. After some discussion it was decided to continue on Friday for one more year and vote on it next year at the meeting. There was some discussion relative to getting more people to attend. Lorrie Carey asked about the possibility of running busses as was suggested by Louis Andrus. Legal Counsel had discouraged it.
19. **Topics:** Gym floor, Native American artifacts, Portrait of a Graduate, School Times Task Force, Social Emotional Learning
20. **Public Comment:** Allan Herschlag, Penacook resident, gave background information relative to Concord City Council using Penacook Village TIF taxes to pay current and future debt and not forwarding the District's portion of taxes possibly until June of 2032. He asked the School Board to make a presentation to the Concord City Council. His statement is available by request. Marcia Murphy, Salisbury resident, asked for an update on the Salisbury Elementary parent meeting relative to combining grades 4 and 5. Mark MacLean responded. Louise Andrus, Salisbury resident requested submitting her SB 2 statement given at the Annual Meeting to the District Clerk in order to be put into the record. Robin Heins responded.
21. **Non-Public Session-RSA 91-A:3II:** Motion to enter non-public in accordance with RSA 91 A:3 II (a), at 8:52 pm by Brad Kulacz, second by Tim Vendt. Motion passed unanimously.

Roll Call: Andrew Chalsma, Seelye Longnecker, Tracy Bricchi, Bobbi-Jo Michael, Tim Vendt, Brad Kulacz, Sally Hirsh-Dickinson, Laura Vincent, David Farr, Lorrie Carey, Melissa Muzzy.
22. **Return to Public Session:** Motion to leave non-public at 9:16 pm by Tracy Bricchi, second by Tim Vendt.

Roll Call: Andrew Chalsma, Seelye Longnecker, Tracy Bricchi, Bobbi-Jo Michael, Tim Vendt, Brad Kulacz, Sally Hirsh-Dickinson, Laura Vincent, David Farr, Lorrie Carey, Melissa Muzzy.
23. **Action From Non-Public Session:** Tracy Bricchi made a motion to accept the staff nomination of Brian Lynch as Principal of Merrimack Valley Middle School and Sara Ortiz-Davitt as Occupational Therapist at LES, SES, and WES. Second by Laura Vincent. Motion passed unanimously
24. **Adjourn Meeting:** Meeting was adjourned at 9:17 pm.

Respectfully Submitted, Martha Vendt MVSD Clerk

Merrimack Valley School Board Meeting Minutes

Non-Public

March 9, 2020

Non-Public Session: Motion to enter non-public in accordance with RSA 91 A:3 II (a), at 8:52 pm by Brad Kulacz, second by Tim Vendt. Motion passed unanimously.

Roll Call: Andrew Chalsma, Seelye Longnecker, Tracy Bricchi, Bobbi-Jo Michael, Tim Vendt, Brad Kulacz, Sally Hirsh-Dickinson, Laura Vincent, David Farr, Lorrie Carey, Melissa Muzzy.

Administrators Present: Superintendent Mark MacLean; Assistant Superintendent Randy Wormald; Business Administrator Robin Heins.

Discussion of staff nominations.

Return to Public Session: Motion to leave non-public at 9:16 pm by Tracy Bricchi, second by Tim Vendt.

Roll Call: Andrew Chalsma, Seelye Longnecker, Tracy Bricchi, Bobbi-Jo Michael, Tim Vendt, Brad Kulacz, Sally Hirsh-Dickinson, Laura Vincent, David Farr, Lorrie Carey, Melissa Muzzy.