

DocMersion

CASE STUDY



Quick Facts

Names & Roles:

Dr. Ann Forrest,
Superintendent

Helfried Zrzavy, Technology
Integration Specialist

School District:
Contoocook Valley School
District,
Peterborough, NH,

Challenge: Making hundreds
of evolving school board
policies easily searchable and
accessible in multiple
languages.

Goal: Increased transparency.
When information is buried in
PDFs, no one can find what
they need and ESL community
members are left behind.

Solution: DocMersion

Results: Streamlined
workflows, real-time
translation, and an improved
user experience for staff,
parents, and community
members.

Contact:
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the SchoolBlocks team went to work on setup and implementation, delivering white-glove service so ConVal was up and running with DocMersion quickly and confidently.

From setup to launch to customization, SchoolBlocks partnered with ConVal every step of the way—tailoring DocMersion to their needs, answering questions, and ensuring a smooth rollout with support that continues today.

Turning Complaints into Confidence with Searchable Policies

With DocMersion, policies became easy to search, translate, and share—eliminating frustration and restoring transparency and accessibility for ConVal School District.



Dr. Ann Forrest,
Superintendent



Helfried Zrzavy,
Technology Integration
Specialist

A rural New Hampshire district, **Contoocook Valley School District** (ConVal) serves a broad community that has always valued education and transparency. With a 13-member school board working in conjunction with the New Hampshire School Board Association, the district manages nearly 450 policies that must be constantly updated in response to legislative changes.

"**Communication has always been key,**" says Helfried Zrzavy, ConVal's Technology Integration Specialist. "There are about 400 to 450 school board policies that need to be tracked and updated in response to legislative changes, most recently that apply to the statewide ban on smartphones in schools during school hours, and the use of generative AI."

The Weight of 450 Policies

For years, ConVal's policies lived as static PDFs buried deep within the district website. This made them difficult to search, hard to keep updated, and nearly impossible for families who weren't fluent in English. Some, like the 27-page discipline policy, could be overwhelming even for native speakers.

Without translation tools, staff often had to prepare entire policy packets by hand—a process that was time-consuming, inconsistent, and unsustainable.

From Paper Packets to Instant Access - Onboarding DocMersion

When ConVal came to SchoolBlocks with this issue, they found a solution that transformed the way policies were published and shared—DocMersion. Instead of being locked in PDFs, DocMersion enables policies to live directly on the district website where they are **searchable, up to date, and instantly translatable** into multiple languages.

To bring ConVal onboard with DocMersion, SchoolBlocks met with their team to review their document portfolio and learn more about their district, schools and specific needs. After gathering the large portfolio of documents

"For us DocMersion has been a gamechanger. What was a cumbersome process before is now much easier to do, and faster, more efficient."

— Helfried Zrzavy, Technology Integration Specialist, ConVal School District

District Policies
R - Procedures
A - Foundations and Basic Commitments
B - School Board Governance And Operations
C - General School Administration
D - Fiscal Management
E - Support Services
F - Facilities Development
G - Personnel
H - Negotiations
I - Instructional Programs

PROCEDURES
Please note that the "last modified" dates listed on this page denote the import date of the file, not when the policy was created or last modified. The dates on which the procedures were adopted, last updated, or reviewed can be found in the top right corner of each policy document.

R - PROCEDURES

- AC-R (2) - Nondiscrimination, Equal Opportunity Employment, and Anti-Discrimination Plan - Annual Notice of Contact Information
- EBCB-R - Fire Exit Drills in Educational Occupancies
- ECAR - Safe School Procedures
- ECFR - Energy Management & Conservation
- EEA-R — Student Transportation Services
- EEAA-R - Drug And Alcohol Testing for School Bus and Commercial Vehicle Drivers
- EEAG/ICA-R - Use of Private Vehicle Form
- EHB-R Data/Records Retention
- IHBG-R - Home Education Instruction Procedures
- IOA-R Request for Educational Field Trip

Prior to adopting DocMersion, ConVal's policies were housed in static PDFs that were difficult to search and lacked translation options.

"For us, DocMersion has been a gamechanger," says Zrzavy. "We have improved our workflow efficiency, and especially the experience our website visitors have. What was a cumbersome process before is now much easier to do, and faster, more efficient."

ConVal School Board
Language ▾
Close
AA - School District Legal Status
The legal basis for education is vested in the will of the people as expressed in the Constitution of New Hampshire, the statutes* pertaining to education, court interpretation of these laws, the powers implied in them, and the rules and regulations of the State Board of Education.
In New Hampshire, School Districts are political subdivisions of the State and, as such, are considered municipal corporations. The Contoocook Valley School District is a cooperative school district, established and governed by its Articles of Agreement. The date of operating responsibility as provided in RSA 195:18 (III)(b) is July 1, 1968. The Articles of Agreement may be amended from time to time according to the provisions therein.
The School District has adopted Official Ballot Voting and is subject to the requirements of RSA 40:13.
Board policies are established by the Board, which serves as an agent of the District.
Funds for school operating expenses are approved by a majority of qualified voters present and voting at the annual School District meeting, except that bond issues require approval by 60%.
Statutory/CASE Law References:
New Hampshire Constitution, Pt. 2 Article 83
Claremont School District vs. Governor, 138 NH 183 (1993)
RSA 194:2, School Districts to be Corporations
RSA 195:6, Powers and Duties of Cooperative School Districts
RSA 40:13, Use of Official Ballot
RSA 195:18 Procedure for Formation of Cooperative School District
* The majority of state laws on education are in RSA Chapters 186 through 200H.

Search and share functions create increased accessibility and transparency.

Saving Time, Building Trust

With DocMersion in place, the district no longer has to spend hours reprinting or preparing policy packets by hand. Visitors to the website can now search policies quickly and even discover related ones, making it easier to understand how the district's policies connect and overlap. Every update is reflected online immediately, ensuring families always have access to the most accurate version. Perhaps most importantly, parents can now read these policies in their **native languages**, creating a more inclusive experience and strengthening trust between the district and its community.

"Having that translation feature available is a godsend to us," says Zrzavy. "Having the ability for parents to read the policies in their native language is big."

ConVal School Board
Language ▾
District Committees > Calendar > Minutes/Agendas \$ Budget ■ District Policies ● FAQs □ Board Members
Search Policies EXPAND ALL
Policies
Section: A - Foundations and Basic Commitments
Section A contains policies on the District's legal role in providing public education and the basic principles underlying School Board governance and certain non-discrimination policies. The dates on which the policies were adopted, last updated, or reviewed can be found in the top right corner of each policy document.
AA - School District Legal Status
View More →

ConVal School Board
Idioma ▾
Acceso
Distro Comités > Calendario > Actas/Agendas \$ Presupuesto ■ Políticas del Distrito ● Preguntas frecuentes
Membros de la junta directiva
Políticas
Políticas: A - Fundamentos y compromisos básicos
La Sección A contiene las políticas sobre la función legal del Distrito en la prestación de educación pública, los principios básicos que rigen la gobernanza de la Junta Escolar y ciertas políticas antidiscriminatorias. Las fechas de adopción, última actualización o revisión de las políticas se encuentran en la esquina superior derecha de cada documento.
AA - Estatus legal del distrito escolar
Ver más

With DocMersion, the policies now live directly on the website and are easily translatable with SchoolBlocks language tool.

Seeing the Bigger Picture

Another benefit of DocMersion, Zrzavy explains, is the ability to uncover related policies during a search. In the past, users had to know exactly what to type in to find what they needed. Now, not only can they quickly locate a specific policy, but they can also see other policies connected to the same issue.

"This is really important because now we can see the interconnectedness," he says.

As new legislation and technology continue to reshape education, ConVal now feels equipped to keep pace. Instead of scrambling to distribute new policies, the district can now respond quickly and confidently. Whether it's the introduction of AI guidelines, statewide device restrictions, or future policies yet to emerge, ConVal can ensure that families, staff, and the broader community are informed in real time.

Things change quickly in education. Backed by DocMersion, ConVal isn't just keeping up with change —they're ready for whatever comes next. ■