

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

**CONTOOCOOK VALLEY SCHOOL BOARD**

**Tuesday, June 3, 2014**

**School Board Meeting**

**Greenfield Elementary School**

**6:30 p.m.**

1. **Call to Order and Pledge of Allegiance**
2. **Greenfield Elementary School Principal Welcome-** Dr. Noreen McAloon
3. **Chairman's Recognition Award**
4. **Acceptance of School Board Meeting Minutes (Board Vote Required)**
  - a. **May 6, 2014** (pg. 1-4)
  - b. **May 20, 2014** (pg. 5-10)
5. **Points of Pride**
6. **Public Comment**
7. **Consent Agenda**
  - a. **Personnel**
    - 1) **Nominations/Retirees** (pg. 11)
    - 2) **Enrollment** (pg. 12-15)
8. **Superintendent's Report and Presentation of Business**
  - a. **Monthly Events Calendar** (pg. 16-17)
  - b. **Field Trip Request (Board Vote Required)** (pg. 18)
    - 1) **Great Brook School** – students will travel by bus to Washington, D.C. as part of their annual 8<sup>th</sup> grade tour relating to Social Studies curriculum and the study of U.S. History.
  - c. **Leave request for Robin Croteau (CVHS Science)** (pg. 19-20)
9. **Reports**
  - a. **Student Representative** – Zach Letourneau
  - b. **Teacher Representative** – Gil Morris
  - c. **Budget & Property Committee** – Myron Steere
  - d. **Education Committee** – Crista Salmay
  - e. **Selectmen's Advisory Committee** – Tom Ferenc
  - f. **School Board Goal Setting Follow-Up** – Pierce Rigrod
  - g. **Wellness Committee Proposal** – Dr. Rick Matte
10. **Old Business**
  - a. **Expenditure Report** – Marian Alese (pg. 21-24)
  - b. **Budget +/- Report** – Marian Alese (pg. 25)
  - c. **Grant Report** – Marian Alese (pg. 26)
  - d. **CVEA Update** – Butch
  - e. **Choice Transportation** – Marian
  - f. **2<sup>nd</sup> Read Policies (School Board Vote Required)**
    - DJE: **Bidding Requirements** (pg. 27)
    - IGDG: **Student Activities Fund Management and Fundraising** (pg. 28)
    - IIB: **Class Size (rescind old IHB)** (pg. 29-30)
    - JIA: **Student Due Process Rights** (pg. 31)
  - g. **Policy Rescind (School Board Vote Required)**
    - IKFA: **Early Graduation** (pg. 32)

*MISSION STATEMENT*

*The ConVal Regional School District, in partnership with its member communities, will inspire all learners to achieve academically, contribute to the global community, and thrive as independent and productive citizens.*

**11. New Business**

**a. Fuel Oil – Marian**

**b. 1<sup>st</sup> Read Policies**

ACE: Procedural Safeguards (pg. 33-34)

BEDA: Public Notification of School Board Meetings (pg. 35)

BGC: Policy Review and Evaluation/Manual Accuracy Check (pg. 36)

GCQC: Resignation of a Staff Member (pg. 37)

IMBC: Alternative Credit Options (pg. 38-39)

JEC: Manifest Educational Hardship (pg. 40-41)

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

**13. Non-Public Session: RSA 91-A:3,II (If Required)**

**a. Negotiations**

**b. Personnel**

**Upcoming Meetings:**

Budget & Property Committee – Thurs., June 5<sup>th</sup> @ 6:30 p.m. @ SAU

Policy – June 10 @ 6:30 p.m. @ SAU

Education Committee – Wed., June 11<sup>th</sup> @ 5:00 p.m. @ SAU

School Board Meeting – Tues., June 17<sup>th</sup> @ 7:00 p.m. @ SAU

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

**CONTOOCOOK VALLEY SCHOOL BOARD**

**Tuesday, May 6, 2014**

**School Board Meeting**

**6:30 P.M.**

**Great Brook School**

**MINUTES**

**BOARD**

Rich Cahoon, Butch Estey,  
Tom Ferenc, Joel Green,  
Jon Ingram, David Martz,  
Stephan Morrissey, Linda Quintanilha,  
Pierce Rigrod, Crista Salamy,  
Myron Steere, Fiona Tibbetts

Gil Morris, CVEA

**ADMINISTRATION**

Dr. Brendan Minnihan, Supt.  
Kimberly Saunders, Asst. Supt.  
Marian Alese, B.A.  
Tim Markley, H.R.  
Jim Elder, GBS  
Anne O'Bryant, SMS  
Dr. Ann Allwarden, AES/Pierce  
Dr. Noreen McAloon, FES/GES/HES  
Ben Loi, PES  
Brian Pickering, CVHS

Jim Elder welcomed everyone to tonight's meeting. Mr. Elder said that GBS is a great school because of what everybody does not just one person. The GBS profile was shared. Data is used to identify which students might benefit from additional help and resources. NECAP scores are up double digits. Student discipline referrals are down. The exciting things that GBS students are doing were shared by teachers, parents, students, and staff.

Butch Estey shared his congratulations with GBS for all that they do.

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

**Butch Estey called the meeting to order at 7:07 p.m. The Pledge of Allegiance was recited.**

A moment of silence was held in memory of Laura LaPlante, 2006 ConVal Graduate, who lost her life this past weekend as a result of being hit by a drunk driver. Thoughts go out to Laura's family during this difficult time.

**2. Minutes (Board Vote Required)**

**a. April 15, 2014**

**Myron Steere moved to accept the minutes of April 15, 2014. Stephan Morrissey second. Joel Green abstained. All else in favor. Motion carried.**

**3. Chairman's Recognition Award**

Tristan Emery, Judy Hertzler, and Barbara Nichols were recognized for their hard work and dedication and were awarded the School Board Chairman's Award.

**4. Points of Pride**

Dr. Minnihan shared many Points of Pride taking place at GBS, CVHS, DCS, and the SAU.

**5. Public Comment**

None.

*MISSION STATEMENT*

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## **6. Consent Agenda**

### **a. Personnel**

#### **1) Notice of Co-Curricular Positions**

Tim Markley referenced the notice of co-curricular positions.

#### **2) Nominations and Resignations (Approval)**

**Myron Steere moved to accept the nomination as read. Joel Green second. Unanimous.**

**Myron Steere moved to accept the resignation of Elizabeth Goodhue for this year. Joel Green second. Unanimous.**

Linda Quintanilha exited the School Board meeting.

#### **3) Job Descriptions – Special Education Coordinator (2<sup>nd</sup> Read/Approval)**

**Myron Steere moved to approve the job description as read. Tom Ferenc second. Unanimous.**

#### **Special Education Administrator (2<sup>nd</sup> Read/Approval)**

**Myron Steere moved to approve the job description as read. Tom Ferenc second. Unanimous.**

Tim Markley referenced May 1<sup>st</sup> Enrollment data shared. Mr. Markley reported nine less students than we had last month. Attention was brought to K numbers; AES 17, DCS 7, FES 9, HES 3. Mr. Markley reported that the official enrollment events are over for Kindergarten but enrollment continues through the summer months.

Mr. Markley invited everyone to the All Staff Appreciation Event on June 20<sup>th</sup> at 1:30 p. m in the high school cafeteria.

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

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

Discussion took place about the School Board Goal Setting meeting scheduled for May 20<sup>th</sup> at 6:00 p.m.

### **b. Accept Gift/Donation (Board Vote Required)**

- 1) Antrim Elementary School requests the authorization to accept a gift/donation totaling \$500.00 from Richard and Sadie Cahoon for the purpose of bringing a story teller to AES to perform for students K-4.

**Crista Salamy moved to accept the donation as read. Stephan Morrissey second. Unanimous.**

### **c. Field Trip Request (Board Vote Required)**

- 1) ConVal High School – Senior Class students will travel by bus to Rye, NH on June 2<sup>nd</sup> as part of their senior class experience.

Gil Morris reported that they will visit Wallis Sand Beach, attend a crab fest and return to ConVal. They will be on the beach and a lifeguard will be on duty.

**Myron Steere moved to approve the field trip request as read. Stephan Morrissey second. Unanimous.**

### **d. Field Trip Request (Board Vote Required)**

- 1) South Meadow School, grade 8, will travel by bus to Gettysburg, PA, Philadelphia, PA, and Washington, DC on April 13-17, 2015 as part of their traditional American Heritage Tour experience.

**Myron Steere moved to approve the field trip request as read. Stephan Morrissey second. Unanimous.**

## **8. Reports**

### **a. Student Representative – Zach Letourneau**

Zach Letourneau reported that the Voice of ConVal interviews are completed; the winner will be announced. The Jr./Sr. Prom is this weekend at the Keene Country Club.

### **b. Teacher Representative – Gil Morris**

Gil Morris reported out on architect students.

### **c. Selectmen's Advisory Committee – Tom Ferenc**

Tom Ferenc reported that budget development and more involvement in the budget process was discussed and asked. Mr. Ferenc noted the data shared from the different town representatives i.e. number of new

homes. Strategic Planning awareness was discussed and the continuation of the District Study Committee work. Mr. Ferenc sensed a willingness to get back to communication.

**d. Education Committee – Crista Salmay**

Crista Salmay reported that the elementary school report card was discussed. In addition, a youth basketball association was discussed. This organization would allow for continuity in skill development. High school graduation and competencies were discussed.

**9. Old Business**

**a. District Study Committee Recommendation (School Board Vote Required)**

Rich Cahoon referenced the committee recommendation. Mr. Cahoon spoke about the recommendation on school consolidation. The committee found that none of the consolidation recommendations could gain support; it was felt that the question has been asked and answered. The committee thought that the question of consolidation should be examined again and recommended a schedule of every third year.

**Rich Cahoon moved to adopt this recommendation. Myron Steere second.**

Mr. Cahoon said that a committee is supposed to review the Articles of Agreement every three years; this could be examined on the same schedule.

Stephan Morrissey recommended changing the language for the consolidation to occur in 2017.

Rich Cahoon said that for this year, we consider the question asked and answered and would look at in 2017.

**David Martz amended the motion to start this with the review of the Articles in 2017. Rich Cahoon second.**

David Martz said this will pair it up in 2017 for the future.

Myron Steere said that it appropriate to review the Articles of Agreement this year and pair them up in 2017.

Rich suggested a modification to read that regardless of whenever we next review the Articles of Agreement, this will be reviewed in 2017.

**David Martz and Rich Cahoon withdrew their motions and seconds.**

**Rich Cahoon moved to revisit school consolidation in the 2017 review of the articles of agreement.**

**Stephan Morrissey second. Myron Steere abstained. Unanimous.**

**Rich Cahoon moved to adopt that the district study committee continue and dedicate time on seeking efficiencies. Myron Steere second.**

Butch Estey asked about attendance of meetings. Rich Cahoon reported that they are well attended by School Board members.

Discussion took place about attracting select board members with the Articles of Agreement discussion.

John Jordan confirmed that there is interest on behalf of Selectmen's Advisory Committee.

Myron Steere suggested scheduling several meetings and if attendance is poor reconsidered.

**Rich Cahoon amended his motion to read that after three meetings they will report back on attendance.**

**Myron Steere second. Crista Salmay opposed. All else in favor.**

Original motion as amended. One opposition. Weave in.

**b. 2<sup>nd</sup> Read/Adoption (School Board Vote Required)**

ECA: Building and Grounds Security

**Jon Ingram moved to adopt ECA. Myron Steere second. Unanimous.**

EEAE: School Bus Safety Program

**Jon Ingram moved to adopt EEAE. Myron Steere second. Unanimous.**

KF: Community Use of School Facilities – rescind old KG

**Jon Ingram moved to adopt as read. Myron Steere second. Unanimous.**

**Jon Ingram moved to rescind Policy KG. Myron Steere second. David Martz and Rich Cahoon abstained.**

**Motion carried.**

**c. Policy CBI-R Procedure Discussion**

Pierce Rigrod spoke about this policy procedure. The process timeline may need adjustment.

## **10. New Business**

### **a. 1<sup>st</sup> Read Policies**

JIA: Student Due Process Rights

IIB: Class Size – rescind old IHB

IGDG: Student Activities Fund Management and Fundraising

Jon Ingram referenced the three policies as a first read. Discussion took place on IIB. Recommendations should be directed to the Policy Committee.

### **b. Rescind Policies (School Board Vote Required)**

ECB: Buildings and Grounds Maintenance

GBCC: Staff Rights and Responsibilities

GBB: Staff Involvement in Decision Making

EDC: Authorized Use of School-Owned Materials

#### **-E Rescinds:**

ECB-E: Loss Prevention System Food Service Safety Checklist

IICA-E: Use of Private Vehicle Form

JGD-E: Work Made Up During A Suspension

JHCB-E: Family Physician's Report of Physical Examination

JHCC-E: School District School Health Services

JN-E: Loss of Textbook

JO-E: Student Records

KA-E: School-Community Relations Goals

KBA-E1: Right to Implementation

KL-E: Public Complaints

KLB-E: Citizen's Request for Reconsideration of Instructional Materials

**Jon Ingram moved to rescind the policies as listed. David Martz second. Unanimous.**

### **c. CVHS Weight Room Dedication**

Tabled.

## **11. Approval of Manifests (Board Vote Required)**

Marian Alese certified that manifests 83-88 and 23f14045-48 totaling \$550,331.42 and payroll 21 and 22 totaling \$2,728,558.60 have been reviewed by her and found to be proper charges against the Contoocook Valley School District for goods and/or services received and have been properly processed prior to their submittal to the School Board.

**Myron Steere moved to approve the manifests as read. Joel Green second. Unanimous.**

## **12. Non-Public Session: RSA 91-A:3,II (If Required)**

### **a. Personnel**

**Myron Steere moved to enter non-public session in accordance with RSA 91-A:3,II for matters of personnel. Second. Unanimous on a roll call vote.**

**Myron Steere motioned to exit non-public session at 9:53 p.m. Second. Unanimous.**

**Myron Steere moved to seal the minutes of non-public session for 7 years. Second. Unanimous.**

Respectfully submitted,

Brenda Marschok

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

**CONTOOCOOK VALLEY SCHOOL BOARD**

**Tuesday, May 20, 2014**

**School Board Goal Setting Meeting**  
**SAU BOARD ROOM**  
**6:00 P.M.**

**NO PUBLIC PARTICIPATION**

**Minutes**

**BOARD**

Rich Cahoon, Butch Estey  
Tom Ferenc, Joel Green  
Jon Ingram, David Martz  
Stephan Morrissey, Linda Quintanilha  
Pierce Rigrod, Crista Salamy  
Myron Steere, Fiona Tibbetts

Gil Morris, CVEA

**ADMINISTRATION**

Dr. Brendan Minnihan, Supt.  
Kimberly Saunders, Asst. Supt.  
Marian Alese, B.A.  
Tim Markley, H.R.  
Dr. Rick Matte, Student Services  
Dr. Ann Allwarden, AES/Pierce  
Dr. Noreen McAloon, FES/GES/HES  
Ben Loi, PES  
Jim Elder, GBS  
Brian Pickering, CVHS

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

Butch called the meeting to order at 6:00. The Pledge of Allegiance was recited.

**2. Personnel**

a. Nominations (Approval) – Tim Markley referenced the HR packet in the blue folders;

- i. Amanda Bastoni, **Myron Steere moved to accept the nomination as read. Linda Q. second. Unanimous.**
- ii. Charles Brault: **Joel Green moved to accept the nomination as read. Linda Q. second, Myron abstained. Unanimous.**
- iii. Leander Corman -- CVHS Special Education Administrator.  
Myron moved to accept. Discussion ensued, Myron asked about the salary. Tim described her responsibilities and salary comparison to responsibilities. Leander has worked in both NH and Methuen, MA. Linda would like to hold off till next meeting.

**Linda Quintanilha moved to table this nomination for the next Board meeting. Myron Steere second. No vote needed.**

Vicki Leandri, Scott Daniels, and Liz Lawrence all accepted new positions within the District. These changes do not require Board approval.

**b. Resignations**

- i. Emma Kobeski and Zachary Blake.  
**Myron move to accept the resignation of Emma Kobeski and Zachary Blake. Rich Cahoon second. Unanimous.**

Rich asked if Emma is also resigning her coaching position. Tim Markley will inquire.

**3. Monthly Events Calendar:**

Graduation is on June 14 @ 10:00 am. No calendar changes noted.

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

Marian certified that Manifest 23f14049 through 23f14050 and 89 through 93 totaling \$501,069.38 and Payroll 23 totaling \$763,917.46 have been reviewed by her and found to be proper charges against the Contoocook Valley School District for goods and/or services received and have been properly processed prior to their submittal to the School Board.

**Myron Steere moved to accept the manifests as read. Stephan Morrissey second. Unanimous.**

**5. School Board Goal Setting:**

Pierce facilitated the discussion of goal setting. The presentation was based on his distributed agenda. Marian provided a list of the Board goals, going back 8+ years, to see what the Board has done in the past. Pierce presented his PowerPoint.

Review past goals  
Review 13-14 goals  
Forming new goals  
Connecting goals to SAU work  
Evaluating progress  
Next steps

The purpose of goal setting is to identify our strengths and weaknesses.

High-achieving Boards share a vision for both students and staff.

How do our various goals fit together? We have a clear idea of our goals and the data to support and improve. Can we re-evaluate what we do with the information we have?

High-achieving districts: establish a collaborative process with staff and community and establish strong communications.

Monitor goals for achievement and instruction.

SWOT: strengths, weaknesses, opportunities, threats



Pierce reviewed the 2007 goals

Is our high-performing district definition still applicable?

13-14 Goals:

- To become a High-Performing District as defined.  
To provide students with the skills needed to succeed beyond ConVal.

We are no longer using Futuristics Inc. Rich asked about life-time email forwarding for the ConVal accounts, to maintain contact with graduates. We want to continue to receive feedback.

- To support and provide resources for the 13-14 District goals as developed by the Leadership team.

Myron asked about the effectiveness of the process. Pierce indicated this is about resources. There will be a future look at processes.

- A commitment to transparency and open communication... district and public.

Comparison of Board goals with District goals for 13-14.

How do they work together? Myron thinks all goals need to be integrated; Strategic Plan does that.

Myron believes that Board members should routinely visit their select town board. Better communication between School Board and town officials/committees.

Report Card: Who has strong feelings? Rich would like to see us move forward or drop it. When would we do this? Pierce would like us to consider this. How will we get this completed? What is the value of a report card? We should rethink the process. It is time consuming to gather data. Future discussion.  
Pierce would like to include benchmarks, timelines, and indicators.

We should think about our established goals, as well as what we would like to see. Should we be adding additional measures, related process improvements? Myron feels we should have measureable levels of achievement, for example a budget that is accepted by the public. If we can't measure it, we shouldn't have it.

Lebanon School Board is forming new board goals, which follow:

Operations and governance	
Fiscal management	Actions and Priorities
Instructional achievement	
Policies	
Facilities	

For goals:

Include the specifics, list measures of progress - does it make sense to include in our goals? Yes from Myron and Rich. Line up the objective with the goal. We shouldn't establish a goal in a vacuum. Joel would like us to be able to define the purpose of the goal/process.

Internal assessment – our district is beginning to use (under development).

CVSD Strategic Goals:

1. Maintain high-quality learning environments
2. Establish curricula for life-long learners
3. HQT staff – hire
4. Provide programs that meet the needs of all learners

Pierce shared Hollis-Brookline goals (a lot of time and money went into identifying their goals; 2 years, 2 different consultants).

Next steps: what is the best venue to move forward with the goal setting? Another committee? Myron likes the idea. Board ad-hoc committee?

Pierce presented his focus goal:

To value, promote, and model a unified K-12 district viewpoint

Whose viewpoint is unified? Where is this detailed? How are we ensuring equity and consistency across the District? Piece thinks we might drop this goal if we don't understand it. Linda feels it's clear, maybe the wording could be better.

Brendan: as a Board, think about what is the role of your Board goals. Which one is the Board better suited to promote? Define equity. Joel suggested defining it step by step and identify the inequities, rather than defining equity.

Education equity – equal potential, investment.

Jon: are we clear as a Board what our role in the process is? We set policy. The most effective plans/goals are the ones we can use successfully. And, are they appropriate for the Board to use or is it more SAU administration responsibilities?

Vision formed by SAU, -> initiatives -> processes must be identified before we accept the goal.

What is the identified Board area vs. the SAU ownership? Revisit the strategic plan annually – Jon.

We need to agree on what we have and its importance/relevance.

Where do we go from here for this year? Set goals but keep them simple? And then add the process next year?

Define and accept!

Goals:

1. HPD: Should we be looking at other districts (Exeter) as a HPD. Does this unclear goal do us more harm? Pierce: we should over-achieve. We have to take the metrics for students; HP student achievement, and identify. Point of information?

Brendan was asked what he would do. Students achieving high outcomes for college success, then show measures.

Jon feels that as a Board this is not our job. The Board is responsible for setting policy and raising monies. Rich disagrees with Jon.

**1. Articulate and define a strategic plan and goal setting process that yields a high-quality strategic plan. (How to develop and define the strategic plan and goal setting process.**

In addition to this goal, Butch feels the Board has two more important goals:

- 1. Pass Budget (that all Board agrees on and supports)**
- 2. Develop and negotiate Teachers' contract**

We need people to weigh in at the early stages on any plan, not once it's completed. Pierce will wordsmith the three identified goals and send to the Board for review.

We did not discuss the communication and transparency goal.

Pierce asked the question: what are we are going to measure to define these goals. Who's in favor of looking at objectives and measures? Majority of Board agrees.

How do we engage the public in discussion as to how to gauge our success; what are the indicators...achievement vs. growth...how do we measure success? What does it mean? Pierce would like to define objectives and measures.

Pierce would like to set up a schedule to look at goals on a routine basis.

Linda Q: Reflect on SWOT when looking at the three goals: plan, budget, contract. We need to start thinking about this now.

Pierce will have 30 minutes at next Board meeting for further discussion.

Pierce, Stephan, Jon, Myron, Rich, and Linda have all volunteered to be on the ad-hoc Goal-Setting committee.

Everyone thanked Pierce for his work in tonight's presentation.

Butch reiterated that there is a lot more of the good in this district than the bad, even though the paper often reflects on the negative.

Butch congratulated GBS and Jim Elder for their Middle School of the Year award.

This is a reflection of our district and shows the pride of our district.

The Rotary has nominated Nicole Pease (SMS) for Teacher of the Year

Several more Points of Pride were noted:

State Music Festival: an amazing performance – Linda.

Fabi Woods AES, named Antrim Grange Teacher of the Year -- Crista

Great attendance from our schools for the Children and the Arts.  
Letters to the editors, SRSD.

Butch is hoping to limit future meetings to 2 hours.

**6. Non-Public Session: RSA 91-A:3,II (If required) – not required**

**Moved to adjourn, move accepted. Meeting adjourned at 7:53 PM.**

Respectfully submitted,

Carol Arnold

OFFICE OF THE SUPERINTENDENT OF SCHOOLS  
Peterborough, New Hampshire

CONTOOCOOK VALLEY SCHOOL DISTRICT

Personnel Agenda  
June 3, 2014

**2014-15 Nominations:**

**CVHS**

Leander Corman	Special Education Administrator	\$79,000.00
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**DCS**

Deberah Lang	Grade 1 Teacher	\$51,935.00
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**Retirees June 2014:**

**SMS**

Jane Momeyer	Special Education Teacher
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Grade	Total	147	162	151	149	173	782	FTE Teachers
<b>SCHOOL</b>	<b>5,30.14</b>						<b>Total</b>	
AES	# of Students	Kindergarten	1st Grade	2nd Grade	3rd Grade	4th Grade	139	
	# of Sections	31	29	27	19	33		
	Teacher	2	2	2	1	2		9
	Teacher	Teacher	Teacher	Teacher	Teacher	Teacher		
	Ratio	15.5	14.5	13.5	19.0	16.5		
BES	# of Students	Kindergarten	1st Grade	2nd Grade	3rd & 4th Grade		54	
	# of Sections	15	15	8	6 + 10 = 16			
	Teacher	1	1	1	1			4
	Teacher	Teacher	Teacher	Teacher	Teacher			
	Ratio	15.0	15.0	8.0	16.0			
DCS	# of Students	Kindergarten & 1st	1st & 2nd Grade		3rd & 4th Grade	4th & 5th Grade	68	
	# of Sections	13 + 6 = 19	9 + 8 = 17		7 + 8 = 15	8 + 9 = 17		
	Teacher	1	1		1	1		4
	Teacher	Teacher	Teacher		Teacher	Teacher		
	Para	Para	Para			Para*		
	Ratio	19.0	17.0		15.0	17.0		
FES	# of Students	Kindergarten	1st Grade	2nd Grade	3rd & 4th Grade		70	
	# of Sections	16	19	12	8 + 15 = 23			
	Teacher	1	1	1	1			4
	Teacher	Teacher	Teacher	Teacher	Teacher			
	Para		Para					
	Ratio	16.0	19.0	12.0	23.0			
GES	# of Students	Kindergarten	1st Grade	2nd Grade	3rd Grade	4th Grade	85	
	# of Sections	14	15	21	17	18		
	Teacher	1	1	1	1	1		5
	Teacher	Teacher	Teacher	Teacher	Teacher	Teacher		
	Ratio	14.0	15.0	21.0	17.0	18.0		
HES	# of Students	Kindergarten	1st Grade	2nd Grade	3rd Grade	4th Grade	65	
	# of Sections	10	11	13	18	13		
	Teacher	1	1	1	1	1		5
	Teacher	Teacher	Teacher	Teacher	Teacher	Teacher		
	Ratio	10.0	11.0	13.0	18.0	13.0		
PES	# of Students	Kindergarten	1st Grade	2nd Grade	3rd Grade	4th Grade	246	
	# of Sections	42	42	54	55	53		
	Teacher	3	3	3	3	3		15
	Teacher	Teacher	Teacher	Teacher	Teacher	Teacher		
	Teacher	Teacher	Teacher	Teacher	Teacher	Teacher		
	Ratio	14.0	14.0	18.0	18.3	17.7		
TES	# of Students	Kindergarten & 1st	1st & 2nd Grade		3rd Grade	4th Grade	64	
	# of Sections	6 + 7 = 13	9 + 8 = 17		19	15		
	Teacher	1	1		1	1		4
	Teacher	Teacher	Teacher		Teacher	Teacher		
	Para					Para*		
	Ratio	13.0	17.0		19.0	15.0		
* Teaching Principal para		Enrollment numbers may include tuitioned-in student		Total Elementary Students K-4		Total Students K-5		
				19.0		15.0		50
				Total Elementary Students K-4		Total Students K-5		791
								782



# ConVal School District

## Student/Teacher Ratios Registered 2013-14

June 2, 2014 Enrollment

SCHOOL	5.30.14	Grade 5	Grade 6	Grade 7	Grade 8	Total	FTE Teachers
DCS	# of Students	4th & 5th Grade 8 + 9 = 17					
	# of Sections	1				9	
	Teacher	Teacher					1
	Para	Para*					
	Ratio	17					
GBS	# of Students	65	64	59	72	260	
	# of Sections	3	3	3	4		
	Teacher	Teacher	Teacher	Teacher	Teacher		13
	Teacher	Teacher	Teacher	Teacher	Teacher		
	Ratio	21.7	21.3	19.7	18.0		
SMS	# of Students	87	107	100	122	416	
	# of Sections	4	5	5	6		
	Teacher	Teacher	Teacher	Teacher	Teacher		20
	Teacher	Teacher	Teacher	Teacher	Teacher		
	Ratio	21.8	21.4	20.0	20.3		
CVHS	Total Students	161	171	159	194	685	33
	Grade	9	10	11	12		
	Teachers	214	216	200	228	858	
		14	14	14	14		
					K to 4	782	50.0
					5-8	685	33
					9-12	858	56
					Total 2013-14	2325	139.0
					2012-13	2342	
					2011-12	2434	
					2010-11	2534	
					2009-10	2755	
					2008-09	2855	
					2007-08	2969	
					2006-07	3104	

Enrollment numbers may include tuitioned-in students



Partial Status - Based on known K enrollments for 2014-15

Grade	Total	114	147	155	151	149	716	FTE Teachers
<b>SCHOOL</b>	<b>5,30.14</b>	<b>Kindergarten</b>	<b>1st Grade</b>	<b>2nd Grade</b>	<b>3rd Grade</b>	<b>4th Grade</b>	<b>Total</b>	
AES	# of Students	19	31	29	27	19	125	
	# of Sections	2	2	2	2	1		9
	Teacher	Teacher	Teacher	Teacher	Teacher	Teacher		
	Ratio	9.5	15.5	14.5	13.5	19.0		
BES	# of Students	15	15	15	8 + 6 = 14		59	
	# of Sections	1	1	1	1			4
	Teacher	Teacher	Teacher	Teacher	Teacher			
	Ratio	15.0	15.0	15.0	14.0			
DCS	# of Students	7	13	8	3rd & 4th Grade 8 + 7 = 15	5th Grade 16	59	
	# of Sections	1	1	1	1	1		5 (+1)
	Teacher	Teacher	Teacher	Teacher	Teacher	Teacher		
	Para	(-1)				Para*		
	Ratio	7.0	13.0	8.0	15.0	16.0		
FES	# of Students	9	16	19	3rd & 4th Grade 12 + 8 = 20		64	
	# of Sections	1	1	1	1			4
	Teacher	Teacher	Teacher	Teacher	Teacher			
	Ratio	9.0	16.0	19.0	20.0			
GES	# of Students	12	14	15	3rd Grade	4th Grade	79	
	# of Sections	1	1	1	21	17		5
	Teacher	Teacher	Teacher	Teacher	Teacher	Teacher		
	Ratio	12.0	14.0	15.0	21.0	17.0		
HES	# of Students	Kindergarten & 1st 3 + 10 = 13		2nd Grade	3rd Grade	4th Grade	55	
	# of Sections	1		11	13	18		5
	Teacher	Teacher		1	1	1		
	Ratio	13.0		11.0	13.0	18.0		
PES	# of Students	Kindergarten	1st Grade	2nd Grade	3rd Grade	4th Grade	234	
	# of Sections	41	42	42	54	55		15
	Teacher	3	3	3	3	3		
	Teacher	Teacher	Teacher	Teacher	Teacher	Teacher		
	Teacher	Teacher	Teacher	Teacher	Teacher	Teacher		
	Ratio	13.7	14.0	14.0	18.0	18.3		
TES	# of Students	Kindergarten & 1st 8 + 6 = 14		2nd Grade	3rd & 4th Grade 8 + 19 = 27		57	
	# of Sections	1		16	1			3 (-1)
	Teacher	Teacher		Teacher	Teacher			
	Para			Teacher	Para*			
	Ratio	14.0		16.0	27.0			
* Teaching Principal para								
Enrollment numbers may include tuitioned-in student								
Total Elementary Students K-4								
Total Students K-5								
Based on known K enrollments								
for 2014-15								
Total								732
Total								716
50								



Partial Status - Based on known K enrollments for 2014-15

SCHOOL	5.30.14	Grade 5 5th Grade	Grade 6	Grade 7	Grade 8	Total	FTE Teachers
DCS	# of Students	16				16	
	# of Sections	1					1
	Teacher	Teacher					
	Para	Para*					
	Ratio	16					
GBS	# of Students	71	65	64	59	259	
	# of Sections	3	3	3	3		12 (-1)
	Teacher	Teacher	Teacher	Teacher	Teacher		
	Teacher	Teacher	Teacher	Teacher	Teacher		
	Ratio	23.7	21.7	21.3	19.7		
SMS	# of Students	86	96	107	100	389	
	# of Sections	4	4	4	5		17 (-1)
	Teacher	Teacher	Teacher	Teacher	Teacher		
	Teacher	Teacher	Teacher	Teacher	Teacher		
	Ratio	21.5	24.0	26.8	20.0		
	Total Students	173	161	171	159	664	29(-2)
CVHS	Grade	9	10	11	12		
	Teachers	194	214	216	200	824	
		14	14	14	14		
					K to 4	716	50
					5-8	664	29
					9-12	824	56
					Total 2014-15	2204	135.0
					2013-14	2325	
					2012-13	2342	
					2011-12	2434	
					2010-11	2534	
					2009-10	2755	
					2008-09	2855	
					2007-08	2969	
					2006-07	3104	

Enrollment numbers may include tuitioned-in students

# June 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 <a href="#">School Board Meeting</a> 07:00 PM @ Greenfield Elementary School	4	5 <a href="#">Budget &amp; Property Committee Mtg. @ SAU</a> 06:30 PM	6	7
8	9	10 <a href="#">Policy Committee Meeting</a> 06:30 PM in Conference Room 1	11 <a href="#">Education Committee Mtg. @ SAU</a> 05:00 PM	12	13	14
15	16	17 <a href="#">School Board Meeting</a> 07:00 PM @ SAU Board Room	18	19	20 <a href="#">Last Day of School</a>	21
22	23	24	25	26	27	28
29	30					



# July 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22 <a href="#">Policy Committee Meeting</a> 06:30 PM in Conference Room 1	23	24	25	26
27	28	29	30	31		

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# CONTOOCCOOK VALLEY SCHOOL DISTRICT FIELD TRIP PROPOSAL

1. Name: Kathryn Doherty Grade: 8 School: GBS
2. Destination: Washington, DC
3. Date(s) of Trip: April 13-17, 2015 Time(s): From 7am <sup>Mon. Fri.</sup> to 6pm
4. Description of Trip:

This is our annual 8<sup>th</sup> grade tour of Washington, DC.

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

This relates to the social studies curriculum for 8<sup>th</sup> graders. Museums, memorials etc. of U.S. History.

6. Transportation will be by: Bus Co. private coach Private Car \_\_\_\_\_ Other \_\_\_\_\_  
(Private cars require completion of District Use of Private Vehicle Form by individual drivers)

7. Ratio of Adults: 1 to 17 <sup>5-8</sup> ~~chaperones~~ to Number of Students: 8 <sup>(62)</sup>

Staff Signature: Kathryn Doherty Date: 5/4/14 Principal Signature: [Signature] Date: 5/13/14

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

- |  |  |
|--|--|
| <u>Capital Tours</u> <input type="checkbox"/> Bus Form If Necessary<br><input type="checkbox"/> Fee Paid By _____<br><input type="checkbox"/> Chaperones Listed On The Reverse<br><input type="checkbox"/> Permission Slips To Parents/Guardians Prepared<br><input type="checkbox"/> Office Notified With Accurate Lists of Students<br><input checked="" type="checkbox"/> Kitchen Notified If Lunches Would Be Affected | <input type="checkbox"/> UA Team Notified<br><input checked="" type="checkbox"/> Posted on Events Calendar<br><input type="checkbox"/> Notified Nurse to prepare<br><input type="checkbox"/> Medicine<br><input type="checkbox"/> First Aid/CPR Certified Staff<br><input type="checkbox"/> Member Attending |
|--|--|
- wait to see list of students  
will see who is CPR certified*

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

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

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

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

## PROPOSAL FOR PROFESSIONAL DEVELOPMENT IN MY CONTENT AREA VIA GALAPAGOS ISLAND EXPEDITION AUGUST 29<sup>th</sup>-SEPTEMBER 8<sup>th</sup>

**Purpose:** To spend eleven days aboard the ship *Evolution* in the Galapagos Islands with field biologist Jeff Corwin, exploring the island's biodiversity, attending lectures and visiting research stations to gain knowledge of past and present studies of island species. Upon my return, I plan to use the information gathered to design and implement a series of lessons that meet NGSS standards for our evolution unit (using the same organisms that Charles Darwin observed when he came up with the theory of evolution approximately 200 years ago!)

### My Current PD Goals:

This amazing opportunity meets **my district goal** to continue work to transition our biology curriculum the Next Generation Science Standards. The NGSS have put a new emphasis on student learning in the areas of unity and diversity of life and evolution. Evidence will include a series of lessons and student assessments based on my field experience and developed after my expedition that will meet the following NGSS standards:

- HS-  
LS4-  
1. *Communicate scientific information that common ancestry and biological evolution are supported by multiple lines of empirical evidence.*  
*Construct an explanation based on evidence that the process of evolution primarily results from four factors: (1) the potential for a species to increase in number, (2) the heritable genetic variation of individuals in a species due to mutation and sexual reproduction, (3) competition for limited resources, and (4) the proliferation of those organisms that are better able to survive and reproduce in the environment.*
- HS-  
LS4-  
2. *Apply concepts of statistics and probability to support explanations that organisms with an advantageous heritable trait tend to increase in proportion to organisms lacking this trait.*
- HS-  
LS4-  
3. *Construct an explanation based on evidence for how natural selection leads to adaptation of populations.*
- HS-  
LS4-  
4. *Evaluate the evidence supporting claims that changes in environmental conditions may result in: (1) increases in the number of individuals of some species, (2) the emergence of new species over time, and (3) the extinction of other species.*
- HS-  
LS4-  
5. *Create or revise a simulation to test a solution to mitigate adverse impacts of human activity on biodiversity.\**
- HS-  
LS4-  
6.

This opportunity also will allow me to meet **my building goal** of continuing to transition my course instruction to a student-centered learning model by using technology (Nearpod, edmodo, WordPress, etc.) and the assistance of Helfreid Zrzavy to create interactive, technology-based lessons that follow the flip classroom model and keep students engaged and accountable during my absence. Evidence will include my lesson plans and access to my online resources before, during and after my expedition, as well as student assessment data.

### **Planning For My Absence**

#### May-August:

I will plan my first unit, then meet with Helfreid Zrzavy to record and upload video lectures and interactive NearPod lessons. Mr. Zrzavy will help me with the creation of a blog site and new edmodo groups, in which I can upload lessons and choose when to make them available to students. I will also leave detailed sub plans and will plan to meet with my substitute well in advance. My plan is to be in class the very first day of school (August 28<sup>th</sup>) with my sub to directly make students aware of my expectations and field test their accessibility to the variety of technologies they will be using in my absence.

#### August 29<sup>th</sup>-September 8<sup>th</sup>:

While away, take photos and videos of a variety of species to later use in my evolution unit. I am planning to also Blog and respond to students via Edmodo depending on the technology upon the *Evolution*.

#### September 9<sup>th</sup>-:

I will return and formatively assess students on their knowledge of the first unit to determine if more time needs to be spent or if we can move forward with our curriculum.

*“You cannot protect what you don’t understand,  
and you cannot understand what you are not  
connected to...” -Jeff Corwin*

**Board Briefs**  
**June 3, 2014**

**Expense Report (May 29, 2014)**

This report reflects expenses, encumbrances, and transfers through May 29, 2014.

Line 28 reflects a transfer to line 30 for snow plowing expenses.

It is anticipated that line 41 (transportation) will be covered by a transfer from line 48 (tuition).

The expense report also includes encumbrances for transfers to Trust Funds.

**We have recently had some new students move in and associated expenses are not yet known or included in this report.**

**April/May +/- Report**

Reflects the anticipated transfer of unencumbered tuition funds for transportation.

**Grants May 2014**

Reflects all grant expenses and encumbrances through May 2014.



# 2013-2014 Expense Report

31-May-14

Line #	Account Number	Description	2013-2013 Budget	2013-2014 Transfers	2013-2014 Adjusted Budget	2013-2014 Expense	2013-2014 Encumbered	Balance	Account Notes
1	21.000.0000.00.110	REGULAR SALARIES	\$13,372,387.00	-\$226,800.00	\$13,145,587.00	\$11,091,104.57	\$1,920,971.50	\$133,510.93	1.02%
2	21.000.0000.00.111	PARA SALARIES	\$2,055,404.00	\$109,000.00	\$2,164,404.00	\$1,899,842.37	\$263,816.57	\$745.06	0.03%
3	21.000.0000.00.112	ADMIN ASSIST SALARIES	\$1,039,298.00	\$25,500.00	\$1,064,798.00	\$957,027.39	\$97,392.05	\$10,378.56	0.97%
4	21.000.0000.00.113	CUSTODIAL/MAINTEN SALARIES	\$746,569.00	-\$30,000.00	\$716,569.00	\$635,867.76	\$75,967.44	\$4,733.80	0.66%
5	21.000.0000.00.114	ADMINISTRATOR SALARIES	\$2,049,493.00	\$37,300.00	\$2,086,793.00	\$1,909,639.92	\$172,342.86	\$4,810.22	0.23%
6	21.000.0000.00.115	DEPARTMENT HEADS	\$40,500.00		\$40,500.00	\$34,269.84	\$6,230.16	\$0.00	0.00%
7	21.000.0000.00.119	SUPPORT SERVICES	\$572,079.00	-\$65,000.00	\$507,079.00	\$425,897.55	\$54,238.23	\$26,943.22	5.31%
8	21.000.0000.00.120	TEMPORARY SALARIES	\$790,492.00		\$790,492.00	\$674,370.76	\$116,000.00	\$121.24	0.02%
9	21.000.0000.00.130	OVERTIME	\$34,000.00		\$34,000.00	\$41,367.44		-\$7,367.44	-21.67%
10									
11	21.000.0000.00.211	HEALTH INSURANCE	\$7,086,745.00	-\$ 40,000.00	\$7,046,745.00	\$6,631,826.18	\$280,991.98	\$133,926.84	1.90%
12	21.000.0000.00.212	DENTAL INSURANCE	\$224,240.00		\$224,240.00	\$215,914.31	\$8,365.25	-\$39.56	-0.02%
13	21.000.0000.00.213	LIFE INSURANCE	\$51,691.00		\$51,691.00	\$43,941.25	\$7,750.00	-\$0.25	0.00%
14	21.000.0000.00.214	LONG TERM DISABILITY	\$39,195.00		\$39,195.00	\$36,080.10	\$3,120.00	-\$5.10	-0.01%
15	21.000.0000.00.220	FICA	\$1,580,134.00		\$1,580,134.00	\$1,316,371.55	\$204,047.15	\$59,715.30	3.78%
16	21.000.0000.00.231	NON - TEACH RETIRE	\$569,484.00		\$569,484.00	\$510,900.61	\$58,899.81	-\$316.42	-0.06%
17	21.000.0000.00.232	TEACHER RETIRE	\$2,174,764.00		\$2,174,764.00	\$1,732,985.71	\$293,823.27	\$147,955.02	6.80%
18	21.000.0000.00.260	UNEMPLOYMENT	\$ 60,000.00		\$60,000.00	\$56,489.00		\$3,511.00	5.85%
19	21.000.0000.00.270	ADMIN ANNUITY	\$36,897.00		\$36,897.00	\$21,576.00		\$15,321.00	41.52%
20									
21	21.000.0000.00.320	PRESENTERS	\$17,600.00		\$17,600.00	\$12,973.00		\$4,627.00	26.29%
22	21.000.0000.00.322	STAFF SERVICES	\$145,000.00		\$145,000.00	\$144,810.52		\$189.48	0.13%
23	21.000.0000.00.323	PUPIL SERVICES	\$79,610.00		\$79,610.00	\$65,732.78	\$17,616.32	-\$3,739.10	-4.70%
24	21.000.0000.00.330	PURCHASED/PROF	\$863,597.00	\$125,000.00	\$988,597.00	\$899,872.74	\$95,768.25	-\$7,043.99	-0.71%
25	21.000.0000.00.340	STATISTICAL SERVICES	\$47,000.00		\$47,000.00	\$28,687.50		\$18,312.50	38.96%
26	21.000.0000.00.380	SCHOOL BOARD SERVICES	\$161,000.00	\$17,000.00	\$178,000.00	\$154,205.71	\$21,183.60	\$2,610.69	1.47%
27									
28	21.000.0000.00.411	WATER/SEWER	\$57,000.00	-\$19,000.00	\$38,000.00	\$35,309.17	\$1,170.83	\$1,520.00	4.00% To snow plowing
29	21.000.0000.00.421	DISPOSAL	\$54,000.00	-\$17,000.00	\$37,000.00	\$30,885.95	\$6,094.50	\$19.55	0.05%



# 2013-2014 Expense Report

31-May-14

Line #	Account Number Description	2013-2013 Budget	2013-2014 Transfers	2013-2014 Adjusted Budget	2013-2014 Expense	2013-2014 Encumbered	Balance	Account Notes
30	21.000.0000.00.422 SNOW PLOWING	\$100,600.00	\$ 36,000.00	\$136,600.00	\$137,453.25			-\$853.25 -0.62% From water and disposal
31	21.000.0000.00.430 REPAIR/MAINT	\$492,173.00	\$505,800.00	\$997,973.00	\$947,877.07	\$51,000.00		-\$904.07 -0.09%
32	21.000.0000.00.431 STRUCTURAL REPAIRS	\$120,800.00	\$ 5,800.00	\$115,000.00	\$92,704.94	\$22,300.00		-\$4.94 0.00%
33	21.000.0000.00.432 ELECTRICAL REPAIRS	\$ 73,600.00	\$ 9,900.00	\$83,500.00	\$83,478.82		\$21.18	0.03%
34	21.000.0000.00.433 MECHANICAL REPAIRS	\$116,500.00	\$ 14,900.00	\$101,600.00	\$72,571.59	\$29,000.00	\$28.41	0.03%
35	21.000.0000.00.434 HVAC REPAIRS	\$179,100.00	\$ 5,000.00	\$184,100.00	\$170,421.90	\$14,000.00	-\$321.90	-0.17%
36	21.000.0000.00.440 BUILDING RENTAL	\$2,500.00		\$2,500.00	\$2,620.00		-\$120.00	-4.80%
37	21.000.0000.00.442 EQUIPMENT RENTAL	\$3,100.00	\$ 631.00	\$2,469.00	\$405.00		\$2,064.00	83.60%
38	21.000.0000.00.450 RENTAL	\$4,000.00	\$ 631.00	\$4,631.00	\$4,631.00		\$0.00	0.00%
39								
40	21.000.0000.00.510 FIELD TRIP ATHLETIC	\$206,292.00		\$206,292.00	\$141,103.82	\$29,379.01	\$35,809.17	17.36%
41	21.000.0000.00.519 PUPIL TRANSPORTATION	\$1,915,490.00		\$1,915,490.00	\$1,804,921.08	\$240,218.57	-\$129,649.65	-6.77% Transfer from tuition
42								
43	21.000.0000.00.520 INSURANCE	\$190,000.00		\$190,000.00	\$182,271.00		\$7,729.00	4.07%
44	21.000.0000.00.530 TELEPHONE /WEB ACCESS	\$149,000.00		\$149,000.00	\$125,752.87	\$14,659.00	\$8,588.13	5.76%
45	21.000.0000.00.534 POSTAGE	\$ 29,600.00		\$29,600.00	\$23,518.05	\$1,388.16	\$4,693.79	15.86%
46	21.000.0000.00.540 ADVERTISING	\$ 16,000.00	\$ 5,000.00	\$21,000.00	\$20,416.01	\$825.53	-\$241.54	-1.15%
47	21.000.0000.00.550 PRINTING	\$ 27,400.00	\$ 5,000.00	\$22,400.00	\$12,185.34	\$2,246.47	\$7,968.19	35.57%
48	21.000.0000.00.561 TUITION	\$1,750,935.00	\$ 17,500.00	\$1,733,435.00	\$1,321,429.97	\$289,651.53	\$122,353.50	7.06% To be used for transportation
49	21.000.0000.00.580 MILEAGE	\$112,050.00		\$112,050.00	\$63,183.61	\$8,092.98	\$40,773.41	36.39%
50	21.000.0000.00.590 MISC PURCH SERV	\$10,500.00		\$10,500.00	\$5,777.53	\$909.32	\$3,813.15	36.32%
51								
52	21.000.0000.00.622 ELECTRICITY	\$449,500.00		\$449,500.00	\$374,953.95	\$75,227.00	-\$680.95	-0.15%
53	21.000.0000.00.623 BOTTLED GAS	\$13,700.00		\$13,700.00	\$10,833.73	\$112.56	\$2,753.71	20.10%
54	21.000.0000.00.624 FUEL OIL	\$470,530.00		\$470,530.00	\$460,270.25	\$10,260.00	-\$0.25	0.00%
55	21.000.0000.00.656 DIESEL / GASOLINE	\$414,000.00		\$414,000.00	\$303,344.42	\$110,000.00	\$655.58	0.16%
56								
57	21.000.0000.00.610 SUPPLIES	\$907,269.00	\$ 65,000.00	\$972,269.00	\$608,453.25	\$127,677.44	\$236,138.31	24.29%
58	21.000.0000.00.640 BOOKS	\$104,776.00		\$104,776.00	\$65,028.61	\$22,785.57	\$16,961.82	16.19%

# 2013-2014 Expense Report

31-May-14

Account Numbx Description		2013-2013	2013-2014	2013-2014	2013-2014	2013-2014	2013-2014	Balance	Account Notes
Line #		Budget	Transfers	Adjusted Budget	Expense	Encumbered			
59	21.000.0000.00.641 PERIODICALS	\$25,511.00		\$25,511.00	\$20,235.10	\$1,146.10	\$4,129.80	16.19%	
60	21.000.0000.00.649 OTHER INFO SOURCES	\$ 9,648.00		\$9,648.00	\$2,321.75	\$1,862.47	\$5,463.78	56.63%	
61	21.000.0000.00.650 SOFTWARE SUPPORT	\$206,852.00		\$206,852.00	\$183,141.80	\$6,301.33	\$17,408.87	8.42%	
62	21.000.0000.00.733 NEW FURNITURE	\$ 6,469.00	\$ 3,000.00	\$9,469.00	\$7,303.65	\$2,318.81	-\$153.46	-1.62%	
63	21.000.0000.00.734 OTHER EQUIPMENT	\$88,892.00	\$8,000.00	\$96,892.00	\$93,720.52		\$3,171.48	3.27%	
64	21.000.0000.00.737 REPL FURNITURE	\$34,940.00	-\$ 1,600.00	\$33,340.00	\$22,908.91	\$3,779.80	\$6,651.49	19.95%	
65	21.000.0000.00.738 REPL EQUIPMENT	\$90,775.00	\$11,600.00	\$102,375.00	\$97,504.87	\$4,901.99	-\$31.76	-0.03%	
66	21.000.0000.00.739 NEW EQUIPMENT	\$220,944.00	-\$ 3,500.00	\$217,444.00	\$206,510.18	\$5,051.96	\$5,881.86	2.70%	
67									
68	21.000.0000.00.810 DUES & FEES	\$140,448.00		\$140,448.00	\$128,637.71	\$11,756.86	\$53.43	0.04%	
69	21.000.0000.00.830 DEBT SERVICE INTEREST	\$143,953.00		\$143,953.00	\$143,953.13		-\$0.13	0.00%	
70	21.000.0000.00.890 MISCELLANEOUS	\$ 46,840.00		\$46,840.00	\$27,125.00	\$13,786.72	\$5,928.28	12.66%	
71	21.000.0000.00.910 DEBT SERVICE PRINCIPAL	\$360,000.00		\$360,000.00	\$360,000.00		\$0.00	0.00%	
72	21.000.0000.00.930 TRANS TO FS HEALTH	\$ 235,000.00		\$235,000.00	\$219,004.58	\$10,340.52	\$5,654.90	2.41%	
73	21.000.0000.00.930 TRANS TO FS DENTAL	\$8,900.00		\$8,900.00	\$8,239.84	\$399.38	\$260.78	2.93%	
TRANS TO TRUST FUNDS						\$300,000.00			
74	TOTAL	\$43,426,766.00	\$517,000.00	\$43,943,766.00	\$38,164,163.78	\$5,117,168.55	\$662,433.67		
75	PY ENCUMBRANCES	\$566,905.00	-\$517,000.00	\$49,905.00		\$0.00	\$49,905.00		
76	Total	\$43,993,671.00	\$ 0.00	\$43,993,671.00	\$38,164,163.78	\$ 5,117,168.55	\$ 712,338.67	1.62%	



Unanticipated Changes to 2013-2014 Budget - EXPENSE SIDE

29-May-14

Date	Item	Line	Unanticipated Expense	Savings / Transfer	Notes	Potential Net (Shortfall)/ Savings
Aug-13	PES K Teacher	1	\$57,775	\$57,775	Extra Teaching Position	
	PES .5 Title I Teacher	1	\$42,042	\$42,042	Salary & Health Delta	
	CVHS Math Teacher	1	\$49,796	\$49,796	Salary & Health Delta	
	GBS Spec Ed Teacher	1	\$75,682		Was grant; now general fund	
	SMS ESP Program	1		\$78,837	Was general fund; now grant	
	CVHS Spec Ed Teacher	1	\$64,832	\$54,142	Was grant; now general fund	
	CVHS Spec Ed Teacher	1	\$72,968	\$72,968	Was grant; now general fund/Salary & Health Delta	
	Pierce Para	2	\$51,872	\$51,872	Was grant; now general fund/Salary & Health Delta	
	CVHS Para	2	\$43,000	\$43,000	Transfer from Special Ed to General Ed	
	PES Preschool Program	1 & 2	\$55,130	\$55,130	Was general fund; now grant	
Sep-13	Special Ed Runs	41	\$72,193		Placements	
Nov-13	Voc Ed and Extra Run	41	\$37,000		Tuition	
Dec - Jan	AES Para	2				
	SMS Para (3)	2				
	PES Para	2	\$93,769	\$93,769	Salary and health delta	
Mar-14	Tec Dir	5		\$17,000		
	Snow Plowing	30	\$17,000			
Apr-14	Disposal	29		\$17,000	Cover snow plow overexpenditure	
	Spec Ed Placement	48	\$20,000	\$20,000	No impact this year	
May-14	Water	28		\$19,000		
	Snow Plowing	30	\$19,000			
	Tuition	48		\$99,728	Anticipated Transfer	
Total			\$772,059	\$772,059		\$0

Unanticipated Changes to 2013-2014 Budget - REVENUE SIDE BASED ON INFORMATION FROM DRA

Date	Item	Line	Budget	Tax Rate Setting	Actual	Notes
March 2013	Sports Revenue		\$37,000	\$37,000		
	Tuition		\$179,000	\$179,000		
	ATC Tuition		\$30,000	\$30,000		
	Interest		\$6,000	\$6,000		
	Adequacy Aid		\$7,799,360	\$7,815,932	\$7,815,932	\$0
	Catastrophic Aid		\$461,896	\$447,979	\$528,345	\$80,366
	Building Aid		\$558,186	\$558,186		Final Payment in May
	Medicaid		\$280,000	\$280,000		
	ATC Aid		\$40,000	\$40,000		
Un	Unreserved		\$695,822	\$695,822		
Tot			\$10,087,264	\$10,089,919	\$8,344,277	
				\$2,655		

2013-2014 Grant Summary Report

PROJ #	PROJ NAME	Purpose	C	End Date	Approved Funding	Year To Date Expense	Encumbrance	Balance 5/31/14
34812	Title IIA	Professional Development		06/14	\$181,827.43	157,309.58	3,200.00	21,317.85
	Keys to Literacy, ASCD Conference, Common Core, PLC, Para training							
42624	IDEA	Various Special Ed positions throughout the District, including PES preschool and middle school ESP program		08/14	\$486,782.37	\$379,852.44	\$42,023.55	\$64,906.38
40025	Title I	Elementary Language Arts		08/14	\$514,797.89	\$370,987.70	\$57,036.68	\$86,773.51
	Primary function is to address needs of students with difficulty in language arts skills.							
45014	Perkins	ATC Programs		08/14	\$76,554.64	\$68,862.54	\$1,549.77	\$6,142.33
	Equipment and professional development or ATC programs							
47323	Adult Es	Adult Diploma Program		06/14	\$11,220.00	\$10,613.94		\$606.06
Total					\$1,271,182.33	\$987,626.20	\$103,810.00	\$179,746.13

Category: R

### BIDDING REQUIREMENTS

All contracts for, and purchases of supplies, materials, equipment, and contractual services in the amount of \$15,000 or more, shall be based, when feasible, on at least three competitive bids. All purchases less than \$15,000 in amount may be made in the open market but shall, when possible and reasonable, be based on at least three competitive quotations or prices. All purchases made in the open market shall be completed after careful pricing.

When bidding procedures are used, bids shall be advertised appropriately. Suppliers shall be invited to have their names placed on mailing lists to receive invitations to bid. When specifications are prepared, they will be mailed to all merchants and firms who have indicated an interest in bidding.

All bids must be submitted in sealed envelopes, addressed to the School Board, and plainly marked with the name of the bid and the time of the bid opening. Bids shall be opened at the time specified and all bidders and other persons shall be invited to be present.

The Board reserves the right to reject any or all bids and to accept that bid which appears to be in the best interest of the District. The Board reserves the right to waive any formalities in, or reject, any or all bids or any part of any bid. Any bid may be withdrawn prior to the scheduled time for the opening of bids. Any bid received after the time and date specified shall not be considered. The Board also reserves the right to negotiate with a bidder when all bids exceed the budgeted appropriation.

The bidder to whom the award is made shall be required to enter into a written contract with the District.

#### Legal References:

*RSA 194-C:4 II (a), Superintendent Services*

*NH Code of Administrative Rules, Section Ed. 303.01 (b), Substantive Duties of School Boards*

1<sup>st</sup> Read: September 17, 2013

2<sup>nd</sup> Read: ~~October 1, 2013~~ June 3, 2014

Adopted:



*Category: R**See also JJF***STUDENT ACTIVITIES FUND MANAGEMENT AND FUNDRAISING**

The School Board authorizes the establishment of Student Activity Funds. Such funds shall be organized and managed consistent with the provisions of this policy.

Student activity funds may be raised and spent to promote the general welfare, education of the student body and/or the extracurricular activities of student clubs, groups and organizations.

The Business Administrator shall be responsible for the proper administration of the financial activities of the Student activities fund in accordance with state law and appropriate accounting practices and procedures. The Business Administrator is charged with establishing administrative regulations to carry out the provisions of this policy.

Student activity accounts are subject to auditing at any time by the Business Administrator or his/her designate.

Student fundraising activities must be for the support of the school mission. Fundraising will not be school sponsored unless it is approved by the Superintendent. All fundraising money must be deposited in the school activity accounts which shall be maintained according to standards and procedures established by the Superintendent or his/her designee, and these accounts shall be audited annually.

*See Also Appendix JJF-R*

1<sup>st</sup> Read: May 6, 2014

2<sup>nd</sup> Read: June 3, 2014

Adopted:

Category: R

### CLASS SIZE

The ConVal School District will adhere to all state laws and regulations pertaining to class size. In the event of scheduling conflicts, staffing shortages, space limitations, fiscal limitations, or other issues that prevent a classroom from adhering to class size regulations, the Superintendent or designee will contact the New Hampshire Department of Education and seek alternative compliance allowances through the applicable State procedures.

The School Board recognizes the many instructional benefits based on reasonable class sizes. To that end, the Board recommends and will make reasonable efforts to support the following class size guidelines:

Grade Level	Number of Students
K	15 – 18
1 – 2	18 – 20
3 – 4	20 – 22
5 – 8	22 – 25
9 – 12	25 – 28

When class sizes exceed these guidelines, the staff, administration, and School Board will review all available options and recommendations. Staffing needs, safety, class schedules, as well as material and space allocation will be considered as part of the final decision in adjusting class sizes.

#### **Legal Reference:**

*NH Code of Administrative Rules, Section Ed 306.17, Class Size*

1st Read: May 6, 2014

2nd Read: June 3, 2014

Adopted:

## Contoocook Valley School District Policy

### CLASS SIZE

The Board is aware that class size has bearing upon effective teaching. It therefore directs the Superintendent to work with principals in attempting to establish a reasonable and equitable class enrollment for each teacher.

The Board understands that achieving this goal is dependent upon the financial ability of the school district. In determining the size of various classes, the administration will consider the following factors:

1. The type of load which will help the teacher be most effective with the children in the class.
2. The experience of the teacher and his or her familiarity with district programs and policies.
3. Required preparation and correction time for the particular class.
4. The square footage of the classroom. Efforts will be made to conform to state standards (i.e., 30 sq. ft. per elementary school students, etc.).

April 2, 1991



*Category: R**See also JIC, JICD***STUDENT DUE PROCESS RIGHTS**

Students facing discipline will be afforded all due process rights given by law. The Superintendent or designee appointed in writing, is authorized to suspend any student for ten days or less for violations of school rules or policies. The School Board, or representative thereof, designated in writing, is authorized to continue the suspension in excess of 10 days following a hearing with the aforementioned representative. Any suspension in excess of 10 days may be appealed to the Board committee charged with discipline review.

In addition to the provisions of this policy, the Board recognizes the application of all pertinent provisions of RSA 193:13 and associated Department of Education rules.

Student due process rights shall be printed in the Parent-Student Handbook and will be made available in another language, as necessary, or presented orally upon request.

**Legal References:**

*RSA 189:15, Regulations*

*NH Code of Administrative Rules, Section Ed 306.04(a)(3), Policy Development, Discipline*

*NH Code of Administrative Rules, Section Ed 306.04(f), Student Discipline*

*NH Code of Administrative Rules, Section Ed 317.04(b), Disciplinary Procedures*

*Appendix: JICD - R*

1<sup>st</sup> Read: May 6, 2014

2<sup>nd</sup> Read: June 3, 2014

Adopted:

## Contoocook Valley School District Policy

### EARLY GRADUATION

A high school student may complete the requirements for graduation at the end of the junior year by taking approved summer school courses and extra courses in the sophomore and junior years.

It is possible for a student to complete requirements for graduation at the end of the first semester of the senior year by taking approved summer school courses, extra courses in the sophomore year, junior year, and in the first semester of the senior year.

In order to qualify for early graduation a student must meet all course and credit requirements for graduation.

It is absolutely necessary that a student and parents do the necessary long-range planning for early graduation. A statement that the program is approved by parents is required.

To be eligible for early graduation, a student must complete an application before October 1<sup>st</sup>. Application forms are available in the Guidance Office.

April 2, 1991

Category: P

## PROCEDURAL SAFEGUARDS NONDISCRIMINATION ON THE BASIS OF HANDICAP/DISABILITY

The District provides the following Notice of Procedural Safeguards to parents/guardians of students with disabilities, and handicapped persons with disabilities, as required by 34 C.F.R. Sections 104.7, 104.8, 104.22 (4) (f), and 104.36 of the Regulations implementing Section 504 of the Rehabilitation Act of 1973.

The District does not discriminate on the basis of handicap disability in admission or access to, or treatment or employment in, its programs and activities.

The District provides a grievance procedure with appropriate due process rights. The Assistant Superintendent is the designated employee, charged with coordinating efforts to comply with Section 504. The parent/guardian of handicapped students with disabilities or any handicapped person with a disability may use the grievance procedure established by the School Board.

Grievance Procedure: As the parent/guardian of a handicapped student with a disability or as a handicapped person with a disability, you have the right to notify the above designated employee with your complaint.

The designated employee will make an initial response to the complainant within ten (10) working days of receipt of complaint. The parties will attempt to work out their differences promptly and equitably. A written record of the resolution of the complaint will be made within ten (10) working days of completion.

If that effort fails, the parent/guardian may (a) request that the Board places this matter on its agenda or (b) notify the Superintendent of the complaint. Either request shall be delivered in writing. You The complainant may be represented by anyone of your their choosing, may present information through documents and other evidence and witnesses, and may examine witnesses presented by the School District.

Within ten (10) working days of either of the above options, a written record should be made of the decision.

Section D Procedural Safeguards: As required by Section 104.36, as the parent/guardian of a student, who because of handicap needs a disability or who is believed to need special instruction and related services, you have has the right, with respect to any action regarding identification, evaluation, and placement to:

1. Receive notice of the referral/identification, evaluation, and placement process, with appropriate consent form.
2. Examine all relevant records.

Category: P

**PROCEDURAL SAFEGUARDS  
NONDISCRIMINATION ON THE BASIS OF HANDICAP/DISABILITY**  
(continued)

3. Participate in an impartial hearing, at any time, with respect to any actions regarding identification, evaluation, or placement of persons who need or are believed to need special education and related services, and an opportunity for participation ~~by you and a~~ with representation of counsel as provided under the Individuals with Disabilities Education Act.
4. Request a review process.

**Legal References:**

34 C.F.R. Part 104, Nondiscrimination on the Basis of Handicap  
Section 504 of The Rehabilitation Act of 1973

1<sup>st</sup> Read: June 3, 2014

2<sup>nd</sup> Read:

Adopted:



Category: *R*

**PUBLIC NOTIFICATION OF SCHOOL BOARD MEETINGS**

All School Board Meetings are open to the public. The School Board will announce at least 24 hours in advance (excluding Sundays and legal Holidays) through two public postings and, when possible, by the newspapers and electronic media, the date, time, and place of all regular and special meetings and the major topics to be discussed.

The Board may need to hold an emergency meeting in the case where immediate undelayed action is deemed to be imperative by the Board Chair or presiding Officer of the body or agency, who shall employ whatever means are available to inform the public that a meeting is to be held. The minutes of the meetings shall clearly spell out the need for the emergency meeting.

**Legal Reference:**

*RSA 91-A:2, II, Public Records and Meetings: Meetings Open to the Public*

April 2, 1991

1<sup>st</sup> Read June 3, 2014

2<sup>nd</sup> Read

Adopted:

Category: R

### POLICY REVIEW AND EVALUATION/MANUAL ACCURACY CHECK

In an effort to keep its written policies up-to-date so that they may be used consistently as a basis for **School** Board action and administrative decision, the Board will review its policies on a continuing basis.

The Board will evaluate how the policies have been executed by the school staff and weigh the results. It will rely on the school staff, students, and the community for providing evidence of the effect of the policies which it has adopted.

The Superintendent **or designee** is given the continuing responsibility of calling to the Board's attention all policies that are out of date or appear to need revision for other reasons.

The Board directs the Superintendent to recall all policy and regulations manuals annually for purposes of administrative updating and Board review.

~~Adopted: April 2, 1991~~

**1<sup>st</sup> Read: June 3, 2014**

**2<sup>nd</sup> Read:**

**Adopted:**

Category: R

### RESIGNATION OF A STAFF MEMBER

All staff members who sign a contract or Statement of Employment are expected to honor that work agreement.

Resignations tendered between the time the employee signs the contract and July 1 of a given year will not be accepted unless and until a suitable and fully qualified replacement is hired. Resignations tendered after July 1 of the year of the contract will not be accepted nor will the employee be released from his/her employment.

However, the Board recognizes that extenuating circumstances may arise which warrants it giving special consideration to a resignation request. In these instances, the Board may make exceptions to this Policy, on a case by case basis.

If an employee under contract or Statement of Employment breaches his/her work agreement to the District, or fails to abide by the terms of this Policy, the Board may initiate such legal actions as it deems appropriate, including monetary damages from the employee.

1<sup>st</sup> Read: June 3, 2014

2<sup>nd</sup> Read:

Adopted:



### ALTERNATIVE CREDIT OPTIONS

The **School** Board encourages increased educational options for students. Credits may be earned through alternative methods outside of regular classroom-based instruction offered by the district schools. Awarding of credits to be applied toward high school graduation will be determined by the high school principal, and will be granted only if the request fulfills the following:

- The request is submitted with a plan to achieve competency that meets or exceeds the rigorous academic standards required by the school for students enrolled in a credit course offered by the school.
- The plan includes clear expectations for performance.
- The plan includes clearly defined methods and expectations for assessment.
- Verification of the plan's merit can be evaluated in a timely fashion and does not cause unnecessary burden of the resources of the administration.

Students earning credit via alternative methods will participate in all assessments required by the statewide education improvement and assessment program.

The Board directs the Superintendent or his/her designee to establish regulations and procedures for implementing this policy that will include:

- Definitions of allowable alternative learning opportunities
- Reasonable limits on the number of approved alternative courses that can be administered each school year – school-wide and per student
- The number of alternative credits each student may use toward graduation requirements
- Application and approval process
- Criteria for determining which requests satisfy a particular subject area requirement
- Identification of person(s) responsible for approval, supervision, and monitoring progress
- Requirements that alternative opportunities meet the same rigorous academic outcomes as traditional classroom delivery
- Assurance of equal access for all students
- Assurance that approved alternative learning opportunities are consistent with all policies of the District
- The procedure will be made public on the ConVal District web site and within the ConVal Regional High School Student Handbook.

It is the policy of the Board that alternative methods for awarding of credit may include:

- Competency testing in lieu of enrollment under the provisions of Policy ILBAA
- Interdisciplinary credit
- Satisfactory completion of course requirements at another public school district, an approved private school, or a home-schooling experience



# ALTERNATIVE CREDIT OPTIONS

(continued)

- Transfer of credits earned by students before enrolling in the district, such as student moving into New Hampshire from another state or country
- Extended Learning Opportunities under the provision of Policy IHBH
- Online/virtual learning opportunities under the provisions of Policy IMBA
- College Credit/Duel Credit
- Early College
- Middle School acceleration to the extent that the course work exceeds the requirements for seventh or eighth grade, is consistent with the related high school course(s), and the student achieves satisfactory standards of performance.

If the student demonstrates knowledge and abilities on a placement pre-test developed by the school district for a particular course, the student shall not receive credit for the course, but shall be allowed to take a more advanced level of the subject or an elective.

## **Funding**

Unless otherwise recommended by the Superintendent or his/her designee and approved by the Board, under ordinary circumstances students or their parents/guardians are responsible for all related expenses including tuition and textbooks. The District may pay the fee for expelled students who are permitted to take courses in alternative settings. If paid by the District, and the course is not completed, the student must reimburse the District for expenses.

## **Legal Reference:**

~~NH Code of Administrative Rules, Section Ed. 306.04(a) (6,12,14), Policy Development~~

~~NH Code of Administrative Rules, Section Ed. 306.26, Kindergarten—Grade 8 School Curriculum~~

~~NH Code of Administrative Rules, Section Ed. 306.27(c) and (d), High School Curriculum, Credits, Graduation Requirements and Co-curricular Program~~

**NH Code of Administrative Rules, Section Ed. 306.04(a)(13), Alternative Means of Earning Credit**

1<sup>st</sup> Reading: October 28, 2008 June 3, 2014

2<sup>nd</sup> Reading: December 2, 2008

Adopted: December 2, 2008

**MANIFEST EDUCATIONAL HARDSHIP**

The Superintendent will assign resident students to a public school within the District.

The School Board (~~Board~~) recognizes that in unusual and extraordinary circumstances, a parent/guardian may wish to request a change in the student's school assignment to another public school within the District or a public school in another district. When the parent/guardian believes that the assignment that has been made will result in a manifest educational hardship to the student, the Board will consider these requests, according to the procedure outlined below.

**Procedure for Consideration of a Manifest Educational Hardship Request**

The following procedures will be utilized when a parent/guardian seeks a change of assignment within the District, or a waiver of assignment from attending any school in the District based on an assertion that the current assignment constitutes a manifest educational hardship:

1. The parent/guardian will make a written request with the Superintendent's office, detailing the specific reasons why they believe that the current assignment constitutes a manifest educational hardship.
2. The Board will hold a hearing on the matter within thirty (30) days of receipt of the written request. The Board will hear the matter in non-public session, unless the parent/guardian requests the hearing be held in public session, subject to RSA 91-A:3, II© (c).
3. The parent/guardian may use whatever information they deem is necessary and appropriate to support their request. At a minimum, however, the parent/guardian must submit information demonstrating to the School Board that the current assignment is detrimental or has a negative effect on the student's educational or personal development.
4. In determining whether the current assignment of the student constitutes a manifest educational hardship, and what the corresponding appropriate action should be, the Board will consider all information presented by the parent/guardian, the recommendations of the Superintendent, and any other information which the Board deems relevant and useful.



# MANIFEST EDUCATIONAL HARDSHIP

(continued)

5. The Board reserves the legal right to make a determination on whether a given request constitutes a manifest educational hardship, and what the corresponding action should be, on a case by case basis.
6. The Board will render its decision in writing within fifteen (15) days after the Board meeting in which the parent/guardian addressed the Board, and will forward its written decision to the parents or guardians via US mail.
7. If a parent or guardian disagrees with the decision of the Board, he/she may appeal to the State Board of Education in accordance with the provisions of Ed 200.

## Tuition and Transportation

The Superintendents involved in the reassignment of schools under this policy shall jointly establish a tuition rate for each student. Tuition payments shall be the responsibility of the pupil's resident school district. Some or all of the tuition may be waived by the Superintendent of the receiving district for good cause shown or pursuant to other board policy, if applicable.

The cost of transportation shall be the responsibility of the parent/guardian.

## Legal References:

*RSA 193:3, Change of School or Assignment; Manifest Educational Hardship*  
*NH Code of Administrative Rules, Section Ed 320, Manifest Educational Hardship*  
*NH Code of Administrative Rules, Section Ed 200, Rules of Practice and Procedure*

## Legal References:

~~— RSA 91-A:3 II. (c), Non-Public Sessions~~  
~~— RSA 193:3, Change of School or Assignment; Manifest Educational Hardship or Best Interest; Excusing Attendance~~  
~~— RSA 193:14-a, Change of School Assignment; Duties of Board of Education~~  
~~— NH Code of Administrative Rules, Section Ed. 320, Manifest Educational Hardship~~  
~~— NH Code of Administrative Rules, Section Ed. 200, Practice & Procedure~~  
~~— Lisbon Regional School District v. Landaff School District, 114 NH 674 (1974)~~

~~1<sup>st</sup> Read: September 22, 2009~~

~~2<sup>nd</sup> Read: November 17, 2009~~

~~Adoption: November 17, 2009~~

1<sup>st</sup> Read: June 3, 2014

2<sup>nd</sup> Read:

Adopted: