

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

CONTOOCOOK VALLEY SCHOOL BOARD

**Strategic Plan Committee
SAU Office/Boardroom**

**Thursday, August 11, 2016
6:30 p.m.**

AGENDA

School Board Committee Members:

- Pierce Rigrod
- Rich Cahoon
- Richard Dunning
- Bernd Foecking
- Kristen Reilly

- 1.. Approval of Minutes - July 13, 2016**
- 2. Review of July 13, 2016 Committee Report (P. Rigrod)**
- 3. Strategic Plan Progress Update (K. Saunders)**
- 4. Configuration Options - Financial (e.g., Fall Mt Structure & Local Elementary Financing)**
- 5. Configuration Technical Consultant (Vendor list and Scope of work for RFP / M. Alese)**
- 6. Facilitation Services Consultant (Vendor list and scope of work) /M. Alese**
- 7. September Hutter Report & High School Bond (status) / M. Alese**
- 8. Other**

OFFICE OF THE SUPERINTENDENT OF SCHOOLS
Peterborough, New Hampshire

CONTOOCOOK VALLEY SCHOOL BOARD

Strategic Plan Committee
SAU Office

Thursday, July 13, 2016
6:30 p.m.

MINUTES

School Board Committee Members:

- Pierce Rigrod
- Rich Cahoon
- Richard Dunning
- Bernd Foecking
- Kristen Reilly

Present: Pierce Rigrod, Rich Cahoon, Richard Dunning, Bernd Foecking, Kristen Reilly, Ann Allwarden, Kimberly Saunders, Marian Alese, Tim Iwanowicz, John Jordan, Myron Steere, Ed Juengst, Riley Young

1. Approval of Minutes – June 9, 2016 (Committee Vote)

Dick Dunning moved to accept the minutes of June 9, 2016. Kristen Reilly second.

Corrections to the spelling of names and other format issues were requested. Unanimous.

2. Review of May 19th Committee Report

3. Initial Proposal: Communications Consultant to develop District communications plan and operations – Kimberly Saunders

Scott Spradling, Communications Consultant, spoke about communication avenues for consideration. Twitter, meeting with senior citizens, and health fairs were among considerations to reach out. Administrator buy-in is important. Better informing those already connected is critical.

Empowering teachers to Tweet i.e. monitoring student permissions, a “show and tell” of district highlights, creation of satellite teams empowered with answers when taking questions when handling issues. A majority of people get their information and news from social media. Concern with advocacy using school resources was discussed.

Using the school board page updates on meeting, sharing praise etc.

ConVal could own their own School Board page and upload what we want to share.

A process of developing a communication plan with the board would work and unfold.

Press releases can be a component.

Explore list purchases to entice non-ConVal families to attend CV schools.

Telegraph to the community as a whole, info to the young, middle, and old on budget related info etc.

Reaching out to mid-twenty/thirty year olds to brag about the school is important.

The current website has to sell the district and not just post information.

Bring and brag...keep it simple.

4. Configuration Discussion – Marian Alese

Marian Alese will put feelers out to peers for a recommendation on a consultant.

Once what is on the table for consideration and off the table is determined it can tighten up.

What do we want the consultant to do and what do we want them to produce?

An open minded, subjective view is needed.

An analysis of the existence and extent of financial equity for each town is needed so that we know if it is true. This is a great place to start to share the reality.

Educational and financial equity is desired. What is the best structure?

Options for vendors should be brought to the August meeting. Samples from other districts might be brought as well to get a sense of what outputs might be expected. Two RFP's should be sought.

Bernd Foecking exited the meeting at 7:36 p.m.

5. Facilitation Services – Kimberly Saunders/Marian Alese

Last night's facilitation with Primex will be followed by two more. The intensity of the conversation is outside of Primex's scope, therefore, three meetings are scheduled, two remaining.

Next steps?

The board should agree on the vision of where they would like to go. Educational and financial equity are clearly important.

An RFP for facilitation and RFP for financial analysis are two needed. Should the SAU move on both RFP's? Configuration facilitation will follow.

Next date for Primex was proposed for August 9th or the following School Board meeting in August. In September, a follow-up report from Hutter Construction should be shared with regard to the high school science labs.

The work taking place with regard to the RFP should be shared so that communities will know and be aware of the research being conducted. The vote in Peterborough to study a ConVal withdrawal did not fall on deaf ears.

Communication of just how hard the work before this committee is should take place.

6. Clarification of Timelines in Plan & SAU Staff Responsibilities

a. Summer Priorities to Complete Plan Items – Kimberly Saunders/Marian Alese

Admin Council and LT are working on the timelines this week and next. Once complete, color copies will be distributed and a two-page fact sheet will be developed.

7. School Board Priorities (2016-17)

a. Comments Received Since Last Meeting & Final Review – Kimberly Saunders

Motion to adjourn at 8:00 p.m. Second. Unanimous.

Respectfully submitted,

Brenda Marschok

**ARTICLES OF AGREEHENT BETWEEN THE TOWNS
OF
ACWORTH, ALSTEAD, CHARLESTOWN, LANGDON AND WALPOLE**

This agreement is entered into pursuant to Chapter 195 of the New Hampshire Revised Statutes Annotated, as amended, by and between the towns of Acworth, Alstead, Charlestown, Langdon and Walpole.

1. The School Districts of Acworth, Alstead, Charlestown, Langdon and Walpole shall be combined to form a cooperative district which shall be named the Fall Mountain Regional School District.

2. (As amended on March 7, 1987 – see appendix for original language.) The Fall Mountain Regional School District School Board shall consist of seven 7 members:

- One (1) member domiciled in Acworth
- One (1) member domiciled in Alstead
- One (1) member domiciled in Charlestown
- One (1) member domiciled in Langdon
- One (1) member domiciled in Walpole
- Two (2) members domiciled in any of the five towns

Each school board member shall be voted on "at large", voting to be at town meetings in accordance with RSA 671: 22 11, with eligible voters of the school district voting on all candidates. Said members to be elected for one year, two years, and three years, which initial terms of office will expire at the annual school district meeting held in the years indicated below. Initial election will be at the 1988 town meeting.

The Fall Mountain Regional School District School Board shall consist of seven (7) members:

- | | |
|-------------|--------------------------------|
| At large | 1 member term expires in 1989 |
| Acworth | 1 member term expires in 1989 |
| Alstead | 1 member term expires in 1989 |
| Charlestown | 1 member term expires in 1990 |
| Langdon | 1 member term expires in 1990 |
| Walpole | 1 member term expires in 1991 |
| At large | 1 member term expires in 1991. |

3. (As amended on March 6, 1976 – see appendix for original language.) The Fall Mountain Regional School District shall be responsible for grades K through 12. Elementary schools will be maintained in Acworth, Alstead, Charlestown, Langdon, North Charlestown, North Walpole and Walpole; that before future action in transferring, another grade from one town to another be taken, meetings be held by the School Board in the town concerned with the transfer.

4. The Fall Mountain Regional School District shall acquire all the Property of the several pre-existing districts and such property shall be conveyed to the Fall Mountain Regional School District in accordance with RSA 195:9, in order that after appraisal by the State Tax Commission an equity shall be established for each of the pre-existing school districts. The Fall Mountain Regional School Board shall be empowered to lease such buildings within the district as they deem necessary and in the best interest of the district.

5 & 6. (As amended on March 12, 2002 – see appendix for original language.) Beginning with fiscal year 2003 - 2004, the expenses of the district shall be apportioned among the pre-existing school districts of Acworth, Alstead, Charlestown, Langdon and Walpole, hereafter in this article referred to as "towns", using the following method:

I. Early Learning Center and Grade K - 8 Expenses:

All operating expenses of the Fall Mountain Regional School District for the Early Learning Center and grades K-8 shall be apportioned annually based on the district's MS-22 form and supporting budget documentation submitted to the State Department of Education. The supporting budget documentation shall be developed based on the following method:

A. Direct Costs

All expenses directly attributable to the towns of the Fall Mountain Regional School District shall be budgeted accordingly.

B. Shared Costs (including high school costs to be apportioned in II below)

The following expenses will be apportioned using the following methods:

Method 1

3/9 High School, 4/81 Acworth, 10/81 Alstead, 2/9 Charlestown, 4/81 Langdon and
2/9 Walpole

Expenses to be apportioned by this method:

Summer Teacher Days
Information Technology Secretary
Central Office Custodian
Assistant Superintendent
Curriculum Coordinator
All Function 2320 Expenses
All Function 2510 Expenses
Facilities Director
Summer Lawn Care
Custodial Manager
Inter-Office Courier
Security Guard
All Home Tutors
Summer Curriculum Salaries
District Clerk, Treasurer and Moderator
2310-115 - Employee Awards
Staff Development Chair
Core Curriculum Coordinators
VASE Coordinator
Information Technology Services Postage, Travel and Supplies
Special Olympics
Employee Physicals
2210-322 - Workshops
2210-580 - Travel
2210-610 - Supplies
2210-892 - Idea Awards
2310-330 - Legal
2310-331 - Auditors
2310-520 - School Board Liability Insurance
2310-540 - Advertising
2310-580 - Travel
2310-580 - Supplies
2310-810 - Dues
Central Office Water and Sewer Rent
2600-420 - Cleaning Services
Central Office & RSD Building Refuse Removal
Central Office Snow Plowing
Central Office, RSD Building and Substitute Coordinator Phone Expenses

2600-540 - Advertising
Central Office Custodial Supplies and Electric Expenses
2600-730 - Equipment (Only District-wide items, i.e. a maintenance truck)

Method 2

1/9 Acworth, 1/9 Alstead, 1/3 Charlestown, 1/9 Langdon and 1/3 Walpole

Expenses to be apportioned by this method:

Junior High "B" Team Soccer Coach
All District-wide Junior High Sports Teams
Student Services Coordinator
Elementary Guidance Coordinator
Itinerant Teacher Equipment
Information Technology Services Texts, Equipment and Telephone Expense

Method 3

Building Replacement Cost
Currently 32.85% High School, 1.91% Acworth, 19.99% Alstead, 22.74% Charlestown,
0.81% Langdon and 21.70% Walpole - Subject to adjustment for new construction and
future insurance company appraisals.

Expenses to be apportioned by this method:

Maintenance Staff Salaries including Secretary
2600-430 - Repairs and Maintenance
2600-520 - Property Insurance
2600-610 - Maintenance Supplies
2600-626 - Maintenance Gasoline

Method 4

Bus Fleet Distribution
Currently 40.0% High School, 7.0% Acworth, 7.0% Alstead, 25.0% Charlestown, 3.5%
Langdon and 17.50% Walpole - Subject to adjustment for changes in distribution.

Expenses to be apportioned by this method:

Transportation Manager, Secretary and Dispatcher
Bus Driver Substitutes and Overtime
Bus Driver Physicals
2600-893 - Langdon Property Taxes
2700-430 - Transportation Repairs
Lease and Insurance Costs for Summer Bus Runs
2700-445 - Excess Bus Mileage Charges
Transportation Advertising, Travel, Supplies, Equipment and Dues
(2700-540,580,610,730 & 810)

Method 5

Computer % Distribution
Currently 29.52% High School, 2.36% Acworth, 11.42% Alstead, 29.53% Charlestown,
0.79% Langdon and 26.38% Walpole

Expenses to be apportioned by this method:

Computer Technicians
Technology Director
ITS Computer Repairs and Maintenance

Method 6

Average Daily Membership* -1/3 charged to High School, balance by ADM
(Currently 7.3733% Acworth, 16.8104% Alstead, 42.4996% Charlestown, 4.7510%
Langdon and 28.5657% Walpole)

Expenses to be apportioned by this method:

JH Summer School
All VASE Expenses not covered above
Early Learning Center Expenses
Special Education Secretaries
District Skills Centers
Out-of-District Special Education Placements
District-wide Special Education Specialists
Childfind Coordinator
Special Education Summer Program
Other District-wide Special Education Expenses (i.e. Supplies)
Consulting Special Education Teacher
Special Education Office Manager
Home School Coordinator
Itinerant Teacher Supplies
District-wide Curriculum Updates/Itinerant Teacher Texts
School Board Printing
Unemployment Claims
General Liability Insurance
Transportation Travel and Gasoline Expenses
Tuition Assistance
Staff Development, In-service Education and Certification Renewals
Staff Relations
District-wide Special Education Expenses
Sabbatical Leave

* Based on the most currently available Average Daily Membership of pupils residing in each town of the Fall Mountain Regional School District as determined by the New Hampshire Department of Education.

II. High School:

All direct and shared expenses of the Fall Mountain Regional High School (shared expenses are identified in paragraph I. B. above) shall be apportioned annually on the basis of the most currently available Average Daily Membership of pupils residing in each town of the Fall Mountain Regional School District as determined by the New Hampshire State Department of Education.

III. Inter-Town Transfers:

Towns that have grade K-8 students enrolled in another town in the Fall Mountain Regional School District will be charged by the receiving town a per student rate equal to the direct costs incurred under paragraph I. divided by the number of students enrolled in the receiving town on October 1. Any sending town that provides transportation for their students to attend a school outside of their town shall not be charged the transportation portion of the aforementioned per student rate.

IV. Capital Costs

All capital expenses of the Fall Mountain Regional School District for grades K-8 shall be apportioned to the town in which the capital costs are incurred. For purposes of this section, capital shall be defined as the acquisition of land, the construction of new schools or additional square footage added to existing schools.

V. Building Aid

All building aid shall be apportioned using the same formula in effect when the expenditure was/is approved.

VI. Fiscal Year 2002 - 2003 Only

All Early Learning Center and grades K - 8 expenses shall be apportioned as follows:

Acworth	7.23%
Alstead	18.48%
Charlestown	39.78%
Langdon	5.61%
Walpole	28.90%

All High School expenses shall be apportioned on the basis of the most currently available Average Daily Membership of pupils residing in each town of the Fall Mountain Regional School District as determined by the New Hampshire State Department of Education.

All capital expenses shall be apportioned as per paragraph Iv. above, except for two principal and interest payments to be made in August 2002 and August 2003 to retire the debt authorized under Article 1 of the 2001 school warrant. These two payments will be apportioned using the 50% Average Daily Membership / 50% Equalized Valuation formula that was in effect when this expenditure was approved.

All Building Aid shall be apportioned per article V. above.

VII. General Fund Year-end Surplus

Any general fund year-end surplus will be used to reduce the total amount to be raised by local property taxes in the following school year.

VIII. Certification

The Business Administrator shall prepare, and the Superintendent and School Board shall certify, to the State of New Hampshire Department of Education that the proposed budget for each ensuing fiscal year has been apportioned in compliance with the methods agreed to in these Unified Articles 5 & 6.

IX. Annual Review Process

Annually, the School Board in conjunction with the School Administration will:

1. Review all line items to determine if they will need to be deleted or moved into another method.
2. Add any new line items to the budget and assign as appropriate.
3. Adjust apportionment percentages as appropriate in methods 3 through 6.

7. The Fall Mountain Regional School District shall assume all the indebtedness of the pre-existing districts which is outstanding on the date of operating responsibility.

8. The state foundation aid to which each pre-existing district would be entitled, if it were not part of the cooperative school district, shall be credited to such pre-existing district. The state building aid which may be available to the Fall Mountain Regional School District shall be credited to such district as a whole. Any other school aid which may be available shall be credited pursuant to a vote of the cooperative school board, unless otherwise provided by law. All trust funds held by the pre-existing districts shall be subject to the provisions of RSA 195:11.

9. These articles of agreement may be amended by a two-thirds vote of the Fall Mountain Regional School District, except that no amendment shall be effective, unless the question of adopting such amendment is submitted at a cooperative school district meeting to the voters of the district voting by ballot with the use of the check list after reasonable opportunity for debate in open meeting and unless two-thirds of the voters of the district who are present and voting shall vote in favor of adopting such amendment. Furthermore, no amendment to these articles shall be considered except at an annual meeting of the cooperative school district and unless the text of such amendment is included in an appropriate article in the warrant for such meeting. It shall be the duty of the cooperative school board to hold a public hearing concerning the adoption of any amendment to these articles of agreement at least ten days before such annual meeting and to cause notice of such hearing and the text of the proposed amendment to be published in a newspaper having a general circulation in the district at least fourteen days before such hearing. Until the date of operating responsibility is assumed, the Regional School Board is empowered to call a special district meeting for the purpose of amending the articles of agreement. After the date of operating responsibility is assumed, no amendment to these articles shall be considered except at an annual meeting of the cooperative school district and unless the text of such amendment is included in an appropriate article in the warrant for such meeting.

10. The date of operating responsibility of the Fall Mountain Regional School District shall be July 1, 1966, as provided in RSA 195:5. It is proposed that the new construction mentioned in article 16 shall be completed by September 1, 1966.

11. The Fall Mountain Regional School District shall provide transportation for all children grades 1 through 12, residing within the district and attending district schools, consistent with the provisions of RSA 189:8. The school board of the district is empowered to make modifications of this section in so far as kindergarten transportation is concerned.

12. School buildings owned by the district may be used for town meeting purposes upon terms which are mutually agreeable to the cooperative school board and the selectmen of the particular town wishing to use district school buildings for such purposes.

13. The Fall Mountain Regional School District will dispose of the Holden and Stucco elementary school buildings in Charlestown upon the completion of adequate new elementary facilities in Charlestown. The money received from the disposal of these two buildings will be credited to the Fall Mountain Regional School District.

14. Grades eleven and twelve pupils from North Walpole, as of September 1966, enrolled in Bellows Falls High School, who wish to continue in Bellows Falls High School will be permitted to do so. The Fall Mountain Regional School District shall pay the tuition charged by Bellows Falls High School for those students enrolled under the provisions of this article.

15. The school buses owned by the pre-existing districts shall be purchased by the Fall Mountain Regional School District and the appraised value, as determined by the Regional School Board, of these buses shall be added to the equity of the selling pre-existing district.

16. The Fall Mountain Regional School District shall construct and equip an elementary facility in Charlestown. The Fall Mountain Regional School District shall also construct and equip a grade 9 through 12 high school in the general location of Langdon. .

17. The Fall Mountain Regional School Board shall name a consulting committee of five from Charlestown to aid in the selection of a site for the additional elementary facilities in Charlestown. The Fall Mountain Regional School Board shall also name a consulting committee of five from North Charlestown to aid in determining the question of closing the Farwell School.

18. (As amended on March 13, 2007 – see appendix for original language.) The District agrees that a future warrant article proposing any of the following:

- acquisition of land
- construction of a new school
- square footage additions to existing schools
- major renovations or repairs (as determined by the school board)
- appropriations to or withdrawals from any elementary capital reserve fund established in 2006,

the cost of such expenditure to be apportioned exclusively to one town/pre-existing district, shall be passed or defeated on the basis of votes tallied only in the identified town/pre-existing district. Any vote taken under such an article shall be considered a vote of the district and any expense approved under such an article shall be considered an appropriation of the district in accordance with RSA 195:14 (Supp.). This article shall become null and void if the District subsequently changes the manner in which it apportions capital expenses.

IN WITNESS WHEREOF, this agreement has been executed as of the eleventh day of February, 1964.

**COOPERATIVE SCHOOL DISTRICT
PLANNING BOARD**

For the School District of Acworth:

Gordon H. Gowen
Kenneth D. Grant, Jr.
Frederick H. Dodson. Chairman Public Relations

For the School District of Alstead:

Paul F. Marx. Chairman Building Committee
Kenneth W. Potter. Chairman Transportation
Wesley E. Nies

For the School District of Charlestown:

Howard R. Mortenson, Chairman
Barbara B. Reese, Chairman Curriculum
Dana E. Olden. Chairman Finance

For the School District of Langdon:

Ira H. Huntley
Daniel F. Allen
Walter H. Smith, Jr.

For the School District of Walpole:

Paul S. Cray
Charles Welch
Everett E. Houghton

APPENDIX

ORIGINAL LANGUAGE OF AMMENDED ARTICLES

Amended March 7, 1987

2. There shall be eleven members of the cooperative board of the Fall Mountain Regional School District. The voters of each pre-existing district, shall be entitled to elect a resident or residents of their district as a member or members of the board at the organization meeting, and thereafter to elect his or her successors, by voting separately and using a distinctive ballot at the organization meeting and at later annual cooperative school district meetings. The members of the cooperative school board who are elected and qualified at the organization meeting shall hold office until their respective successors have been elected at the annual meeting of the cooperative school district held in the years indicated below:

Acworth	1 member	1967
Alstead	1 member	1965
	1 member	1966
Charlestown	1 member	1965
	1 member	1966
	1 member	1967
Langdon	1 member	1967
Walpole	2 members	1965
	1 member	1966
	1 member	1967

All members of the Regional School Board shall be elected for three year terms except those members elected following the organizational meeting who shall serve for terms as indicated in the schedule above. The members of the cooperative school board that are elected at an annual meeting shall take the oath of office immediately after the close of such meeting. All members of the cooperative school board shall be elected by the use of non-partisan ballot system under RSA 59.

Amended March 6, 1976

3. The Fall Mountain Regional School District shall be responsible for grades K through 12. Elementary grades I through 6 shall be maintained in Acworth and Langdon. Elementary grades 1 through 8 shall be maintained in Alstead, Charlestown, Walpole and North Walpole. Kindergarten centers will be made available as determined by the Fall Mountain Regional School Board

Amended March 12, 2002

5. The operating expenses of the Fall Mountain Regional School District payable in each fiscal year shall be apportioned on the basis of the average daily membership of pupils residing in each pre-existing district of the cooperative school district as determined by the average of the last three years most currently available as determined by the State Department of Education. The schedule of payments of the respective shares of the pre-existing districts shall be established from time to time by the cooperative school board and the selectmen of the several towns. In the event that any such payments may be required before the average daily membership formula as stated above has been determined by the State Department of Education, such payments may be made on the basis of such membership formula as then most recently determined and such payments shall be subject to later adjustment.

Amended March 12, 2002

6. The capital expenses of the Fall Mountain Regional School District, payable in each fiscal year, shall be apportioned on the following basis: one half thereof on the average daily membership of pupils residing in each pre-existing district of the cooperative school district as determined by the average of the last three years most currently available as determined by the State Department of Education, and one half thereof on equalized valuation as determined by the State Tax Commission. The schedule of payments of the respective shares of the pre-existing districts shall be established from time to time by the cooperative school board and the selectmen of the several towns.

Amended March 13, 2007

18. (New article adopted on March 8, 2005.) The District agrees that a warrant article proposing a capital expenditure as defined in the Articles of Agreement, the cost of such expenditure to be apportioned exclusively to one town/pre-existing district, shall be passed or defeated on the basis of votes tallied only in the identified town/pre-existing district. In accordance with RSA 195:14, any vote taken under such an article shall be considered a vote of the district and any expense approved under such an article shall be considered an appropriation of the district. This article shall become null and void if the District subsequently changes the manner in which it apportions capital expenses.

ConVal School District

106 Hancock Rd
Peterborough, NH 03458
603-924-3336 phone
603-924-6707 fax

Request for Proposal

August 2016

Funding Formula and Financial Study Services

REQUEST FOR PROPOSAL

I. INTRODUCTION

The Contoocook Valley School District (CVSD) is seeking a provider (Consultant) to undertake a Financial Study of current and optional funding formulas for the apportionment of expenses of the ConVal School District (CVSD) between the member towns.

The response should be concise and informative. Preferences will be given to those companies or individuals who have worked successfully with educational institutions.

2. BACKGROUND and INTENT

The primary intent of this Request for Proposal (RFP) is to review the existing funding formula of the District and provide additional optional models for consideration; taking into consideration both enrollment and economic data for each town.

The goal of the study would be to create a cost effective model that would ensure that the required services are effective and equitable in support of the CVSD's educational programs.

3. GENERAL QUALIFICATIONS:

The following are general qualifications and requirements of the SUPPLIER. The SUPPLIER must:

- A. Experience and expertise in regard to operations, structure, staffing, procedures, funding, and other issues critical to the operation of school districts
- B. Proven track record of analyzing financial operations of school districts and making recommendations that actually result in improvement.
- C. Knowledge of federal and state laws and regulations pertaining to the operation and funding of school districts.
- D. Demonstrated practical knowledge and expertise in regard to funding public education in the State of New Hampshire.
- E. Ability and experience with applying analytical and quantitative tools and models needed to undertake the work required under this RFP.

4. SERVICES TO BE PERFORMED

The CVSD will not dictate the content of any submission; nor will there be provided any definitions of specific methodology. These will be left to the discretion of the Consultant. It is in the interest of the Consultant, however, to understand the following basic objectives and assumptions made by the CVSD with regard to potential improvements. The submission must address these objectives and outline a program that will provide:

- A. Review of data regarding current membership, enrollments, apportionment of expenses, and other related economic factors.
- B. Review of applicable historical data as it relates to apportionment of the expenses necessary to support the educational programs of the individual schools and District.
- C. Conduct interviews with key employees and representative stakeholders as applicable.
- D. Research comparable school districts to provide a reasonable baseline of comparison, as well as comparison with national data where applicable.
- E. Determine the equity of the existing formula for each member town.
- F. Conduct interviews with selected stakeholders regarding the perception of the present structure, and insights as to improvements.
- G. Create and assess the feasibility of optional funding models, and the impact of these models on member towns.

H. If requested, identify the preferred funding model for consideration

5. ANTICIPATED DELIVERABLES

The CONSULTANT deemed to be fully and most qualified, and best suited relative to the content of the submission and evaluation factors will be selected to enter into a mutually acceptable Agreement, and will present a written report outlining its findings to include:

- Analysis of existing method of apportioning expenses between the member towns of the District
- Determination of direct and shared costs for each member town
- Changes in methods of apportionment
- Recommendation for allocation of capital outlays
- Recommend process and timeline for determining continued equity of apportionmen
- Cost impacts related to the report's recommendations
- Proposed schedule and actions necessary to implement the recommendations; including the potential for impediments to implementation of the plan, as well as alternative recommendations in case such impediments cannot be overcome

6. CONDITIONS

The CONSULTANT agrees to adhere to the following conditions:

- All responses to this RFP are to be the sole property of the CVSD.
- Any product delivered under a contract award by CVSD is to be the sole property of CVSD
- Proposals shall include a single price for work to be performed in accordance with this RFP, inclusive of all personnel and non-personnel expenses
- CVSD reserves the right to negotiate costs and scope of services based on proposals; however proposals are to encompass the entire scope of services required in this RFP
- The RFP will remain valid for a period of 180 days after the closing date for submission and may be extended beyond that time by mutual consent
- The CVSD retains the right to cancel this RFP, and may reject any submissions it deems unsuitable relative to CONSULTANT's qualifications, proposal or other considerations. The decision of those responsible for evaluation of the submittals is final.

ConVal School District – Funding Formula and Financial Study RFP

TO: ALL PROSPECTIVE CONSULTANTS

FROM: Request for Proposal – Funding Formula and Financial Study for the ConVal School District

You are hereby invited to submit a comprehensive Proposal to provide the above services in accordance with the guidelines and the requirements of this request.

Your offer must be received in this office **on or before September 7, 2016**. Failure to adhere to any of the requirements of this solicitation may result in rejection of your offer as unresponsive. By responding to this Request for Proposal (RFP), the CONSULTANT agrees to all provisions herein.

The CVSD reserves the right to reject a submittal at anytime after the closing date for submittal responses.

Questions pertaining to the Request for Proposal should be directed to the following;

Marian Alese, Business Administrator
ConVal School District
106 Hancock Road
Peterborough, NH 03458
603-924-3336, extension 2024
malese@conval.edu

Please submit one (1) original of your response to my attention at the above address. Proposals will be accepted **on or before September 7, 2016**. Any proposal delivered after the appointed time will be returned unopened. The District will accept no responsibility for late deliveries. **FAX proposals will not be accepted.**

Sincerely,

Marian Alese
Business Administrator
ConVal School District