

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

**106 Hancock Road
Peterborough, New Hampshire**

CONTOOCOOK VALLEY SCHOOL BOARD

School Board Meeting

Tuesday, August 23, 2016

SAU Office

7:00 p.m.

AGENDA

1. Call to Order and Pledge of Allegiance
2. Accept School Board Meeting Minutes (Board Vote Required)
 - a. August 9, 2016
3. Points of Pride
4. Public Comment
6. Consent Agenda
 - a. Personnel
 - b. Board Requests
7. Superintendent's Report and Presentation of Business
 - a. Monthly Events Calendar
 - b. Enrollment Update
 - d. Executive Summary
8. Reports
 - a. Student Representative – Maeve Newman
 - b. Teacher Representative – Patrick Cogan
 - c. Budget & Property – Dick Dunning
 - d. Strategic Plan Committee – Pierce Rigrod
 - e. Education Committee – Crista Salamy
9. Old Business
 - a. Second Read Policies
 - EEAA: Video Surveillance on School Property
 - JIH: Student Searches and Their Property
 - b. Memorandum of Understanding with Monadnock Community Hospital – finalized
 - c. Report from Primex on Facilitated Discussion
10. New Business
 - a. Additional Personnel
 - b. RFP Financial Analysis
 - c. Grant Support
 - d. Board Retreat: 8/27/16, 8:30 – 3:00 (no later than) at The Harris Center in Hancock
 - e. Board Agendas 2016 - 2017
11. Public Comment
12. Approval of Manifests (Board Vote Required)
13. Non-Public Session: RSA 91-A:3,II (If Required)
 - a. Negotiations
 - b. Personnel

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.

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

106 Hancock Road

Peterborough, New Hampshire

CONTOOCOOK VALLEY SCHOOL BOARD

School Board Meeting

Tuesday, August 9, 2016

SAU Office

7:00 p.m.

MINUTES

BOARD

Rich Cahoon, Tom Kelly,
Janine Lesser, Stephan Morrissey,
Linda Quintanilha, Pierce Rigrod,
Myron Steere

Patrick Cogan, CVEA

ADMINISTRATION

Kimberly Saunders, Supt.
Dr. Ann Allwarden, Asst. Supt.
Marian Alese, B.A.
Tim Markley, H.R.
Jim Elder, GBS
Nicky Fraley, FES
Amy Janoch, HES
John Jordan, AES/Pierce
Anne O'Bryant, SMS
Nicole Pease, DCS
Brian Pickering, CVHS
Colleen Roy, GES

1. Call to Order and Pledge of Allegiance

Myron Steere called the meeting to order at 7:00 p.m. The Pledge of Allegiance was recited.

2. Moment of Silence – Mr. Jim Grant and Cole Wohle

A moment of silence in recognition of the recent loss of Jim Grant and Cole Wohle took place.

3. Accept School Board Meeting Minutes (Board Vote Required)

a. July 12, 2016

Stephan Morrissey motioned to accept the minutes of July 12, 2016. Second. Unanimous.

4. Points of Pride

Kimberly Saunders shared Points of Pride as reported to her from administrators.

5. Public Comment

None.

6. Consent Agenda

a. Personnel

1) Notice of Stipend Positions

Tim Markley shared stipend positions for notification purposes.

b. Board Requests

Kimberly reported that board request emails will be posted with the minutes of tonight's meeting.

7. Superintendent's Report and Presentation of Business

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.

a. Monthly Events Calendar

A draft of the School Board Meeting Schedule for the upcoming school year was shared. Please review and submit any suggestions for change before next meeting.

Policy Committee will meet on Tues., August 23rd at 6:00 p.m. at the SAU.

Communications Committee will meet on Wed., August 31st at 6:00 p.m. at the SAU.

Policy Committee will meet on Tues. September 6th @ 6:00 p.m. at the SAU.

Strategic Plan Committee will meet on Thursday, September 8th at 6:30 p.m. at the SAU.

Budget & Property Committee will meet on Tues., September 13th at 7:00 p.m. at the SAU.

Policy Committee will meet on Tues., August 20th at 6:00 p.m. at the SAU.

b. August 1, 2016 Enrollment Update

Tim Markley shared an update on Kindergarten enrollment figures to date by school. Incoming kindergarten numbers are down from last year's numbers.

c. Accept Gift/Donation (Board Vote Required)

- 1) South Meadow School requests authorization to accept a gift/donation totaling \$3,000.00 from Travis and Amy Hatmaker for the purpose of purchasing Cross Country Uniforms.

Stephan Morrissey moved to accept the gift from the Hatmaker's with thanks. Rich Cahoon second. Unanimous.

d. Accept Gift/Donation (Board Vote Required)

- 1) The Career Technical Education requests authorization to accept a gift/donation of Firefighter program equipment from the Mascenic Regional School District.

Stephan Morrissey moved to accept the gift from the Mascenic School District with thanks. Rich Cahoon second. Unanimous.

e. Executive Summary

Kimberly Saunders referenced the Executive Summary that she shared with the board. She noted the need to bring multi-grade/multiage research information to the Education Committee.

8. Reports

a. Teacher Representative – Patrick Cogan

Patrick Cogan reported out on work being done on Curriculum Mapping, classrooms being set up, and other work taking place in the district. School begins two weeks from tomorrow.

b. Strategic Plan Committee – Pierce Rigrod

Pierce Rigrod reported that the committee met and Scott Spradling, Spradling Group, shared a communication plan. It included social media opportunities as tools to communicate with families and the community. Other creative ideas were shared to provide ConVal a higher profile. Sequencing configuration discussion was discussed. Discussion took place about the timeline.

c. Education Committee – Janine Lesser

Janine Lesser reported that Flag Football will be offered grades 1-6. Kevin Carne will be paid a \$500 stipend which will be gifted to the district and turned over to Mr. Carne.

A preliminary draft of balanced assessment was shared. Discussion took place about the difference between testing and assessment. Goals were developed by the committee as well.

9. Old Business

a. Fill the Void Design Update – Janine Lesser

Janine Lesser reported that an RFP will be written to seek the funds to pay for the feasibility study for the building. The deliverables should be included in the Memorandum of Understanding.

If the purpose of the feasibility study is to calculate space and building, Hutter Construction might be contacted. March 2017 ballot would include a warrant for an architectural rendering.

Marian Alese confirmed that Hutter will do the feasibility study.

Brian Pickering reported that a site feasibility study would be needed first. The next feasibility study would be a financial one. The architectural design piece would follow.

Discussion took place about the potential of art rooms in the theatre. Mr. Pickering confirmed that space for fine arts would be for display purposes and not instructional.

10. New Business

a. 1st Read Policy

- EEAA: Video and Audio Surveillance on School Property

Rich Cahoon reported that the words "and audio" should be stricken everywhere in this policy.

- EEAB: Video and Audio Recording for Instructional and Professional Development Purposes

Rich Cahoon referenced this policy as a first read.

- JIH: Student Searches and Their Property

Rich Cahoon reported that the words "whenever possible" in #6, second sentence to reflect that "two authorized persons shall be present during any search of a student or student property."

b. Formal Recognition of ConVal Youth Sports Association

Janine Lesser moved to formerly recognize the ConVal Youth Sports Association. Stephan Morrissey second.

Kimberly Saunders shared that Bob Crowley has done an enormous amount of work in this area.

Marian Alese said that a formal Memorandum of Understanding would be developed with the group and the district.

Unanimous.

c. Communication Contract – Spradling Group (Board Vote Required)

Kimberly Saunders reported that this proposal was not in the initial budget therefore, it is brought to the board for vote tonight.

Stephan Morrissey moved to accept the contract as presented. Second.

Janine Lesser asked consideration for how various groups receive their information be considered in the communication plan. Confirmed.

Unanimous.

d. Request for additional personnel

Kimberly Saunders asked for additional nursing staff at GES. Currently, GES has a part-time nurse. In particular, a full-time nursing need at GES is being asked. The cost is approximately an additional \$20,000.

Rich Cahoon confirmed that once the student matriculates to SMS that the position would return to half-time. Confirmed.

Stephan Morrissey motioned to increase the nursing position to full-time for one year. Rich Cahoon second. Unanimous.

e. Monadnock Community Hospital Memorandum of Understanding (Board Vote Required)

Kimberly Saunders reported that we have had a Memorandum of Understanding in the past with the Monadnock Community Hospital for a personal trainer position. Recently, the district personal trainer being replaced was offered a full-time position in Portsmouth.

Kimberly Saunders asked permission to finish the draft and grant permission to enter into this agreement.

Stephan Morrissey moved to pursue the MOU as shared. Second.

Brian Pickering thanked MCH for their outreach and for rallying to put this together for ConVal.

Unanimous.

11. Public Comment

None.

12. Approval of Manifests (Board Vote Required)

Marian Alese certified that manifests listed totaling \$913,193.73 and Payroll totaling \$1,031,430.30 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.

Stephan Morrissey motioned to approve the manifests as read. Rich Cahoon second. Unanimous.

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

a. Negotiations

b. Personnel

Stephan Morrissey moved to enter into non-public session in accordance with RSA 91-A:3,II for matters of personnel and negotiations. Unanimous on a roll call vote.

Stephan Morrissey moved to exit non-public session at 8:28 pm. Unanimous.

Stephan Morrissey moved to enter non-public session in accordance with RSA 91-A:3,II for matters of negotiations at 8:29 p.m. Unanimous on a roll call vote.

Stephan Morrissey moved to exit non-public session at 8:38 p.m. Second. Unanimous.

Stephan Morrissey moved to seal the minutes of both non-public sessions for negotiations and personnel for a period of five years. Second.

Stephan Morrissey motioned to adjourn at 8:38 p.m. Linda Quintanilha second. Unanimous.

Respectfully submitted,

Brenda Marschok

School Board Requests Information Request - Not Urgent

1 message

Rich Cahoon <rcagoon@conval.edu>

Reply-To: boardrequests@conval.edu

To: School Board Requests <boardrequests@conval.edu>

Sun, Aug 14, 2016 at 10:32 PM

Trying the Board requests email process again.

I would like some information regarding Running Start courses, E-Start courses, course weighting, and equity WITHIN schools, as opposed to between schools. This is not urgent, sometime before budget discussions begin in earnest is fine, though anything we could get by the Board retreat would be great.

1. Regarding Running Start, My main question is the degree to which students are participating in Running Start as much as they should.

Numbers that would be helpful:

Number of students enrolled last year in a Running Start eligible course; and,
Number of those students that received college credit.

I would like to try to figure out if the cost of the credits is causing students not to enroll in Running Start. I know that there are other reasons why a student might take and eligible course but not take the credit, but to the extent that the cost of the credits is a barrier, the Board should be aware of it.

I would also like to know how many Running Start courses we offer, how many faculty qualified to teach them we have, and whether Running Start course are run only in the ATC.

2. Regarding E-Start, how many students participate in how many courses, are E-start options made available at registration time, are they encouraged in the first resort or only offered in the last resort?

3. Regarding course weighting. A general explanation of how courses are weighted and how we choose which course gets what weighting would be helpful.

4. Regarding equity, I know a lot of attention given to the idea of equity between schools. But my concern is equity within schools, particularly the high school.

I would like to see the enrollments, by section, for courses at what I think you call the 123, 012, and 010 levels (and AP if that is a level separate from 010.)

Please no one spend effort creating presentations or anything like that. Raw numbers are not only fine, but preferred.

Thanks,

Rich



School Board Requests Revised RFP for Funding

1 message

Marian Alese <malese@conval.edu>
Reply-To: boardrequests@conval.edu
To: boardrequests@conval.edu

Tue, Aug 16, 2016 at 10:54 AM

Good Morning!

Please take a look. I'd like to finalize at Aug 23 meeting so it can go out.

I think I captured all the revisions discussed the other night at Strategic Plan meeting.

Thanks

M

Marian Alese

ConVal School District

106 Hancock Road

Peterborough, NH 03458

603.371.0324 Direct

The Right-To-Know Law provides that most e-mail communications, to or from ConVal School District employees regarding the business of the School District, are government records available to the public upon request. Therefore, this e-mail communication may be subject to public disclosure. This e-mail is intended solely for the person or entity to which it is addressed and may contain confidential and/or privileged information. Any review, dissemination, copying, printing, or other use of this e-mail by persons or entities other than the addressee is strictly prohibited. If you receive this e-mail in error, please notify the sender immediately and delete the material from any computer.

August 2016

September 2016

August 2016

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
					8	9
					15	16
					22	23
					29	30

Su	Mo	Tu	We	Th	Fr	Sa
7	1	2	3	4	5	6
14	8	9	10	11	12	13
21	15	16	17	18	19	20
28	22	23	24	25	26	27
	29	30	31			

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jul 31	Aug 1	2	3	4	5	6
7	8	9 6:00pm Policy Meeting @ SAU Offices 7:00pm School Board Meeting @ SAU Offices	10	11 6:30pm Strategic Plan Committee Mtg. @ SAU	12	13
14	15	16 7:00pm Budget & Property @ SAU Offices	17	18	19	20
21	22	23 6:00pm Policy Meeting @ SAU Offices 7:00pm School Board Meeting @ SAU Offices	24	25	26	27 9:00am School Board Retreat
28	29 5:30pm Education Committee Mtg. @ SAU	30	31 6:00pm Communication Committee Mtg. @ SAU	Sep 1	2	3

September 2016

Su	Mo	Tu	We	Th	Fr	Sa
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Su	Mo	Tu	We	Th	Fr	Sa
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Aug 28	29	30	31	Sep 1	2	3
4	5	6 6:00pm Policy Committee Mtg. @ SAU 7:00pm School Board Meeting @ SAU	7	8 6:30pm Strategic Plan Committee Mtg. @ SAU	9	10
11	12	13 7:00pm Budget & Property Committee Mtg. @ SAU	14	15	16	17
18	19	20 6:00pm Policy Committee Mtg. @ SAU 7:00pm School Board Mtg. @ SAU	21	22	23	24
25	26	27	28	29	30	Oct 1

EEAA – Video and Audio Surveillance On School Property

The School Board authorizes the use of video and/or audio devices on District property to ensure the health, welfare, and safety of all staff, students and visitors to District property and to safeguard District buildings, grounds, and equipment. The Superintendent will approve appropriate locations for surveillance devices. Placement of the video cameras will be based on the presumption and belief that students, staff and visitors have no reasonable expectation of privacy in public areas or quasi-public areas or at public events. Such locations may include gymnasiums, libraries, cafeterias, hallways and outside perimeters.

Signs will be posted on school building to notify students, staff and visitors that video cameras may be in use. Parents and students will also be notified through the student handbook.

Copies of video and/or audio recordings from surveillance cameras will normally be retained for a period of two weeks and thereafter will be erased either by deletion or copying over with a new recording. If a recording contains evidence of any misconduct or crime, it will be retained until the matter has been fully resolved. Any release or viewing/listening of recordings will be in accordance with the law and will take into consideration the privacy rights of students depicted on the recording.

Recordings from surveillance cameras may be reviewed by District personnel for disciplinary or investigative purposes and may be used as evidence in any disciplinary or criminal proceedings. Recordings from surveillance cameras will not be used in connection with the annual evaluation of teachers under the **ConVal Teacher Evaluation Plan**.

Recordings from surveillance cameras are not considered educational records under FERPA, unless they are maintained as part of a student disciplinary proceeding.

Category: R

See Also: EEAB Video and Audio Recording For Instructional and Professional Development Purposes
EEAE (School Bus Safety Program)

Legal References:

RSA 189:65, Definitions
RSA 570-A:2
RSA 189:68(IV) Student Privacy
20 USC 1232g, Family Education Rights and Privacy Act (FERPA)
34 CFR Part 99, Family Education Rights and Privacy Act Regulations

1st Read: August 9, 2016

2nd Read: August 23, 2016

Adopted:

JIH – Student Searches and Their Property

The Superintendent, principal, security personnel of the school or other authorized personnel may detain and search any student or students on the premises of the public schools, or while attending, or while in transit on school vehicle, to any event or function sponsored or authorized by the school under the following conditions:

1. When any authorized person has reasonable suspicion that the student may have on the students' person or property alcohol; dangerous weapons; controlled dangerous substances as defined by law or stolen property if the property in question is reasonably suspected to have been taken from a student, a school employee, or the school during school activities; or any other items which have been or may reasonably be disruptive of school operations or in violation of student discipline rules and applicable provisions of the student handbook.
2. School lockers and school desks are the property of the school, not the student. Students who use school district lockers, desks, and other storage areas or compartments have no reasonable expectation of privacy from school employees as to the contents of those areas. Lockers, desks, and other storage areas or compartments may be subjected to searches at any time with or without reasonable suspicion. Students are not to use any school area or property to store anything that should not be at school. Students shall not exchange lockers or desks. Students shall not use any lockers or desks other than those assigned to them by the principal or designee. A shared locker or storage area implies shared responsibility.
3. Authorized personnel may conduct a search of the student's person or the student's belongings, as noted above, whenever a student freely and voluntarily consents to such a search. Consent obtained through threats or coercion is not considered to be freely and voluntarily given.
4. Strip searches are forbidden. No clothing except cold weather/outdoor garments and footwear will be requested to be removed before or during a search.
5. Authorized personnel conducting a search shall have authority to detain the student or students and to preserve any contraband seized. Contraband seized during the course of a search will be preserved and held in accordance with applicable administrative rules and procedures.
6. Any searches of students as outlined herein will be conducted by authorized personnel of the same sex as the student being searched. ~~Whenever possible, t~~Two authorized persons shall be present during any search of a student or student property.

JIH – Student Searches and Their Property

(continued)

8. Items that may be seized during an unauthorized search, in addition to those mentioned in Paragraph 1 above, shall include but not be limited to, any item, object, instrument, or material commonly recognized as unlawful or prohibited by law or by district policy. For example: prescription or non-prescription medicines, switchblade knives, brass knuckles, billy clubs, and pornographic literature are commonly recognizable as unlawful or prohibited items. Such items, or any other items which may pose a threat to a student, the student body, or school personnel shall be seized, identified as to ownership if possible, and held for release to proper authority.

In conducting searches of students and property, school officials should consult with legal counsel and law enforcement authorities to be aware of circumstances when involvement of the police is advisable and/or necessary.

Searches of student automobiles are governed by Board Policy JIHB.

Category: R

Legal References:

NH Constitution, Pt. 1, Art. 19

¹State v. Drake, 139 NH 662 (1995)

State v. Tinkham, 143 NH 73 (1998)

Appendix JIH-R

1st Read: August 9, 2016

2nd Read: August 23, 2016

Adopted:

**ATHLETIC TRAINING AGREEMENT
CONVAL HIGH SCHOOL
2016 – 2017**

This position is for contracted services.

The Contoocook Valley School District (CVSD) agrees to contract services for a certified athletic trainer (AT) to cover practices, games, and training programs for CVSD High School during the **2016-2017** school year. CVSD will reimburse Monadnock Community Hospital forty thousand dollars (\$40,000) to provide a Certified Athletic Trainer. MCH will employ the trainer, provide management oversight, and provide full benefits consistent with MCH policy for exempt employees

ATHLETIC TRAINING JOB DESCRIPTION:

Provide "Athletic Training Services" to student athletes in accordance with NHIAA By-Law's and the New Hampshire Athletic Training Practice Act.

- Maintain appropriate general treatment orders to be reviewed annually and approved by the team physician.
- Provide athletic training services for all home athletic contests and away varsity football games.
- Act as liaison between family physicians and specialists, the school district, athletes and their parents.
- Maintain accurate records of injuries, treatments and provide insurance claim forms for sports injuries treated by a physician.
- Develop and maintain a budget for the athletic training program.
- Schedule and be present for pre-participation sports physicals and ImPact Testing.
- Provide the coaches and athletic director with a list of athletes medically eligible to compete under district and state rules and regulations.
- Assist the athletic director as requested.

DESCRIPTION OF SERVICES:

The AT, in coordination with the Athletic Director (AD), will supervise the organization and management of the athletic training room and be responsible for the following activities:

1. The AT will arrive at school prior to the end of the last period in order to prepare the athletes for practices or games. The AT will remain at the school, either in the training room or on the field, until the game(s) or practices are completed. Changes in this schedule will be made with the AD.
2. The AD at CVSD high school will coordinate the practice and game coverage with the AT and other medical personnel.
3. The AT will evaluate all injuries occurring at practices and games. The AT will have the authority to manage all athletic injuries to CVSD students unless a physician is present. The AT will offer his/her services to all visiting schools.
4. The AT will keep appropriate medical records on all athletes evaluated, treated, or referred.

These records will be made available upon request to school administrators on a strictly confidential basis. Unless otherwise stated, these records will be considered the property of the school.

5. Informing the athlete's parents and coaches of the athlete's progress from the initial onset of an injury requiring the attention of a physician until the athlete resumes athletic participation.
6. If outside referral is deemed necessary, the AT will refer the athlete to the appropriate health care professionals. If necessary, a specified physician can be notified. The parents, AD and the School Nurse will be notified regarding all referrals requested by the AT. When indicated, the AT will consult with other health care professionals regarding the condition and status of the injured athlete under his/her care.
7. If an athlete is seen by a physician, a written notice from the physician clearing the athlete to resume participation must be presented to the AT prior to the athlete's return to the sporting activity. The AT will consult with the Physician as necessary in a case where the return of an athlete is deemed premature by the AT.
8. For less severe injuries (one that does not require the athlete to sit out more than 24- 48 hours) and that do not require a referral to a physician or other health care professional, the AT will establish treatment guidelines and follow-up for the injured athlete. The athlete must be cleared by the AT before returning to the sporting activity.
9. The AT will act as liaison between the school and any community hospital's services and programs. The services include physical therapy and conditioning instruction. Programs include preseason sports physicals, sport fitness testing, injury care clinics and conditioning instructions.
10. CVSD will provide the AT with space, equipment, and furniture to be able to effectively provide injury care and athletic training services to the athletes and coaches. The equipment and furniture will include taping/treatment tables, supply closet, desk, chair, and filing cabinet. Athletic training kits and supplies will also be made available by CVSD.
11. CVSD will provide communication for the AT in the form of walkie-talkies or cell phones, so he/she can communicate between fields.

TERM

The term of this agreement shall be the 2016-2017 school year as described below.

Beginning :

Fall Season

Fall Season coverage will begin with the first practice in August as established under NHIAA and extend through any tournament cycles.

Winter Season

Winter Season coverage will begin during the first winter practice session as established under NHIAA and extend through the winter tournament schedule.

Spring Season

The spring season coverage will begin during the first spring practice session as established by the NHIAA and extend through the spring tournament.

Monadnock Community Hospital will maintain liability insurance of \$1,000,000 per occurrence and \$3,000,000 aggregate, and will have the Contoocook Valley School District named on the Policy as additionally insured.

FEES

Full Year: Monadnock Community Hospital will provide the services of an AT for for a total of 1,800 hours during the 2016 – 2017 School Year to Conval High School in return for a sum of \$40,000.00. Monadnock Community Hospital will submit three (3) invoices totalling \$13,333.33.00 and one (1) invoice totaling 13,333.34 to Conval. The invoices will be delivered upon completion of a contract and payment will be made on November 15, 2016 January 15, 2017, and April 15, 2017.

Agreed to on this date of _____ of 2016 by authorized parties:

Conval School District

Monadnock Community Hospital

Kimberly Saunders
Superintendent

Richard D. Scheinblum
Chief Financial Officer

Signed

Signed



Facilitated Discussion

July 12, 2016

Facilitator: Jonathan Kipp, Primex³ Operations Manager

Participants: School Board; Public

Purpose: As part of the District's Strategic Plan Goal #3, Action Item 3.4-1,
Develop . . . (a) list of criteria to be applied when considering school configuration and consolidation options.

Parameters Identified for Consideration (in order as identified by the Board):

-
- School size/# of students
- Maintain nine-town cooperative school district
- Equity – educational and financial
- Title I school vs. non-Title I school
- Overall financial considerations
- Education quality
- Proximity (of schools to students)
- Bussing considerations (as related to travel time to school for students)
- Space utilization
- Professional staff input
- Staff input
- Public input/acceptance
- Class size (minimum and maximum)
- Property values
- Co-curricular offerings
- Support services
- Impact on students
- Buildings/facilities, and their condition
- Town culture
- School closures

Consensus:

The following parameters/considerations were considered to be the most important by the Board:

1. Maintain nine-town cooperative school district
2. Equity – educational and financial
3. Education quality
4. Overall financial considerations

Through discussion the Board reached general agreement that several of the identified parameters are interrelated, and, as applicable, will become a part of the decision-making process.

Other Considerations:

The following are noted as having been raised during the discussion for further/future consideration.

- Perception of a financial “crisis”
- Size of school vs. education quality
- Include the public in the process (note that Public input/acceptance was identified as one of the parameters)

ConVal School District

Request for Proposal

August 2016

***Funding Formula and
Financial Study Services***

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

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 factors 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 CONSULTANT. The CONSULTANT must have:

- 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 factor, including state revenue, property valuations, tax rates, and median income.
- B. Review of applicable historical data provided by the District, 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 if any, 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.

- I. Analysis of transportation costs for each member town.

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 listing the assumptions used to outline its findings and include:

Part I

- 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 apportionment
- 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

Part II

- Analysis and comparison of existing town contribution per student with per student costs directly attributed to individual town
- Analysis and comparison of existing town contribution per student with regional per student cost option

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.
- Timeline for completion and schedule for progress reports to the Superintendent's Office and members of the ConVal School Board.
- 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.

7. BIDDER PROFILE AND REFERENCES

Include a brief summary of the Bidder's experience, team structure, and similar project work. Provide written certification that neither Bidder nor its principals have been debarred from bidding or convicted of any crime involving fraud, deceit, or dishonesty.

Include contact references related to projects of similar scope, including documentation of high customer

satisfaction.

8. EVALUATION CRITERIA

This Bidder that is selected, at the sole discretion of the CVSD, to be fully and most qualified relative to the content of the submission and evaluation factors will be selected, subject to the ability of the parties to enter into a mutually acceptable agreement.

The successful Bidder must be fully capable of delivering the proposal products and services within its own resources and not presume to assign, transfer, or subject any portion of this work without the express written consent of the CVSD.

All proposal submissions will be reviewed by the Superintendent's Office, and the final selection of a vendor will be based on the following criteria:

- Vendor Profile/Experience
- Price of Services

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 30, 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 30, 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.**

There will be a pre-bid conference on **September 8, 2016 at 11:30 AM.**

Sincerely,

Marian Alese
Business Administrator
ConVal School District