

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

106 Hancock Road

Peterborough, New Hampshire

CONTOOCOOK VALLEY SCHOOL BOARD

School Board Meeting

Tuesday, November 15, 2016

6:00 p.m.

SAU Office

1. **Call to Order and Pledge of Allegiance**
2. **Accept School Board Meeting Minutes (Board Vote Required)**
 - a. **November 1, 2016**
3. **Points of Pride**
4. **Public Comment**
5. **Consent Agenda**
 - a. **Personnel**
 - 1) Notice of Stipend Positions
 - b. **Board Requests**
6. **Superintendent's Report and Presentation of Business**
 - a. **Monthly Events Calendar**
 - Greenfield Community Conversation – December 5th @ 6:30 p.m. @ GES
 - b. **Executive Summary**
7. **Reports**
 - a. **Student Representative** – Maeve Newman
 - b. **Teacher Representative** – Patrick Cogan/Linda Compton
 - c. **Communications Committee** – Stephan Morrissey
 - d. **Strategic Plan Committee** – Pierce Rigrod
8. **Old Business**
 - a. **Budget Discussion**
 - b. **2nd Read Policy/Adoption (Board Vote Required)**
 - EEA – Student Transportation Services
 - EF – Food Service Management
 - JJJ – Access to Public School Programs by Nonpublic, Charter School and Home Educated Pupils
9. **New Business**
 - a. **1st Read Policy**
 - IF – Instructional Approach
 - JEDB – Student Release Precautions
 - b. **Budget Transfer Requests**
 - c. **Expenditure Report**
 - d. **Dublin Consolidated Community Conversation**
 - e. **Student Services – Administrative Assistant**
 - f. **Antrim Gym Floor**
10. **Public Comment**
11. **Approval of Manifests (Board Vote Required)**
12. **Non-Public Session: RSA 91-A:3,II (If Required)**
 - a. **Negotiations**
 - b. **Personnel**

Upcoming Meetings:

Thurs., Nov. 17th - Selectmen's Advisory Committee Mtg. @ SAU @ 7:00 pm

Mon., Nov. 28th – Education Committee Mtg. @ SAU @ 5:30 pm

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, November 1, 2016

7:00 p.m.

SAU Office

MINUTES

BOARD

Rich Cahoon, Dick Dunning,
Bernd Foecking, Thomas Kelly,
Janine Lesser, David Martz,
Stephan Morrissey, Pierce Rigrod,
Myron Steere

Lily Denehy, CVHS Student Rep.
Patrick Cogan, CVEA Rep.

ADMINISTRATION

Kimberly Saunders, Supt.
Dr. Ann Allwarden, Asst. Supt.
Marian Alese, B.A.
Tim Markley, H.R.
Dr. Rick Matte, Student Services
Nicole Pease, DCS
Amy Janoch, HES

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. Accept School Board Meeting Minutes (Board Vote Required)

a. October 18, 2016

Stephan Morrissey moved to accept the minutes of October 18, 2016. Dick Dunning second. Bernd Foecking and Pierce Rigrod abstained. All else in favor. Motion carried.

3. Points of Pride

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

4. Public Comment

None.

5. Consent Agenda

a. Personnel

1) November 2016 Retirement

Tim Markley reported that this would be discussed in non-public session.

2) Notice of Stipend Positions

Tim Markley referenced the notice of stipend position for notification only.

b. November 1, 2016 Enrollment Update and Projections

Tim Markley shared November 1st enrollment information as well as projections. A teacher has been added at FES.

Projections – DCS does not reflect a 5th grade next year. FES straight-line reflects grades K and 1 with 8 students each. HES also reflects small class size projections.

c. Board Requests

- Middle School Class Size
- NWEA

Board members should have received information on the two board requests above.

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.

6. Superintendent's Report and Presentation of Business

a. Monthly Events Calendar

The School Board Communications Committee meeting was moved from November 2nd to November 9th. The Policy Committee meeting scheduled for November 15th was cancelled. The School Board meeting on November 15th will begin at 6:00 p.m.

The Strategic Plan Committee will meet on December 8th at 6:30 p.m. at the SAU.

Communications Committee will meet at 6:00 p.m. on December 13th with Budget & Property Committee to follow at 7:00 p.m.

The Education Committee will meet on December 19th at 5:30 p.m. at the SAU.

b. Field Trip Request (Board Vote Required)

- 1) ConVal High School – students will fly to Nicaragua in April 2017 with the Conant High School Interact Club to support building a house with an outside stove for a family in impoverished area.

Stephan Morrissey moved to approve the trip as outlined. Rich Cahoon second. David Martz asked if the travel advisory is in place would the trip get cancelled. The response was that if the travel advisory is still in place the trip will be revisited.

c. Field Trip Request (Board Vote Required)

- 1) South Meadow School – eighth grade students will travel by bus to significant places in American History. They will see Independence Hall, the Gettysburg Battlefield, and many places in Washington, D.C.

Dick Dunning moved to approve the trip as requested. Stephan Morrissey second. Unanimous.

d. Executive Summary

Kimberly Saunders referenced the Executive Summary distributed as part of her report to the Board.

7. Reports

a. Student Representative – Lily Denehy

Lily Denehy reported that "Most Likely to Succeed" was viewed by students and has sparked a lot of discussion. The Haunted Trail fundraiser took place on Monday to support the Music Department.

b. Teacher Representative – Patrick Cogan

Patrick Cogan reported that Oceanography students won Honorable Mention for a recent submission. In addition, AES staff participated in a Halloween parade with students. GBS staff dressed up as Smurfs.

c. Education Committee – Crista Salamy

Ann Allwarden reported that a K-12 Equity Audit was recommended.

Rich Cahoon reported that adjustments to language about self-contained classrooms within the Strategic Plan was suggested.

Summer Programming between the two middle schools was discussed. The intent is for the program to be split between the two schools. Increasing summer programming research was requested of the Assistant Superintendent.

8. Old Business

a. Press Release Priorities

A release on SWIFT is in the works. Rich Cahoon suggested that an Education edition in the spring might include out of district tuition information.

A release on the Strategic Plan, science lab issues was suggested.

Accessing board agendas through an automatic feed was asked. Kimberly shared the difficulty with accessing the information from a public website. Handicapped access was cited.

An update on equity and configuration was suggested.

b. Middle School Class Size Challenges

Passed over.

9. New Business

a. 1st Read Policy

- EEA – Student Transportation Services

- EF – Food Service Management

- JJJ – Access to Public School Programs by Nonpublic, Charter School and Home Educated Pupils

Rich Cahoon referenced the three policies for a first read.

b. Budget Work Session – November 5th Agenda

The draft agenda was reviewed.

c. Set Date for District Meeting (& Snow Date)

David Martz moved to set the date for District Meeting (Deliberative Session) on Wednesday, February 8th 6:00 p.m. with a snow date of Saturday, February 11th at 9:00 a.m. in the CVHS Gym. Stephan Morrissey second. Unanimous.

10. Public Comment

None.

11. Approval of Manifests (Board Vote Required)

Marian Alese certified that manifests totaling \$625,676.62 and Payroll 9 and 301 totaling \$1,741,325.37 have been reviewed by her and found to be proper charges against 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 moved to approve the manifests as read. Dick Dunning second. Unanimous.

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

a. Negotiations

b. Personnel

Stephan Morrissey to enter into non-public session in accordance with RSA 91-A:3,II at 7:33 p.m. for matters of Personnel. Unanimous on a roll call vote.

Stephan Morrissey moved to exit non-public session at 8:15 p.m. Unanimous on a roll call vote.

Stephan Morrissey motioned to accept the early retirement request for the employee discussed and that the deadline be waived and the stipend be paid out. David Martz second.

In favor: 8

Opposed: 1

Motion carried.

Stephan Morrissey moved to waive the retirement date for the employee discussed and to make allowances as discussed. Dick Dunning second. One abstention. All else in favor. Motion carried.

Stephan Morrissey moved that if there is a delta that these amounts be allowed in this school year. Rich Cahoon second. Unanimous.

Stephan Morrissey motioned to enter into non-public session in accordance with RSA 91-A:3,II at 8:21 p.m. for negotiations. Unanimous on a roll call vote.

Motion to exit non-public session at 8:44 p.m. Unanimous.

David Martz moved to accept the CVAA Contract. Stephan Morrissey second. Unanimous.

Stephan Morrissey moved to accept evaluations as outlined. Second. Unanimous.

Stephan Morrissey moved to seal the minutes of non-public session for negotiations for a period of one year. David Martz second. Unanimous.

Stephan Morrissey moved to seal the minutes of non-public session for matters of personnel for 5 years. David Martz second. Unanimous.

Stephan Morrissey motioned to adjourn at 8:46 p.m. Second. Unanimous.

Respectfully submitted,

Brenda Marschok

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

CONTOOCOOK VALLEY SCHOOL DISTRICT

**November 15, 2016
Personnel Agenda**

Notice of Stipend Positions

Attached

NOTICE OF STIPEND POSITIONS

Name/Coach	DAC	Position	Stipend Amt	FTE
Athletic				
Amanda Hinton	CVHS	Strength & Conditioning - Winter	\$1,660.00	1

Non-Athletic

Ben Rogers	SMS	Drama Tech	\$503.00	1
Ben Rogers	SMS	Radio Club	\$647.40	1

November 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Policy Comm. @6:00 pm School Board Mtg. @ SAU @ 7:00 pm	2	3	4	5 School Board Budget Work Session –@ SAU 8:30 am – 2:00 pm
6	7	8	9 Communications @ 6:00 pm @ SAU	10 Strategic Plan @ 6:30 pm @ SAU	11 District Closed- Veteran's Day	12
13	14	15 School Board Mtg. @ SAU @ 6:00 pm	16	17 Selectmen's Advisory Committee Mtg. @ SAU @ 7:00 pm	18	19
20	21	22	23 District Closed	24 District Closed	25 District Closed	26
27	28 Education Comm. @ SAU @ 5:30 pm	29	30			

December 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6 Policy Committee @ 6:00 pm @ SAU School Board Mtg. @ SAU @ 7:00 pm	7	8 Strategic Plan Committee Mtg. @ SAU @ 6:30 pm	9	10
11	12	13 Communication Committee Mtg. @ SAU @ 6:00 p.m. Budget & Property Committee Mtg. @ SAU @ 7:00 p.m.	14	15	16	17
18	19 Education Committee Mtg. @ SAU @ 5:30 pm	20 Policy Committee @ 6:00 pm @ GBS School Board Mtg. @ GBS @ 7:00 pm	21	22	23 District Closed	24
25	26 District Closed	27	28	29	30 District Closed	31

Proposed 2017-2018 Budget Notes Version 2 (\$952,662)

Use of \$68K from Spec Ed Trust as revenue

Reduced salaries by (\$81,876) – reduced delta for retiree positions

Reduced FICA and NHRS (\$7716) and (\$14,714)

Reduced repairs and maintenance by (\$34,700) – use of Trust Funds

Reduced structural repairs by (\$211,000)- use of Trust Funds

Reduced HVAC repairs (\$79,000)- use of Trust Funds

Added \$34,200 for Running Start

Reduced new equipment by (\$264,039)- purchase this year

Reduced replacement furniture (\$48,900)- use of Trust Funds

Reduced replacement equipment by (\$153,871)- purchase this year - \$40,000 and use of Trust Funds-
\$113,871

Reduced other equipment (\$91,046)- use of Trust Funds

Trust Fund revenue and expenses reported as Special Revenue in Gross Budget

ConVal Trust Funds Proposed Use
REVISED 11/07/2016

Account	June 30 2016	Transactions	June 30, 2017	FY 2018 Additional Appropriation	Proposed Use 2017-2018	Potential Balance June 30 2018
Special Ed	\$518,248	\$50,000	\$568,248		-\$68,248	\$500,000
Building	\$646,800	\$150,000	\$796,800	\$250,000	-\$332,500	\$714,300
Athletics	\$100,049	\$90,500	\$190,549	\$100,000	-\$39,000	\$251,549
Health	\$200,165	\$100,000	\$300,165			\$300,165
Equipment		\$100,000	\$100,000	\$150,000	-\$138,000	\$112,000
	\$1,465,262	\$490,500	\$1,955,762	\$500,000	-\$577,748	\$1,878,014

Potential Use

Special Ed	\$68,248
Building	\$96,000 PES Roof
	\$27,000 PES Doors
	\$80,000 SMS Roof
	\$47,000 CVHS Windows and Doors
	\$82,500 HVAC AES, GBS, CVHS
	\$39,000
Athletics	
Health	
Equipment	\$138,000 Vehicle, Cub Cadet, Library Commons, Custodial

Total **\$577,748**

5-Nov-16				
Revenue Code	Proposed 2017-2018	Approved 2016-2017	Difference Increase (Decrease)	Percent
1000 Revenue from Local Sources				
				N/A
Tuition	115,000.00	115,000.00	0.00	0.00%
Voc Ed Tuition	16,000.00	16,000.00	0.00	0.00%
Total Tuition	131,000.00	131,000.00	0.00	0.00%
Unreserved Fund Balance	725,000.00	1,066,833.00	(341,833.00)	-32.04%
Transfer to SpEd Trust		0.00	0.00	N/A
Transfer to Capital Reserve		0.00	0.00	N/A
Transfer to Health Maintenance		0.00	0.00	N/A
Transfer to Athletic Trust		0.00	0.00	N/A
Transfer to Equipment Trust		0.00	0.00	N/A
Earned Interest	5,000.00	5,000.00	0.00	0.00%
Trust Fund Income	577,748.00	0.00	577,748.00	
Special Revenue Fund	200,000.00	200,000.00	0.00	0.00%
Child Nutrition	655,000.00	655,000.00	0.00	0.00%
Total Local Sources	2,162,748.00	1,926,833.00	235,915.00	12.24%
3000 Revenue from State Sources				
Adequacy Grant	7,120,785.00	7,402,785.00	(282,000.00)	-3.81%
Catastrophic Aid	414,995.00	414,995.00	0.00	0.00%
Building Aid	440,790.00	438,590.00	2,200.00	0.50%
Vocational Aid	25,000.00	25,000.00	0.00	0.00%
Child Nutrition	245,000.00	245,000.00	0.00	0.00%
Medicaid	325,000.00	325,000.00	0.00	0.00%
Total State Sources	8,571,570.00	8,851,370.00	(279,800.00)	-3.16%
4000 Revenue from Federal Sources				
All Special Ed	475,000.00	475,000.00	0.00	0.00%
Other Federal Sources	243,000.00	243,000.00	0.00	0.00%
Title I & II	403,535.00	403,535.00	0.00	0.00%
Total Federal Sources	1,121,535.00	1,121,535.00	0.00	0.00%
TOTAL ESTIMATED REVENUES	11,986,853.00	12,030,738.00	-43,885.00	-0.36%
PROPOSED GROSS BUDGET	45,886,117.00	45,396,170.00	489,947.00	1.08%
Less Revenues	11,986,853.00	12,030,738.00	-43,885.00	-0.36%
DISTRICT ASSESSMENT	33,899,264.00	33,365,432.00	533,832.00	1.60%

Nov 15

Final

District assessment includes state property tax.

CONTOOCOOK VALLEY SCHOOL DISTRICT BUDGET 2017-2018
11/07/2016

VERSION 2

Object Code	Description	Proposed 2017-2018 Budget	Approved 2016-2017	Difference	Percent	Notes
100	Personnel Services - Salaries					
110	Teachers	13,836,429.00	13,468,205.00	368,224.00	2.73%	Includes 2% CVEA, Retirees, Outstanding Performance, Extra Para and Teacher, Insurance Buyout, and additional positions. Adjusted for retirees.
111	Paraprofessionals	2,160,588.00	2,153,670.00	6,918.00	0.32%	
112	Administrative Assistants	1,092,670.00	1,029,225.00	63,445.00	6.16%	Increase of 1.5 to existing positions: PES; Spec Ed; AES; 3.2%
113	Custodial/Maintenance	608,340.00	626,430.00	(18,090.00)	-2.89%	SMS position moved to contracted Services; 3.2%
114	Administrators	2,322,933.00	2,246,548.00	76,385.00	3.40%	4% Merit Pool for CVAA
115	Department Heads	31,500.00	31,500.00	0.00	0.00%	
119	Support Services	735,557.00	713,925.00	21,632.00	3.03%	3.2%
120	Other Salaries	1,086,786.00	871,451.00	215,335.00	24.71%	Increase to Substitute line and Summer PD: Additional
130	Overtime	48,000.00	42,500.00	5,500.00	12.94%	Athletic positions at CVHS - \$29K
	Total Salaries	21,922,803.00	21,183,454.00	739,349.00	3.49%	
200	Personnel Services - Employee Benefits					
211	Health Insurance	5,451,225.00	6,559,784.00	(1,108,559.00)	-16.90%	GMR @ 12.3%; FY 2017 Plan Change
212	Dental Insurance	230,500.00	230,500.00	0.00	0.00%	
213	Life Insurance	43,560.00	43,000.00	560.00	1.30%	
214	Long-Term Disability	49,500.00	49,500.00	0.00	0.00%	
220	FICA	1,677,095.00	1,606,014.00	71,081.00	4.43%	Based on salaries
225	Admin Annuity	14,721.00	14,721.00	0.00	0.00%	
231	Non-Teacher Retirement	520,016.00	589,273.00	(69,257.00)	-11.75%	Rate Increase of 1%
232	Teacher Retirement	2,795,082.00	2,370,610.00	424,472.00	17.91%	Rate Increase of 10% plus new positions
260	Unemployment Compensation	47,000.00	52,500.00	(5,500.00)	-10.48%	Reduction in rate
270	Health Reimbursement			0.00	#DIV/0!	
	Total Benefits	10,828,699.00	11,515,902.00	(687,203.00)	-5.97%	
300	Purchased Prof. & Technical Services					
320	Presenters	17,600.00	17,600.00	0.00	0.00%	
321	Staff Tuition	78,890.00	77,198.00	1,692.00	2.19%	
322	Staff Services	102,900.00	102,930.00	(30.00)	-0.03%	
323	Pupil Services	116,230.00	99,805.00	16,425.00	16.46%	
330	Other Purchased & Tech. Servi	1,367,887.00	1,341,879.00	26,008.00	1.94%	SMS Custodial moved to contracted services
340	Testing Services	30,000.00	30,000.00	0.00	0.00%	

380	Board of Education Services	161,000.00	161,000.00	0.00	0.00%	
400	Total Services	1,874,507.00	1,830,412.00	44,095.00	2.41%	
	Purchased Property Services					
411	Water & Sewer	56,400.00	41,700.00	14,700.00	35.25%	Rate increase
421	Disposal Services	40,800.00	41,400.00	(600.00)	-1.45%	
422	Snow Plowing Services	198,000.00	198,000.00	0.00	0.00%	
430	Repair and Maint. Services	290,690.00	303,130.00	(12,440.00)	-4.10%	
431	Structural Repairs and Maint	182,400.00	137,000.00	45,400.00	33.14%	Roofs @ SMS and PES; flooring, windows/doorspartilly funded with Trust Funds
432	Electrical Repairs and Maint	32,700.00	35,100.00	(2,400.00)	-6.84%	
433	Mechanical Repairs and Maint	38,600.00	71,600.00	(33,000.00)	-46.09%	
434	HVAC Repairs and Maint	30,000.00	26,500.00	3,500.00	13.21%	GBS; Balance with Trust Funds
440	Rental	3,500.00	3,500.00	0.00	0.00%	
442	Rental of Equip. & Vehicles	1,000.00	1,000.00	0.00	0.00%	
450	Rental	2,000.00	4,000.00	(2,000.00)	-50.00%	
500	Total Property Services	876,090.00	862,930.00	13,160.00	1.53%	
	Other Purchased Services					
510	Field Trip/Athletic Transportation	250,517.00	237,230.00	13,287.00	5.60%	
519	Pupil Transportation	2,374,125.00	2,303,067.00	71,058.00	3.09%	Bus Contract Increase
520	Insurance	252,730.00	217,689.00	35,041.00	16.10%	
530	Telephone / Web Access	159,500.00	149,000.00	10,500.00	7.05%	Additional bandwidth for 1:1
534	Postage	17,950.00	23,870.00	(5,920.00)	-24.80%	
540	Advertising	22,000.00	20,000.00	2,000.00	10.00%	
550	Printing	21,300.00	20,800.00	500.00	2.40%	
560	Tuition	114,200.00	75,000.00	39,200.00	52.27%	Running Start Fees
561	Special Needs Tuition	1,259,830.00	1,516,845.00	(257,015.00)	-16.94%	Student Aged Out
580	Mileage	93,320.00	88,495.00	4,825.00	5.45%	
590	Misc Purchased Services	15,000.00	15,000.00	0.00	0.00%	RENEW and other student driven services
	Total Other Services	4,580,472.00	4,666,996.00	(86,524.00)	-1.85%	
600	Supplies and Materials					
610	Supplies	864,784.00	786,428.00	78,356.00	9.96%	Curriculum renewal
622	Electricity	446,100.00	439,600.00	6,500.00	1.48%	
623	Bottled Gas	10,420.00	12,450.00	(2,030.00)	-16.31%	
624	Fuel Oil	346,670.00	344,843.00	1,827.00	0.53%	
640	Books	97,268.00	93,577.00	3,691.00	3.94%	
641	Periodicals	24,139.00	22,820.00	1,319.00	5.78%	
649	A/V Materials	4,120.00	3,815.00	305.00	7.99%	
650	Software Support	238,315.00	218,612.00	19,703.00	9.01%	PowerSchool
356	Gasoline/Diesel	202,780.00	214,500.00	(11,720.00)	-5.46%	

700	Total Supplies and Materials	2,234,596.00	2,136,645.00	97,951.00	4.58%	
	Property					
733	Additional Furniture	20,970.00	13,153.00	7,817.00	59.43%	
734	Additional Equipment	0.00	2,507.00	(2,507.00)	-100.00%	
737	Replacement Furniture	35,300.00	38,980.00	(3,680.00)	-9.44%	
738	Replacement Equipment	71,743.00	225,328.00	(153,585.00)	-68.16%	
739	Other Equipment	48,699.00	30,890.00	17,809.00	57.65%	
	Total Property	176,712.00	310,858.00	(134,146.00)	-43.15%	
800	Other Objects					
810	Dues and Fees	151,068.00	151,343.00	(275.00)	-0.18%	
830	Payment of Bond Interest	87,435.00	98,595.00	(11,160.00)	-11.32%	
890	Miscellaneous	63,200.00	57,500.00	5,700.00	9.91%	
	Total Other	301,703.00	307,438.00	(5,735.00)	-1.87%	
910	Payment of Bond Principal	360,000.00	360,000.00	0.00	0.00%	
	Total	360,000.00	360,000.00	0.00	0.00%	
930	Food Service Transfer			0.00	#DIV/0!	
	Total	0.00	0.00	0.00	#DIV/0!	
	TOTAL OPERATIONAL BUDGET	43,155,582.00	43,174,635.00	-19,053.00	-0.04%	
	Trust Fund Expenses	509,000.00				
	Title II & II	403,535.00	403,535.00	0.00	0.00%	
	Other Federal Programs	243,000.00	243,000.00	0.00	0.00%	
	IDEA	475,000.00	475,000.00	0.00	0.00%	
	Food Service	900,000.00	900,000.00	0.00	0.00%	
	Special Revenue Fund	200,000.00	200,000.00	0.00	0.00%	
	Health Maintenance Trust			0.00	#DIV/0!	Removed for Work Session
	Athletic Trust			0.00	#DIV/0!	Removed for Work Session
	Capital Reserve			0.00	#DIV/0!	Removed for Work Session
	Equipment Trust			0.00	#DIV/0!	Removed for Work Session
	Special Education Trust			0.00	#DIV/0!	Removed for Work Session
	TOTAL GROSS BUDGET	45,886,117.00	45,396,170.00	(19,053.00)	-0.04%	

EEA - Student Transportation Services

The District shall provide transportation for pupils to schools in the District consistent with provisions of RSA 189:6, RSA 189:6-a, RSA 189:9, and RSA 189:9-a provided that they live one mile or more from the school. Exceptions that are in the best interest of student safety may be made by the Superintendent or designee.

General Operating Policy

Bus routes, stops and schedules shall be established annually, under the direction of the Superintendent or his/her designee in cooperation with the pupil transportation contractor subject to review by the School Board. Routes will be developed annually and posted.

Pupils attending private schools and charter schools shall be entitled to the same transportation privileges within the District as are provided for pupils in public school within the District.

Routes will use the most direct roads safe for bus travel. Where an alternate route may be selected without sacrifice to efficiency or economy, preference will be given to that route serving the larger number of students more directly. School buses will not travel on unsafe roads.

New routes shall be established in the interest of efficiency, or when full capacity of the trips on existing routes has been reached.

School schedules may be adjusted to allow maximum utilization of each bus in the system. The Superintendent or his/her designee may modify approved routes, stops, and/or schedules during the school year if conditions warrant such a modification. All modifications to any bus route will be reported to the ConVal School Board.

Approved bus stops shall be located at safe and appropriate intervals in places where students may be loaded and unloaded. Drivers may not load or unload pupils at other than authorized bus stops.

The number of bus stops on each trip shall be limited to enable buses to maintain a reasonable average speed and not to exceed the established times of the routes.

Student Conduct on School Buses

Bus drivers have the responsibility to maintain orderly behavior of students on school buses and will report in writing misconduct to the student's Principal. The school principal will have the authority, to suspend the riding privileges of students failing to conform to Board rules and regulations. Parents of children whose conduct on school buses endangers the health, safety, and welfare of other riders will be notified that their children face the loss of school bus riding privileges in accordance with the student discipline code. The Board must approve suspensions of the right to ride the school bus that continue beyond twenty (20) days.

Resolution of Conflicts

Parents who wish to request a change or exemption from any of the Student Transportation policies shall direct that request to the SAU Business Administrator. If the SAU Business Administrator ruling does not satisfy the parent, he/she may appeal the ruling within 15 days to the Superintendent. If the parent is again not satisfied by the ruling, he/she may appeal within 15 days to the School Board.

Legal References:

RSA 189:6, Transportation of Pupils

RSA 189:8, Limitations and Additions

RSA 189:9, Pupils in Private Schools

RSA 189:9-a, Pupils Prohibited for Disciplinary Reasons

RSA 193:12, Legal Residency Required

RSA 194-B:2, V, Chartered Public Schools; Establishment

Appendix: EEA-R & JICC-R

Category: R

1st Read: November 1, 2016

2nd Read: November 15, 2016

Adopted

EF – Food Service Management

The ConVal School District shall provide a food services program within the appropriate regulations of the U.S. Department of Agriculture and State Department of Education, or any other entity with proper jurisdiction over the program.

All food service personnel will be directly responsible to the Food Service Manager, or in the event of outsourcing, to the contractor and ultimately responsible to Superintendent or designee.

The Food Service Manager (or contractor) is responsible for the planning and preparation of food served in the food service program, ensuring full compliance with the State of New Hampshire's education rules and regulations. All food will comply with the nutrition standards as set forth by the USDA Guidelines and the District's Wellness program.

The Food Service Manager (or contractor) will order supplies, keep accurate records of financial transactions connected with the food service program, and prepare all records and reports as required.

The Food Service Manager (or contractor) will be certified by a NH Department of Education approved program.

All food service employees shall, within their first year of employment, obtain a certificate of completion for an approved sanitation course.

The Food Service Manager (or contractor) will make recommendations to the Superintendent, or designee concerning personnel and operational matters related to the food service program.

Please see Policy EFC for free and reduced lunch information and Policy EFDA regarding payment options.

Legal References:

RSA 189:11-a, Food and Nutrition Programs
NH Code of Administrative Rules, Section Ed. 306.11, Food and Nutrition Services Section 204 of Public Law 108-265, Child Nutrition and WIC Reauthorization Act of 2004

Category: R

See also Policy JLCF

1st Read: November 1, 2016

2nd Read: November 15, 2016

Adopted:

JJJ – Access to Public School Programs by Nonpublic, Charter School and Home Educated Pupils

The ConVal School District encourages pupils who attend nonpublic schools, public charter schools, or who are home-educated to access to the District's curricular courses and co-curricular programs in the same way as that of students who attend ConVal schools. Any School Board policy regulating participation in curricular courses and co-curricular programs shall not be more restrictive for nonpublic, public chartered schools, or home educated pupils than the policy governing the school district's resident pupils.

Legal References:

RSA 193:1-c, Access to Public School Programs by Nonpublic, Public Chartered Schools or Home Educated Pupils.

Category: O

See also: IHBG-R, Participation by Home-school Students

1st Read: November 1, 2016

2nd Read: November 15, 2016

Adopted:

IF – Instructional Approach

It is the policy of the School Board that instruction will be aligned with the goals, mission, and policies of the School District. Additionally, the District's instructional program will comply with the rules of the NH Department of Education and all applicable state statutes and federal law.

Instruction will be focused on meeting the instructional needs of all students with different talents, interests, and development.

The instructional program will include:

1. Procedures for diagnosing learner needs
2. Methods and strategies for teaching that incorporate learner needs
3. Research-based learning opportunities
4. Techniques for evaluating student outcomes
5. The provision of remedial instruction as needed

Instruction will also include, where possible, consideration of all available community resources, including but not limited to organizations, businesses, talented individuals, natural resources, and technology to engage each student in achieving the necessary skill and knowledge.

Legal References:

N.H. Code of Administrative Rules, Section Ed 306.26(a)(2), Kindergarten through Grade 8 Curriculum, Instructional Program

N.H. Code of Administrative Rules, Section Ed 306.27(b)(3), High School Curriculum, Instructional Program

Category: R

See also: IFA, IGA, IJ

1st Read: ~~October 1, 2013~~ November 15, 2016

2nd Read: ~~October 15, 2013~~

Adopted: ~~October 15, 2013~~

JEDB – Student Release Precautions

All school personnel are to be instructed to refuse requests for ~~children~~ students to leave the school grounds once they have come to the school or have been deposited there from the school buses or other vehicles. ~~Children~~ Students shall not leave the school grounds from the time they arrive until the time of their departure for home except as follows:

- a. No school or grade may be dismissed before the regular hour for dismissal except with the approval of the Office of the Superintendent of Schools.
- b. No teacher may permit any individual pupil to leave school prior to the regular hour of dismissal except by permission of the principal or his/her indicated representatives.
- c. No pupil may be permitted to leave school prior to the dismissal hour for any reason unless permission of the parent or guardian has been first secured, nor sent home unless a responsible adult is at the home.
- d. As provided by the ConVal High School Student Handbook, Any student being released during the school day must be released through the school office when he/she leaves and must report to the office when he/she returns, except that students who are ill may also be released through the nurse's office. Students will be released only when legally authorized by the parent or legal guardian.

~~April 2, 1994~~

Category: R

1st Read: November 15, 2016

2nd Read:

Adopted:

November 2016 Transfer Requests

REVISED 10/18/2016

Line	Amount	Line	Amount	Purpose
11	Health Insurance	Unreserved	\$725,000	Commit to Unreserved balance for 17-18
	Health Insurance	Trust Funds	\$500,000	Encumber funds for transfer to Trust Funds 17-18
	Health Insurance	HRA Accounts	\$55,000	Cover cost of HRA contributions
		Replacement Equipment	\$109,113	Cycled replacement
		New Equipment	\$280,887	1:1 and Library Commons

(\$1,670,000)

\$1,670,000

2016-2017 Expense Report							7-Nov-16	
		2016-2017	2016-2017	2016-2017	2016-2017	2016-2017	Balance	
Account Number	Description	Budget	Transfers	Adjusted Budget	Expense	Encumbered		
Line #							Account Notes	
30	21.000.0000.00.411 WATER/SEWER	\$41,700.00		\$41,700.00	\$25,746.17	\$11,465.77	\$4,488.06	10.76%
31	21.000.0000.00.421 DISPOSAL	\$41,400.00		\$41,400.00	\$12,422.30	\$22,908.00	\$6,069.70	14.66%
32	21.000.0000.00.422 SNOW PLOWING	\$198,000.00		\$198,000.00		\$198,000.00	\$0.00	0.00%
33	21.000.0000.00.430 REPAIR/MAINT	\$303,130.00	\$499,236.00	\$802,366.00	\$516,458.93	\$282,029.79	\$3,877.28	0.48%
34	21.000.0000.00.431 STRUCTURAL REPAIRS	\$137,000.00		\$137,000.00	\$296,320.98	\$76,889.00	-\$236,209.98	-172.42%
35	21.000.0000.00.432 ELECTRICAL REPAIRS	\$ 35,100.00		\$35,100.00	\$15,682.74	\$12,174.31	\$7,242.95	20.64%
36	21.000.0000.00.433 MECHANICAL REPAIRS	\$ 71,600.00		\$71,600.00	\$49,562.89	\$16,761.88	\$5,275.23	7.37%
37	21.000.0000.00.434 HVAC REPAIRS	\$ 26,500.00		\$26,500.00	\$81,770.19	\$22,667.95	-\$77,938.14	-294.11%
38	21.000.0000.00.440 BUILDING RENTAL	\$3,500.00		\$3,500.00			\$3,500.00	100.00%
39	21.000.0000.00.442 EQUIPMENT RENTAL	\$1,000.00		\$1,000.00			\$1,000.00	100.00%
40	21.000.0000.00.450 RENTAL	\$4,000.00		\$4,000.00			\$4,000.00	100.00%
41								
42	21.000.0000.00.510 FIELD TRIP ATHLETIC	\$237,230.00		\$237,230.00	\$49,663.42	\$137,605.70	\$49,960.88	21.06%
43	21.000.0000.00.519 PUPIL TRANSPORTATION	\$2,303,067.00		\$2,303,067.00	\$437,532.34	\$1,822,504.31	\$43,030.35	1.87%
44								
45	21.000.0000.00.520 INSURANCE	\$217,689.00		\$217,689.00	\$229,755.00		-\$12,066.00	-5.54%
46	21.000.0000.00.530 TELEPHONE /WEB ACCESS	\$149,000.00		\$149,000.00	\$44,336.32	\$102,343.07	\$2,320.61	1.56%
47	21.000.0000.00.534 POSTAGE	\$ 23,870.00		\$23,870.00	\$3,580.08	\$1,312.80	\$18,977.12	79.50%
48	21.000.0000.00.540 ADVERTISING	\$ 20,000.00		\$20,000.00	\$5,083.77	\$19,916.23	-\$5,000.00	-25.00%
49	21.000.0000.00.550 PRINTING	\$ 20,800.00		\$20,800.00	\$5,760.91	\$3,490.00	\$11,549.09	55.52%
50	21.000.0000.00.561 TUITION	\$1,591,845.00		\$1,591,845.00	\$384,492.72	\$984,037.97	\$223,314.31	14.03%
51	21.000.0000.00.580 MILEAGE	\$88,495.00		\$88,495.00	\$16,229.77	\$13,024.06	\$59,241.17	66.94%
52	21.000.0000.00.590 MISC PURCH SERV	\$15,000.00		\$15,000.00	\$5,868.91	\$209.43	\$8,921.66	59.48%
53								
54	21.000.0000.00.622 ELECTRICITY	\$439,600.00		\$439,600.00	\$130,663.97	\$285,336.03	\$23,600.00	5.37%
55	21.000.0000.00.623 BOTTLED GAS	\$12,450.00		\$12,450.00	\$1,757.23	\$4,250.00	\$6,442.77	51.75%
56	21.000.0000.00.624 FUEL OIL	\$344,843.00		\$344,843.00		\$219,114.00	\$125,729.00	36.46%
57	21.000.0000.00.656 PROPANE / GASOLINE	\$214,500.00		\$214,500.00	\$49,754.95	\$143,925.01	\$20,820.04	9.71%
58								

2016-2017 Expense Report

7-Nov-16

Line #	Account Number	Description	2016-2017 Budget	2016-2017 Transfers	2016-2017 Adjusted Budget	2016-2017 Expense	2016-2017 Encumbered	Balance	Account Notes
59	21.000.0000.00.610	SUPPLIES	\$785,670.00		\$785,670.00	\$269,822.74	\$355,091.13	\$160,756.13	20.46%
60	21.000.0000.00.640	BOOKS	\$ 94,335.00		\$94,335.00	\$21,056.47	\$27,221.50	\$46,057.03	48.82%
61	21.000.0000.00.641	PERIODICALS	\$22,820.00		\$22,820.00	\$8,720.09	\$645.63	\$13,454.28	58.96%
62	21.000.0000.00.649	OTHER INFO SOURCES	\$ 3,815.00		\$3,815.00	\$219.73	\$400.00	\$3,195.27	83.76%
63	21.000.0000.00.650	SOFTWARE SUPPORT	\$220,076.00		\$220,076.00	\$168,793.06	\$35,054.42	\$16,228.52	7.37%
64	21.000.0000.00.733	NEW FURNITURE	\$13,153.00		\$13,153.00	\$4,507.55	\$3,018.57	\$5,626.88	42.78%
65	21.000.0000.00.734	OTHER EQUIPMENT	\$2,507.00		\$2,507.00	\$474.00		\$2,033.00	81.09%
66	21.000.0000.00.737	REPL FURNITURE	\$38,980.00		\$38,980.00	\$19,544.69	\$1,000.00	\$18,435.31	47.29%
67	21.000.0000.00.738	REPL EQUIPMENT	\$223,864.00	\$109,113.00	\$332,977.00	\$120,938.15	\$42,659.07	\$169,379.78	50.87% Replacement Cycle
68	21.000.0000.00.739	NEW EQUIPMENT	\$ 30,890.00	\$280,887.00	\$311,777.00	\$15,034.44	\$16,654.70	\$280,087.86	1:1 Initiative and Library Commons
69									
70	21.000.0000.00.810	DUES & FEES	\$151,343.00		\$151,343.00	\$56,437.65	\$25,804.98	\$69,100.37	45.66%
71	21.000.0000.00.830	DEBT SERVICE INTEREST	\$ 98,595.00		\$98,595.00	\$49,297.50	\$49,297.50	\$0.00	0.00%
72	21.000.0000.00.890	MISCELLANEOUS	\$ 57,500.00		\$57,500.00	\$14,768.31	\$3,265.81	\$39,465.88	68.64%
73	21.000.0000.00.910	DEBT SERVICE PRINCIPAL	\$360,000.00		\$360,000.00		\$360,000.00	\$0.00	0.00%
74									
75	21.000.0000.00.930	TRANS TO FOOD SERVICE			\$0.00		\$75,000.00	-\$75,000.00	#DIV/0!
76		TOTAL	\$43,174,635.00	-\$725,764.00	\$42,448,871.00	\$13,006,185.18	\$26,864,965.58	\$2,577,720.24	
77		PY ENCUMBRANCES	\$1,282,602.00	-\$499,236.00	\$783,366.00			\$783,366.00	
21.000.0000.00.930		TRANS TO TRUST FUNDS	\$ 500,000.00	\$ 500,000.00	\$1,000,000.00		\$1,000,000.00	\$0.00	0.00% 15-16 and 16-17
78		UNRESERVED FUND BALANCE		\$725,000.00	\$725,000.00		\$725,000.00	\$0.00	Per Nov 5 Budget Workshop
79		Total	\$44,957,237.00	\$ 0.00	\$44,957,237.00	\$13,006,185.18	\$28,589,965.58	\$ 3,361,086.24	#