

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

106 Hancock Road

Peterborough, New Hampshire

CONTOOCOOK VALLEY SCHOOL BOARD

Tuesday, December 19, 2017

School Board Meeting

SAU Office

6:00 p.m.

Minutes

BOARD

Rich Cahoon, Richard Dunning,
Jim Fredrickson, Bernd Foecking,
Niki McGettigan, Stephan Morrissey,
Kristen Reilly, Crista Salamy,
Myron Steere, Jerome Wilson

Lily Denehy, Student Rep.
John Jordan, SAC

ADMINISTRATION

Kimberly Saunders, Supt.
Dr. Ann Forrest, Asst. Supt.
Tim Markley, H.R.
Cari Christian-Coates, Student Serv.
Mindy Ryan, B.A.
Anne O'Bryant, SMS
Jim Elder, GBS
Mark Swasey, CVHS

1. Call to Order and Pledge of Allegiance

Myron Steere called the meeting to order at 6:00 p.m. The Pledge of Allegiance was recited.

2. Acceptance of School Board Meeting Minutes (Board Vote Required)

a. December 5, 2017

Stephan Morrissey moved to accept the minutes of December 5, 2017. Jerome Wilson second. Crista Salamy abstained. All else in favor. Motion carried.

3. Points of Pride

Kimberly Saunders reported Points of Pride from Administrators as follows:

GBS

Great Brook held its 28th annual winter Concert Thursday night. The kids did a great job, and they played to a packed audience.

FES

The CVHS School Counseling Department, Staff from The Grapevine, The Franconia Friends, and the NEA have rallied to collect and donate clothes and money for FES students who need clothing for this winter. FES is very grateful for all of the donations. The response has been amazing and our students are receiving the things they need (and more!).

SMS

SMS Student Council visited a senior citizen home this week and made wonderful connections with the elderly that will continue throughout the year.

The Veterans Breakfast took place at SMS today. The kids interacted with veterans and it was a great morning.

4. Public Comment

Kim Kamieniecki addressed the board as a community member and parent to share her recommendation in favor of Cari Christian-Coates to step into the role as Director of Student Services. She shared the reasons for her recommendation.

5. Consent Agenda

a. Personnel

1) 2017-2018 Notice of Stipend Positions

Tim Markley referenced the list of stipend positions for notification to the board.

6. Superintendent's Report and Presentation of Business

a. Monthly Events Calendar

The Snow Date for the Public Hearing scheduled on January 16th was set for January 17th at 6:00 p.m. at the SAU Office.

b. Field Trip Requests (Board Vote Required)

- 1) Great Brook School – eighth grade students will travel on April 16-20th by bus to Washington, D.C., to visit historical sights. This trip relates to the U.S. History curriculum.

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

c. Athletic Presentation – Guardian Caps and Helmets

Mark Swasey said that the question “if we wear guardian caps during practice why not in games?” has been asked. Guardian Caps have been marketed as a supplement for practice. It can help support the reduction of impact on a hit. It has never been tested during a game in terms of protection. The Guardian Cap does not state that it will protect against concussion. It has not been endorsed by higher levels. In addition, they have not been accepted by the standard that approves helmets. The safety of the student athlete is most important. The Guardian Cap creates a larger impact area. The recommendation is to keep caps in practices and scrimmages. If a parent recommends use, then an athlete could wear one during a game.

Rich Cahoon said that if the recommendation is not to wear them during games, why would we let them wear them if a parent chooses? Discussion ensued.

The intent is to prevent concussions. What do we do to prevent concussions? Mark Swasey said that we are teaching different ways for athletes to tackle. Having the best helmets that we can buy is another measure that could protect athletes. We are phasing in Class A helmets.

Myron Steere asked about neck strengthening equipment as a measure to prevent concussions. Mark Swasey said that he was unsure.

Dick Dunning said that he would not be supportive of giving a parent the option to use the caps during a game if it is not recommended.

Mark Swasey said that if we go to the use of the InSite sensors in helmets, caps will be eliminated.

Crista Salamy asked the likelihood of a coach picking up on a concussion with the sensors. More likely. The sensors will give us data.

Mark Swasey said that we need a better strength and conditioning program to prevent concussions. We need to become more efficient in offering the strength programs needed.

Myron asked the Superintendent to direct Mark Swasey to research what is needed in terms of prevention activities and strength programming to bring before the board.

Dick Dunning wanted to assure that we clarify not wearing Guardian Caps during a game. Parents should be required to sign a waiver.

Mark Swasey said that there are two different “A” rated helmets – for middle and high school would require 110 helmets.

Why phase out and not replace all B helmets?

Rich Cahoon asked that the information provided tonight be deciphered.

A speed helmet with InSite sensors is \$425; a brand new speed flex without sensor is \$410.

Would it be better to have the top rated helmet to protect the kid's heads or the helmets with the technology?

Crista Salamy said that the Speed Flex with the InSite is the best way to go.

Kristen Reilly asked what happens to these helmets after practice and games. Mark Swasey said that the helmets stay at school.

Rich Cahoon asked what helmets for what sports are included in the budget with the helmets. Kimberly said that Flex helmets with InSite is included in the budget for all sports to assure that we have up to date and Grade A helmets for discussion purposes. It is all of Mark's recommendations for helmets for each sport. It is at a cost of approximately \$77,000. It includes girl's and boy's ice hockey helmets.

Are trust fund monies available? Kimberly would have to check what can be purchased with these funds.

Stephan Morrissey asked about the wording on the warrant to include purchasing safety helmets. Kimberly asked if it is the board's intent to purchase helmets with the trust.

Rich Cahoon asked if it is the board's intent to purchase helmets at all.

Rich Cahoon moved that we purchase the helmets as recommended. Stephan Morrissey second.

Dick Dunning asked what football helmet is being voted. \$62,000 with helmets; top of line with sensors.

Jim Fredrickson asked what the policy would be for storing the helmets for other sports. We need a policy for use of helmets; liability, parental issues.

Stephan Morrissey said that for the safety he recommends the purchase. No child should be kept from obtaining helmets for safety and liability.

Rich asked if Jim Fredrickson is asking if ski helmets should be left at school; he would rather they stay on kids heads to protect them rather than be kept at school. He would prefer it as a procedure and not a policy for storage and handling of helmets.

Bernd Foecking said that the cost of these helmets has been a larger discussion than that of the 1-1 computer discussion.

Dick Dunning said that the difference is around the liability for the district.

Rich modified his motion.

Rich Cahoon and Stephan Morrissey withdrew their motion and second.

Rich Cahoon asked the Superintendent to check on the language of trust fund. If we can purchase helmets with trust fund money go ahead; if not, we need another discussion.

If Mark has already budgeted for some of this then that portion should come out of his budget.

Stephan Morrissey said that he would like to see this phased in the future so we are not hit quite so badly or they should be purchased through access of trust fund money.

Rich Cahoon said that reconditioning will not come from trust fund money.

What will it cost to buy the latest football helmets; refresh other helmets; no longer use guardians and net out the budget and develop a figure? This figure he would approve.

Rich Cahoon moved to spend up to \$77,000 to spend on helmets. Stephan Morrissey second.

Unanimous.

d. 1-1 Presentation

Gib West, Jim Elder, Anne O'Bryant, and Helfried Zrzavy were present to provide an update on the 1-1 computer initiative.

The vision is one of personalized learning, one that provides equity, and allows the pursuit of passions while providing an excellent education.

Jim Elder reported on the professional learning opportunities that were afforded to staff at the end of the last school year and during the summer to learn more about blended learning. Natick has successfully implemented blending technology in a purposeful way. Blended learning integrates technology into the good work already taking place. Teachers were challenged to develop one blended learning unit this year.

Anne O'Bryant reported on the communication plan with school communities. The goal was that every parent would be part of an orientation and hear the same message. Students had to be oriented on what the expectations were. The rollout took place on October 2nd.

Helfried Zrzavy spoke about what success was and how it would be measured. BrightBytes is a Data Analytics Company that helped in this task. The growth in terms of the measurement from June to November was shared. Ann Forrest shared current and future areas of focus. A process of evaluating online resources to assure quality experiences is being piloted. Staying grounded in the vision is a focus.

e. Student Services Recommendation

Kimberly Saunders shared her recommendation on Student Services. A decision will be needed at the next board meeting. The report from the consultant on Student Services has been shared with the board. Kimberly said that the enormity of the Student Services department was cited over and over again. Their responsibilities are extensive. The department was created when there was a change in leadership in 2011. Roles have changed over the years but the responsibilities have not changed. Kimberly arrived at her recommendation as a result of looking closely at the top structure. Consideration of the complexity of special education was given. Managing decline in public organizations resulted in looking at how to leverage changes to help vantage that decline. The recommendation is embedded here. There is no financial impact; there are currently two administrators in the department. One role would oversee Student Services; what services are provided to all students and when we provide them. The other would oversee the Special Education Department. School Districts find that centralizing core competencies and bringing them under one roof is important. Reducing complexity is the goal. Reductions in positions in the area of special education may result in the next several years as enrollment declines.

Stephan Morrissey said that he defers to the Superintendent

Stephan Morrissey moved to proceed with the recommendations that the Superintendent feels best.

Jerome Wilson second.

Dick Dunning asked for time to review the information and develop questions. Rich Cahoon agreed.

Stephan Morrissey withdrew his motion. Jerome Wilson withdrew his second.

Rich asked where SWIFT fell. Kimberly said that SWIFT would fall under the Director of Student Services. SWIFT is a framework for decision making and falls many places.

7. Reports

a. Student Representative – Lily Denehy

None.

b. Teacher Representative – Patrick Cogan/Linda Compton

None.

c. Education Committee – Crista Salamy

Crista Salamy reported discussion on the Equity Audit having taken place. Piloting a Math Program (Glencoe at the high school level), (Eureka and Glencoe at the middle school) was discussed. Mapping out future meetings was discussed.

d. Strategic Plan Committee –Pierce Rigrod

Dick Dunning reported that the plan was reviewed and clarifications were made about questions asked related to reconfiguration.

e. ATC Committee – Stephan Morrissey

Stephan Morrissey reported that several local manufacturing company representatives were present to discuss the needs they have to employ graduates and what those students might have as an advantage when entering these areas of employment.

ConVal has submitted an application to offer manufacturing as a program; when does this decision have to be made? Kimberly Saunders will find out the answer to this question.

f. Budget & Property Committee – Dick Dunning

Dick Dunning reported that a public hearing on the utilization of capital reserve funds for renovations at the high school. A warrant article to renovate 2 labs (108 and 110) through looking for existing funds and 2 additional on a warrant was discussed. Work on 4 labs total. Renovating the fifth lab on the second floor; which is a classroom more than a lab, through work internally was discussed as well. Do we pursue a bond or through a loan at a bank? Why not put the whole \$700+K in the budget? It might go better as part of the budget vs. a warrant article.

Kimberly Saunders asked if he want to embed the \$700K+ into the 18/19 budget. Dick Dunning said it is an option.

Kimberly asked in the operating budget or separate warrant article to raise and appropriate funds. Which is the best way to present it?

Discussion took place about the budget going up and district assessment going up over 8% took place.

Discussion about jeopardizing the entire budget took place as a result.

Bring it in the budget at deliberative session and take it out while in session is a possibility. Putting it in the budget is not taking out a loan. Do we want a loan? A bond?

Presenting it as two separate items allows the voters two separate votes.

Having separate warrant articles allows time for the board to communicate it and sell it to the voters.

If we do the budget as presented; a warrant article for two science labs is needed. Do we raise from taxation or approval for a bond or approval for a loan?

Kimberly Saunders asked if it is a separate warrant article, do we need 60% or 50%+1?

Rich Cahoon suggested not including it in the budget or raising through taxation. A loan or a bond is the same in terms of a warrant.

Stephan Morrissey moved to pursue a loan or a bond with the science lab phase. Dick Dunning second.

Rich Cahoon asked if a bond is discussed that it be priced at different terms. Same with a loan. Confirmed.

Stephan Morrissey said that the Community Investment Act may favor the district.

Unanimous.

g. Communications Committee – Stephan Morrissey

Stephan Morrissey reported that discussion on Trello took place to determine its usefulness. Seven articles will be written to communicate with the community. Trello allows proofing from committee members for feedback before publishing.

The Superintendent will have the opportunity to review for factual accuracy, but not for advocacy.

Myron Steere said that if the board is going to do something, it has to come before the board for a vote.

Rich Cahoon said that the Superintendent cannot engage in advocacy. She can check the numbers but not advocate.

8. Old Business

a. Budget Version Five (5) and Six (6) (with helmets phased in)

Kimberly Saunders referenced Version 5 and Version 6 of the budget as well as a preliminary Default Budget. The default number results a difference of \$852,165.56.

Rich said that he could make the argument that Running Start is contractual if students are allowed to sign up for these classes now. Running Start should go back in the default because it is contractual.

Rich asked if the town's budget passes there is an assessment; the school has a budget and an associated assessment. Statewide property taxes is the third piece. Is the statewide tax included in the figure? Clarity will be sought.

Kimberly Saunders said that the chromebooks would come out of the default. They are a one-time expense. The board could still decide to purchase chromebooks but the board would need to find those dollars someplace else in the budget. The budget needs to be determined first.

Kimberly said that putting the non-negotiables on the table would be very helpful for the default.

Bernd Foecking agreed that the administrator line should be determined otherwise people could vote the budget down in order to maintain administrators as is current.

Holding the relationship with Peterborough Recreation was cited as important to maintain. Money for a softball field and tennis courts along with porta-pottys.

Bernd Foecking said that stressing how lean this budget is is important. We are already proposing a budget less than is currently operated under. We don't have a spending problem, we have a revenue problem.

The budget is at 1.28% increase on Version 5; before helmets. Of the parts that we are able to manage in this budget, we are keeping to low percentages.

Discussion about a visual display i.e. over the last five years the budget trend lines were "x" was requested.

Budget cost information, income from the state, retirement system information, assessment over five years and the impact was requested.

Kimberly asked if there is a specific number that the board wants to arrive at, it needs to be shared now.

Numbers are being pushed; if something will come it will do so in the next week.

A finalized version will be brought to the January 2nd meeting.

Rich Cahoon said that consideration for purchasing items that trusts were intended for should be decided.

Discussion took place about spending approximately \$70K out of the Special Education Fund for its intended purposes to offset the budget. The reason for the Special Education Trust is for unanticipated costs.

b. 2nd Read/Adoption Policy (Board Vote Required)

- BCB: Board Member Conflict Of Interest

Rich Cahoon moved to adopt this policy as read. Stephan Morrissey second. Unanimous.

9. New Business

a. Policy Adoption LCC: Dual Enrollment and Relations with Community Colleges (Board Vote Required)

Rich Cahoon moved to adopt Policy LCC as presented. Stephan Morrissey second. Unanimous.

Kristen Reilly exited the meeting at 8:35 p.m.

b. Approve Town Payment Schedule

Kimberly Saunders referenced the Town Payment Schedule. It is the way that we will receive funds.

Stephan Morrissey moved to approve the Town Payment schedule. Jerome Wilson second. Unanimous

c. Potential Public Hearing Dates – January 9, 2018

A Use of Trust Fund hearings is needed. This is a date to "hold". A quorum is needed on the 9th.

10. Approval of Manifests (Board Vote Required)

Mindy Ryan certified that the manifests listed by number totaling \$433,489.58 and Payroll totaling \$1,238,925.18 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 moved to approve the manifests as read. Dick Dunning second. Unanimous.

Kimberly Saunders reported that she has contracted a consultant to look at the DOE 25. There appears to be accounting errors. More information to follow. This has slowed reimbursements for IDEA. Kimberly said that she is significantly concerned. Our DOE25 is under review. As more information comes; she will share. Rich Cahoon asked if the trouble with IDEA are the delays in reimbursement. Jerome Wilson asked how much the error is. Kimberly said we are not sure if numbers were transposed or pulled incorrectly; the number was \$3.4M for expenses vs. \$7M for year before. It is an accounting error. Kimberly has no reason to believe that money is missing or that the budget was overspent. Kimberly has been in direct contact with auditors.

11. 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 at 8:42 pm. Unanimous on roll call vote.

Stephan Morrissey moved to exit non-public session at 8:53 p.m. Second. Unanimous.

Stephan Morrissey moved to seal the minutes of non-public session on personnel for 1 year. Dick Dunning second. Unanimous.

Stephan Morrissey moved to accept the retirement request of Vicki Leandri. Dick Dunning second. Unanimous.

Stephan Morrissey moved to approve the waiver time frame for the buyback. Rich Cahoon second. Unanimous.

Stephan Morrissey motioned to adjourn at 8:53 p.m. Second. Unanimous.

Respectfully submitted,

Brenda Marschok

CONTOOCOOK VALLEY SCHOOL DISTRICT BUDGET 2018-2019
December 19, 2017 PRELIMINARY DEFAULT BUDGET

DEFAULT

Object Code	Description	Proposed 2018-2019 Budget	Default 2018-2019	Difference Between Proposed	Percent	Approved 2017-2018	Difference Between 2017-2018	Notes
100	Personnel Services - Salaries							
110	Teachers	13,640,751.42	13,666,862.56	\$26,111.14	0.19%	13,836,429.00	(\$169,566.44)	Reduce Speech/Lang Teacher, FT Sub, Reduce Summer Adventures, Add back 17-18 Salaries
111	Paraprofessionals	2,301,262.36	2,441,973.15	\$140,710.79	5.76%	2,160,588.00	\$281,385.15	Add original PT S/L Para and other Paras
112	Administrative Assistants	1,084,540.50	1,084,540.50	\$0.00	0.00%	1,092,670.00	(\$8,129.50)	
113	Custodial/Maintenance	543,381.49	543,381.49	\$0.00	0.00%	608,340.00	(\$64,958.51)	
114	Administrators	2,474,808.40	2,459,769.16	(\$15,039.24)	-0.61%	2,322,933.00	\$136,836.16	Reduce BES Principal, Increase DCS Principal back, Add 1/2 BA back
115	Department Heads	40,000.00	40,000.00	\$0.00	0.00%	31,500.00	\$8,500.00	
119	Support Services	737,942.16	737,942.16	\$0.00	0.00%	735,557.00	\$2,385.16	
120	Other Salaries	1,065,301.09	1,055,301.09	(\$10,000.00)	-0.95%	1,086,786.00	(\$31,484.91)	Substitutes level funding
130	Overtime	43,200.00	43,200.00	\$0.00	0.00%	48,000.00	(\$4,800.00)	
	Total Salaries	21,931,187.42	22,072,970.11	\$141,782.69	0.64%	21,922,803.00	\$150,167.11	
200	Personnel Services - Employee Benefits							
211	Health Insurance	5,410,853.20	5,405,641.95	(\$5,211.25)	-0.10%	5,451,225.00	(\$45,583.05)	Decrease related to salaries
212	Dental Insurance	204,470.00	204,470.00	\$0.00	0.00%	230,500.00	(\$26,030.00)	
213	Life Insurance	42,000.00	42,000.00	\$0.00	0.00%	43,560.00	(\$1,560.00)	
214	Long-Term Disability	50,400.00	50,400.00	\$0.00	0.00%	49,500.00	\$900.00	
220	FICA	1,742,568.00	1,754,179.38	\$11,611.38	0.66%	1,677,095.00	\$77,084.38	Increase related to salaries
225	Admin Annuity	7,005.00	11,766.00	\$4,761.00	40.46%	14,721.00	(\$2,955.00)	Add BA back
231	Non-Teacher Retirement	582,942.26	582,942.26	\$0.00	0.00%	520,016.00	\$62,926.26	
232	Teacher Retirement	2,717,492.66	2,743,842.13	\$26,349.47	0.96%	2,795,082.00	(\$51,239.87)	Increase related to salaries
260	Unemployment Compensation	27,655.00	27,655.00	\$0.00	0.00%	47,000.00	(\$19,345.00)	
	Total Benefits	10,785,386.12	10,822,896.72	\$37,510.60	0.35%	10,828,699.00	(\$5,802.28)	
300	Purchased Prof. & Technical Services							
320	Presenters	17,600.00	17,600.00	\$0.00	0.00%	17,600.00	\$0.00	
321	Staff Tuition	78,890.00	78,890.00	\$0.00	0.00%	78,890.00	\$0.00	
322	Staff Services	102,900.00	102,900.00	\$0.00	0.00%	102,900.00	\$0.00	
323	Pupil Services	223,400.00	223,400.00	\$0.00	0.00%	116,230.00	\$107,170.00	
330	Other Purchased & Tech. Serv	1,526,930.00	1,463,930.00	(\$63,000.00)	-4.30%	1,367,887.00	\$96,043.00	Reduce Multiage PD, level funding
340	Testing Services	37,946.25	30,000.00	(\$7,946.25)	-26.49%	30,000.00	\$0.00	Level funding
380	Board of Education Services	171,000.00	161,000.00	(\$10,000.00)	-6.21%	161,000.00	\$0.00	Legal level funding
	Total Services	2,158,666.25	2,077,720.00	(\$80,946.25)	-3.90%	1,874,507.00	\$203,213.00	

400	Purchased Property Services									
411	Water & Sewer	57,875.00		57,875.00	\$0.00	0.00%	56,400.00	\$1,475.00		
421	Disposal Services	41,675.00		41,675.00	\$0.00	0.00%	40,800.00	\$875.00		
422	Snow Plowing Services	200,100.00		200,100.00	\$0.00	0.00%	198,000.00	\$2,100.00		
430	Repair and Maint. Services	319,259.36		294,059.36	(\$25,200.00)	-8.57%	290,690.00	\$3,369.36		Reduce Parking lot project, Field and
431	Structural Repairs and Maint	312,200.00		103,700.00	(\$208,500.00)	-201.06%	182,400.00	(\$78,700.00)		Tennis courts use, level funding
432	Electrical Repairs and Maint	30,700.00		30,700.00	\$0.00	0.00%	32,700.00	(\$2,000.00)		Reduce Flooring, Moveable wall
433	Mechanical Repairs and Maint	39,000.00		39,000.00	\$0.00	0.00%	38,600.00	\$400.00		
434	HVAC Repairs and Maint	163,300.00		140,400.00	(\$22,900.00)	-16.31%	30,000.00	\$110,400.00		Reduce new HVAC unit/components
440	Rental	3,500.00		3,500.00	\$0.00	0.00%	3,500.00	\$0.00		
442	Rental of Equip. & Vehicles						1,000.00	(\$1,000.00)		
450	Rental						2,000.00	(\$2,000.00)		
	Total Property Services	1,167,609.36		911,009.36	(\$256,600.00)	-28.17%	876,090.00	\$34,919.36		
500	Other Purchased Services									
510	Field Trip/Athletic Transportation	254,231.04		254,231.04	\$0.00	0.00%	250,517.00	\$3,714.04		
519	Pupil Transportation	2,263,595.20		2,263,595.20	\$0.00	0.00%	2,374,125.00	(\$110,529.80)		
520	Insurance	221,668.00		221,668.00	\$0.00	0.00%	252,730.00	(\$31,062.00)		
530	Telephone / Web Access	210,604.00		210,604.00	\$0.00	0.00%	159,500.00	\$51,104.00		
531	Cellular Phones	30,000.00		30,000.00	\$0.00	0.00%	0.00	\$30,000.00		
534	Postage	17,996.00		17,996.00	\$0.00	0.00%	17,950.00	\$46.00		
540	Advertising	15,000.00		15,000.00	\$0.00	0.00%	22,000.00	(\$7,000.00)		
550	Printing	18,500.00		18,500.00	\$0.00	0.00%	21,300.00	(\$2,800.00)		
560	Tuition	0.00		0.00	\$0.00	0.00%	114,200.00	(\$114,200.00)		
561	Special Needs and Voc Tuition	1,001,295.00		971,895.00	(\$29,400.00)	-3.03%	1,259,830.00	(\$287,935.00)		Level fund Running Start Fees
580	Mileage	88,560.00		88,560.00	\$0.00	0.00%	93,320.00	(\$4,760.00)		
590	Misc Purchased Services	16,700.00		16,700.00	\$0.00	0.00%	15,000.00	\$1,700.00		
	Total Other Services	4,138,149.24		4,108,749.24	(\$29,400.00)	-0.72%	4,580,472.00	(\$471,722.76)		
600	Supplies and Materials									
610	Supplies	825,537.60		579,372.00	(\$246,165.60)	-42.49%	864,784.00	(\$285,412.00)		Reduce ELA, Science and level fund
615	Testing supplies	9,349.00		9,349.00	\$0.00	0.00%	0.00	\$9,349.00		supplies
622	Electricity	468,405.00		468,405.00	\$0.00	0.00%	446,100.00	\$22,305.00		
623	Bottled Gas	12,330.00		12,330.00	\$0.00	0.00%	10,420.00	\$1,910.00		
624	Fuel Oil	347,085.00		347,085.00	\$0.00	0.00%	346,670.00	\$415.00		
640	Books	93,081.00		93,081.00	\$0.00	0.00%	97,268.00	(\$4,187.00)		
641	Periodicals	24,374.75		24,374.75	\$0.00	0.00%	24,139.00	\$235.75		
649	A/V Materials	16,990.00		16,990.00	\$0.00	0.00%	4,120.00	\$12,870.00		
650	Software Support	312,684.49		312,684.49	\$0.00	0.00%	238,315.00	\$74,369.49		

656	Gasoline/Diesel	190,300.00	190,300.00	\$0.00	0.00%	202,780.00	(\$12,480.00)	
	Total Supplies and Materials	2,300,136.94	2,053,971.24	(\$246,165.60)	-11.98%	2,234,596.00	-180,624.76	
700	Property	*						
733	Additional Furniture	14,718.00	14,718.00	\$0.00	0.00%	20,970.00	(\$6,252.00)	
734	Additional Equipment	216,159.00	0.00	(\$216,159.00)		0.00	\$0.00	Reduce new equipment
737	Replacement Furniture	30,970.00	30,970.00	\$0.00	0.00%	35,300.00	(\$4,330.00)	
738	Replacement Equipment	235,200.00	67,860.00	(\$167,340.00)	-246.60%	71,743.00	(\$3,883.00)	Reduce replacement equipment
739	Other Equipment	82,276.50	47,428.50	(\$34,848.00)	-73.47%	48,699.00	(\$1,270.50)	Reduce Tractor and other equipment
	Total Property	579,323.50	160,976.50	(\$418,347.00)	-259.88%	176,712.00	(\$15,735.50)	
800	Other Objects							
810	Dues and Fees	177,405.00	177,405.00	\$0.00	0.00%	151,068.00	\$26,337.00	
830	Payment of Bond Interest	79,875.00	79,875.00	\$0.00	0.00%	87,435.00	(\$7,560.00)	
890	Miscellaneous	60,490.00	60,490.00	\$0.00	0.00%	63,200.00	(\$2,710.00)	
	Total Other	317,770.00	317,770.00	\$0.00	0.00%	301,703.00	16,067.00	
910	Payment of Bond Principal	360,000.00	360,000.00	\$0.00	0.00%	360,000.00	\$0.00	
	Total	360,000.00	360,000.00	\$0.00	0.00%	360,000.00	0.00	
930	Food Service Transfer			\$0.00				
	Total	0.00	0.00	\$0.00	0.00	0.00	0.00	
TOTAL OPERATIONAL BUDGET		43,738,228.73	42,886,063.17	(\$852,165.56)	-1.99%	43,155,582.00	-269,518.83	
	Trust Fund Expenses			\$0.00				
	Title II & II	403,535.00	403,535.00	\$0.00	0.00%	403,535.00	\$0.00	
	Other Federal Programs	243,000.00	243,000.00	\$0.00	0.00%	243,000.00	\$0.00	
	IDEA	475,000.00	475,000.00	\$0.00	0.00%	475,000.00	\$0.00	
	Food Service	900,000.00	900,000.00	\$0.00	0.00%	900,000.00	\$0.00	
	Special Revenue Fund	200,000.00	200,000.00	\$0.00	0.00%	200,000.00	\$0.00	
	Health Maintenance Trust			\$0.00			\$0.00	
	Athletic Trust			\$0.00			\$0.00	
	Capital Reserve			\$0.00			\$0.00	
	Equipment Trust			\$0.00			\$0.00	
	Special Education Trust			\$0.00			\$0.00	
TOTAL GROSS BUDGET		45,959,763.73	45,107,598.17	(\$852,165.56)	-1.89%	45,377,117.00	-269,518.83	

19-Dec-17 V.5				
Revenue Code	Proposed 2018-2019	Approved 2017-2018	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	250,000.00	1,372,508.00	(1,122,508.00)	-81.79%
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%
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	1,110,000.00	2,232,508.00	(1,122,508.00)	-50.28%
3000 Revenue from State Sources				
Adequacy Grant	7,400,390.00	7,383,872.00	16,518.00	0.22%
Catastrophic Aid	414,995.00	414,995.00	0.00	0.00%
Building Aid		440,790.00	(440,790.00)	-100.00%
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	8,410,385.00	8,834,657.00	(424,272.00)	-4.80%
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	10,772,920.00	12,319,700.00	-1,546,780.00	-12.56%
PROPOSED GROSS BUDGET	45,959,763.73	45,377,117.00	582,646.73	1.28%
Less Revenues	10,772,920.00	12,319,700.00	-1,546,780.00	-12.56%
DISTRICT ASSESSMENT	35,186,843.73	33,057,417.00	2,129,426.73	6.44%

District assessment includes state property tax.

19-Dec-17 V.6 HELMETS Revenue Code		Proposed 2018-2019	Approved 2017-2018	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		250,000.00	1,372,508.00	(1,122,508.00)	-81.79%
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%
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		1,110,000.00	2,232,508.00	(1,122,508.00)	-50.28%
3000 Revenue from State Sources					
Adequacy Grant		7,400,390.00	7,383,872.00	16,518.00	0.22%
Catastrophic Aid		414,995.00	414,995.00	0.00	0.00%
Building Aid			440,790.00	(440,790.00)	-100.00%
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		8,410,385.00	8,834,657.00	(424,272.00)	-4.80%
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		10,772,920.00	12,319,700.00	-1,546,780.00	-12.56%
PROPOSED GROSS BUDGET		46,036,143.73	45,377,117.00	659,026.73	1.45%
Less Revenues		10,772,920.00	12,319,700.00	-1,546,780.00	-12.56%
DISTRICT ASSESSMENT		35,263,223.73	33,057,417.00	2,205,806.73	6.67%

District assessment includes state property tax.

19-Dec-17 DEFAULT Revenue Code	Default 2018-2019	Approved 2017- 2018	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	250,000.00	1,372,508.00	(1,122,508.00)	-81.79%
Transfer to SpEd Trust			0.00	N/A
Transfer to Capital Reserve			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		0.00	0.00	
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	1,110,000.00	2,232,508.00	(1,122,508.00)	-50.28%
3000 Revenue from State Sources				
Adequacy Grant	7,400,390.00	7,383,872.00	16,518.00	0.22%
Catastrophic Aid	414,995.00	414,995.00	0.00	0.00%
Building Aid		440,790.00	(440,790.00)	-100.00%
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	8,410,385.00	8,834,657.00	(424,272.00)	-4.80%
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	10,772,920.00	12,319,700.00	-1,546,780.00	-12.56%
PROPOSED GROSS BUDGET	45,107,598.17	45,377,117.00	-269,518.83	-0.59%
Less Revenues	10,772,920.00	12,319,700.00	-1,546,780.00	-12.56%
DISTRICT ASSESSMENT	34,334,678.17	33,057,417.00	1,277,261.17	3.86%

District assessment includes state property tax.



CONVAL School District

Student Services Recommendation

Present State

Presently, the ConVal School District has a Student Services Department headed by a Director and Assistant Director. This department was created in 2011, from what was previously the Special Education Department. The change occurred simultaneously to a leadership change in the Special Education Department. As the recent consultant report indicated, the scope of the Student Service Department is considerable.

Student Services is responsible for special education staff and programming PreK-12; ensuring all Individualized Education Programs of the District's educationally identified students meet all Federal/State requirements, Section 504's - ensuring 504 Plans meet all Federal/State requirements, school counselors, nursing, coordinating with outside agencies; psychologists, speech language pathologists/therapists and speech assistants, occupational therapists and occupational therapist assistants, social workers, transition coordinator, crisis prevention counselor, homeless, home education, English Language Learners, court liaison, out of district placements, on site evaluations, visitations and State Performance Plan indicators conducted by the State, tutoring programs, professional development for personnel within the department, specialized transportation, attendance policy JH-R in conjunction with the Assistant Superintendent.

Recommended Addition/Change

At this time, based on the findings in the report, specifically, the need for "the top structure of student services [to] reflect both the broad responsibilities of the department and the large and complex portion of this that is special education" as well as the need for more specific role definition, uniform procedures, and opportunities for streamlining, the recommendation is that the present Student Services department be split into two separate departments.

The first department being Student Services with a Director and organized as outlined in Figure 1, and the second department being Special Education headed by a Director and organized as outlined in Figure 2. The goal of this change would be to have Student Services responsible for both those services that are specific all students (school counseling, nursing, etc.) and those services that are specific to 504 processes, services, and accommodations.



CONVAL School District

Figure 1. Proposed Student Services Director responsibilities

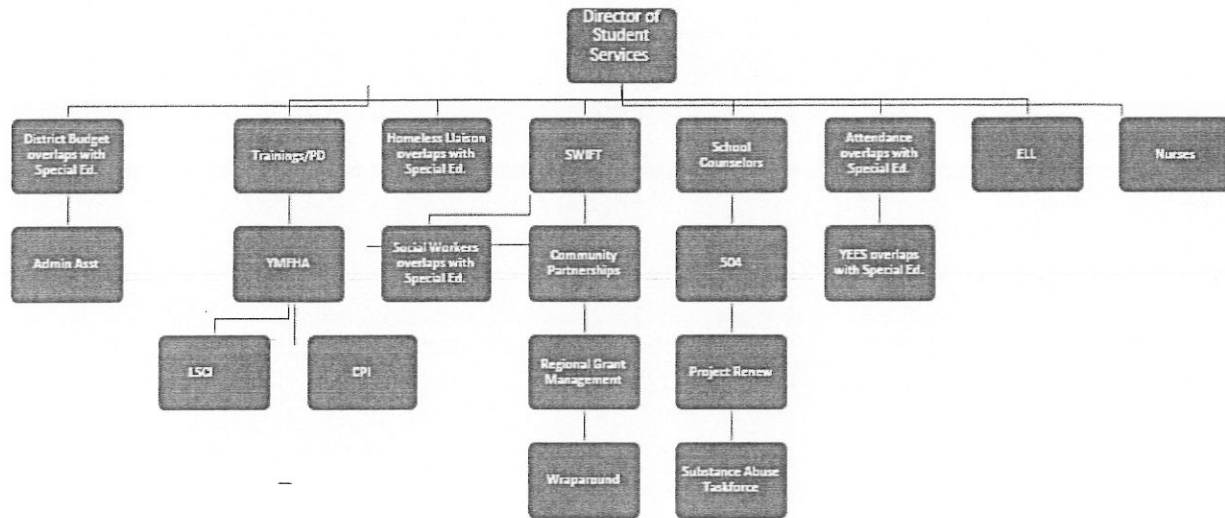
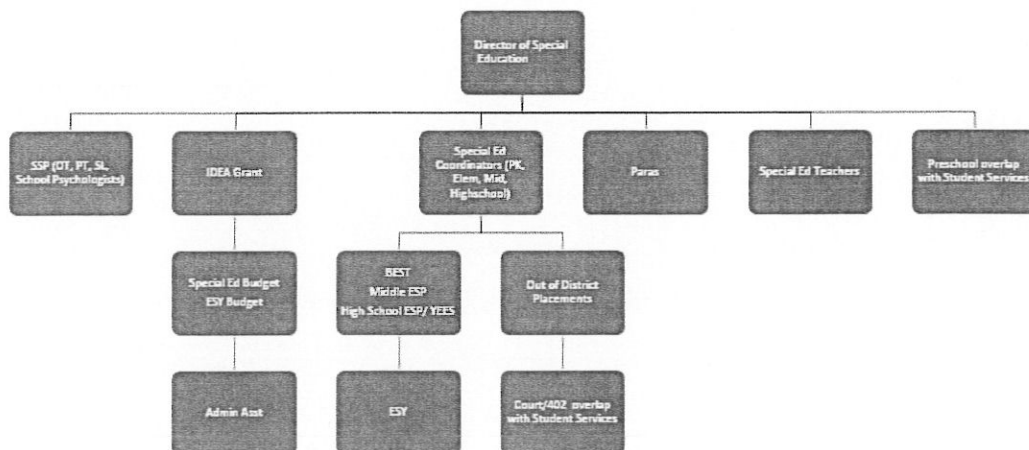


Figure 2. Proposed Special Education Director responsibilities





CONVAL School District

The Special Education Department is responsible for those items that are related to the Special Education process and responsibilities as outlined by law. By doing this the two departments will become better managed, more focused, and over time may be able to centralize responsibilities as enrollment and revenues decline.

While this change may seem small in its initial stages, it is important to link reorganizational opportunities to the strategic management of decline (Boyne 2004; Nutt 2007). In a study of 185 school districts, one of the most effective management techniques used to manage decline was to centralize and streamline decision-making (Pankake & Bailey, 1986). In a 15 year study, based on weekly reports to the governor of Ohio around the actions taken in the public sector to manage decline, one of the key successful practices was to reduce organization complexity and preserve core competencies (Nutt, 2007).

By separating Student Services into two departments the District will be able to centralize services, streamline support and decisions, and set the stage for the potential of eliminating redundancy and complexity strategically over the next 3- 5 years, by potentially reducing positions in both areas, for example reducing Special Education Coordinators as enrollment declines. By leveraging an organizational change, the District will make a strategic decision that will benefit the students, staff, and community as we manage our declining enrollment and continued declining revenue.

Estimated Financial Impact: There is no financial impact at this time because we presently have two administrative positions within the department.

References

- Boyne, G. A.(2004). A 3Rs strategy for public service turnaround: retrenchment, repositioning, reorganization. *Public Money and Management* 24(2), 97-103.
- Pankake, A. M., & Bailey, M. A. (1986). Managing decline in public schools. *Urban Education*, 21(2), 180-88.
- Nutt, P.C. (2007). Assessing downsizing guidelines with an exemplar: the Ohio department of mental health success story. *Journal of Applied Behavioral Science* 43(3), 373-395.