

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

106 Hancock Road
Peterborough, New Hampshire

CONTOOCOOK VALLEY SCHOOL BOARD

School Board Meeting

Tuesday, February 20, 2018
Immediately Following Public Hearing
SAU #1 Office

AGENDA

1. Call to Order and Pledge of Allegiance
2. Accept School Board Meeting Minutes (Board Vote Required)
 - a. January 9, 2018 (pg. 1-3)
 - b. January 16, 2018 (pg. 4-7)
3. Points of Pride
4. Public Comment
5. Consent Agenda
 - a. Personnel
 - 1) Retirement Effective March 31, 2018 (pg. 8)
 - 2) Notice of Stipend Positions 2017-2018 (pg. 9)
 - 3) Job Description – Director of Student Services (1st Read) (pg. 10-13)
 - 4) Job Description – Director of Special Education (1st Read) (pg. 14-18)
 - 5) Principal Search Update
 - b. Board Requests
 - c. List of Registered Board Candidates (pg. 19)
6. Superintendent's Report and Presentation of Business
 - a. Monthly Events Calendar (pg. 20-21)
 - b. Accept Gift/Donation (Board Vote Required) (pg. 22)
 - 1) ConVal High School requests authorization to accept a gift/donation totaling \$1,500.00 from Donald Boice, Marzen Group, LLC, for the purpose of supporting the Robotics Team.
 - c. February 1, 2018 Enrollment Update (pg. 23-24)
7. Reports
 - a. Student Representative – Lily Denehy
 - b. Teacher Representative – Patrick Cogan/Linda Compton
 - c. Strategic Plan Committee – Pierce Rigrod
 - d. ATC Committee – Stephan Morrissey
 - e. Education Committee – Crista Salamy
 - f. Budget & Property Committee – Dick Dunning
 - 1) Capital Reserve Account Expenditures - Approval
 - g. Selectmen's Advisory Committee – John Jordan
8. Old Business
 - a. 2nd Read Policy/Adoption (Board Vote Required) (pg. 25-26)
 - IHBAD: Independent Special Education Evaluation
9. New Business
 - a. Fiber for Hancock Elementary School
 - b. Expenditure Report – Mindy Ryan (pg. 27-29)
 - c. Elementary School – Transfer Request Data
 - d. Submission of Board Officer Declaration
 - 1) Policy BDB Board Officers (pg. 30-31)
 - e. Set Out of District Tuition Rate (Board Vote Required)
10. Public Comment
11. Approval of Manifests (Board Vote Required)
12. Non-Public Session: RSA 91-A:3,II (If Required)

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. Negotiations
- b. Personnel
- c. Legal

Upcoming Meetings:

Thurs., Feb. 22nd – Selectmen's Advisory Committee @ SAU @ 7:00 p.m.

Tues., Mar. 6th – School Board Meeting @ SAU @ 7:00 p.m.

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

**106 Hancock Road
Peterborough, New Hampshire**

CONTOOCOOK VALLEY SCHOOL BOARD

Tuesday, January 9, 2018

SAU Office

School Board Meeting

Immediately Following Public Hearing

Minutes

BOARD

Rich Cahoon, Richard Dunning,
Jim Fredrickson, Bernd Foecking,
Janine Lesser, Niki McGettigan,
Linda Quintanilha, Kristen Reilly (6:37),
Pierce Rigrod, Myron Steere,
Jerome Wilson

ADMINISTRATION

Kimberly Saunders, Supt.
Dr. Ann Forrest, Asst. Supt.
Tim Markley, H.R.
Mindy Ryan, B.A.
Cari Christian-Coates, Student Serv.

1. Call to Order and Pledge of Allegiance

Myron Steere called the meeting to order at 6:16 p.m. The Pledge of Allegiance was recited.

2. Proposed 2018-2019 Budget

Kimberly Saunders reported that the proposed gross budget totals \$45,659,763.73.

Dick Dunning said that he believes the administration did a great job keeping this budget down.

Dick Dunning moved to approve the budget as presented. Rich Cahoon second. Unanimous.

3. Use of Capital Reserve Funds/Trust Funds (School Board Vote Required)

Vote taken after public hearing as follows:

Dick Dunning moved to expend up to \$950,000 out of the Building Capital Reserve Trust Fund.

Linda Quintanilha second. Unanimous.

Dick Dunning moved to expend up to \$50,000 out of the Equipment Trust Fund. Linda Quintanilha second. Unanimous.

4. Warrant Article Discussion

a. Trust Fund allocations (School Board Vote Required)

If there is an unreserved balance, votes have been taken in the past to fund or not fund specific trust funds.

John Jordan reported that SAC recommended freezing all except for the building capital reserve fund.

Rich Cahoon reminded that they have been funded in the order that they appear on the warrant.

Article 3 would be the Fact Finders article.

Linda Quintanilha suggested funding the Building Reserve Fund at \$250,000.

Kimberly Saunders reminded that one of the ways that the proposed budget was allowed to get down was the use of trust funds.

Linda Quintanilha moved to appropriate \$250,000 for the Building Capital Reserve Fund. Pierce Rigrod second. Unanimous.

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. – 1 –

Linda Quintanilha moved to appropriate \$100,000 for the Equipment Capital Reserve fund if available. Dick Dunning second. Unanimous.

Athletic Co-Curricular –

The district is taking \$77,000 and \$75,000 for equipment and helmets.

Linda Quintanilha moved to appropriate \$75,000 to the Athletics/Co-Curricular Fund. Dick Dunning second. Unanimous.

Health Maintenance –

If it comes in at Guaranteed Maximum Rate (GMR), we would need \$150,000. We did not budget to maximum exposure.

Dick Dunning moved to keep health trust at present level. Rich second. Unanimous.

Special Education Trust Fund –

Dick Dunning moved to keep at present level. Rich Cahoon second. Linda Quintanilha opposed. All else in favor. Motion carried.

b. Other Warrant Articles

The remaining articles were discussed.

Two Petition Warrant Articles were submitted. The board does not need to develop a recommendation because those submitted are not considered "Special Warrant Articles".

Rich Cahoon said that the visioning process does not define what it looks like. He further said that on the topic of closing of schools, typically the warrant would be presented with before and after wording.

Myron Steere said that if there is a problem with the wording, an amendment can be made on the floor at Deliberative Session.

5. Fact Finder's Report (School Board Vote Required)

Passed over until after non-public session.

6. Communications Letter

The board agreed that mailers should developed and mailed communicating the warrant items.

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

a. Negotiations

Linda Quintanilha moved to enter into non-public session in accordance with RSA 91-A:3,II at 6:39 p.m. for the purpose of negotiations and legal. Unanimous on a roll call vote.

Dick Dunning motioned to exit non-public session at 7:41 p.m. Second. Unanimous.

Dick Dunning motioned to seal the minutes of non-public session for 5 years. Second. Unanimous.

The proposed wording for the warrant article on the Factfinder's Recommendation was shared:

Shall the Contoocook Valley School District vote to accept the findings and recommendations of the Factfinder with respect to the collective bargaining agreement between the Contoocook Valley School Board and the Contoocook Valley Education Association for the period July 1, 2018 through June 30, 2019 and further to raise and appropriate the sum of \$1,685,912, such sum representing the additional costs attributable to the increases in salaries, wages and benefits required by the Factfinder's recommendations over those that would be paid at the current staffing levels. Recommended/Not Recommended by the School Board (tally ____-____-____).

Dick Dunning moved not to support the Factfinder's Recommendation. Bernd Foecking second. Myron Steere said that this board has assured quality education, safe in schools, but it has to be affordable for taxpayers. **Unanimous.**

Rich Cahoon requested that the final board proposal be read into the record as follows:

- An increase of \$2,000 for each full-time salaried employee (prorated for part-time) and a \$1.00 per hour increase for each hourly employee provided the employee is not on a performance improvement plan or Pathways III.
- Retain the current hiring matrices for all new hires.
- All previously T.A.'d items will be added to the CBA.
- No other language items will be changed, although the parties may discuss and agree to MOU's on other items.

This counterproposal should not be interpreted as a departure from the Board's position relative to merit compensation. However, rather than risk no increases for a year, the Board team is willing to support this interim measure and hopes the parties can resume negotiations with a renewed interest in finding a compromise that satisfies both parties' objectives.

Tim Markley said that this was the final negotiation of board negotiation.

Linda Quintanilha motioned to adjourn at 7:45. Second. Unanimous.

Respectfully submitted,

Brenda Marschok

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

**106 Hancock Road
Peterborough, New Hampshire**

CONTOOCOOK VALLEY SCHOOL BOARD

Tuesday, January 16, 2018

**SAU Office
Peterborough, NH**

**School Board Meeting
Immediately Following Public Hearing**

Minutes

BOARD

Rich Cahoon, Richard Dunning,
Jim Fredrickson, Bernd Foecking,
Janine Lesser, Niki McGettigan,
Stephan Morrissey, Linda Quintanilha,
Pierce Rigrod, Crista Salamy,
Myron Steere, Jerome Wilson

Lily Denehy, Student Representative

ADMINISTRATION

Kimberly Saunders, Supt.
Dr. Ann Forrest, Asst. Supt.
Tim Markley, H.R.
Mindy Ryan, B.A.
Cari Christian-Coates, Student Serv.
Stephanie Syre-Hager, AES/Pierce
Kat Foecking, FES
Fabiola Woods, TES
Helena Bates, PES
Nicole Pease, DCS
Amy Janoch, HES
Colleen Roy, GES
Tim Grossi, Facilities Dir.

1. Call to Order and Pledge of Allegiance

Myron Steere called the meeting to order at 6:36 p.m. The Pledge of Allegiance was recited.

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

a. January 2, 2018

Stephan Morrissey moved to accept the minutes of January 2, 2018. Second. Stephan Morrissey, Linda Quintanilha, and Crista Salamy abstained. All else in favor. Motion carried.

3. Points of Pride

Kimberly Saunders reported that we were in school for five straight days last week. Weather has been cooperating.

4. Public Comment

None.

5. Consent Agenda

a. Personnel

1) Nominations

Stephan Morrissey moved to accept the nomination of Shannon Sweeney, CVHS Math Teacher. Dick Dunning second. Unanimous.

2) Notice of Stipend Positions

Tim Markley referenced the stipend positions for notification only.

b. Board Requests

Kimberly Saunders reported having received a request about the way that we determine indoor recess.

6. Superintendent's Report and Presentation of Business

a. Monthly Events Calendar

1) Budget Road Shows

Kimberly Saunders asked the board if there is the intent to conduct Budget Road Shows.
Dick Dunning recommended doing a presentation for SAC.

Board members will reach out to the Town Select board to see if there is interest in district staff meeting with them in their towns.

Dick Dunning suggested going with SAC and the opportunity to go to individual towns if desired. John Jordan agreed to send out an email to SAC.

2) Public Hearing – Petitioned Warrant Articles

b. Update on Trustee's

Kimberly Saunders reported out on a meeting with Andrew Mann's. We have a clear understanding of where our Trust Funds are currently.

c. Meeting with Commissioner of Department of Education

Kimberly Saunders reported that she met with the DOE Commissioner of Education. It was a productive meeting on the topic of reconfiguration options and the potential support that might be offered by the DOE in the area of Community Engagement Grants. The Commissioner was very receptive. The Scholastic Community Grant was one way that assistance might be provided.

d. Accept Gift/Donation (Board Vote Required)

- 1) ConVal High School requests authorization to accept from: Grimshaw-Gudewicz Scholarship Foundation, the following gift/donation of \$10,000.00 for the purpose of student scholarships.

Stephan Morrissey motioned to accept the gift as read with thanks. Dick Dunning second. Unanimous.

7. Reports

a. Student Representative – Lily Denehy

Lily Denehy reported that the Celebration of Learning took place last week. The first semester is ending.

b. Teacher Representative – Patrick Cogan/Linda Compton

None.

c. Strategic Plan Committee – Bernd Foecking

Bernd Foecking reported that an update on goals and timing on the Strategic Plan was provided by the Superintendent. The Assistant Superintendent provided new wording on Goal 1 of the plan. Discussion took place on reconfiguration. Professional help is needed to determine the impact of a school closing in a town.

8. Old Business

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

- IHBAD: Independent Special Education Evaluation

Rich Cahoon reported that this policy is pulled for tonight until further discussion.

- JLCK: Special Physical Health Needs of Students

Rich Cahoon motioned to adopt this policy as presented. Stephan second. Unanimous.

b. Arts Enrichment Recommendation

The recommendation is to collect data over the 2018-2019 school year and make recommendations. One option was a Building Based Fund Allocation where the approximate \$100K would be distributed to each school on a per student basis.

The recommendation is to continue with the current model and look at providing STEAM into the current model.

Rich Cahoon asked about the data collection in Option 2; what will the follow-up look like. Any recommendation for change would be for the 2019-2020 budget.

What types of data would be collected? How many teachers take advantage of the program; how many students are touched by the program; is it equitable across the district; what is actually being integrated, etc.

Niki McGettigan cautioned that money would be allocated by student. A performance costs a specific amount of money; not per person.

Rich Cahoon asked that a note be made on the date and time. Is a formal data collection effort worthwhile next year with everything else on the plate? He was in favor of extending to STEAM.

Dick Dunning said that he would like a recommendation for budget purposes before next year's budget. Kimberly confirmed.

c. Tuition Rate

Kimberly Saunders reported that current tuition is \$6,975.00 for students outside of the district to attend ConVal schools. Does the board want to continue using this rate or do something else?

Rich Cahoon asked if this could be deferred until we see what happens with SB193. Kimberly Saunders said that – 5 – could defer but parents begin to make decisions on tuition requests at this time of year.

Rich Cahoon suggested that the board stay with status quo for three months and return. Enrollees would use current prices

Rich Cahoon moved to keep the rate the same for three months. Stephan Morrissey second. We currently have five students who tuition into ConVal schools. **Unanimous.**

d. Warrant Assignments

Board members volunteered to speak on specific warrant articles at District Meeting on February 6th.

e. Delegate Assembly

NHSB Delegate Assembly is January 20th. Board members were asked if they could attend. Janine Lesser volunteered to attend on behalf of the board.

f. NHSBA Resolutions

Rich Cahoon referenced submissions by other school boards.

Rich Cahoon suggested that this board support Resolution #15 submitted by the Keene School Board.

Rich Cahoon motioned to support in Keene's favor. Stephan Morrissey second. Unanimous.

Linda Quintanilha moved to support the NHSB recommendations with the exception of #15. Stephan Morrissey second. Unanimous.

9. New Business

a. Primex Contribution Assurance Program

Kimberly Saunders reported that every year we have the opportunity to participate in this; it would be 2020-2022 and would cap a rate increase at 7% for July 2018, 2019, and 2020.

Stephan Morrissey moved to follow the recommendation. There is no cost to this. It is an incentive to stay with our present insurer.

This locks us into a contract for three years.

Rich Cahoon said that we would be waiving our competitive bid policy as a result of this costing more than the threshold. DJE is the bidding requirement policy – the threshold is 15K or more.

Stephan Morrissey withdrew his motion.

Stephan Morrissey moved to waive the policy on bidding for this purpose. Jerome Wilson second. Unanimous.

Stephan Morrissey moved to authorize the Superintendent to proceed with this. Jerome Wilson second. Unanimous.

Bernd Foecking said that at some point this should be bid out again as a result of the length of time the district will be with Primex.

b. Insurance Rates

Kimberly Saunders said that at this point, the board makes a decision on the insurance rate for those staff that are not covered by the CVEA.

Stephan Morrissey moved to keep the insurance rate employee contributions the same as prior years for those staff that are not covered by the CVEA. Rich Cahoon second.

Rich Cahoon said that the board needs to signal that the employee contribution rate needs to increase at some point. Typical is 20%. The board needs to state publically that our contribution needs to change. Rich does not want to disadvantage non-bargaining employees but we need to look at this. 12% is below what is typical of surrounding areas as well as the entire state.

Unanimous.

10. Public Comment

None.

11. Approval of Manifests (Board Vote Required)

Mindy Ryan certified that manifests listed totaling \$654,860.13 and Payroll totaling \$841,894.77 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.

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

a. Negotiations

b. Personnel

c. Legal

Stephan Morrissey moved to enter into non-public session at 7:35 p.m. for matters of negotiation, personnel and legal. Unanimous on a roll call vote.

Linda Quintanilha motioned to exit non-public session at 8:18 p.m. Dick Dunning second. Unanimous.

Linda Quintanilha moved to approve personal leave. Rich Cahoon second. Unanimous.

Linda Quintanilha moved to approve leave of absence for sabbatical. Janine Lesser second. Unanimous.

Linda Quintanilha moved to give administration the authority to release legal correspondence if needed. Second. Unanimous.

Linda Quintanilha motioned to seal the minutes on non-public session for personal leave and leave of absence for five years. Dick Dunning second. Unanimous.

Linda Quintanilha moved to seal the minutes of negotiations for two years 2 years. Dick Dunning second. Unanimous.

Motion to adjourn at 8:20 p.m. Second. Unanimous.

Respectfully submitted,

Brenda Marschok

OFFICE OF THE SUPERINTENDENT OF SCHOOLS
Peterborough, New Hampshire

CONTOOCOOK VALLEY SCHOOL DISTRICT

February 20, 2018

Personnel Agenda

Retirement Effective March 31, 2018

Marian Alese

Business Administrator

Notice of Stipend Positions 2017-18:

Attached

NOTICE OF STIPEND POSITIONS

Non-Athletic					
Name		DAC	Position	Amount	FTE
Lance	Levesque	CVHS	Yearbook	\$4,233.00	1
Jahna	Moncrief	CVHS	Music - NE Festival Strings	\$747.00	1
Jahna	Moncrief	CVHS	Music - All State Strings	\$747.00	1
Rachel	Moore	CVHS	Drama - Musical Choreographer	\$1,022.56	1
Athletic					
Kevin	Carne	CVHS	Lacrosse - Girls JV	\$2,656.00	1
Sarah	Snell	CVHS	Lacrosse - Girls Assistant	\$2,656.00	1
Emma	Todd	CVHS	Lacrosse - Girls Assistant	\$2,656.00	1
Sierra	Tracy	CVHS	Lacrosse - Girls Assistant	\$2,656.00	1

**NEW HAMPSHIRE PUBLIC SCHOOLS
SCHOOL ADMINISTRATIVE UNIT #1
CONTOOCCOOK VALLEY SCHOOL DISTRICT
DRAFT**

POSITION TITLE: *Director of Student Services*

SUPERVISOR: **Superintendent of Schools**

SUMMARY: This position is responsible for Student Services Staff (Social Workers, School Counselors, English Language Learners, Nurses, McKinney-Vento Liaison), District Budget, trainings/PD, Youth Mental Health First Aide, Life Space Crisis Intervention (LSCI), Crisis Prevention Intervention (CPI), School Wide Integrated Framework for Transformation (SWIFT), Community Partnerships, Regional Grant Management, 504, Attendance, Youth Education Employment Service (YEES), program development and management, ensuring compliance with established policies, procedures, and/or regulations, understanding the educational needs of ConVal's students, and the monitoring of data to make informed decisions.

QUALIFICATIONS:

- Master's Degree from an accredited college/university
- Three years successful administrative experience or equivalent
- NH State Administrator Certification
- Knowledge of law and regulations as it relates to this position
- Demonstrated evidence of excellent written and oral communication skills
- Excellent interpersonal skills, including group facilitation
- Such alternatives to the above qualifications as the School Board may find appropriate and acceptable

DUTIES AND RESPONSIBILITIES:

Budget:

1. Prepare budgets, narratives and rationales for the annual budget.
2. Demonstrates working knowledge of Federal/State accounting procedures for the purposes of managing Federal grants for 504 and McKinney-Vento.
3. Demonstrates working knowledge of all laws governing School District fiscal and programmatic responsibilities for student services.
4. Collaborates with the Director of Special Education on budget development, budget decisions, and budget narratives. These include overlapping job responsibilities: attendance, School Social Workers, Youth Education Employment Service (YEES), Court, Preschool, and McKinney-Vento.

Planning:

1. Monitors enrollments in all specialized programs throughout the District in preparation for staffing reports to the Superintendent, School Board, and Department of Education.
2. Plans programs for students placed outside of the District, and directs resources necessary to develop transition programs for such students as the need arises.

1st Read:
Approved:
Revised:

3. Develops long and short range plans in relation to District needs (e.g. district policies, procedures, staffing, materials, equipment, space requirements, etc.) for the purpose of implementing student service programs/services and complying with local, state and federal regulations.
4. Monitors all specialized transportation for the District Homeless.
5. Insures that all 504 Plans of the District's eligible students meet all Federal/State requirements.
6. Is the primary contact person for attorney relations regarding Student Services, 504 Plans, and McKinney-Vento.

Grant Writing:

1. Writes, submits, and manages federal grants and any other discretionary grants.

Staff Management:

1. Observes and evaluates staff performance in either primary or secondary roles. (Evaluative responsibilities are negotiated with each of the building principals on an annual basis.)
2. Acts as a clearing house for applications of individuals interested in teaching Student Services and Nursing.
3. Supervises, monitors, and documents homebound instruction needs.
4. Supervises and monitors Section 504 programs and accommodations.
5. Supervises and monitors ELL (English Language Learners) and McKinney-Vento Outreach Worker.
6. Supervises, monitors, and documents tutoring programs.
7. Supervises and monitors School Health personnel and services collaboratively with Building Principals.
8. Supervises, monitors, and documents Professional Development for personnel within the department.

Consultative Responsibilities:

1. Meets regularly with the building principals of the District and is obligated to keep the Superintendent informed of all developments in Student Services throughout the District.
2. Attends School Board and Department of Education meetings, and speaks to Student Services agenda items when being discussed.
3. Coordinates all Student Services special transportation requests, and monitors the necessity of such requests prior to submitting them to the Business Administrator or transportation company.
4. Act as LEA and an administrative resource to 504 teams as needed.
5. Provides means through which school counseling staff, 504 staff, ELL staff, social work and McKinney-Vento staff and nurses can provide input into decision making in 504 and health plans. This is done by a series of regular meetings throughout the year.
6. Assists in the development of staff development programs related to special services that meet the needs of general educators.

Programming:

1. Insures that all program implementation and accommodations are in compliance with State and Federal laws for identifying 504 students, ELL(English Language Learners), and McKinney-Vento.
2. Insures that programs are of high quality, and that they are reasonably well suited to the needs of the students. This requires "walkthroughs", and working with the building principals in order to insure that the programs are functioning properly.
3. Acts as a clearing house for all Student Services applicants.
4. Aids with the hiring of staff for all Student Services programs in the District, as well as diagnostic and related service personnel.
5. Coordinates all court involved students.
6. District wraparound facilitator coordination for students.

Out of District Responsibilities:

1. Demonstrates knowledge of State and Federal special education law, Americans with Disabilities Act (ADA) law, and procedures associated with the Office of Children and Youth, as well as the juvenile justice system.

Crisis Intervention:

1. Makes suggestions to staff and building principals as to how to deal with crisis situations. May also need to get directly involved and attend LEA 504 meetings that are experiencing difficulties and/or are challenging.
2. Acts as a resource for community services and procedures of other social services agencies
3. Works with building principals to develop crisis response teams and to be sure staff is trained in Crisis Prevention Intervention and Life Space Crisis Intervention.
4. In collaboration with the Director of Special Education, provides Administrators with procedures dictated to the District by Federal and State Special Education Law as applied to students with disabilities (discipline, ADA, and 504). Meets with parents and teams who are experiencing difficulties communicating in regard to an individual student's program.

State Responsibilities:

1. Completes end of year statistical reports as required by the State.
2. Monitors and maintains files for 504 plans.
3. Monitors and maintains electronic Professional Development certification as required by the State.
4. Monitors and maintains files for ELL, homeless, and home education students.

Performs other job related tasks and related responsibilities as may be assigned by the Superintendent.

ADA MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED:

- Occasionally reaching. Extending hand(s) and arm(s) in any direction.
- Seldomly standing. Particularly for sustained periods of time.
- Occasionally walking. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- Frequently fingering. Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Frequently grasping. Applying pressure to an object with the fingers and palm.
- Seldomly feeling. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Frequently talking. Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Frequently hearing. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sounds.
- Frequently repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.
- Sedentary work. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
- The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work.)

**NEW HAMPSHIRE PUBLIC SCHOOLS
SCHOOL ADMINISTRATIVE UNIT #1
CONTOOCOOK VALLEY SCHOOL DISTRICT
DRAFT**

POSITION TITLE: Director of Special Education

SUPERVISOR: Superintendent of Schools

SUMMARY: This position is responsible for Special Education Staff (SSP, OT, PT, SL, School Psychologists, Special Education Teachers, Paraprofessionals), IDEA Grant, Special Education/ESY Budget, Special Education Coordinators, BEST, Middle and High School ESP, ESY, Preschool, program development and management, ensuring compliance with established policies, procedures, and/or regulations, understanding the educational needs of ConVal's students, and the monitoring of data to make informed decisions.

QUALIFICATIONS:

- Master's Degree from an accredited college/university
- Three years successful administrative experience or equivalent
- NH State Certification #0006 (Special Education Administrator)
- Knowledge of law and regulations as it relates to this position
- Demonstrated evidence of excellent written and oral communication skills
- Excellent interpersonal skills, including group facilitation
- Such alternatives to the above qualifications as the School Board may find appropriate and acceptable

DUTIES AND RESPONSIBILITIES:

Budget:

1. Develops and coordinates budgets and narratives for Extended School Year (ESY) and Preschool Programs with Special Education Coordinator.
2. Collaborates with the Director of Student Services in regard to budget development, budget decisions, and budget narratives. Special focus is on related services staff and special education coordinators. These duties include building assignments, case and workload reviews for related services staff and special education coordinators.
3. Prepares and monitors out of district tuition budget.

Planning:

1. Assists in the management response to triennial on-site evaluations conducted by the State.
2. Develops long and short range plans in relation to district needs and makes recommendations to Director of Student Services (e.g. district policies, procedures, staffing, materials, equipment, space requirements, etc.) for the purpose of implementing special education programs/services and complying with local, state and federal regulations.
3. Develops, coordinates and monitors Extended School Year (ESY).
4. Oversees yearly preschool child check screening.
5. Manages response to on-site evaluations, visitations and State Performance Plan indicators conducted by the State.

1st Read:
Approved:
Revised:

6. Plans programs for students placed outside of the District, and directs resources necessary to develop transition programs for such students as the need arises.
7. Insures that all Individualized Education Programs of the District's educationally identified students meet all Federal/State requirements.
8. Monitors all specialized transportation for the District.

Staff Management:

1. Responsible for hiring staff for all Special Education programs in the District, as well as diagnostic, related services personnel.
2. Identifies and locates services such as physical, speech, and occupational therapy as the need dictates.
3. Observes and evaluates staff performance, in either a primary or secondary role. (Evaluative responsibilities are negotiated with each of the building principals on an annual basis).
4. Work collaboratively and provide guidance to the Special Education Coordinators regarding all matters related to special education.
5. Works with Special Education Coordinator in successfully transitioning preschool students to kindergarten.
6. Observes and evaluates staff performance for itinerant staff (evaluative responsibilities are negotiated with each of the building principals and (Director of Student Services, if an overlap) on an annual basis.
7. Supervise social workers, and approve certification of special education staff including paraprofessionals.
8. Assists in hiring staff for all Special Education programs in the District, as well as diagnostic and related services personnel.
9. Identifies and locates services such as physical therapy, occupational therapy, and speech language pathologist/therapist as needed.
10. Acts as a clearing house for applications of individuals interested in teaching Special Education.
11. Hires related service personnel, psychologists, and program paraprofessionals.
12. Supervises, monitors, and documents home education programs for identified students.
13. Coordinates all out of district placement students.

Consultative Responsibilities:

1. Collaborates with others (e.g. Director of Student Services, Teachers, Building Principals, other professional staff, parent groups, community organizations, public agencies, etc.) for the purpose of implementing and maintaining student services in accordance with programmatic and regulatory requirements.
2. Serves as an initial point of contact and a resource between building level staff (Special Education Coordinators, Principals, Teachers) and the Director of Student Services for matters related to student services.
3. Assists in the provision through which special education staff can provide input into decision making in special education. This is done by a series of regular meetings throughout the year.
4. Facilitates and participates in a variety of meetings including department meetings, that may frequently involve a range of issues for the purpose of evaluating situations, identifying appropriate actions, developing recommendations, and/or implementing desired program changes or changes in operational practice.

5. Coordinates all special education transportation requests and monitors the necessity of such requests prior to submitting them to the Business Administrator or bus company.
6. Act as LEA and an administrative resource to building level Special Education Coordinators and special education.
7. Consults with administration, teachers, and staff for the purpose of maintaining existing programs and the development of new programs in accordance with established timeframes, professional standards, and related requirements.
8. Collaborates with the McKinney-Vento Liaison for special education students that are eligible.
9. Remain informed, and disseminate information to fellow building level administrators, teachers, and staff with regard to current research, trends, and best practices in Special Education.
10. Works with District Special Education Team, (Director of Student Services and Special Education Coordinators) to establish and administer training programs to all school staff.
11. Provides means through which special education staff can provide input into decision making in special education. This is done by a series of regular meetings throughout the year.
12. Assists in the development of staff development programs related to special services that meet the needs of special educators.
13. Supervises extended year programs including budgets and staff.
14. Seeks individual approval from Department of Education as needed.

Programming:

1. Develops proposals for new programs for the purpose of serving special education students, and ensure compliance with local, state and federal regulations and meeting district goals.
2. Develops and carries out operating procedures for new and existing programs. This includes, but not limited to, admissions, program size, and program work assignments.
3. Manages the implementation of current programs and/or services for the purpose of delivering FAPE to students with disabilities in conformance with legal, financial, time sensitive, and district requirements. This is done through delegation, meetings, walkthroughs, and personal involvement.
4. Collaborates with the Director of Student Services in developing the ConVal Strategic Plan as it relates to Special Education and Student Services.
5. Supervise record keeping as it relates to students in specialized District programs.
6. Insures that all program implementation and accommodations are in compliance with State and Federal law for identifying educationally disabled students.
7. Updates District Special Education Plan which is required by the State and needs to be adjusted according to the efforts being made to meet the needs of the educationally disabled population.

Out of District Responsibilities:

1. Assures that students who are placed Out-of-District receive an appropriate educational program.
2. Demonstrate knowledge of State and Federal special education law, ADA law, and procedures associated with the Office of Children and Youth, as well as the juvenile justice system.

3. In cases where the District is seeking an Out-of-District placement, the Director of Special Education is responsible for finding suitable placement.

Crisis Intervention:

1. Makes suggestions to Special Education Coordinators and building principals as to how to deal with crisis situations. May also need to get directly involved and attend LEA meetings that are experiencing difficulties and/or are challenging.
2. Acts as a resource for community and other social services agencies.
3. Provides Administrators with procedures dictated to us by the state Special Education Law as applied to educationally disabled students (discipline, handicapped access, etc.).

Program Quality Control:

1. Monitor the programs and processes of identifying educationally disabled students and the implementation of all Special Education programs are in compliance with state and federal laws.
2. Monitors and revises District Special Education Plan as required by the state.
3. Helps observe and evaluate staff performance, in either a primary or secondary role.
4. Acts as a clearing house for all Special Education applicants.
5. Aids with the hiring of staff for all Special Education programs in the District, as well as diagnostic and related service personnel.
6. Collaborates with the Director of Student Services in coordinating appropriate professional development opportunities for special education and student services staff.
7. Collaborates with the Director of Student Services for court involved students that are identified special education.
8. Completes end of year statistical reports as required by the State.
9. Monitors and maintains the Special Education Information System (NHSEIS) for the District.
10. Monitors and maintains files for the State Medicaid billing system.

OTHER DUTIES AND RESPONSIBILITIES

The Director of Special Education is also called upon by the Superintendent to either chair, or act as, a liaison to any of a number of district and community level committees.

- Frameworks NH
- Strategic Plan Committee

Performs other job related tasks and responsibilities as may be assigned by the Superintendent.

ADA MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED:

- Occasionally reaching. Extending hand(s) and arm(s) in any direction.
- Seldomly standing. Particularly for sustained periods of time.
- Occasionally walking. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- Frequently fingering. Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Frequently grasping. Applying pressure to an object with the fingers and palm.
- Seldomly feeling. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Frequently talking. Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Frequently hearing. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sounds.
- Frequently repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.
- Sedentary work. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
- The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work.)

School Board Candidates:

The following have submitted their intent to run for open School Board positions:

Bennington (3 year) – Keira Christian

Linda Quintanilha

Greenfield (3 year) - Myron S. Steere

Peterborough (1 year) – Jerome Wilson

Peterborough (3 year) – Janine Lesser

Temple (3 year) – Niki A. McGettigan

School District Moderator – No one submitted

February 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6 Deliberative Session (Dist. Mtg. Part I) @ 6:00 p.m. @ CVHS Gym	7	8 <u>Snow Date:</u> Deliberative Session (Dist. Mtg. Part I) @ 6:00 p.m. @ CVHS Gym	9	10
11	12	13	14	15 Strategic Plan @ 6:00 pm @ SAU ATC Committee @ 7:00 p.m. @ SAU	16	17
18	19 Education Committee @ 5:30 p.m. @ SAU	20 Budget & Property Committee @ 5:00 p.m. @ SAU Policy Committee @ 6:00 p.m. @ SAU School Board Mtg. @ 7:00 p.m. @ SAU	21	22 Selectmen's Advisory Committee Mtg. @ 7:00 p.m. @ SAU	23	24
25	26	27	28			

March 2018

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

NEW HAMPSHIRE PUBLIC SCHOOLS
SCHOOL ADMINISTRATIVE UNIT #1

CONTOOCCOOK VALLEY SCHOOL DISTRICT
OFFICE OF THE SUPERINTENDENT OF SCHOOLS
106 Hancock Road, Peterborough, NH, 03458-1197

Telephone: 603-924-3336

Fax: 603-924-6707

Kimberly Saunders
Superintendent of Schools
ksaunders@conval.edu

Dr. Ann Forrest
Assistant Superintendent of Schools
aforrest@conval.edu


TO: Contoocook Valley School Board
FROM: Donald Boice - Marzen Group LLC
DATE: 1/22/18
RE: REQUEST TO ACCEPT A GIFT OR DONATION

The Con Val High School - School requests authorization to accept from:

Name/Address: Donald Boice, Marzen Group LLC
24 Railroad Square, Nashua, NH 03064

the following gift/donation of: \$1,500.00 valued at \$ 1,500.00

for the purpose of: Supporting the Robotics Team


Teaching/Supervising Principal's Signature

SAU OFFICE USE ONLY: Date Received _____

Date Approved by School Board _____

Date Not Approved by School Board/Reason: _____

Grade	Total	2.13.18	67	159	129	151	139	167	812	FTE Teachers
SCHOOL										
AES	# of Students	35	Pre-School	Kindergarten	1st Grade	2nd Grade	3rd Grade	4th Grade	Total	
	Teacher	2	Teacher	Teacher	Teacher	Teacher	Teacher	Teacher		
	Ratio	17.5	17.5	15.5	13.0	12.0	14.5	16.0	177	12
BES	# of Students			Kindergarten	1st Grade	2nd Grade	3rd Grade	4th Grade	76	5
	# of Sections			16	15	11	18	16		
	Teacher			1	1	1	1	1		
	Ratio			16.0	15.0	11.0	18.0	16.0		
DCS	# of Students			Kindergarten & 1st Grade	2nd Grade	2nd Grade	3rd & 4th Grade	Teacher	40	3
	# of Sections			5 + 5 = 10	13	13	5 + 12 = 17	16.0		
	Teacher			Teacher	Teacher	Teacher	Teacher	Teacher		
	Ratio			9.0	17.0	17.0	17.0	16.0		
FES	# of Students			Kindergarten & 1st Grade	2nd Grade	2nd Grade	3rd Grade	4th Grade	65	4
	# of Sections			10 + 7 = 17	17	17	10	21		
	Teacher			1	1	1	1	1		
	Para			Teacher	Teacher	Teacher	Teacher	Teacher		
	Ratio			17.0	17.0	17.0	17.0	21.0		
GES	# of Students		Pre-School	Kindergarten	1st Grade	2nd Grade	3rd Grade	4th Grade	86	6
	# of Sections		14	15	14	16	11	16		
	Teacher		Teacher	Teacher	Teacher	Teacher	Teacher	Teacher		
	Ratio		14.0	15.0	14.0	16.0	11.0	16.0		
HES	# of Students			Kindergarten	1st Grade	2nd Grade	3rd & 4th Grade		52	4
	# of Sections			13	9	15	6 + 9 = 15			
	Teacher			1	1	1	1			
	Ratio			13.0	9.0	15.0	15.0			
PES	# of Students		Pre-School	Kindergarten	1st Grade	2nd Grade	3rd Grade	4th Grade	269	17
	# of Sections		18	59	41	47	51	53		
	Teacher		Teacher	Teacher	Teacher	Teacher	Teacher	Teacher		
	Teacher		Teacher	Teacher	Teacher	Teacher	Teacher	Teacher		
	Teacher		Teacher	Teacher	Teacher	Teacher	Teacher	Teacher		
	Ratio		18.0	14.8	13.7	15.7	17.0	17.7		
TES	# of Students			Kindergarten	1st & 2nd Grade	3rd & 4th Grade	3rd & 4th Grade		47	3
	# of Sections			10	12 + 8 = 20	9 + 8 = 17	9 + 8 = 17			
	Teacher			1	1	1	1			
	Para			Teacher	Teacher	Teacher	Teacher			
	Ratio			10.0	20.0	16.0	16.0			
* Teaching Principal para										
				Enrollment numbers may include tuitioned-in students			Total Elem. Students K-4			
				(9)			Total Students Pre-K-4			
							812			54
							745			

ConVal School District

Student/Teacher Ratios
Registered

February 1, 2018 Enrollment

A	B	C	D	E	F	G	H
	2.13.18						
GBS	# of Students	76	61	56	63	256	
	# of Sections	4	3	3	3		
	Teacher	Teacher	Teacher	Teacher	Teacher		
	Teacher	Teacher	Teacher	Teacher	Teacher		
	Teacher	Teacher	Teacher	Teacher	Teacher		13
SMS	Ratio	19.0	20.3	18.7	21.0		
	# of Students	97	92	117	103	409	
	# of Sections	5	4	6	5		
	Teacher	Teacher	Teacher	Teacher	Teacher		
	Teacher	Teacher	Teacher	Teacher	Teacher		20
CVHS	Ratio	19.4	23.0	19.5	20.6		
	Total Students	173	153	173	166	665	33
	Grade	9	10	11	12		
	Teachers	182	188	168	200	738	49
		12.25	12.25	12.25	12.25		
		Enrollment numbers may include tuitioned-in students		Total 2017-18			
				2016-17		2148	136.0
				2015-16		2234	
				2014-15		2169	
				2013-14		2239	
				2012-13		2325	
				2011-12		2342	
						2434	

IHBAD – Independent Special Education Evaluation

The State and Federal special education laws require that the ConVal School District evaluate children with disabilities who are in need of special education and related services. The Districts evaluates children upon referral for special education and re-evaluates educationally disabled children at least once every three years or when conditions warrant a re-evaluation.

The ConVal School Board is committed to ensuring that each child's IEP team bases its decision on high quality, reliable, and educationally sound special education evaluations.

As a result, the ConVal School District has established the following list of criteria for all special education evaluations the District conducts, obtains, or funds.

Unique circumstances may justify deviation from these criteria. If a parent or District staff member is aware of such unique circumstances, they should inform the student's Special Education teacher, building LEA, or District Special Education administrator immediately.

1. The evaluation must comply with the relevant provisions of the State and Federal Special Education Laws, including 34 C.F.R. 300.530-300.536 and NH Code of Administrative Rules Ed 1107.
2. The evaluator must hold a valid license or certification in the field related to the known or suspected disability. The evaluator must have extensive training and experience in evaluation in the area(s) of concern and be able to interpret the instructional implications of evaluation results.
3. All tests administered will be the current version of the test. The test must be norm referenced for the individual evaluation appropriate for the age and educational level of the child and measure the same cognitive, motoric, and achievement skills as district tests, and meet the same standards of technical adequacy for reliability and validity.
4. The cost of the evaluation shall not exceed the usual and customary rate for such evaluations. The District will not pay for the evaluation until it receives the evaluator's report.
5. The evaluator must review educational records located in the student's local public school and other relevant educational records.
6. The evaluator must either: a) observe the child in one or more educational settings; or b) make at least one contact with the child's general education teacher for the purpose of determining how the student is progressing in the general curriculum. In addition, evaluators are encouraged to make additional contacts with other involved general and special education teachers and related service providers.

IHBAD – Independent Special Education Evaluation

7. The evaluator must be permitted to directly communicate and share information with members of the IEP team, the District's Special Education administrator or the administrator's designees. The evaluator must also release the assessments and results, including any parent and teacher questionnaires, to members of the IEP team, the Special Education Administrator, or the administrator's designees.
8. All evaluation reports will include the appropriate standardization and reporting methods as designed by the test publishers.
9. The District shall be entitled to inspect and obtain copies of the evaluator's records directly pertaining to the student being evaluated, including any records created by third parties. However, those records will not be deemed accessible to any school district personnel other than the evaluator, unless and until the District exercises its right to inspect or obtain copies of those records from the evaluator.

Parents have a right [34 C.F.R. 300.502(b)(2)] to request an independent educational evaluation at school district expense when the parent disagrees with the District's evaluation. The provision for independent educational evaluation cannot be invoked by a parent who has refused to consent to a District evaluation.

The ConVal School District may deny a request for an independent educational evaluation at public expense and initiate a due process hearing to demonstrate that the District's evaluation was appropriate.

A parent always has the right to get an independent educational evaluation at his or her own expense. The team must consider the results of any independent educational evaluation, regardless of who pays for it, if the evaluation meets the district's criteria in decisions about the provision of a free and appropriate public education for the child.

Legal References:

34 C.F.R. 300.530-300.536

NH Code of Administrative Rules Ed 1107

Category: *P/Required by Law*

1st Read: January 2, 2018

2nd Read: ~~January 16, 2018~~ February 20, 2018

Adopted:

Contoocook Valley School District

MR Board Report

Fiscal Year: 2017-2018

From Date: 7/1/2017 To Date: 1/20/2018

☐ Include pre encumbrance
☐ Exclude inactive accounts with zero balance

☒ Print accounts with zero balance
☒ Filter Encumbrance Detail by Date Range

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
21.000.0000.00.110	REGULAR SALARIES	\$13,836,429.00	(\$553,722.34)	\$13,282,706.66	\$6,148,154.47	\$6,148,154.47	\$7,134,552.19	\$6,782,686.68	\$351,865.51	2.65%
21.000.0000.00.111	PARAPROFESSIONAL SALARIES	\$2,160,588.00	\$315,569.00	\$2,476,157.00	\$1,221,112.41	\$1,221,112.41	\$1,255,044.59	\$1,197,353.53	\$57,691.06	2.33%
21.000.0000.00.112	ADMIN ASSISTANTS	\$1,092,670.00	\$21,361.19	\$1,114,031.19	\$574,254.57	\$574,254.57	\$539,776.62	\$535,499.22	\$4,277.40	0.38%
21.000.0000.00.113	CUSTODIAL/MAINTENANCE	\$608,340.00	\$0.00	\$608,340.00	\$314,318.42	\$314,318.42	\$294,021.58	\$253,205.26	\$40,816.32	6.71%
21.000.0000.00.114	ADMINISTRATOR	\$2,322,933.00	\$167,838.76	\$2,490,771.76	\$1,335,218.37	\$1,335,218.37	\$1,155,553.39	\$1,059,112.59	\$96,440.80	3.87%
21.000.0000.00.115	DEPARTMENT HEADS	\$31,500.00	\$11,500.00	\$43,000.00	\$20,134.81	\$20,134.81	\$22,865.19	\$22,865.19	\$0.00	0.00%
21.000.0000.00.119	SUPPORT SERVICES	\$735,557.00	\$0.00	\$735,557.00	\$374,564.09	\$374,564.09	\$360,992.91	\$332,353.24	\$28,639.67	3.89%
21.000.0000.00.120	TEMPORARY SALARIES	\$1,086,786.00	\$0.00	\$1,086,786.00	\$482,479.93	\$482,479.93	\$604,306.07	\$237,243.01	\$367,063.06	33.78%
21.000.0000.00.130	OVERTIME	\$48,000.00	\$0.00	\$48,000.00	\$23,810.52	\$23,810.52	\$24,189.48	\$2,505.76	\$21,683.72	45.17%
21.000.0000.00.211	HEALTH INSURANCE	\$5,451,225.00	(\$113,736.65)	\$5,337,488.35	\$3,152,873.56	\$3,152,873.56	\$2,184,614.79	\$1,995,270.57	\$189,344.22	3.55%
21.000.0000.00.212	DENTAL INSURANCE	\$230,500.00	\$0.00	\$230,500.00	\$146,378.87	\$146,378.87	\$84,121.13	\$77,923.55	\$6,197.58	2.69%
21.000.0000.00.213	LIFE INSURANCE	\$43,560.00	\$0.00	\$43,560.00	\$23,275.00	\$23,275.00	\$20,285.00	\$0.00	\$20,285.00	46.57%
21.000.0000.00.214	LONG TERM DISABILITY	\$49,500.00	\$0.00	\$49,500.00	\$24,094.86	\$24,094.86	\$25,405.14	\$0.00	\$25,405.14	51.32%
21.000.0000.00.220	FICA	\$1,677,095.00	\$0.00	\$1,677,095.00	\$777,080.48	\$777,080.48	\$900,014.52	\$768,060.91	\$131,953.61	7.87%
21.000.0000.00.221	3rd PARTY FICA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
21.000.0000.00.222	RETIREMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
21.000.0000.00.225	ADMIN ANNUITY	\$14,721.00	\$0.00	\$14,721.00	\$11,766.00	\$11,766.00	\$2,955.00	\$0.00	\$2,955.00	20.07%
21.000.0000.00.231	NON - TEACH RETIRE	\$520,016.00	\$74,932.53	\$594,948.53	\$315,755.10	\$315,755.10	\$279,193.43	\$277,400.91	\$1,792.52	0.30%
21.000.0000.00.232	TEACHER RETIRE	\$2,795,082.00	(\$69,965.34)	\$2,725,116.66	\$1,253,775.47	\$1,253,775.47	\$1,471,341.19	\$1,328,873.90	\$142,467.29	5.23%
21.000.0000.00.260	UNEMPLOYMENT	\$47,000.00	\$0.00	\$47,000.00	\$27,655.00	\$27,655.00	\$19,345.00	\$0.00	\$19,345.00	41.16%
21.000.0000.00.270	BENEFIT STRATEGIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
21.000.0000.00.310	INSTRUCTIONAL SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
21.000.0000.00.320	PRESENTERS	\$17,600.00	\$0.00	\$17,600.00	\$4,862.00	\$4,862.00	\$12,738.00	\$0.00	\$12,738.00	72.38%
21.000.0000.00.321	PROF SERVICES	\$78,890.00	\$0.00	\$78,890.00	\$66,586.14	\$66,586.14	\$12,303.86	\$0.00	\$12,303.86	15.60%
21.000.0000.00.322	STAFF SERVICES	\$102,900.00	\$0.00	\$102,900.00	\$25,687.73	\$25,687.73	\$77,212.27	\$0.00	\$77,212.27	75.04%
21.000.0000.00.323	PUPIL SERVICES	\$116,230.00	\$23,998.39	\$140,228.39	\$191,034.41	\$191,034.41	(\$50,806.02)	\$269,714.87	(\$320,520.89)	-228.57%
21.000.0000.00.330	PURCHASED/PROF	\$1,367,887.00	\$59,004.88	\$1,426,891.88	\$760,028.79	\$760,028.79	\$666,863.09	\$555,020.44	\$111,842.65	7.84%
21.000.0000.00.331	LIFE SAFETY SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
21.000.0000.00.340	STATISTICAL SERVICES	\$30,000.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$30,000.00	\$0.00	\$30,000.00	100.00%
21.000.0000.00.380	PURCH SERVICES	\$161,000.00	\$46,859.08	\$207,859.08	\$148,448.75	\$148,448.75	\$59,410.33	\$59,410.33	\$0.00	0.00%
21.000.0000.00.411	WATER/SEWER	\$56,400.00	\$0.00	\$56,400.00	\$28,940.90	\$28,940.90	\$27,459.10	\$7,020.26	\$20,438.84	36.24%
21.000.0000.00.421	DISPOSAL	\$40,800.00	\$0.00	\$40,800.00	\$21,222.70	\$21,222.70	\$19,577.30	\$13,995.50	\$5,581.80	13.68%
21.000.0000.00.422	SNOW PLOWING	\$198,000.00	\$0.00	\$198,000.00	\$22,622.50	\$22,622.50	\$175,377.50	\$175,377.50	\$0.00	0.00%
21.000.0000.00.430	REPAIR/MAINT	\$290,690.00	\$339,031.83	\$629,721.83	\$147,948.09	\$147,948.09	\$481,773.74	\$137,961.54	\$343,812.20	54.60%

Contoocook Valley School District

MR Board Report

Fiscal Year: 2017-2018

From Date: 7/1/2017 To Date: 1/20/2018

☐ Include pre encumbrance
☐ Exclude inactive accounts with zero balance

☒ Print accounts with zero balance
☒ Filter Encumbrance Detail by Date Range

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
21.000.0000.00.431	STRUCTURAL REPAIRS & MAINTENANCE	\$182,400.00	\$121,942.67	\$304,342.67	\$84,143.89	\$84,143.89	\$220,198.78	\$32,000.00	\$188,198.78	61.84%
21.000.0000.00.432	ELECTRICAL REPAIRS & MAINTENANCE	\$32,700.00	\$0.00	\$32,700.00	\$14,117.74	\$14,117.74	\$18,582.26	\$16,729.82	\$1,852.44	5.66%
21.000.0000.00.433	MECHANICAL REPAIRS & MAINTENANCE	\$38,600.00	\$12,921.68	\$51,521.68	\$12,315.28	\$12,315.28	\$39,206.40	\$19,824.44	\$19,381.96	37.62%
21.000.0000.00.434	HVAC REPAIRS & MAINTENANCE	\$30,000.00	\$159,416.15	\$189,416.15	\$73,240.33	\$73,240.33	\$116,175.82	\$19,061.33	\$97,114.49	51.27%
21.000.0000.00.440	BUILDING RENTAL	\$3,500.00	\$0.00	\$3,500.00	\$1,325.00	\$1,325.00	\$2,175.00	\$1,325.00	\$850.00	24.29%
21.000.0000.00.442	EQUIPMENT RENTAL	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
21.000.0000.00.450	RENTAL	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00	100.00%
21.000.0000.00.510	OTHER TRANSPORTATION	\$250,517.00	\$0.00	\$250,517.00	\$88,979.71	\$88,979.71	\$161,537.29	\$139,952.57	\$21,584.72	8.62%
21.000.0000.00.519	PUPIL TRANSPORTATION	\$2,374,125.00	\$0.00	\$2,374,125.00	\$875,420.07	\$875,420.07	\$1,498,704.93	\$1,208,804.28	\$289,900.65	12.21%
21.000.0000.00.520	INSURANCE	\$252,730.00	\$0.00	\$252,730.00	\$243,146.00	\$243,146.00	\$9,584.00	\$0.00	\$9,584.00	3.79%
21.000.0000.00.530	Telephone / Web access	\$129,500.00	\$49,334.56	\$178,834.56	\$65,995.61	\$65,995.61	\$112,838.95	\$56,663.32	\$56,175.63	31.41%
21.000.0000.00.531	Cellular Phones	\$30,000.00	\$0.00	\$30,000.00	\$14,144.54	\$14,144.54	\$15,855.46	\$14,929.01	\$926.45	3.09%
21.000.0000.00.534	POSTAGE	\$17,950.00	(\$6.65)	\$17,943.35	\$12,459.08	\$12,459.08	\$5,484.27	\$2,413.31	\$3,070.96	17.11%
21.000.0000.00.540	ADVERTISING	\$22,000.00	\$15,906.65	\$37,906.65	\$15,635.48	\$15,635.48	\$22,271.17	\$22,271.17	\$0.00	0.00%
21.000.0000.00.550	PRINTING	\$21,300.00	(\$3,000.00)	\$18,300.00	\$2,258.90	\$2,258.90	\$16,041.10	\$1,350.00	\$14,691.10	80.28%
21.000.0000.00.561	TUITION	\$1,374,030.00	\$0.00	\$1,374,030.00	\$408,453.07	\$408,453.07	\$965,576.93	\$482,853.00	\$482,723.93	35.13%
21.000.0000.00.580	MILEAGE	\$93,320.00	\$0.00	\$93,320.00	\$30,661.65	\$30,661.65	\$62,658.35	\$16,923.88	\$45,734.47	49.01%
21.000.0000.00.590	MISC PURCH SERV	\$15,000.00	(\$130.00)	\$14,870.00	\$3,475.39	\$3,475.39	\$11,394.61	\$7,654.30	\$3,740.31	25.15%
21.000.0000.00.610	GENERAL SUPPLIES	\$848,024.00	\$159,225.16	\$1,007,249.16	\$376,508.82	\$376,508.82	\$630,740.34	\$312,585.09	\$318,155.25	31.59%
21.000.0000.00.614	GENERAL SUPPLIES/FS VENDING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
21.000.0000.00.615	TESTING SUPPLIES	\$16,760.00	\$0.00	\$16,760.00	\$7,994.74	\$7,994.74	\$8,765.26	\$0.00	\$8,765.26	52.30%
21.000.0000.00.616	PLUMBING SUPPLIES/FS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
21.000.0000.00.622	CHEMICAL SUPPLIES	\$446,100.00	\$0.00	\$446,100.00	\$223,039.16	\$223,039.16	\$223,060.84	\$195,180.39	\$27,880.45	6.25%
21.000.0000.00.623	ELECTRICITY	\$10,420.00	\$1,900.00	\$12,320.00	\$5,624.44	\$5,624.44	\$6,695.56	\$6,670.56	\$25.00	0.20%
21.000.0000.00.624	BOTTLED GAS	\$346,670.00	(\$1,900.00)	\$344,770.00	\$87,260.80	\$87,260.80	\$257,509.20	\$0.00	\$257,509.20	74.69%
21.000.0000.00.640	FUEL OIL	\$97,268.00	(\$197.02)	\$97,070.98	\$28,568.15	\$28,568.15	\$68,502.83	\$37,139.26	\$31,363.57	32.31%
21.000.0000.00.641	BOOKS	\$24,139.00	\$0.00	\$24,139.00	\$11,753.96	\$11,753.96	\$12,385.04	\$2,152.15	\$10,232.89	42.39%
21.000.0000.00.649	PERIODICALS	\$4,120.00	\$152.00	\$4,272.00	\$1,448.21	\$1,448.21	\$2,823.79	\$986.30	\$1,837.49	43.01%
21.000.0000.00.650	OTHER INFO SOURCES	\$238,315.00	(\$4,420.00)	\$233,895.00	\$191,521.42	\$191,521.42	\$42,373.58	\$16,889.00	\$25,484.58	10.90%
21.000.0000.00.656	SOFTWARE SUPPORT	\$202,780.00	\$28,662.71	\$231,442.71	\$85,619.77	\$85,619.77	\$145,822.94	\$13,859.01	\$131,963.93	57.02%
21.000.0000.00.733	GASOLINE	\$20,970.00	\$52,438.44	\$73,408.44	\$8,440.22	\$8,440.22	\$64,968.22	\$52,668.28	\$12,299.94	16.76%
21.000.0000.00.734	NEW FURNITURE	\$200.00	\$0.00	\$200.00	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00	100.00%
21.000.0000.00.737	OTHER EQUIPMENT	\$35,100.00	\$0.00	\$35,100.00	\$6,843.14	\$6,843.14	\$28,256.86	\$3,411.04	\$24,845.82	70.79%
21.000.0000.00.738	REPL FURNITURE	\$71,743.00	\$10,695.78	\$82,438.78	\$51,136.45	\$51,136.45	\$31,302.33	\$16,511.12	\$14,791.21	17.94%
21.000.0000.00.738	REPL EQUIPMENT									

Contoocook Valley School District

MR Board Report

Fiscal Year: 2017-2018

From Date: 7/1/2017 To Date: 1/20/2018

☐ Include pre encumbrance
☐ Exclude inactive accounts with zero balance

☒ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
21.000.0000.00.739	OTHER EQUIPMENT	\$48,699.00	\$361,320.96	\$410,019.96	\$388,670.73	\$388,670.73	\$21,349.23	\$19,945.61	\$1,403.62	0.34%
21.000.0000.00.810	DUES & FEES	\$151,068.00	\$4,884.00	\$155,952.00	\$80,690.96	\$80,690.96	\$75,261.04	\$26,902.77	\$48,358.27	31.01%
21.000.0000.00.830	DEBT SERVICE INTEREST	\$87,435.00	\$0.00	\$87,435.00	\$87,435.00	\$87,435.00	\$0.00	\$0.00	\$0.00	0.00%
21.000.0000.00.890	MISCELLANEOUS	\$63,200.00	\$3,653.13	\$66,853.13	\$20,061.46	\$20,061.46	\$46,791.67	\$6,849.69	\$39,941.98	59.75%
21.000.0000.00.910	DEBT SERVICE PRINCIPAL	\$360,000.00	\$0.00	\$360,000.00	\$360,000.00	\$360,000.00	\$0.00	\$0.00	\$0.00	0.00%
21.000.0000.00.999	PRIOR YEAR ENCUMBRANCES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	Func: Undesignated - 0000	\$43,155,582.00	\$1,295,471.55	\$44,451,053.55	\$21,612,473.11	\$21,612,473.11	\$22,838,580.44	\$18,843,360.46	\$3,995,219.98	8.99%
	Lvl: District Wide - 000	\$43,155,582.00	\$1,295,471.55	\$44,451,053.55	\$21,612,473.11	\$21,612,473.11	\$22,838,580.44	\$18,843,360.46	\$3,995,219.98	8.99%
Grand Total:		\$43,155,582.00	\$1,295,471.55	\$44,451,053.55	\$21,612,473.11	\$21,612,473.11	\$22,838,580.44	\$18,843,360.46	\$3,995,219.98	8.99%

End of Report

BDB — Board Officers

1. At the first meeting of the School Board after the District Voting in March, the Board shall elect a Chairperson and a Vice-Chairperson. Candidates for Chairperson shall have served at least two years as a member of the Board. Candidates for Vice-Chairperson shall have served at least one year as a member of the Board.
2. Method of Election. Candidates for each office shall declare in writing their candidacy at the first Board meeting in February of each year. Each candidate shall have the opportunity to speak to their qualifications at the following meeting and answer questions from Board members.

In the event that Board members may be leaving the Board, the candidates to replace them shall be invited and encouraged to attend this meeting.

The election of the Chairperson and Vice-Chairperson shall be done by a roll-call vote at the first meeting of the School Board after the District Voting in March. A plurality of votes cast during this open roll-call vote will be sufficient to elect a candidate.

1. Term Limits.

The length of term for these offices shall be one year. A Board member may serve as either Chairperson or Vice-Chairperson, or four terms in a combination of these offices.

1. Duties.

The Chairperson shall preside at all meetings and shall not originate or second motions; however, the Chairperson shall have the right to vote on all matters before the Board. The Chairperson shall consult with the Superintendent on the preparation of the agenda for each meeting, shall call special meetings as needed, shall have authority to sign contracts and other instruments as approved by the Board in its name and on its behalf, and shall have such other powers and duties as the Board may determine.

The Vice-Chairperson shall have the powers and duties of the Chairperson in his/her absence or for the duration of the disability, and such other powers and duties as the Board may determine.

1. Resignation of Chairperson.

In the event that a Chairperson shall resign or be otherwise unable to serve a full term, the Vice-Chairperson shall assume the role of Chairperson. The Board will decide whether to elect an interim Vice Chairperson. If so, the aforementioned election procedure will be followed.

1. Other Officers.

Secretary

The Secretary of the School Board is hired by the Superintendent subject to approval by the Board. The Secretary shall be responsible for Board correspondence when directed by the Chairperson. The Secretary shall attend all board meetings and keep an accurate record of all proceedings which she/he shall sign.

She/He shall have custody of the record books and documents of the School Board, which are to be available for public inspection at all reasonable times. She/He shall be responsible to the Superintendent in performance of duties.

Legal References:

RSA 195:5, Cooperative School District Officers: School Board Powers & Duties

RSA 197:20, School Meetings & Officers: Clerk Duties

RSA 197:22, School Meetings & Officers: Treasurers Bond

RSA 197:23-a, School Meetings & Officers: Treasurers Duties

RSA 671:23, School District Elections: Warrant

RSA 671:6, School District Elections: Other Officers

RSA 671:31, School District Elections: Reports by Clerk

Category: R

1st Read: May 17, 2016

2nd Read: June 7, 2016

Adoption: June 7, 2016

< BCB -- School Board Member Conflict of Interest

BDD - Board-Superintendent Relationship (<http://schoolboard.convalsd.net/district-policies/bdd-board-superintendent-relationship/>)