

OFFICE OF THE SUPERINTENDENT OF SCHOOLS
106 Hancock Road
Peterborough, New Hampshire

CONTOOCOOK VALLEY SCHOOL BOARD

Tuesday, March 6, 2018

6:30 p.m.

SAU Office

Public Hearing

Expend Capital Reserve Funds/Trust Funds

In accordance with RSA 35:1, and 198:20C, a public hearing will be held by the Contoocook Valley School Board for the purpose of expending Capital Reserve Funds and/or Trust Funds for the 2017-2018 and 2018-2019 fiscal years for purchasing equipment and special education expenditures.

School Board Meeting

Immediately Following Public Hearing

- 1. Call to Order and Pledge of Allegiance**
- 2. Minutes (Board Vote Required)**
 - a. February 20, 2018 (pg. 1-5)**
- 3. Points of Pride**
- 4. Public Comment**
- 5. Consent Agenda**
 - a. Personnel**
 - 1) Job Description –Director of Student Services (2nd Read/Approval) (pg. 6-9)
 - 2) Job Description – Director of Special Education (2nd Read/Approval) (pg. 10-14)
- 6. Superintendent's Report and Presentation of Business**
 - a. Monthly Events Calendar (pg. 15-16)**
 - b. March 1, 2018 Enrollment Update**
 - c. Recruitment Plan and Budget**
 - d. School Calendar Committee Representatives**
 - e. Upcoming Legislative Hearings**
 - f. Fresh Fruit & Vegetables Report Out**
- 7. Reports**
 - a. Student Representative –Lily Denehy**
 - b. Teacher Representative – Patrick Cogan/Linda Compton**
- 8. Old Business**
 - a. 2nd Read Policy (Board Vote Required)**
 - IHBAD: Independent Special Education Evaluation (pg. 17-18)
- 9. New Business**
 - a. 1st Read Policy**
 - EFAA: Meal Charging (pg. 19-23)
 - EFC: Free and Reduced-Price Lunch Policy (pg. 24)
 - b. Expenditure Report – Mindy Ryan (pg. 25-27)**
- 10. Public Comment**
- 11. Approval of Manifests (Board Vote Required)**
- 12. Non-Public Session: RSA 91-A:3,II (If Required)**
 - a. Personnel**
 - b. Negotiations**

MISSION STATEMENT

The ConVal Regional School District, in partnership with its member communities, will inspire all learners to achieve academically, contribute to the global community, and thrive as independent and productive citizens.

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

**106 Hancock Road
Peterborough, New Hampshire**

CONTOOCOOK VALLEY SCHOOL BOARD

School Board Meeting

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

MINUTES

BOARD

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

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

ADMINISTRATION

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

1. Call to Order and Pledge of Allegiance

Myron Steere called the meeting to order at 7:35 p.m. The Pledge of Allegiance was recited.

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

a. January 9, 2018

Stephan Morrissey moved to accept the minutes of January 9, 2018. Dick Dunning Second. Stephan Morrissey abstained. All else in favor. Motion carried.

b. January 16, 2018

Stephan Morrissey moved to accept the minutes of January 16, 2018. Dick Dunning Second. Motion carried.

3. Points of Pride

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

Crista Salamy added by reporting on recent Wrestling Team success for moving on to the State Meet; Dan Curran was State Division Champion.

In addition, Patrick Cogan reported that the GBS Geography Bee was successful; one student, Ethan Kinney, is going on to the States. Charlie Quintanilha placed second.

4. Public Comment

Amy M., Antrim, reported that she has been in contact with the school district and is doing research about safety in our schools. They (the PTO), would like to start a fundraiser to purchase barracuda door protection systems. It is a lightweight mechanism that prohibits doors from opening by an intruder. The plan is to start small and focus on AES and GBS. What they want to know is if they raised funds, would they be able to get these into the schools. They would gift them but want to confirm if they would be used. The company would offer training; but they are easy to install. Kimberly Saunders responded that she should connect with Tim Grossi and then it would be looked at further. Bernd Foecking said that our emergency response procedure should also be looked at when considering this.

5. Consent Agenda

a. Personnel

- 1) Retirement Effective March 31, 2018

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.

Tim Markley asked for the approval of a request for retirement from Marian Alese effective March 31, 2018.

Linda Quintanilha moved, with gratitude for her many years of service, to approve the request for retirement. Stephan Morrissey second. Unanimous.

2) Notice of Stipend Positions 2017-2018

Tim Markley referenced this as informational only.

Linda Quintanilha asked for confirmation that there is a pool of money; further about the three LAX Girl's Assistants. Mr. Markley reported that the money was allocated for other positions and not used.

3) Job Description –Director of Student Services (1st Read)

Tim Markley referenced this job description as a first read.

4) Job Description – Director of Special Education (1st Read)

Tim Markley referenced this job description as a first read.

5) Principal Search Update

Tim Markley reported that candidates for open principal positions are being interviewed in the coming weeks.

b. Board Requests

Kimberly Saunders asked that, in light of Marian Alese's retirement, the board appoint Mindy Ryan as the District Clerk. **Stephan Morrissey moved to appoint Mindy Ryan as District Clerk. Second. Unanimous.**

c. List of Registered Board Candidates

Kimberly Saunders referenced the list of candidates for open positions.

6. Superintendent's Report and Presentation of Business

a. Monthly Events Calendar

A Public Hearing to expend trust funds was added to the calendar on March 6th at 6:30 p.m. Policy will begin at 5:30 p.m. The School Board meeting will immediately follow the public hearing.

Kristen Reilly asked the Board and Budget & Property Committee to review the PES playground which is currently under ice and water which causes the children to be unable to play on them much of the year.

Linda Quintanilha asked that any discussion about playgrounds also needs consideration of accessibility.

b. Accept Gift/Donation (Board Vote Required)

- 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.

Stephan Morrissey moved to accept the donation as read. Dick Dunning second.

Linda Quintanilha asked what the position of the board would be if it existed at one school and not another. The response was that it would be made available. **Unanimous.**

c. February 1, 2018 Enrollment Update

Tim Markley referenced enrollment information.

Kimberly Saunders reported a decrease in enrollment of 24% and a decrease in staffing of 21% over a period of years. She noted that our decrease in staffing is tracking pretty closely with our decline in enrollment.

7. Reports

a. Student Representative – Lily Denehy

Lily Denehy reported students wearing black acknowledging their opposition and awareness about sexual harassment. TASC talks as part of Spirit of Kindness have taken place.

Basketball teams played in a Hope for Gus and Hoops for Hope; very well attended and both successful fundraisers.

b. Teacher Representative – Patrick Cogan/Linda Compton

Patrick Cogan, Co-President of CVEA, reported that a new website, CVEA.org, has been developed. The CVEA is starting their Senior Scholarship Raffle. Money raised goes back to senior scholarships; last year two \$500 scholarships were given out. Tickets go on sale April 1st. CVEA partakes in an NEA Children's Fund to help students who are in need. An example was a student in need of back to school clothes. He said that Robin King reached out to the NEA for snow pants for three students; CVEA gave pants, jackets, hats etc.

c. Strategic Plan Committee – Pierce Rigrod

Pierce Rigrod talked about the RFQ that will get to some of the questions talked about tonight relating to the models. Getting the RFQ together over the next several weeks will take place. A visioning process beginning in May is the c – 2 –

A conversation about the financials around the models took place; they are concept models and not implementation models.

A conversation about putting some of the less important SP items into a holding pattern was discussed. The SAU will return with a list; Blue Ribbon Schools was one example for reassessment.

d. ATC Committee – Stephan Morrissey

Stephan Morrissey reported that we have a new Manufacturing Program in place for the fall, fully subscribed with 20 students. Local manufacturers have been involved in implementation. Additional program is underway.

Jim Fredrickson said that this is a great story; communications will take place. The involvement of the community partnerships made this possible along with Michelle Voto and John Reitnauer.

e. Education Committee – Crista Salamy

Crista Salamy reported receiving an update on the Learning Commons, formerly the library, at the last Education Committee meeting. The movement is toward a learning commons, individualized learning, blended learning, collaboration, technology, "One Button Studio", portable carts, online videos and audios, and opportunities for staff and students to work together.

Ann Forrest said that information was included in the Education Committee packet for everyone's review.

f. Budget & Property Committee – Dick Dunning

1) Capital Reserve Account Expenditures - Approval

Dick Dunning said that we have not voted to have Hutter Construction conduct the construction for the high school science labs. The Board would need to waive policy to move forward with Hutter. We have not had a formal vote.

Stephan Morrissey moved to waive policy DJE. Jim Fredrickson second to waive DJE.

What was the obligation; do we have a MOU or contract from two years ago? Kimberly Saunders reported that vote was to sole source construction management to Hutter. They have continued to hold a spot in their schedule for ConVal. The Board voted to sole source but not to waive policy.

Jim Fredrickson said that Hutter would get approximately \$42K. The savings is minimal to go elsewhere. It makes sense to go with Hutter.

Pierce Rigrod asked if a written agreement by phase or certain milestones that certain performance measures will be met is in place. Dick Dunning said that our attorney and insurance company have reviewed documentation. It was a good faith agreement with Hutter to become construction management. Because this part did not happen, an adjustment is needed.

Rich Cahoon asked if this is construction management for Phase 1. Confirmed. Concern is fairness to other vendors. We don't want to lose our spot. For Phase II, an earlier conversation should take place. If Phase II is not approved by the voters then Hutter would only do Phase I. If it passes, Hutter would do both phases.

Bernd Foecking said that not bidding out is not a good practice. He is afraid if this is not adopted scheduling problems will occur. We need to make a commitment to follow the bid process moving forward.

Show of Hands in favor of waiving DJE – Unanimous. Motion carried.

Dick Dunning reported that earlier in tonight's Budget & Property meeting, a student shared a presentation on water conservation at CVHS. She also had recommendations. It would save both money and water if her recommendations move forward.

Jim Fredrickson moved to provide the Superintendent with authority to award a contract to Hutter Construction Corp for construction management of the High School science renovation project - subject to satisfactory resolution of remaining contractual terms including, but not limited to, insurance and indemnification.

Linda Quintanilha second. Unanimous.

g. Selectmen's Advisory Committee – John Jordan

John Jordan reported that SAC is scheduled to meet next on Thursday.

Janine Lesser said that the Peterborough Selectboard voted unanimously to support the ConVal budget.

8. Old Business

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

- IHBAD: Independent Special Education Evaluation

Rich Cahoon moved and reported that requested modifications were reviewed. The recommendation is not to modify the language.

Linda Quintanilha second.

Linda Quintanilha said that section 4, 6, and 9 talks about the cost of evaluation. Cost of evaluation is often our staff time. Linda said that why we have this is beyond her.

Rich Cahoon said that 6 and 9 were considered. No talk about paragraph 4 took place. Rich said that the concern is rather than using the market rate, we would use our customary cost. It is compared to the going rate. Linda Quintanilha said that parents are struggling to get their kids help. They obtain an evaluation and bring it to school and the school says that they don't see a problem. She doesn't see it at CV but all over the state. Rich said that the policy can be pulled and brought to the next meeting.

Rich Cahoon pulled this policy for further review.

Rich Cahoon rescinded his motion. Linda Quintanilha rescinded her second.

9. New Business

a. Fiber for Hancock Elementary School

Brian Grattan reported that Comcast came to the table in November. Part of our ability to request E-rate reimbursement resulted in many others coming forward to offer services. Comcast is \$1,120 per month \$14,600 or \$10,400. Fairpoint is \$3,500 per year after E-rate. First Light cost figures were shared. He recommended that a single provider; First Light, be selected since they are in many of other schools.

Discussion took place.

Stephan Morrissey asked if anyone went back to First Light to negotiate. There are no build out costs.

Rich said different terms are being used. He wondered if it should not come as a recommendation from B&P so apples to apples can be compared.

Stephan Morrissey moved to allow Brian Grattan to negotiate and accept. Pierce Rigrod second. Bernd Foecking asked the cost of this currently.

Crista Salamy and Rich Cahoon opposed. Linda Quintanilha abstained. Motion carried.

b. Expenditure Report – Mindy Ryan

Mindy Ryan reported out on the expenditure report.

c. Elementary School – Transfer Request Data

Kimberly Saunders referenced a document that outlined data on the number of student transfers within the district.

Kimberly Saunders reported that a document on School Security and School Safety was prepared to address any conversation that might occur tonight.

We think about emergency preparedness first, building access (who gets in, how do they get in, how do they check in), and the area of a safe and caring environment when planning for social and emotional health of our students and our staff; a balance between physical safety and posting armed guards, as well as the emotional piece. If a school determines that they feel that they need an armed person on campus, then the discussion about an SRO needs to be reopened. What do we do presently in district? We spend a significant amount of time, energy, and money examining our safety planning and response. We have emergency response committees, review and drills. We talk about specific skills; we have had an active shooter drill for staff in Antrim. Many of the administrators are ICS 100 Certified. As far as the facilities are concerned, we moved to an electronic access system. Doors are badge enabled. The District is in the process of a safety assessment. Several of our buildings have cameras. We do not publish our emergency operation plans for a reason. We have partnered with agencies for building review. An enhanced 911 protocol is under review. Supports in terms of social and emotional health are in place, crisis prevention institute, life space crisis intervention training has taken place and will continue, youth mental health first aid are all in process prior to last week's attack in Florida.

Kimberly Saunders said that we can lock the buildings but we need to let parents know why and what changes can be anticipated.

A Sharon resident asked if we can lock the doors down at dismissal. Dismissal is a busy time. We are now averaging one school shooting per week. At this pace, we will have 156 additional school shootings. Can we make sure cameras are being looked at? Increasing eyes on kids is important. Keeping kids on the radar is important to prevent where we are at.

Linda Quintanilha said that the RENEW Program is a critical piece. She asked about the two job descriptions presented as a first read; what accountability will student services have to make sure that this is implemented. Professional Development time is critical.

Cari Coates said that we are looking at each school as having a designated crisis team. Are the people on the team LSCI and CPI Certified? Principals are building their teams and agree to support the identification of people for training.

Linda asked if we could look at the value of suspension and if it works. Confirmed.

Rich Cahoon said that risk assessment is difficult. When you change patterns to protect against a remote event, you can make the other things more dangerous. For example, traffic patterns into a parking lot or across a street.

Dick Dunning suggested that practice drills be announced and not a surprise. What do we do when a fire alarm is pulled? Is there a different protocol that needs discussion?

Bob Edwards asked that key personnel be sent to the Homeland Security training. An active shooter event is over in minutes. Training for those on site is important so those inside the schools know what they are doing.

d. Submission of Board Officer Declaration

1) Policy BDB Board Officers

Myron Steere submitted his intention to run for School Board Chairman. Rich Cahoon submitted his intention to run for School Board Vice-Chairman.

e. Set Out of District Tuition Rate (Board Vote Required)

Rich Cahoon moved to table this discussion. Stephan Morrissey second. Unanimous.

10. Public Comment

None.

11. Approval of Manifests (Board Vote Required)

Mindy Ryan certified that two runs of Manifests and Payroll are brought forward. Mindy Ryan certified that manifests listed totaling \$1,340,268.89 and \$257,037.42 and Payroll totaling \$2,624,765.51 and \$908,835.20 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. Jerome Wilson second. Unanimous.

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

a. Negotiations

b. Personnel

c. Legal

Stephan Morrissey motioned to enter into non-public session for matters of personnel in accordance with RSA 91-A:3,II at 9:16 p.m. Unanimous on a roll call vote.

Stephan Morrissey moved to exit non-public session at 9:40 p.m. Second. Unanimous.

Stephan Morrissey moved to authorize the School Board Chairman or Vice-Chairman to negotiate the contract with the Superintendent. Second. Unanimous.

Stephan Morrissey motioned to adjourn at 9:42 p.m. Second. Unanimous.

Respectfully submitted,

Brenda Marschok

**NEW HAMPSHIRE PUBLIC SCHOOLS
SCHOOL ADMINISTRATIVE UNIT #1
CONTOOCOOK 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.

1st Read: ;
 Approved:
 Revised:

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.)

March 2018

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|-------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------------------------------------------------------------------------------------------------------|--------|----------|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 Policy Committee Mtg. @ 6:00 pm @ SAU Public Hearing @ 6:30 p.m. @ SAU School Board Mtg. @ SAU immediately following Public Hearing | 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 |

April 2018

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

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 market 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 or school district must initiate either: a) observe the child in one or more educational settings; or b) make at least one contact with the child's specialized, early childhood general education teacher for the purpose of determining how the student is progressing in the general curriculum, or if under 3 years of age, compared to typically developing student. 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, with regard to the present evaluation. ~~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 March 6, 2018

Adopted:

EFAA – Meal Charging

The District encourages all parents and guardians (hereinafter "parents") to provide a healthy breakfast and lunch for their student(s). Parents are welcome to send students to school with a "brown bag/lunch box" meal. The District provides the opportunity to purchase (breakfast and) lunch (as well as after school snacks) from the school cafeteria. Each meal meets or exceeds the federal nutrition standards. Payment is expected no later than when the meal is served. Payment may be in cash (check) or as a debit against funds deposited into an established student lunch account.

The school lunch program is required by federal law to operate as a non-profit which must end each fiscal year without a negative balance. Uncollected debt must be paid to the school lunch program from other funds. Therefore, parents of students required to pay the full or reduced price for meals must ensure that the school lunch program is paid for their student's meals. The District's policy is to quickly escalate efforts to bring student meal accounts into positive balance, to avoid circumstances where these accounts build significant debt.

Student Meal Accounts

The District uses a point-of-sale computerized meal payment system which has an account for all students. Parents of students who will be purchasing meals using this system are required to establish and maintain a positive balance in the student's meal account.

Funds may be deposited into a student lunch account by cash, check, or on-line payment. Cash or checks made out to ConVal Food Service should be presented to the Cashier at the cafeteria, the Principal's Office, or the Food Service Office). A check may also be mailed to: 106 Hancock Road, Peterborough NH 03458. The District utilizes the services of K12 PaymentCenter.com. The use of checks or on-line payments is encouraged, as each provides a record. Parents are responsible for any fees charged by the on-line service. In accordance with United States Department of Agriculture ("USDA") guidance SP 02-2015, there will be no processing fee for deposits to a student meal account made by cash or check.

Bank fees incurred on any check returned for insufficient funds will be charged to the parent. The fee may not exceed \$25.00, RSA 358-C:5, I.) In accordance with RSA 358-C:5, notice of the fee charged for a check that is returned for insufficient funds shall be included in any letter sent to a Parent seeking payment because the student meal account has a negative balance.

Each notice to parents will include information on how to verify a student meal account balance, to resolve concerns regarding the accuracy of the account balance, or to obtain information on the school meal program, including the name, title, hours when available, phone number, and e-mail address of an appropriate member of the District staff.

Parental Restrictions on Use of Student Meal Account

Parents who establish a meal account for their student are responsible for establishing with their student any restrictions the parent chooses to place on use of the account. Unless restricted by the parent, a student may purchase a la carte items in addition to the regular meal choices. Some students purchase more than one meal at one sitting. (After school snacks may be purchased.) Parents must monitor the student's use of the meal account to ensure that a sufficient balance is available at all times for their student to charge meals. (The District's on-line payment system K12PaymentCenter.com allows a parent to check their students balance at any time.)

The District's policy is to ensure that students have access to healthy meals and that no student will be subject to different treatment from the standard school meal or school cafeteria procedures. Therefore, the District will allow students to purchase a meal, even if the student's meal account has insufficient funds.

EFAA – Meal Charging

This policy applies to all meal offerings generally available at the cafeteria, breakfast, lunch, and after school snacks.

Balance Statements

The Superintendent shall establish a procedure at each school requiring that a low balance statement be sent to parents whenever the balance in a student's meal account falls to or below a set amount that approximates the amount typically necessary to pay for one week of meals.

The notices will be sent by e-mail when practical, otherwise by a note, sealed in an envelope, sent home with the student. Notice prior to the account reaching zero is intended to reinforce the requirement that a positive balance be maintained in the student meal account. If a student meal account falls into debt, the initial focus will be on resuming payments for meals being consumed to stop the growth of the debt. The secondary focus will be on restoring the account to routinely having a positive balance.

Only those District staff who have received training on the confidentiality requirements of federal and state law, including the United States Department of Agriculture's ("USDA") guidance for school meal programs, and who have a need to access a child's account balance and eligibility information may communicate with parents regarding unpaid meal charges. Volunteers, including parent volunteers will not be used to communicate with parents regarding unpaid meal charges. 42 U.S.C. 1758(b)(6).

Free or Reduced Price Meals

The District participates in the federally supported program to provide free or reduced price meals to students from families whose economic circumstances make paying for meals difficult. Income guidelines for eligibility are based on family size and are updated each year by the USDA. The District will ensure parents are informed of the eligibility requirements and application procedures for free or reduced cost meals as well as the requirements of this policy.

Parents shall be provided with a copy of this policy and an application for free or reduced cost meals annually at the start of the school year through a mailing or in the parents' handbook, upon enrollment of a transfer student during the school year, and as a component of all notices sent to parents seeking payment to correct a negative balance in the student meal account. The communication explaining the availability of the free or reduced price meals shall include all the elements required by federal regulation, 7 C.F.R. 245.5. Each notice shall also identify a member of the District staff, with contact information, who is available to answer questions or assist the parents with applying for free or reduced price meals.

As required by the Civil Rights Act of 1964 and USDA guidance, parents with Limited English Proficiency ("LEP") will be provided with information on this policy and the free and reduced price meal program in a language the parents can understand. The District will utilize USDA and community resources to fulfill this requirement. This policy and links to application materials for the free or reduced price meal program will be posted on the school web site and made available to parents at each school.

The District will proactively enroll students found to be categorically eligible into the free or reduced price meal program. The District will seek to enroll eligible students in the free or reduced price meal program upon learning from any source of the student's potential eligibility. When eligibility is established, the District will apply the earliest effective date permitted by federal and state law.

The District will provide a copy of this policy and application materials for free or reduced price meals to town welfare offices/human services offices and other local social service agencies who may have contact with parents who are confronting layoffs or other financial hardship.

EFAA – Meal Charging

Students Without Cash in Hand or a Positive Account Balance

Regardless of whether a student has money to pay for a meal or has a negative balance in the student meal account, a student requesting a meal shall be provided with a meal from among the choices available to all students. The only exception will be where the student's parents have provided the District with specific written direction that the student not be provided with a school lunch program meal, the student has a meal sent from home, or otherwise has access to an appropriate meal. Under no circumstances will a student's selected meal be thrown away because of the status of the student's meal account.

It is the parents' responsibility to provide their student with a meal from home or to pay for school prepared meals. Therefore, the District's policy is to direct communications to parents about student meal debt. When parents chose to provide meals sent from home, it is the parents' responsibility to explain to their student the necessity of the student not using the school meal program.

Initial efforts to contact parents will be by e-mail or phone, however if those efforts are unsuccessful, letters to parents may be sent home in sealed envelopes with the student. Resolution of the problem should seek to ensure the student has ongoing access to an appropriate meal.

Should the student's meal account balance fall below zero, a balance statement requesting immediate payment shall be sent to parents no less than once each week month.

If the student's meal account balance debt grows to \$3050.00 or more a letter demanding immediate payment shall be sent by US Mail to the parent or the parent shall be contacted by the Principal or designee by phone or in person. Where warranted, the Principal or designee may arrange a payment schedule to address current meal consumption and arrearages while the school continues to provide the student with meals.

If the student's meal account debt grows to \$3050.00 or more the parents will be requested to meet with the principal. When appropriate, the Principal or designee should explore with the parents whether an application for free or reduced cost meals is warranted. Where extenuating circumstances of financial hardship exist and the family is not eligible for free or reduced cost meals, the District will work with the parents to identify and engage governmental and private charitable resources which are available to assist the family.

If a student with a negative balance in his or her meal account seeks to purchase a meal with cash or check, the student will be allowed to do so. There is no requirement that the funds be applied first to the debt.

Unresolved Debt

If the Principal determines that the best available information is that the parents are able to pay the expenses of the student's meals and the parents decline to cooperate with resolving the debt in a timely manner, the Principal shall send a letter to the parents directing them to have their student bring meals from home and cease utilizing the school meal program. The student may resume using the school meal program when a positive account balance is restored in the student's meal account (including reduced?). Note: this does not apply to free or reduced priced meals.

If the student continues to use the school meal program, a second letter shall be sent to the parents using certified mail, return receipt requested. Note: this does not apply to free or reduced priced meals.

If parents continue to fail to provide the student with a meal sent from home, continue to fail to provide funds for their student to use the school lunch program, continue to refuse to cooperate with reasonable requests by District staff to address the overdue debt, and the parent is believed to have the ability to pay,

EFAA – Meal Charging

the Superintendent may pursue payment through civil legal action, including filing a claim in small claims court pursuant to RSA Chapter 503. The Superintendent is delegated authority to assess the likelihood that civil action will lead to payment, the resources required to pursue collection, and to pursue such action only when doing so is in the best interest of the District. Note: this does not apply to free or reduced priced meals.

The Superintendent shall try to identify non-profit charities that are willing to contribute funds to the district to assist in keeping a positive balance in the meal account of students whose parents do not qualify for free meals and who due to financial hardship are unable to consistently keep the student meal account in a positive balance. If at the end of the fiscal year uncollected debt in student meal accounts must, as a last resort to fulfill federal requirements, be paid to the school meal program from other District funds, the parents' debt for unpaid meal charges shall be owed to the District. Note: this does not apply to free or reduced priced meals.

Applying the policy set forth above, the Superintendent shall determine if further collection efforts are in the best interest of the District. Any payments collected on debt that has been offset with District funds, shall be credited to the District. All debt collection efforts shall comply with RSA Chapter 358-C, New Hampshire's Unfair, Deceptive or Unreasonable Collection Practices Act.

Staff Enforcement of Policy/Training

A copy of this policy and refresher training shall be provided annually to all food service and school staff responsible for serving student meals or enforcing this policy. New staff with these responsibilities shall be provided with a written copy of the policy and training on the policy during their initial training or orientation. In accordance with federal requirements, a record shall be maintained documenting that new staff receive the policy and training. The record must also document that all applicable staff receive a copy of the policy and refresher training annually.

Student with Special Dietary Needs

Nothing in this policy prohibits providing an appropriate meal to a student with special dietary needs such as, but not limited to, diabetes, provided these needs have been documented in a health plan, Section 504, or IEP. If the meal is medically required, and the student has a negative student meal account balance, or does not have cash to purchase the meal, the necessary dietary needs will be met.

To request meal accommodations for students whose dietary needs qualify them for accommodation under law or to file a school meal program complaint with the District, contact ConVal Food Service at phone number 603 924-3336, ext. 2060.

To file a program complaint of discrimination with the USDA, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

EFAA – Meal Charging

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

This District is an equal opportunity provider.

Nondiscrimination

It is the District's policy that in the operation of child feeding programs, no child will be discriminated against because of race, sex, color, national origin, age, or disability. 7 C.F.R. 245.5(a)(1)(viii). Students will not be denied meals due to the existence of other unpaid charges at the school or for disciplinary reasons.

Assessment for Neglect Reporting

If a student who has been determined to be ineligible for free or reduced cost meals or whose parents have refused to cooperate with filing an application for free or reduced cost meals is consistently not provided with meals, either through a meal sent from home or the payment for a meal through the school meal program, the Principal will assess whether a report of child neglect is warranted to the New Hampshire Department of Health and Human Services, Division for Children, Youth, & Families, as required by RSA 169-C:29-31.

Legal References

15 U.S.C. § 1692-1695 federal Fair Debt Collection Practices Act (FDCPA)

42 U.S.C. 1758(b)(6), Use or disclosure of information

Civil Rights Act of 1964 & 7 C.F.R. Part 15, Subpart A & B

2 C.F.R. §200.426

7 C.F.R §210.09

7 C.F.R §210.10

7 C.F.R §210.15

7 C.F.R. §245.5

USDA SP 46-2016 - No later than July 1, 2017, all SFA's operating the Federal school meal program are required to have a written meal charge policy.

USDA Guidance SP37-2016: Meaningful Access for Persons with Limited English Proficiency (LEP) in the School Meal Programs

RSA 189:11-a

RSA 358-C , New Hampshire's Unfair, Deceptive or Unreasonable Collection Practices Act;
NH Dept. of Education Technical Advisory - Food and Nutrition Programs

See also Policy:

JLCF - Wellness

EF - Food Service Management

EFA - Availability and Distribution of Healthy Foods

EFE - Vending Machines

First Read: March 6, 2018

Second Read:

Adopted:

EFC – Free and Reduced-Price Lunch Policy

The ConVal School Board recognizes that adequate nutrition is essential to the development, health, and learning of all students. The Superintendent or designee shall facilitate and encourage the participation of students from low-income families in the district's food service program.

The district shall provide at least one nutritionally adequate meal each school day, free of charge or at a reduced price, for students whose families meet federal eligibility criteria.

The Superintendent or designee shall ensure that meals provided through the free and reduced-price meal program meet applicable state and/or federal nutritional standards in accordance with law, Board policy, and administrative regulation.

The Board shall approve, a plan that ensures that students eligible to receive free or reduced-price meals and milk are not treated differently from other students.

Determination of eligibility is made by the ~~Food Service Director~~ Business Administrator in accordance with all applicable law. Appeal of the ~~Food Service Director~~ decision may be made to the Superintendent.

Confidentiality/Release of Records

All applications and records related to eligibility for the free and reduced-price meal program shall be confidential except as provided by law.

The Board authorizes designated employees to use individual records pertaining to student eligibility for any free and reduced-price meal program for the purposes of:

1. Disaggregation of academic achievement data.
2. Identification of students eligible for school choice and supplemental educational services in any school identified for program improvement under Title I of the No Child Left Behind Act.

Legal References:

42 U.S.C. §1751 et seq., National School Lunch Act

Category: O

~~1st Board Read: September 1, 2009~~

~~2nd Read/Adoption: October 6, 2009~~

1st Read: March 6, 2018

2nd Read:

Adopted:

Contoocook Valley School District

MR Board Report

Fiscal Year: 2017-2018

From Date: 7/1/2017 To Date: 2/20/2018

☐ Include pre encumbrance ☒ Print accounts with zero balance ☒ Filter Encumbrance Detail by Date Range
☐ Exclude inactive accounts with zero balance

| 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 | \$7,139,466.15 | \$7,139,466.15 | \$6,143,240.51 | \$5,740,287.22 | \$402,953.29 | 3.03% |
| 21.000.0000.00.111 | PARAPROFESSIONAL SALARIES | \$2,160,588.00 | \$315,569.00 | \$2,476,157.00 | \$1,450,378.09 | \$1,450,378.09 | \$1,025,778.91 | \$934,276.41 | \$51,502.50 | 3.70% |
| 21.000.0000.00.112 | ADMIN ASSISTANTS | \$1,092,670.00 | \$21,361.19 | \$1,114,031.19 | \$663,183.27 | \$663,183.27 | \$450,847.92 | \$401,718.16 | \$49,129.76 | 4.41% |
| 21.000.0000.00.113 | CUSTODIAL/MAINTENANCE | \$608,340.00 | \$0.00 | \$608,340.00 | \$354,707.09 | \$354,707.09 | \$253,632.91 | \$192,670.64 | \$60,962.27 | 10.02% |
| 21.000.0000.00.114 | ADMINISTRATOR | \$2,322,933.00 | \$167,838.76 | \$2,490,771.76 | \$1,525,998.18 | \$1,525,998.18 | \$964,773.58 | \$838,440.67 | \$126,332.91 | 5.07% |
| 21.000.0000.00.115 | DEPARTMENT HEADS | \$31,500.00 | \$11,500.00 | \$43,000.00 | \$23,547.43 | \$23,547.43 | \$19,452.57 | \$19,452.57 | \$0.00 | 0.00% |
| 21.000.0000.00.119 | SUPPORT SERVICES | \$735,557.00 | \$0.00 | \$735,557.00 | \$431,389.03 | \$431,389.03 | \$304,167.97 | \$273,138.27 | \$31,029.70 | 4.22% |
| 21.000.0000.00.120 | TEMPORARY SALARIES | \$1,086,786.00 | \$0.00 | \$1,086,786.00 | \$619,258.11 | \$619,258.11 | \$467,527.89 | \$148,200.69 | \$319,327.20 | 29.38% |
| 21.000.0000.00.130 | OVERTIME | \$48,000.00 | \$0.00 | \$48,000.00 | \$27,796.51 | \$27,796.51 | \$20,203.49 | \$0.00 | \$20,203.49 | 42.09% |
| 21.000.0000.00.211 | HEALTH INSURANCE | \$5,451,225.00 | (\$122,244.06) | \$5,328,980.94 | \$3,558,659.66 | \$3,558,659.66 | \$1,770,321.28 | \$1,596,196.75 | \$174,124.53 | 3.27% |
| 21.000.0000.00.212 | DENTAL INSURANCE | \$230,500.00 | \$0.00 | \$230,500.00 | \$162,138.27 | \$162,138.27 | \$68,361.73 | \$62,299.15 | \$6,062.58 | 2.63% |
| 21.000.0000.00.213 | LIFE INSURANCE | \$43,560.00 | \$0.00 | \$43,560.00 | \$27,286.00 | \$27,286.00 | \$16,274.00 | \$0.00 | \$16,274.00 | 37.36% |
| 21.000.0000.00.214 | LONG TERM DISABILITY | \$49,500.00 | \$0.00 | \$49,500.00 | \$28,235.59 | \$28,235.59 | \$21,264.41 | \$0.00 | \$21,264.41 | 42.96% |
| 21.000.0000.00.220 | FICA | \$1,677,095.00 | \$0.00 | \$1,677,095.00 | \$905,535.14 | \$905,535.14 | \$771,559.86 | \$640,021.59 | \$131,538.27 | 7.84% |
| 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 | \$366,543.57 | \$366,543.57 | \$228,404.96 | \$221,789.97 | \$6,614.99 | 1.11% |
| 21.000.0000.00.232 | TEACHER RETIRE | \$2,795,082.00 | (\$69,965.34) | \$2,725,116.66 | \$1,456,040.04 | \$1,456,040.04 | \$1,269,076.62 | \$1,123,887.73 | \$145,188.89 | 5.33% |
| 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 | (\$2,847.06) | (\$2,847.06) | \$2,847.06 | \$0.00 | \$2,847.06 | 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 | \$210.00 | \$17,810.00 | \$8,615.96 | \$8,615.96 | \$9,194.04 | \$0.00 | \$9,194.04 | 51.62% |
| 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 | \$25,897.72 | \$25,897.72 | \$77,002.28 | \$0.00 | \$77,002.28 | 74.83% |
| 21.000.0000.00.323 | PUPIL SERVICES | \$116,230.00 | \$23,998.39 | \$140,228.39 | \$235,808.68 | \$235,808.68 | (\$95,580.29) | \$203,091.10 | (\$298,671.39) | -212.99% |
| 21.000.0000.00.330 | PURCHASED/PROF | \$1,367,887.00 | \$59,548.37 | \$1,427,435.37 | \$906,946.74 | \$906,946.74 | \$520,488.63 | \$498,272.83 | \$22,215.80 | 1.56% |
| 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 | \$51,362.08 | \$212,362.08 | \$161,861.29 | \$161,861.29 | \$50,500.79 | \$50,500.79 | \$0.00 | 0.00% |
| 21.000.0000.00.411 | WATER/SEWER | \$56,400.00 | \$0.00 | \$56,400.00 | \$40,179.43 | \$40,179.43 | \$16,220.57 | \$3,015.02 | \$13,205.55 | 23.41% |
| 21.000.0000.00.421 | DISPOSAL | \$40,800.00 | \$0.00 | \$40,800.00 | \$25,693.24 | \$25,693.24 | \$15,106.76 | \$10,487.00 | \$4,619.76 | 11.32% |
| 21.000.0000.00.422 | SNOW PLOWING | \$198,000.00 | \$0.00 | \$198,000.00 | \$70,778.75 | \$70,778.75 | \$127,221.25 | \$127,221.25 | \$0.00 | 0.00% |
| 21.000.0000.00.430 | REPAIR/MAINT | \$290,690.00 | \$339,181.83 | \$629,871.83 | \$163,529.42 | \$163,529.42 | \$466,342.41 | \$123,589.76 | \$342,752.65 | 54.42% |

Contoocook Valley School District

MR Board Report

Fiscal Year: 2017-2018

☐ Include pre encumbrance
☐ Exclude inactive accounts with zero balance

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

From Date: 7/1/2017

To Date: 2/20/2018

| 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 | \$93,092.86 | \$93,092.86 | \$211,249.81 | \$28,600.00 | \$182,649.81 60.01% |
| 21.000.0000.00.432 | ELECTRICAL REPAIRS & MAINTENANCE | \$32,700.00 | \$2,601.72 | \$35,301.72 | \$13,282.02 | \$13,282.02 | \$22,019.70 | \$22,019.70 | \$0.00 0.00% |
| 21.000.0000.00.433 | MECHANICAL REPAIRS & MAINTENANCE | \$38,600.00 | \$12,921.68 | \$51,521.68 | \$9,832.43 | \$9,832.43 | \$41,689.25 | \$19,824.44 | \$21,864.81 42.44% |
| 21.000.0000.00.434 | HVAC REPAIRS & MAINTENANCE | \$30,000.00 | \$159,416.15 | \$189,416.15 | \$73,373.70 | \$73,373.70 | \$116,042.45 | \$19,497.65 | \$96,544.80 50.97% |
| 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 | (\$753.49) | \$249,763.51 | \$113,945.29 | \$113,945.29 | \$135,818.22 | \$116,891.99 | \$18,926.23 7.58% |
| 21.000.0000.00.519 | PUPIL TRANSPORTATION | \$2,374,125.00 | \$0.00 | \$2,374,125.00 | \$1,083,275.65 | \$1,083,275.65 | \$1,290,849.35 | \$1,003,168.87 | \$287,680.48 12.12% |
| 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 | \$77,045.48 | \$77,045.48 | \$101,789.08 | \$47,913.02 | \$53,876.06 30.13% |
| 21.000.0000.00.531 | Cellular Phones | \$30,000.00 | \$0.00 | \$30,000.00 | \$16,890.51 | \$16,890.51 | \$13,109.49 | \$12,183.04 | \$926.45 3.09% |
| 21.000.0000.00.534 | POSTAGE | \$17,950.00 | (\$6.65) | \$17,943.35 | \$12,536.73 | \$12,536.73 | \$5,406.62 | \$2,406.66 | \$2,999.96 16.72% |
| 21.000.0000.00.540 | ADVERTISING | \$22,000.00 | \$15,906.65 | \$37,906.65 | \$17,867.41 | \$17,867.41 | \$20,039.24 | \$20,039.24 | \$0.00 0.00% |
| 21.000.0000.00.550 | PRINTING | \$21,300.00 | (\$3,000.00) | \$18,300.00 | \$3,037.90 | \$3,037.90 | \$15,262.10 | \$571.00 | \$14,691.10 80.28% |
| 21.000.0000.00.561 | TUITION | \$1,374,030.00 | \$0.00 | \$1,374,030.00 | \$489,142.31 | \$489,142.31 | \$884,887.69 | \$423,218.76 | \$461,668.93 33.60% |
| 21.000.0000.00.580 | MILEAGE | \$93,320.00 | \$0.00 | \$93,320.00 | \$37,567.36 | \$37,567.36 | \$55,752.64 | \$14,835.80 | \$40,916.84 43.85% |
| 21.000.0000.00.590 | MISC PURCH SERV | \$15,000.00 | (\$130.00) | \$14,870.00 | \$4,374.38 | \$4,374.38 | \$10,495.62 | \$6,755.31 | \$3,740.31 25.15% |
| 21.000.0000.00.610 | GENERAL SUPPLIES | \$848,024.00 | \$159,391.16 | \$1,007,415.16 | \$406,720.84 | \$406,720.84 | \$600,694.32 | \$295,016.02 | \$305,678.30 30.34% |
| 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 | \$271.58 | \$8,493.68 50.68% |
| 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 ELECTRICITY | \$446,100.00 | \$0.00 | \$446,100.00 | \$275,911.00 | \$275,911.00 | \$170,189.00 | \$143,694.03 | \$26,494.97 5.94% |
| 21.000.0000.00.623 | BOTTLED GAS | \$10,420.00 | \$1,900.00 | \$12,320.00 | \$8,887.56 | \$8,887.56 | \$3,432.44 | \$3,407.44 | \$25.00 0.20% |
| 21.000.0000.00.624 | FUEL OIL | \$346,670.00 | (\$1,900.00) | \$344,770.00 | \$147,811.27 | \$147,811.27 | \$196,958.73 | \$0.00 | \$196,958.73 57.13% |
| 21.000.0000.00.640 | BOOKS | \$97,268.00 | (\$696.02) | \$96,571.98 | \$30,881.13 | \$30,881.13 | \$65,690.85 | \$38,683.21 | \$27,007.64 27.97% |
| 21.000.0000.00.641 | PERIODICALS | \$24,139.00 | \$0.00 | \$24,139.00 | \$11,877.96 | \$11,877.96 | \$12,261.04 | \$8,434.15 | \$3,826.89 15.85% |
| 21.000.0000.00.649 | OTHER INFO SOURCES | \$4,120.00 | \$152.00 | \$4,272.00 | \$1,487.21 | \$1,487.21 | \$2,784.79 | \$977.30 | \$1,807.49 42.31% |
| 21.000.0000.00.650 | SOFTWARE SUPPORT | \$238,315.00 | (\$3,475.00) | \$234,840.00 | \$191,561.66 | \$191,561.66 | \$43,278.34 | \$17,834.00 | \$25,444.34 10.83% |
| 21.000.0000.00.656 | GASOLINE | \$202,780.00 | \$28,662.71 | \$231,442.71 | \$104,215.25 | \$104,215.25 | \$127,227.46 | \$13,859.01 | \$113,368.45 48.98% |
| 21.000.0000.00.733 | NEW FURNITURE | \$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 | OTHER EQUIPMENT | \$200.00 | \$0.00 | \$200.00 | \$0.00 | \$0.00 | \$200.00 | \$0.00 | \$200.00 100.00% |
| 21.000.0000.00.737 | REPL FURNITURE | \$35,100.00 | (\$573.00) | \$34,527.00 | \$6,843.14 | \$6,843.14 | \$27,683.86 | \$3,938.04 | \$23,745.82 68.77% |
| 21.000.0000.00.738 | REPL EQUIPMENT | \$71,743.00 | \$10,506.78 | \$82,249.78 | \$53,881.44 | \$53,881.44 | \$28,368.34 | \$15,266.13 | \$13,102.21 15.93% |

Contoocook Valley School District

MR Board Report

Fiscal Year: 2017-2018

From Date: 7/1/2017 To Date: 2/20/2018
☐ Include pre encumbrance ☒ Print accounts with zero balance ☒ Filter Encumbrance Detail by Date Range
☐ Exclude inactive accounts with zero balance

| Account Number | Description | Budget | Adjustments | GL Budget | Current | YTD | Balance | Encumbrance | Budget Bal | % Rem |
|---------------------|---------------------------|------------------------|-----------------------|------------------------|------------------------|------------------------|------------------------|------------------------|-----------------------|--------------|
| 21.000.0000.00.739 | OTHER EQUIPMENT | \$48,699.00 | \$362,723.65 | \$411,422.65 | \$389,633.86 | \$389,633.86 | \$21,788.79 | \$21,788.79 | \$0.00 | 0.00% |
| 21.000.0000.00.810 | DUES & FEES | \$151,068.00 | \$5,014.00 | \$156,082.00 | \$91,945.86 | \$91,945.86 | \$64,136.14 | \$19,804.37 | \$44,331.77 | 28.40% |
| 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 | \$3,523.13 | \$66,723.13 | \$28,262.32 | \$28,262.32 | \$38,460.81 | \$12,860.59 | \$25,600.22 | 38.37% |
| 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% |
| 21.000.0000.00.930 | TRUSTS/IC | \$0.00 | \$550,000.00 | \$550,000.00 | \$550,000.00 | \$550,000.00 | \$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 | \$1,845,471.55 | \$45,001,053.55 | \$25,536,158.93 | \$25,536,158.93 | \$19,464,894.62 | \$15,596,310.99 | \$3,868,583.63 | 8.60% |
| | Lvl: District Wide - 000 | \$43,155,582.00 | \$1,845,471.55 | \$45,001,053.55 | \$25,536,158.93 | \$25,536,158.93 | \$19,464,894.62 | \$15,596,310.99 | \$3,868,583.63 | 8.60% |
| | Fund: General Fund - 21 | \$43,155,582.00 | \$1,845,471.55 | \$45,001,053.55 | \$25,536,158.93 | \$25,536,158.93 | \$19,464,894.62 | \$15,596,310.99 | \$3,868,583.63 | 8.60% |
| Grand Total: | | \$43,155,582.00 | \$1,845,471.55 | \$45,001,053.55 | \$25,536,158.93 | \$25,536,158.93 | \$19,464,894.62 | \$15,596,310.99 | \$3,868,583.63 | 8.60% |

End of Report