

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

106 Hancock Rd.

Peterborough, New Hampshire

CONTOOCOOK VALLEY SCHOOL BOARD

School Board Meeting

Tuesday, July 17, 2018

SAU Office

7:00 p.m.

AGENDA

1. Call to Order and Pledge of Allegiance
2. Non-Public Session: RSA 91-A:3,II (If Required)
 - a. Personnel
3. Acceptance of School Board Meeting Minutes (Board Vote Required)
 - a. June 19, 2018 (pg. 1-6)
4. Points of Pride
5. Public Comment
6. Consent Agenda
 - a. Personnel (pg. 7)
 - b. Job Description: Teacher of the Deaf and Hard of Hearing (1st Read) (pg. 8-10)
 - c. CVHS Letter to Board Re: Edith Bird Bass Scholarship (pg. 11)
7. Superintendent's Report and Presentation of Business
 - a. Monthly Events Calendar (pg. 12-13)
 - b. July 1, 2018 Enrollment Update
 - c. DCS and Multi-Age Classroom
 - d. School Board Retreat – July 28th
 - e. Electricity Purchase
 - f. School Board Requests
 - 1) Food Service Report (pg. 14-16)
 - g. Accept Gift/Donation (Board Vote Required)
 - 1) ConVal ATC Region 14 Center requests authorization to accept a gift/donation of a Bridgeport Series 1 milling machine totaling \$4,000-\$16,000 from the Manchester School of Technology, for the purpose of using it in the new manufacturing program. (pg. 17)
 - 2) ConVal High School Band requests authorization to accept a gift/donation of \$500 for the purpose of use from the band activity account. (pg. 18)
8. Reports
 - a. Teacher Representative – Asher MacLeod
 - b. Budget & Property Committee – Jim Fredrickson
 - c. Communication Committee – Niki McGettigan
 - d. Selectmen's Advisory Committee – John Jordan
9. Old Business
 - a. PES Grade 1
 - b. Insite Technology
10. New Business
 - a. Expenditure Report
11. Public Comment
12. Approval of Manifests (Board Vote Required)
13. Non-Public Session: RSA 91-A:3,II (If Required)
 - a. Personnel
14. Non-Public Session: RSA 91-A:3,II (If Required)
 - a. Negotiations
15. Non-Public Session: RSA 91-A:3,II (If Required)
 - a. Legal

OFFICE OF THE SUPERINTENDENT OF SCHOOLS
106 Hancock Rd.
Peterborough, New Hampshire

CONTOOCCOOK VALLEY SCHOOL BOARD

School Board Meeting

Tuesday, June 19, 2018

SAU Office

7:00 p.m.

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

ADMINISTRATION

Kimberly Saunders, Supt.
Dr. Ann Forrest, Asst. Supt.
Tim Markley, H.R.
Cari Christian-Coates, Student Serv.
Mindy Ryan, B.A.
Gib West, CVHS
Kat Foecking, FES
Colleen Roy, GES
Amy Janoch, HES
Brian Grattan, Dist. Sys. Admin.

1. Call to Order and Pledge of Allegiance

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

2. Non-Public Session: RSA 91-A:3,II

a. Student

Stephan Morrissey moved to enter into non-public session in accordance with RSA 91-A:3,II for student matters. Jim Fredrickson second. Unanimous on a roll call vote.

Stephan Morrissey moved to exit non-public session at 7:36 p.m. Jim Fredrickson second. Unanimous.

Stephan Morrissey moved to seal the minutes of non-public session in perpetuity. Jim Fredrickson second. Unanimous.

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

a. June 5, 2018

Stephan Morrissey moved to accept the minutes of June 5, 2018. Dick Dunning second. Unanimous.

4. Points of Pride

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

5. Public Comment

John Curran reported that he has had three boys go through ConVal. Mr. Curran said that he has been happy with ConVal. Mr. Curran spoke about the rankings of public schools in the country.

Stephan Morrissey moved to allow additional time for public comment. Second. Unanimous.

Mr. Curran reported that his children have had seven semesters of Advanced Placement courses with no homework. At graduation, he heard all of the buzz words but did not hear the words "rigor", "challenge", or "growth". We give students a diploma but we don't teach them about life. He cited a former student who was fired for being late to work on day one. We are tolerant.

Stephan Morrissey moved to enter into non-public session at 7:47 p.m. for matters of personnel. Second. Unanimous on a roll call vote.

Stephan Morrissey moved to exit non-public session at 7:54 p.m. Second. Unanimous.
Stephan Morrissey moved to seal the minutes of non-public session permanently. Dick Dunning second. Unanimous.

6. Consent Agenda

a. Personnel

Tim Markley referenced the resignations of Carter Judkins, Kristine Allen, Ann Henry, Paul Landau, and Jeffrey McGill for June 2018.

Linda Quintanilha moved to accept the resignations as stated. Stephan Morrissey second. Crista Salamy opposed. All others in favor. Motion carried.

Retirement June 2018

Tim Markley referenced the retirement of Peter Ketchum in June 2018.

Stephan Morrissey moved to accept the retirement of Peter Ketchum. Jim Fredrickson second. Crista Salamy opposed. All others in favor. Motion carried.

Nominations:

Tim Markley referenced the nomination of Ben Moenter, Director Special Education.

Linda Quintanilha moved to accept the nomination. Jerome Wilson second. Unanimous.

Tim Markley referenced the nomination of John Reitnauer, Athletic Director.

Stephan Morrissey moved to accept the nomination. Dick Dunning second. Unanimous.
It was confirmed that this is a 12 month position.

Four nominations:

Stephan Morrissey moved to accept the nominations of Britta Ingraham, AES Kindergarten Teacher, Sarah Keith, PES EST Special Education Teacher, Amanda Meltzer, GBS Special Education Teacher, Leslie Hodgen, GES Kindergarten Teacher. Dick Dunning second. Unanimous.

Enrollment:

Registered and projected –

Tim Markley noted kindergarten enrollment figures for those reported. As summer progresses, enrollment will continue.

Dick Dunning asked about first grade at PES and about adding another first grade position. Kimberly Saunders said that she has not received a recommendation for this. She will meet with the incoming principal on this topic. Dick shared concern with sending out class assignments and then potentially hiring a teacher which would result in class assignments shifting.

Dick Dunning moved to add a first grade teacher at PES to lower class size. Stephan Morrissey second.

Rich Cahoon asked if a legal opinion on this issue has been received on this topic. The answer was no.

Kimberly Saunders

said that the TA and order of call back is the issue. It suggests that we follow the order of call back. It does not stop us from adding positions but we would need to look at the order of call back.

Janine Lesser asked why not wait until we know more about enrollment out or in.

Linda Quintanilha said that the role of the board, without principal input, would have a hard time supporting this request. She said that it is a chain of command, the administration makes this decision, not the board.

Call for vote:

In favor adding a first grade teacher?

Dick Dunning said when class lists are sent out, then you switch the assignment, it has a negative impact on the population. If the answer to the question is to wait for new principal input and send class lists out later, he can live with that.

Kimberly Saunders confirmed that we can absolutely wait to send class lists out. Bernd Foecking said that he thinks a fourth teacher is needed; he asked the process. Kimberly reported that the principal will become responsible on July 1st. Motion that Dick has made is to add one now. If no, we can make a decision later. Dick Dunning said he hears that at the next board meeting a recommendation will be brought to the board. Once that happens class lists will be sent out. Lists will wait on the whole school. **Dick Dunning withdrew his motion. Stephan Morrissey withdrew is second.**

Crista Salamy asked if there is a plan with the retirement of Mr. Ketchum. Confirmed.

7. Superintendent's Report and Presentation of Business

a. Monthly Events Calendar

The Budget & Property Committee meeting scheduled on July 24th will begin at 5:30 p.m.

8. Reports

a. Teacher Representative – Asher MacLeod

Asher MacLeod reported that the year is finishing up with students. The CVEA is holding exit interviews. Lastly, the CVEA gave out two scholarships at awards night.

b. Strategic Plan Committee – Pierce Rigrod

Pierce Rigrod reported discussion on multiage schools at the last meeting. Two visits took place to schools that are multiage. One district did a better job than the other. Models were discussed. The SAU will work on another model. Process on models, implementation plan to communicate and bring forward to voters was discussed. Public forums will be scheduled.

c. Education Committee – Crista Salamy

Crista Salamy reported ELA Committee was met with. Recommendations to consider staying with Reading Street K-5, Holt 6-10, and Letterland Pre-K-2.

Crista Salamy said that partnering with Keys to Literacy K-8 to include a continuum, 2-8 year 1, K-1 year 2. Keys would be \$72K.

Crista Salamy moved to approve the recommendation of the committee. Dick Dunning second.

Ann Forrest said that this would be a sustaining plan to provide the professional development to new hires; it would not be an annual cost.

It is critical to get new teachers trained so that they are up to speed.

\$72K for year 1, \$33K is for Pre-K, K, 1. Next year would do grade 2 at cost of \$11K.

The recommendation for the high school is to continue PLC meetings and provide time for staff to meet together. Substitutes take away from student learning.

More time is needed for professional development.

Rich Cahoon abstained. All else in favor. Motion carried.

Policy IIB was reviewed. A draft will be sent to Policy Committee.

d. Food Service Committee – Linda Quintanilha

Linda Quintanilha reported Chris Faro, Director of Café Services, answered many questions about costs and changes. 30.6% of the student population had Free and Reduced Lunch (FRL). This year 26.2%, which is significant. How do we get folks to look at FRL paperwork?

Local food source purchasing was discussed at this meeting as well.

Jim Fredrickson said that recommendations on how to more effectively manage the summer food program will come forward. In addition, better ways to get the FRL information out will also take place.

Monthly reports will come forward.

Kimberly Saunders cautioned that this is getting into management rather than governance.

Building Committee – Bob Edwards

Bob Edwards reported a meeting last week to discuss subcontractors who have submitted competitive bids to talk about quality and experience. A vote to go forward to release the subcontractors that are key to getting this project started took place.

Financial position was looked at. No bids were received in several areas. It is believed that the project currently has just under \$400K surplus. The scope of work will be updated. Permits have been applied for.

A meeting took place today to discuss furniture and get votes on action on Friday and today. All passed in the affirmative. Today, a WB Mason furniture order was approved.

The question about bids coming in in the future was asked. The committee authorized, Tim Grossi, Jim Fredrickson, and Bob Edwards to approve bids as they come in.

The start and completion date are June 25th for demolition with a September 10th end date. Hutter is working to end before.

The position of Clerk of the Works was reviewed. Three considerations were at hand for this work. It was agreed that the best approach was to have Tim Grossi oversee the project with committee oversight of three members. Tim would be paid a stipend upon satisfactory completion of the job of \$1,500.00.

During the summer, email communications will occur. Committee meetings will be called as necessary.

Jim Fredrickson moved to ratify the release of contractors chosen. Rich Cahoon second.

Unanimous.

Jim Fredrickson moved to approve the collective decision to allow three individuals to serve as making executive decisions on future contracts. Stephan Morrissey second. Unanimous.

Linda Quintanilha moved to approve \$1,500 for Clerk of Works. Second. This is the district representative on the job. Unanimous.

9. Old Business

a. Encumbrance for ALICE Training (Board Vote Required)

Rich Cahoon said that some in the community feel that ALICE Training is firearms training for teachers.

Gabrielle Schuller, Villager Reporter, reported that her editor glanced at the article and reported that ConVal is taking on firearm training.

Kimberly Saunders said that it is not firearm training for teachers. It is a structured training from officers on how to act in the event of an emergency. CVHS is the first to train on June 26th.

Kimberly said that she would rather bring people in and pay them for this PD opportunity so that we can be assured that all of our teachers have it in a short amount of time rather than wait for PD Days. This training will include all staff.

Kimberly hopes that the Select board in the towns see their way to this expenditure.

Linda Quintanilha moved to approve \$75K for ALICE Training program. Second. Unanimous.

Kimberly added that it would be nice to be an ALICE certified district.

b. Boys and Girls Club Transportation

A memorandum of understanding (MOU) has not been signed. Conversation with Bus Company results in buses picking up children at 7:15 a.m. The other option is that we would add a route dedicated to sending and picking up at HES and from FES to GES at a cost of \$50K for two routes.

Parents would drop off at 6:30 a.m. at GES. Buses would pick up at 7:15 to get to home school around 8:20 a.m.

We could do up to a certain amount of money. Kimberly is actively working with the bus company to come up with an option other than 7:15 a.m.

Dick Dunning moved to go with a no cost option and allows the Superintendent to see if there is a more viable option. Pierce Rigrod second. Unanimous.

Jim Fredrickson asked if a donation could be accepted to offset the cost. Kimberly said that it would depend on who the donation came from.

c. Approval of Final Collective Bargaining Agreement (Board Vote Required)

Tim Markley reported having sent out the final draft last week.

Rich Cahoon moved that the board approve the revised CBA and authorize that it be executed. Second. Unanimous.

10. New Business

a. Copier Contract (Board Vote Required)

Mindy Ryan reported having received eight responses to the RFP. The current contract is with Northern Business Machines; it would cost \$624K for 60 months if we stayed with the same vendor. By going out to RFP, there is a great savings by going with Conway at \$349K; savings of \$275K for a 60 month contract. Conway has an excellent reputation and deals with many SAU's. References result in an outstanding review. Additional savings may result.

Linda Quintanilha moved to accept the recommendation. Crista Salamy second.

What was the annualized price difference between a four year contract and a five year contract? Mindy said that the remaining four months was considered in this cost information in the aggregate.

Brian Grattan spoke about the work that will be necessary to rollover all of the 400 staff.

Unanimous.

General Assurances:

Kimberly said that in order to accept federal dollars, the DOE requires our board to authorize the chair to sign on behalf to certify the General Assurances. Kimberly is very well versed in the General Assurances.

Linda Quintanilha moved to allow Myron Steere to sign the General Assurances on behalf of the board. Stephan Morrissey second.

Kimberly Saunders said that the law says that we cannot use any federal funds to lobby. We can use other funds. Rich asked if we have used funds for this purpose we have to complete a disclosure. Confirmed.

Unanimous.

11. Public Comment

None.

12. Approval of Manifests (Board Vote Required)

Mindy Ryan certified that Manifest listed totaling \$312,998.06 and Payroll totaling \$812,364.39 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.

Jim Fredrickson reported on the Antrim Gym. What do we do now, and what do we do long-term?

The agreement states that advanced discussion must take place in advance of spending.

Jim Fredrickson asked to formerly give Budget & Property the charge to look at the agreement and address issues.

Myron Steere said that he can give B&P this charge.

Rich said that what has changed is the cost share.

Jim said that the agreement with the gym includes a provision for cost sharing of utilities for the gym. The cost share includes the opportunity to measure usage night and day. Anything we do requires approval on both sides.

If we agree on what the usage is, the bill can be shared.

Attending a meeting with Antrim and the floor supplier was suggested to discuss the needs.

Jim's proposal is to invite Antrim and the floor contractor to openly discuss issues.

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

a. Personnel

Stephan Morrissey moved to enter into non-public for personnel at 9:25 p.m. Unanimous on a roll call vote.

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

a. Legal

None.

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

a. Negotiations

None.

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

Stephan Morrissey moved to exit non-public session at 10:00 p.m. Dick Dunning second. Unanimous.

Stephan Morrissey moved to seal the minutes of non-public session on matters of personnel for a period of two years and for 10 years on the student matters issue. Dick Dunning second. Unanimous.

Linda Quintanilha motioned to adjourn at 10:00 p.m. Second. Unanimous.

Respectfully submitted,

Brenda Marschok

OFFICE OF THE SUPERINTENDENT OF SCHOOLS
Peterborough, New Hampshire

CONTOOCOOK VALLEY SCHOOL DISTRICT

July 17, 2018

Personnel Agenda

Resignations June 2018:

PES

Jill Hickox EST Teacher

CVES

Elizabeth Woodhead PE/Health Teacher

Nominations July 2018:

FES

Savannah Robert Gr. 3 Teacher \$36,347

GES

Emma Goodspeed Gr. 4 Teacher \$36,557

TES

Kathleen MacQueston Gr. 3/4 Teacher \$42,432

CVES

Madison Pineau Music Teacher \$36,347

GBS

Rose Marie Scully Special Education Teacher \$38,593

SMS

Ashley Sipe Special Education Teacher \$48,396

Heather Stearns Library/Media Specialist \$36,557

CVHS

Elizabeth Nee Special Education (ESP) Teacher \$65,942

Special Education

Holly Di Rie Speech/Language Pathologist \$67,426

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

Draft

POSITION TITLE: Teacher of the Deaf and Hard of Hearing

SUPERVISOR: Director of Special Education

QUALIFICATIONS:

- At least 3 years' experience working with deaf and hard-of-hearing students in an educational setting with background in oral education/Listening and Spoken Language and total communication requiring sign language proficiency
- New Hampshire Department of Education Teacher of the Deaf/HH certification.
- Master's Degree in or directly related to, Teacher of the Deaf and Hard of Hearing preferred.
- Experience working in an inclusionary educational setting is highly preferred.

SUMMARY:

The Teachers of the Deaf/HH will serve and support students who require educational services due to a hearing loss. The Teacher of the Deaf/HH will addresses the educational, communication, and social/emotional needs of the student and provides guidance to the student's family and school personnel. The Teacher of the Deaf/HH will provide direct service to students, and will effectively consult with a variety of staff and teams to identify students with hearing loss and to address individual student needs.

DUTIES AND RESPONSIBILITIES:

- Complete initial and ongoing evaluations to assess academic and behavioral progress using specific assessments for deaf and hard-of-hearing students
- Analyze and interpret a variety of data from various sources: Assessment data, classroom observations, work samples, and interview data for the purpose of making recommendations and/or providing interventions appropriate for a student with hearing loss.
- Develop appropriate Individual Education Plans and 504 Plans for deaf and hard-of-hearing students, PreK through high school levels
- Design and implement instructional lessons appropriate to the student's needs
- Use and maintain appropriate technologies and amplification devices to effectively support students
- Adjust the type of communication used in the classroom to meet the needs of the students with hearing loss
- Work cooperatively and collaboratively in an effective manner with parents, staff and students

- Apply current instructional methodologies used in the education of children with hearing loss
- Educate staff in the unique needs of deaf and hard-of-hearing students in the mainstream setting
- Provide appropriate supervision to ensure student safety
- Prepare and maintain a variety of documents (screenings/assessments, educational plans, progress records, special education forms, activity logs, correspondence and other forms of documentation) for the purpose of documenting activities, providing written reference and/or conveying information
- Participates in staff meetings, workshops, and other professional development experiences for the purpose of staying current in the field of deaf education
- Perform other job related duties as assigned by an administrator as they relate to the efficient functioning of the school(s) and the school district

ADA MINIMUM QUALIFICATIONS OR STANDARDS REQUIRES:

The physical activity of this position

- Occasionally, Stooping. Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Occasionally, Kneeling. Bending legs at knee to come to a rest on knee or knees.
- Occasionally, Crouching. Bending the body downward and forward by bending leg and spine.
- Seldom, Crawling. Moving about on hands and knees or hands and feet.
- Occasionally, Reaching. Extending hand(s) and arm(s) in any direction.
- Frequently, 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.
- Occasionally, Pushing. Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Occasionally, Pulling. Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Seldom, Lifting. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Occasionally, Fingering. Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Occasionally, Grasping. Applying pressure to an object with the fingers and palm.
- Constantly, 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.
- Constantly, 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 sound.
- Occasionally, Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.

The physical requirements of this position

- 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 visual acuity requirements include color, depth perception, and field of vision.
- 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 conditions the worker will be subject to in this position.
- The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work).



184 Hancock Road • Peterborough, NH 03458
Tel: 603-924-4120 Fax: 603-924-2325

June 18, 2018

Edith Bird Bass Scholarship
ConVal School Board

Dear Board Members,

On behalf of the school board, the SAU leadership team, and the faculty and staff of ConVal High School, we want to thank you for your generous support of our students with scholarship monies. Your funding is essential in providing a head start as our graduates continue their education at the college or university level.

For those families and organizations who have provided this support over the years, we want to thank you for your ongoing contributions. Your support speaks clearly to the value that our community places on the public education of our students. For those of you who shared in this important tradition for the first time, we welcome you and am honored to add your voices to the chorus.

In closing, please know that we are humbled by your generosity, and we know that our students and our district gratefully recognize your dedication to this most worthwhile of causes.

All the best,

G. Bruce West
Principal

Kim Varney Chandler
Director of School Counseling

July 2018

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

August 2018

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



July 2, 2018

Ms. Mindy Ryan
Business Administrator
Conval School District
106 Hancock Rd.
Peterborough, NH 03458

Dear Ms. Ryan,

Enclosed is the May 2018 Café Services Food Service report. Once you have reviewed the information if you have any questions please contact William VanZandt, Vice President of Operations, at 603-437-0200.

Sincerely,

Janice LaCava
Vice President, Controller

cc: B. Stone
B. VanZandt

Fresh Picks Café is a division of Café Services®

Conval School District
Food Service Operating Cost
May-18

	Current Month		Year to Date	
	Actual	Budget	Actual	Budget
Student Breakfast	\$ 3,748	\$ 2,735	\$ 23,800	\$ 20,886
Adult Sales	\$ 5,614	\$ 5,760	\$ 38,323	\$ 43,984
Student Lunch	\$ 32,128	\$ 33,435	\$ 227,672	\$ 255,321
A la carte	\$ 15,370	\$ 16,762	\$ 106,781	\$ 127,998
Special Functions	\$ 5,852	\$ 1,236	\$ 34,850	\$ 9,439
Vending	\$ 100	\$ -	\$ 536	\$ -
Total Sales	\$ 62,812	\$ 59,928	\$ 431,962	\$ 457,628
Federal and State	\$ 50,210	\$ 47,921	\$ 203,830	\$ 365,181
AMP	\$ -	\$ -	\$ -	\$ -
FFVP	\$ -	\$ 3,708	\$ -	\$ 28,314
Total Reimbursements	\$ 50,210	\$ 51,529	\$ 303,830	\$ 393,495
Total Revenues	\$ 113,022	\$ 111,457	\$ 735,792	\$ 851,123
Expenses:				
Food Used	\$ 44,014	\$ 41,298	\$ 303,814	\$ 315,363
Labor Cost	\$ 57,795	\$ 61,292	\$ 426,688	\$ 470,831
Indirect Expenses:				
Paper Supplies	\$ 2,822	\$ 1,672	\$ 18,180	\$ 12,768
Cleaning Supplies	\$ 91	\$ 1,115	\$ 5,835	\$ 8,513
Laundry & Uniforms	\$ 126	\$ -	\$ 4,842	\$ 3,000
Employee Adv.	\$ 100	\$ -	\$ 697	\$ -
Office Supplies	\$ 34	\$ 124	\$ 1,507	\$ 945
Promo	\$ -	\$ 124	\$ 513	\$ 945
Postage	\$ 61	\$ 93	\$ 701	\$ 706
Smallwares	\$ 61	\$ -	\$ 2,730	\$ -
Training/Safety	\$ 134	\$ 124	\$ 604	\$ 945
Repair & Maint.	\$ 214	\$ 247	\$ 3,340	\$ 1,888
USDA Delivery/Process	\$ 671	\$ 494	\$ 3,612	\$ 3,776
Insurance	\$ 1,469	\$ 1,449	\$ 9,565	\$ 11,065
IT/POS	\$ 358	\$ 700	\$ 3,222	\$ 6,300
Admin/Service Fees	\$ 7,500	\$ 7,500	\$ 67,500	\$ 67,500
Equipment Rental	\$ -	\$ -	\$ -	\$ -
Telephone	\$ -	\$ -	\$ -	\$ -
Background Check	\$ 33	\$ -	\$ 576	\$ -
Depreciation	\$ 1,230	\$ 1,231	\$ 11,068	\$ 11,079
Vehicle	\$ 238	\$ -	\$ 662	\$ -
License	\$ -	\$ -	\$ 4,675	\$ 7,825
Total Indirect Expenses	\$ 15,142	\$ 14,873	\$ 139,829	\$ 137,255
Total Expenses	\$ 116,951	\$ 117,463	\$ 870,331	\$ 923,449
Net Profit/(Loss)	\$ (3,929)	\$ (6,006)	\$ (134,539)	\$ (72,326)

ConVal
Food Service Analysis
May 2018

ADA	2148	Current Month	Year to Date
Number of Operating Days		22	161
Reimburseable Breakfast Served		6,933	45217
Reimburseable Lunches Served		20,367	143871
Ala Carte Equiv Lunches Served		5,589	38829
Total Lunches Served		25,956	182700
USDA Commodity Usage Per Lunch		\$ 0.46	\$ 0.42
USDA Commodity Usage Per Lunch + Equiv		\$ 0.36	\$ 0.33
% Participation To ADA (Lunch)		43%	42%
% Participation To ADA (Lunch + Equiv)		55%	53%
Value Commodity Received		15571.03	52165.88
Value Commodity Used		9339.7	60935.79
Discounts, Rebates & Credits applied to Food		58.14	3027.18

NEW HAMPSHIRE PUBLIC SCHOOLS
SCHOOL ADMINISTRATIVE UNIT #1

CONTOOCOOK 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:

Manchester School of Technology

DATE:

6/14/2018

RE:

REQUEST TO ACCEPT A GIFT OR DONATION

The ConVal-ATC-Region 14 Center School requests authorization to accept from:

Name/Address:

Manchester School of Technology

530 South Porter Street Manchester NH 03103

the following gift/donation of:

Bridgeport Series 1

valued at \$

new
16,000
used 4,000

for the purpose of:

over (CVHS-ATC) new

manufacturing program.

Michelle B. / see attached emails.

Teaching/Supervising Principal's Signature

SAU OFFICE USE ONLY: Date Received _____

Date Approved by School Board _____

Date Not Approved by School Board/Reason: _____

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
afortrest@conval.edu

TO: Contoocook Valley School Board

FROM: Jim Wickham

DATE: 6/22/18

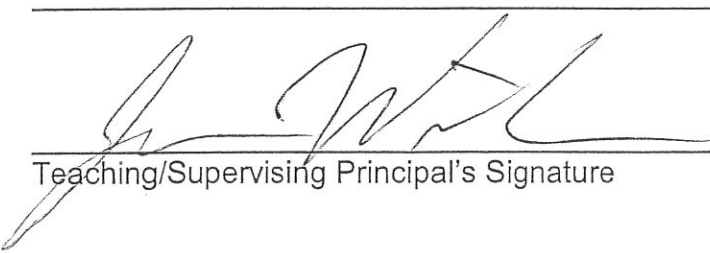
RE: REQUEST TO ACCEPT A GIFT OR DONATION

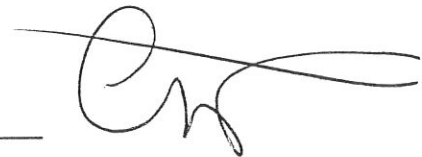
The Con Val High Band School requests authorization to accept from:

Name/Address: Sara Bazer

the following gift/donation of: check valued at \$ 500

for the purpose of: Band Activity Account


Teaching/Supervising Principal's Signature



SAU OFFICE USE ONLY: Date Received _____

Date Approved by School Board _____

Date Not Approved by School Board/Reason: _____