

OFFICE OF THE SUPERINTENDENT OF SCHOOLS
Peterborough, New Hampshire

CONTOOCOOK VALLEY SCHOOL BOARD

Tuesday, April 2, 2019

School Board Meeting

7:00 p.m.

SAU Office

- 1. Call to Order and Pledge of Allegiance**
- 2. Acceptance of School Board Meeting Minutes (Board Vote Required)**
 - a. March 19, 2019 (pg. 1-4)**
- 3. Points of Pride**
- 4. Public Comment**
- 5. Consent Agenda**
 - a. Personnel**
 - 1) Resignations – June 2019 (pg. 5)
 - 2) Co-Curricular Stipends (pg. 6)
 - 3) Job Description (2nd Read/Approval) (pg. 7-14)
 - a. Administrative Assistant/Office
 - b. Administrative Assistant/ATC
 - c. Administrative Assistant/Office Coordinator
 - 4) Job Description (1st Read) (pg. 15-35)
 - a. Technology Support Assistant
 - b. Accountant
 - c. Custodian
 - d. Custodian Team Lead
 - e. Maintenance Technician
 - f. Lead Facilities Maintenance Technician
 - g. Lead Grounds Keeper
- 6. Superintendent's Report and Presentation of Business**
 - a. Monthly Events Calendar (pg. 36-37)**
 - b. April 1, 2018 Enrollment Update (pg. 38-39)**
 - c. Annual Financial Audit (pg. 40-44)**
 - d. Field Trip Requests (Board Vote Required) (pg. 45-46)**
 - 1) ConVal High School – grade 11-12 students will travel on June 21-25, 2019 by air to Dallas, TX to compete in the state competition for Educators Rising NH, which is the Career and Technical Student Organization for the Teacher Educations Program.
 - e. Field Trip Requests (Board Vote Required) (pg. 47)**
 - 1) ConVal High School – grade 10-11 students will travel on May 24-26, 2019 air and bus to Chicago, IL, to a Sustainability Summit, combining both science and German.
 - f. Field Trip Requests (Board Vote Required) (pg. 48)**
 - 1) ConVal High School – grade 11-12 students will travel on April 16, 2019-April 27, 2019, by air to Salzburg Austria as part of the second half of an exchange program.
 - g. Accept Gift/Donation (Board Vote Required) (pg. 49-50)**
 - 1) ConVal High School requests authorization to accept from: Swing Into Spring – Caitlyn McPherson, Morgan Boutwell, the following gift/donation of \$3,508.00, for the purpose of upgrading the weightroom/fitness center with equipment.
- 7. Reports**
 - a. Student Representative – Molly Janoch/Marina McMahon**
 - b. Teacher Representative – Asher MacLeod**

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.

- c. **Budget & Property** – Jim Fredrickson
- d. **Communications Committee** – Niki McGettigan

8. Old Business

- a. **School Board Sub-Committee Makeup**
- b. **2nd Read Policy/Adoption (Board Vote Required)** (pg. 51-57)
 - ADC: Tobacco Products Ban Use and Possession In and On School Facilities and Grounds (and Corresponding Policies GBED, JICG)
 - BGA: Policy Development System

9. New Business

- a. **Expenditure Report** (pg. 58-60)
- b. **2019-2020 School Calendar Approval (Board Vote Required)**
- c. **Signing of MS22 (Report of Appropriations voted)**

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**
- c. **Legal**

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

CONTOOCOOK VALLEY SCHOOL BOARD

Tuesday, March 19, 2019

School Board Meeting

7:00 p.m.

SAU Office

Minutes

BOARD

Rich Cahoon, Richard Dunning,
Jim Fredrickson, Janine Lesser,
Niki McGettigan, Stephan Morrissey,
Linda Quintanilha, Kristen Reilly,
Crista Salamy, Myron Steere,
Tim Theberge, Jerome Wilson

Molly Janoch, Student Rep.
Asher MacLeod, CVEA Rep.

ADMINISTRATION

Dr. Kimberly Saunders, Supt.
Dr. Ann Forrest, Asst. Supt.
Tim Markley, H.R.
Ben Moenter, Student Serv.
Anne O'Bryant, SMS
Jim Elder, GBS
Colleen Roy, GES
Nicole Pease, DCS
Larry Pimental, PES
Amy Janoch, HES

1. Call to Order and Pledge of Allegiance

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

2. Introduction and Swearing in of Returning and New Board Members

Kimberly Saunders swore Tim Theberge into office as School Board member.

3. Call for Election of Officers – Superintendent

Kimberly Saunders reported that one individual has submitted their intent to run for School Board Chair.

Stephan Morrissey moved to nominate Myron Steere as School Board Chairman. Dick Dunning second. Unanimous.

Myron Steere reported that there is one candidate for the position of School Board Vice-Chairman.

Dick Dunning moved to nominate Stephan Morrissey for the position of School Board Vice-Chairman. Jim Fredrickson second. Unanimous.

a. Committee Assignments and Requests

Myron Steere reported out on which Subcommittees School Board members will sit on. After some review, it was noted that additional adjustments were needed.

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

a. March 5, 2019

Stephan Morrissey moved to approve the minutes of March 5, 2019. Linda Quintanilha second. Tim Theberge abstained. All others in favor. Motion carried.

5. Points of Pride

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

Tim Theberge introduced himself as the new School Board member representing Hancock.

6. Public Comment

None.

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.

7. Consent Agenda

a. Personnel

- 1) Job Description (2nd Read/Approval)
 - a. Administrative Assistant/Athletics
 - b. Administrative Assistant/Attendance
 - c. Reading Specialist/Teacher
 - d. Elementary School Teaching Principal

Tim Markley referenced the job descriptions for the positions listed for a second read and approval.

Stephan Morrissey moved to approve the job descriptions. Dick Dunning second. Unanimous.

- 2) Job Description (1st Read)
 - a. Administrative Assistant/Office
 - b. Administrative Assistant/ATC

Tim Markley referenced the job descriptions plus the addition of "Administrative Assistant /Office Coordinator" for first reads.

8. Superintendent's Report and Presentation of Business

Kimberly Saunders thanked Bob Edwards for his work on the ConVal High School Science Rooms project and presented him with a gift for his work.

a. Field Trip Requests (Board Vote Required)

- 1) South Meadow School – Peer Mentors in 7th grade will travel on April 17-19th by bus to Bretton Woods, NH to participate in a team building and leadership focus.

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

b. Election Results

Kimberly said that the district is very thankful to the community for their vote of support on March 12th election.

c. Monthly Events Calendar

Budget & Property Committee will meet on Tuesday, April 9th at 7:00 p.m. at the SAU.

Strategic Plan Committee will meet on Thursday, April 11th at 5:30 p.m. at the SAU.

ATC Committee will meet on Thursday, April 11th at 7:00 p.m. at the SAU.

Food Service Committee will meet on Thursday, April 25th at 6:00 p.m. at the SAU.

9. Reports

a. Student Representative – Molly Janoch/Marina McMahon

Molly Janoch reported that Student Council is preparing to go to NYC to work with the homeless in different parts of the city.

b. Teacher Representative – Asher MacLeod

Asher MacLeod reported that middle school art teachers recently attended a conference and were able to collaborate. AES will host the town's community supper this week.

d. Budget & Property Committee – Jim Fredrickson

Jim Fredrickson reported that a number of high school hockey people attended for discussion. An accounting of all of the athletic programs was asked.

A follow through discussion about a deeper dive into the elementary school costs took place.

The cost of preschool programs is a June deliverable.

Busing costs were discussed. By July of 2020, the contract will be bid.

e. Communication Committee – Niki McGettigan

Myron thanked Niki McGettigan and Kristen Reilly for their work on the letter in today's paper.

Niki reported that updating the website was discussed. Updating the Budget Primer report that Jim Fredrickson developed was discussed. Assignments included thank you notes.

f. Education Committee – Crista Salamy

Linda Quintanilha reported that that discussion on digital citizenship curriculum was discussed. Common Sense Curriculum was recommended; free of cost. Priorities and who is responsible will be determined. Teachers will be incorporating them into their maps.

ISTE standards were discussed, focused on digital citizenship and research and information fluency.

A continued lively discussion took place on equity in the math department. Data will be collected from other schools via a questionnaire.

Policy IHBH will return to the Policy Committee; language about application, appeal, and evaluation criteria will be added.

10. Old Business

None.

11. New Business

a. 1st Read Policy

- ADC: Tobacco Products Ban Use and Possession In and On School Facilities and Grounds
- BGA: Policy Development System

Rich Cahoon referenced these policies for a first read. Please send feedback to the committee.

b. Set Last Day of School – June 2017

Kimberly referenced the current school calendar and policy IC.

Kimberly proposed that the last day of school for students as Tuesday, June 18th, leaving room for additional snow days.

Dick Dunning moved to approve June 18th as the last day of school for students. Jerry Wilson second. Unanimous.

c. Set CVHS Date of Graduation

Kimberly Saunders proposed that the date of ConVal High School graduation be set for Saturday, June 8, 2019.

Dick Dunning moved to set the date of ConVal High School graduation on Saturday, June 8th.

Stephan Morrissey second.

Crista Salmay noted that there is a lot going on in terms of tournaments etc. on June 8th. Dick Dunning noted that there will be conflicts with any date proposed.

Staff have to work 187 days so there will be additional days of work for staff.

Unanimous to set June 8th as the date for high school graduation.

d. Signing of MS22 (Report of Appropriations voted)

Deferred until the April 2nd School Board meeting.

e. Information Sessions for Law Suit

Rich Cahoon said that there will be a discussion of where we are in non-public session tonight.

Public information sessions are needed. One board member from each community will be sought to hold a session.

Please think about possible dates and locations for these sessions through mid-April. Send dates to Rich, Kimberly, and Brenda.

Jim Fredrickson suggested one at each middle school for all of the towns. It was noted that people like to be with their community members.

Stephan Morrissey noted that the Selectman in Frankestown had him on the agenda; zero people showed up for this discussion.

12. Public Comment

None.

13. Approval of Manifests (Board Vote Required)

Kimberly Saunders certified that the manifests listed totaling \$488,230.57 and Payroll totaling \$1,827,749.52 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.

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

a. Negotiations

b. Legal

c. Personnel

Stephan Morrissey moved to enter into non-public session in accordance with RSA 91-A:3,II at 7:41 p.m. for matters of personnel, student, and legal. Unanimous on a roll call vote.

Rich Cahoon moved to exit non-public session at 9:15 p.m. Stephan Morrissey second. Unanimous.

Stephan Morrissey moved to support decisions made in non-public session. Dick Dunning second. Unanimous.

Stephan Morrissey moved to allow students discussed in non-public session to remain until the end of the year. Dick Dunning second. Unanimous.

Stephan Morrissey moved to seal the minutes of non-public legal discussion for 5 years. Dick Dunning second. Unanimous.

Stephan Morrissey moved to seal the minutes of non-public session for student matters for 5 years. Dick Dunning second. Unanimous.

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

Stephan Morrissey motioned to adjourn at 9:17 p.m. Dick Dunning second. Unanimous.

Respectfully submitted,

Brenda Marschok

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

CONTOOCOOK VALLEY SCHOOL DISTRICT

**April 2, 2019
Personnel Agenda**

Resignations – June 2019

CVHS

Eric Kostecki

School Counselor

**Co-Curricular Stipends
See Attached**

First	Last	DAC	Position	Stipend Amt	FTE
Athletic					
John	Szep	SMS	Baseball	\$1,025.88	0.5
Emeric	Farr Szep	SMS	Baseball	\$1,025.88	0.5
Theresa	Kirouac-Little	GBS	Track - Spring	\$2,051.76	1
2019-20					
Robert	Clauss	CVHS	Football - Varsity	\$4,290.23	1

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

DRAFT

POSITION TITLE: Administrative Assistant/Office

SUPERVISOR: School Principal

LEVEL: III

DURATION: 10 months

QUALIFICATIONS:

- High school diploma or equivalent
- Additional training or experience is desirable
- Maintain high level of confidentiality
- Good organizational and technical skills including effective use of various hardware and software applications
- Thorough knowledge of record keeping and filing techniques
- Ability to
 - Work independently
 - Comprehend, interpret, and apply regulations, procedures, and related information
 - Communicate and interact effectively with others
 - Assemble information in a concise manner
 - Read, understand, and interpret reports relating to job
 - Resolve concerns and complaints

SUMMARY:

The Administrative Assistant/Office performs a variety of office duties fully respecting the confidential nature of all these responsibilities. Performs diverse responsibilities within the area and limits of authority delegated by school principal, and provides back up for the Administrative Assistant/Office Coordinator. The individual in this position discharges duties in a way that is professional and represents the School District in a positive way and in accordance with District policies, rules, and regulations. This position is designed to relieve administrators of office and routine responsibilities by participating in the school office administrative operations to support overall student, staff and school success.

*1st Read: 3/19/2019
Approved:
Revised:*

DUTIES AND RESPONSIBILITIES:

- Performs a wide variety of office duties utilizing computers, email, proofreading, websites, filing, and processing and distribution of all reports and correspondence
- Maintains school records and accounts as assigned
- Generates daily notices
- Establishes, maintains, and ensures proper use and access to confidential files
- Screens correspondence and telephone calls for administrator and staff
- Makes arrangements for school visitations and facility use
- Cares for injured/ill students in the absence of school nurse or administrator
- Maintains school records, accounts, and budget information as assigned
- Maintains daily student/staff attendance/lunch count
- Assists students, parents, teachers & visitors recommended as appropriate
- Receives and distributes mail
- Generates and ensures the accuracy and punctuality of reports for state, auditors, and others
- Participates as a member of the Emergency Management Team
- Performs other position related tasks or services as may be assigned by the school Principal

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

Evaluation & Professional Growth

The individual in this position is expected to participate in the professional growth and evaluation process in accordance with the District procedures.

ADA MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED:

- 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.
- Frequently Reaching. Extending hand(s) and arm(s) in any direction.
- Frequently Walking. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- Occasionally 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.
- 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.
- Frequently Feeling. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.

1st Read: 3/19/2019

Approved:

Revised:

- **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.
- **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.
- **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.)**

1st Read: 3/19/2019
Approved:
Revised:

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

DRAFT

POSITION TITLE: Administrative Assistant/Applied Technology Center(ATC)
SUPERVISOR: Applied Technology Center Director
LEVEL: III
DURATION: 10 months

QUALIFICATIONS:

- High school diploma or equivalent
- Additional training or experience is desirable
- Maintain high level of confidentiality
- Good organizational and technical skills including effective use of various hardware and software applications
- Thorough knowledge of record keeping and filing techniques
- Ability to
 - Work independently
 - Comprehend, interpret, and apply regulations, procedures, and related information
 - Communicate and interact effectively with others
 - Assemble information in a concise manner
 - Read, understand, and interpret reports relating to job
 - Resolve concerns and complaints

SUMMARY:

The Administrative Assistant/ATC supports the ATC Director in all duties of the ATC and will serve as backup to the Main Office Administrative Assistants. The individual performs a variety of office duties, fully respecting the confidential nature of all these responsibilities, and discharges duties in a way that is professional and represents the School District in a positive way and in accordance with District policies, rules, and regulations. This position is designed to provide support and clerical work for the ATC Director, instructors, students, and sending schools, and to assure the smooth operation of the ATC and Main Office.

*1st Read: 3/19/2019
Approved:
Revised:*

DUTIES AND RESPONSIBILITIES:

Applied Technology Center

- Provides clerical assistance and support for Applied Technology Center
- Maintains State CATE data base system
- Acts as liaison with sending schools School Counseling and Office staff
- Maintains documentation relative to Regional Agreement and postsecondary relationships
- Maintains attendance records for all for students from regional sending schools
- Prepares and distributes Tuition & Transportation forms
- Processes purchase orders for Applied Technology Center

Student Activities

- Maintains school records and accounts as assigned
- Monitors expenditures and verifies budget availability
- Generates reports for state, auditors, and others as needed
- Provides back up for the Main Office
- Performs other position related tasks or services as may be assigned by the Athletic Director

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

Evaluation & Professional Growth

The individual in this position is expected to participate in the professional growth and evaluation process in accordance with the District procedures.

ADA MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED:

- 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.
- Frequently Reaching. Extending hand(s) and arm(s) in any direction.
- Frequently Walking. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- Occasionally 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.
- 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.
- Frequently Feeling. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.

1st Read: 3/19/2019

Approved:

Revised:

- **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.
- **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.
- **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.)**

1st Read: 3/19/2019
Approved:
Revised:

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

DRAFT

POSITION TITLE: Administrative Assistant/Office Coordinator

SUPERVISOR: School Principal

LEVEL: II

DURATION: 10-12 months

QUALIFICATIONS:

- High school diploma or equivalent
- Additional training or experience is desirable
- Maintain high level of confidentiality
- Good organizational and technical skills including effective use of various hardware and software applications
- Thorough knowledge of record keeping and filing techniques
- Ability to
 - Work independently
 - Comprehend, interpret, and apply regulations, procedures, and related information
 - Communicate and interact effectively with others
 - Assemble information in a concise manner
 - Read, understand, and interpret reports relating to job
 - Resolve concerns and complaints

SUMMARY:

The Administrative Assistant/Office Coordinator is responsible for the school's main office, performing a variety of office duties fully respecting the confidential nature of all these responsibilities. Performs diverse responsibilities within the area and limits of authority delegated by school principal. The individual in this position discharges duties in a way that is professional and represents the School District in a positive way and in accordance with District policies, rules, and regulations. This position is designed to relieve administrators of office and routine responsibilities by planning, organizing, coordinating office work, as needed, and participating in the school office administrative operations to support overall student, staff and school success.

1st Read: 3/19/2019
Approved:
Revised:

- Occasionally 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.
- 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.
- Frequently 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.
- 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.
- 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.)

1st Read: 3/19/2019

Approved:

Revised:

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

DRAFT

POSITION TITLE: **Technology Support Assistant**

SUPERVISOR: **District Systems Administrator**

QUALIFICATIONS:

- Computer science training, background or equivalent. Applicable certifications preferred (A+, Network+, Microsoft, Cisco)
- Demonstrated experience in IT maintenance, systems upgrades, basic networking and troubleshooting of hardware and software
- Demonstrated experience using PC, Apple and Chromebook platforms
- Ability to apply basic diagnostic and analytical skills to solve technology issues
- Ability to prioritize projects and work independently
- Excellent organizational skills
- Maintain a high level of confidentiality
- Ability to establish and maintain effective and collaborative working relationships
- Ability to communicate with users and district technical staff to determine the nature of technology problems
- Such alternatives to these qualifications as may be appropriate and acceptable

SUMMARY:

This position works under the direction of the District Systems Administrator to maintain hardware and software functionality, primarily within elementary schools, and the district office. However, work assignments may be anywhere within the district as necessary. Also, conducts training for staff members on hardware and software usage, as well as requirements of the District Technology Plan. Performs a variety of basic information technology support duties to ensure smooth delivery of technology services. Monitors, operates, or coordinates and assists others in the operation of computer hardware, software, and peripherals in order to achieve desired results. Utilizes computer equipment, software and diagnostic tools to perform a broad range of customer assistance, equipment maintenance and repair and computer operations assignments

DUTIES AND RESPONSIBILITIES:

- Ensures equipment is setup and working properly (e.g., setup computers, clean projector filters, install Smart Notebook software for new interactive white boards)
- First line response for equipment/software failures and upgrades in the building
- Liaison between school and District Systems Administrator
- Support and training for school-based hardware and software

1st Read: 4/2/2019
Approved:
Revised:

- Adherence to and implementation of District Acceptable Use Policies
- Preliminary hardware installation
- Oversee installation and management of all computer software and hardware
- Maintain inventory of hardware and software through the use of SchoolDude
- Evaluate hardware and software requests for potential use within the building
- Analyze short and long term computer needs for building; make recommendations to principal
- Ensures software is installed and updated at appropriate intervals during the year and inventory records kept up-to-date
- Assists District Systems Administrator with basic networking and telephony tasks when needed
- Performs routine software tasks on staff and student computers
- Assists staff to perform routine software tasks on their district provided computers (e.g., regular software updates, checkdisk, defrag, virus scan)
- Provides assistance to staff regarding the proper operation, care, and maintenance of computers and other technology equipment
- Provides troubleshooting assistance such as logging onto computer systems or software, printer problems, or routine error messages
- Responds to IT helpdesk requests for basic support tasks (e.g., NWEA software updates 3x per year, maintain inventory records)
- Regularly consults with Principal and technology team on technology support needs and plans
- Provides support toward meeting the goals and objectives of the District Technology Plan
- Develops an appropriate plan of professional development
- Performs other position related tasks as assigned by the District Systems Administrator

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

ADA MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED:

- 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 spin
- Frequently reaching, extending hand(s) and arm(s) in any direction.
- Occasionally standing, particularly for sustained periods of time.
- Frequently walking, moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- Occasionally 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.
- 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.

1st Read: 4/2/2019
Approved:
Revised:

- 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 sound.
- Light work. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.
- 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.)

*1st Read: 4/2/2019
Approved:
Revised:*

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

POSITION TITLE: **Accountant**

SUPERVISOR: ***Business Administrator (BA)***

QUALIFICATIONS:

- Bachelor's Degree in Accounting
- A minimum of three Years Governmental (non-profit) accounting experience preferred.
- Knowledge and experience using Excel and Financial, information systems (InfiniteVision preferred)
- Experience in public school financial operations preferred.
- A knowledge of applicable NH RSA's and regulations as it relates to the total range of financial planning and reporting within a school business setting

SUMMARY:

This position will contribute to the planning, administration and conduct of the business affairs of SAU #1, in accordance with state laws, policies and practices of the School Board and the direction of the BA and the Superintendent of Schools. Under direction of the BA and/or the Superintendent, performs a variety of duties involved in the operation of the business services of the District; performs difficult fiscal accounting work in preparing, reviewing and maintaining financial and statistical records and reports. Directly supports the BA, Treasurer, Payroll, Grants, and Accounts Payable.

DUTIES AND RESPONSIBILITIES:

Skills & Abilities

- Knowledge of, accounting, budgeting principles and appropriate procedures; laws, regulations, and procedures that apply to school district accounting and financial reporting.
- Ability to read and interpret documents such as accounting statements, business correspondence, government regulations and procedure manuals.
- Ability to write reports and correspondence in a clear, concise, and accurate manner
- Ability to accurately calculate figures and amounts such as interest, taxes, insurance rates and other practical solutions.
- Ability to effectively present information and respond to questions from supervisors, staff and outside personnel.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to deal with problems involving several concrete variables.
- Ability to perform duties with awareness of all District requirements, accounting standards and Board policies.

Duties and Responsibilities

- Assists with directing all financial accounting.
- Assists with set-up and controls for the encumbrance accounting system.

First read: 4/2/2019

Approved:

Revised:

- Provides accounting services essential to the preparation, administration, supervision and control of the budgets.
- Assist with obtaining annual budget requirement for all Districts and programs and assists with the preparation of the annual budgets.
- Oversees and coordinates payrolls, including deductions, expense allocations, etc.
- Assists with the preparation of periodic and monthly financial reports.
- Serves as the accountant for regular budgets and grants.
- Assists with the collection of tuition, rental and other monies due to the Districts.
- Assists with the establishing and maintaining of an effective inventory control and property accounting systems (fixed assets).
- Assists with the supervision of the accounts payable process and expenditures.
- Distributes and files annual 1099's, 941's, and W2's.
- Assists with the financial duties relating to the Nutrition Fund, Adult Education Fund, Student Activity Fund, Capital Projects Fund, Private Grants Fund and BASP Funds.
- Reconciles and verifies monthly bank statements, as assigned.
- Performs monthly account analysis and reconciliation of balance sheet accounts.
- Assists with cash deposits for all revenue collected by the Districts.
- Prepares financial and other budget reports at regular intervals.
- Assists with the supervision of clerical aspects of assigned insurance matters.
- Recommends change and improvements to the accounting system, as necessary.
- Assists and oversees internal controls.
- Responsible for the fiscal year-end closing and annual audits.
- Assists with recommendation for the purchase and maintenance of accounting and financial software and hardware.
- Assists with the supervision of clerical aspects of assigned insurance matters.
- Compile all relative statistical data for the preparation of the annual budget
- Develop the annual budget timeline
- Prepare all budget development documents as required
- Review the expenditures of all approved budgets
- Arrange for annual audits, prepare all documentation for, and comply with all audit requests
- Responsible for reviewing and supporting Payroll, Accounts Payable and Grant funding
- Establish and administer the procedure and practice for all purchasing requirements of the District
- Prepare bid specifications and requests for proposals for goods or services in accordance with District policies and state regulations as necessary
- Maintain capital asset schedules and inventory
- Support the implementation the District's Capital Improvement Plan
- Support the plan to improve responsiveness and effectiveness of central maintenance services provided to the schools
- Support the District's Risk Management and Joint Loss Safety Programs
- Support the student transportation system
- Assess the limitations and cost of student bus proposals
- Comply with transportation related legal and contractual provisions
- Comply with food service related legal and contractual provisions.
- Assist with the efficient operation of the food service program.
- Assume responsibility for the reporting of food service operations

First read: 4/2/2019

Approved:

Revised:

- Make recommendations concerning purchases, accounting, and inventory as necessary
- Assist with the responsibility for the coordination of school transportation services, including request for proposals and contract implementation
- Administer district insurance providers of such coverage as Health, Dental, Life, Disability, and Liability for staff and property
- May be appointed by the School Board as Board Clerk.
- Review, revise, and recommend applicable policies and procedures
- Performs other position related tasks or services as may be assigned by the BA.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

Evaluation & Professional Growth

The individual in this position is expected to participate in the professional growth and evaluation process in accordance with the District procedures.

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.)

First read: 4/2/2019

Approved:

Revised:

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

DRAFT

POSITION TITLE: Custodian

SUPERVISOR: Facilities Director/Custodial Team leader

QUALIFICATIONS:

- High school diploma or equivalent preferred
- Minimally one-year experience in cleaning & maintaining building areas, or any combination of training and experience that would provide required knowledge
- May required valid NH driver's license
- Establish and maintain effective working relationships with other employees
- Establish a professional rapport with the school staff
- Ability to understand written instructions
- Maintain a high level of confidentiality
- Work independently and make judgments within the scope of respective job duties
- Ability to learn and accomplish tasks with minimum supervision
- Knowledge of methods, materials, and equipment used in cleaning various types of surfaces and furniture
- Basic safety practices related to cleaning materials
- Ability to follow custodial policy and procedures to ensure proper and effective cleaning has been completed.

SUMMARY

The custodian, as the Facilities Director/Custodial Team Lead directs, shall perform according to established procedures a variety of custodial service duties to maintain assigned facility and adjoining buildings in a neat, orderly and sanitary condition, which meets the educational needs of the school. May also respond to Building Administrator per agreed protocols.

PRIMARY RESPONSIBILITIES

- Keeps building and premises, including sidewalks, driveways, and play areas, safe and clean at all times
- Performs required cleaning duties in offices, hallways, workshops, lavatories, classrooms, cafeterias, auditoriums, libraries, multipurpose rooms, and stairways
- Washes windows, walls, sinks, and fountains
- Collection and disposal of refuse and recyclables from within and outside of the building.
- May maintain records and prepare recommendations of needed supplies and materials

*1st Read: 4/2/2019
Approved:
Revised:*

- Emergency clean-up as a result of breakage, vandalism, spills, or illness
- Floor maintenance including successful operation of carpet extraction and floor maintenance equipment
- May perform or assist with minor maintenance work including, but not limited to, painting, bulb changes, white board installation, furniture moves and similar tasks as required.
- Snow and ice removal at doorways and on sidewalks as needed. (seasonal)
- Expected to be at work to address emergencies situation (such as flooding, snow removal...) unless otherwise excused by the Facilities Director.
- Work overtime as required to carry out the duties and responsibilities of the custodial dept.
- Maintains custodial closets, storage and work areas clean, neat in appearance and stock to appropriate levels.
- Perform tasks as directed by the Building Administrator
- Work overtime as required to provide adequate coverage to support the goals of the dept.
- Regulates heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and to ensure economical usage of fuel, water, and electricity
- Checks daily to ensure that all exit doors are open and all panic bolts are working properly during the hours of building occupancy.
- Raises the US flag at or before 8 a.m. on each school day, and lowers it at or after 3:30 p.m.
- Sweeps classrooms daily and dusts furniture.
- Cleans corridors after school each day, and during the day when their condition requires it.
- Scrubs, hoses down, and disinfects toilet floors daily, and cleans all sanitary fixtures and drinking fountains daily.
- Washes all windows on both the inside and outside at least twice each year, and more frequently if necessary
- Reports immediately to the principal any damage to school property.
- Develops an appropriate plan of professional development
- Performs other position related tasks as assigned by the Facilities Director/Custodial Team Lead.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

ADA MINIMUM QUALIFICATIONS OR STANDARD REQUIRED

- Frequent Climbing. Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.
- Frequent 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.
- Frequent Kneeling. Bending legs at knee to come to a rest on knee or knees.

1st Read: 4/2/2019
Approved:
Revised:

- Frequent Crouching. Bending the body downward and forward by bending leg and spine.
- Frequent Reaching. Extending hand(s) and arm(s) in any direction.
- Constant Standing. Particularly for sustained periods of time.
- Frequent Walking. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- Frequent Pushing. Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Occasional Pulling. Using upper extremities to exert force in order to draw haul or tug objects in a sustained motion.
- Frequent 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.
- Frequent Grasping. Applying pressure to an object with the fingers and palm.
- Frequent 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.
- Constant 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.
- Frequent Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers

The physical requirements of this position.

Medium work. Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

The visual acuity requirements including color, depth perception, and field vision.

The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned (i.e., custodial, food services, general laborer, etc.) or to make general observations of facilities or structures (i.e., security guard, inspection, etc.)

The conditions the worker will be subject to in this position.

The worker is subject to both environmental conditions. Activities occur inside and outside.

1st Read: 4/2/2019
Approved:
Revised:

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

DRAFT

POSITION TITLE: Custodian Team Lead

SUPERVISOR: Facilities Director

QUALIFICATIONS:

- High school diploma or equivalent
- Two years' experience in cleaning & maintaining building areas, or any combination of training and experience that would provide required knowledge
- May required valid NH driver's license
- Establish and maintain effective working relationships with other employees
- Establish a professional rapport with the school staff
- Ability to understand written instructions
- Maintain a high level of confidentiality
- Work independently and make judgments within the scope of respective job duties
- Ability to learn and accomplish tasks with minimum supervision
- Knowledge of methods, materials, and equipment used in cleaning various types of surfaces and furniture
- Basic safety practices related to cleaning materials

SUMMARY:

Under the supervision of the Facilities Director, performs according to established procedures a variety of custodial service duties to maintain assigned facility and adjoining buildings in a neat, orderly and sanitary condition. Prepares and assumes responsibility for facility cleaning and paper supplies. Directs the work of other custodians. Coordinates with Facilities Director any projects completed in assigned facility. May also respond to Building Administrator per agreed protocols.

DUTIES AND RESPONSIBILITIES:

- Lead respective custodial teams in assuring the facilities are being kept to a satisfactory level of cleanliness. Periodic school inspections to determine schools are kept clean.
- Keep the Facilities Director informed on matters relating to the overall cleanliness, health, safety, and operating conditions of the school sites and equipment.
- Assumes responsibilities associated with maintaining the conditions of the school in keeping with established methods. Also that these Established methods are implemented and understanding by the respective custodial team members.

1st Read: 4/2/2019

Approval:

Revised:

- Conduct training as needed to new employees, and current staff members and assure all staff members know procedures.
- Lead and coach team members to make, evaluate, and implement suggestions to continuously improve the operation.
- Work overtime as required to provide adequate coverage to support the goals of the dept.
- Expected to be at work to address emergencies situation (such as flooding, snow removal...) unless otherwise excused by the Facilities Director.
- Performs minor repairs on buildings and equipment as required.
- Performs services outside which include, but are not limited to sweeping of sidewalks and curbs, pickup of debris from grounds, play and lunch areas, snow removal, and grounds maintenance as needed.
- Directs, guides, and oversees work of other assigned custodians as may be required.
- Operates, controls, and maintains, in well operating condition all custodian equipment.
- Responsibility for maintaining adequate equipment and supplies, ensuring that all supplies and equipment are safely stored in proper containers and locations, and in compliance with all State and Federal regulations.
- Maintains records and provides reports as required. (Inventory, custodial inspection, required training and equipment repair sheets are kept up to date.)
- Schedule and conduct all preventative maintenance, per manufacturers and Convall maintenance plans with applicable personnel.
- Lead summer ceiling to floor (CTF) cleaning ensuring paperwork is filled out accurately.
- Ensures adequate custodial coverage for all events including, but not limited to, sporting, drama, community and emergency use of facilities.
- Helps implement sustainable recycling programs at all schools.
- Develops an appropriate plan of professional development
- Performs other position related tasks as assigned by the Facilities Director.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

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ADA MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED:

- Frequent Climbing. Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.
- Frequent 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.
- Frequent Kneeling. Bending legs at knee to come to a rest on knee or knees.
- Frequent Crouching. Bending the body downward and forward by bending leg and spine.
- Frequent Reaching. Extending hand(s) and arm(s) in any direction.

1st Read: 4/2/2019

Approval:

Revised:

- Constant Standing. Particularly for sustained periods of time.
- Frequent Walking. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- Frequent Pushing. Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Occasional Pulling. Using upper extremities to exert force in order to draw haul or tug objects in a sustained motion.
- Frequent 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.
- Frequent Grasping. Applying pressure to an object with the fingers and palm.
- Frequent 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.
- Constant 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.
- Frequent Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers

The physical requirements of this position.

Medium work. Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

The visual acuity requirements including color, depth perception, and field vision.

The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned (i.e., custodial, food services, general laborer, etc.) or to make general observations of facilities or structures (i.e., security guard, inspection, etc.)

The conditions the worker will be subject to in this position.

The worker is subject to both environmental conditions. Activities occur inside and outside.

1st Read: 4/2/2019
Approval:
Revised:

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

POSITION TITLE: Maintenance Technician

SUPERVISOR: Facilities Director

QUALIFICATIONS:

- High school diploma or equivalent
- Valid driver's license
- Two years' experience in structural or mechanical trades or any combination of training and experience that would provide required knowledge
- Establish and maintain effective working relationships with other employees
Ability to become Fluent in computer based maintenance management software such as School Dude
- Effective communications skills
- Ability to interpret written instructions and/or oral instructions
- Maintain a high level of confidentiality
- Work independently and make judgments within the scope of respective job duties
- Ability to learn and accomplish tasks with minimum supervision
- Knowledge of methods, materials, and equipment used in maintenance and repair of structural and mechanical building systems
- Basic safety practices related to building trades
- Ability to determine priorities, schedule work, maintain files

SUMMARY

Under general direction from the Facilities Director, the maintenance technician participates in the work of assigned building trades in the maintenance, repair, and improvement of District facilities. These tasks include, but are not limited to, general construction practices, landscaping, snow removal, mechanical work and assisting with HVAC and electrical tasks.

PRIMARY RESPONSIBILITIES

- Coordinates work with different trades within the District staff
- Provides repair support for all facilities, vehicles, and equipment
- Maintains records, provides reports, documents work activities
- Provides quality control measures for shop work, recommendations for shop procedures, and equipment purchases
- Performs skilled and semi skilled maintenance, repair and shop related tasks in support of District maintenance plan
- Confers with Facilities Director regarding work schedule, project priorities, planning, and equipment material needs
- Expected to be at work to address emergencies situation (such as flooding, snow removal...) unless otherwise excused by the Facilities Director.

1st Read: 4/2/2019

Approval:

Revised:

- Develops an appropriate plan of professional development

- Performs other position related tasks as assigned by the Facilities Director.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

ADA MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED:

- Frequently, 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.
- Frequently, Kneeling. Bending legs at knee to come to a rest on knee or knees.
- Frequently, Crouching. Bending the body downward and forward by bending leg and spine.
- Seldom, Crawling. Moving about on hands and knees or hands and feet.
- Frequently, 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.
- Frequently, 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.
- 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.
- Occasionally, 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 sound.
- Frequently, Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.

The physical requirements of this position

- Medium work. Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. The visual acuity requirements include color, depth perception, and field of vision.
- The worker is required to have visual acuity to perform an activity such as: operates machines, such as lathes, drill presses, power saws, and mills

1st Read: 4/2/2019

Approval:

Revised:

where the seeing job is at or within arm's reach; performs mechanical or skilled trades tasks of a non-repetitive nature, such as carpenter, technicians, service people, plumbers, painters, mechanics, etc.

- The worker is subject to both environmental conditions. Activities occur inside and outside.
- The worker is subject to hazards. Includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals.

1st Read: 4/2/2019

Approval:

Revised:

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

DRAFT

POSITION TITLE: Lead Facilities Maintenance Technician

SUPERVISOR: Facilities Director

QUALIFICATIONS:

- High school diploma or equivalent
- Technical School, trade license or minimum 10 years of proven experience in either mechanical, electrical and HVAC field.
- Valid driver's license
- Fluent in computer based maintenance management software like School Dude, Johnson Controls or Invensys.
- Able to work with blueprints or verbal descriptions and plans. Must demonstrate initiative, ingenuity and judgment to complete assignments.
- Establish and maintain effective working relationships with other employees
- Effective communications skills
- Ability to interpret written instructions and/or oral instructions
- Maintain a high level of confidentiality
- Work independently and make judgments within the scope of respective job duties
- Ability to learn and accomplish tasks with minimum supervision
- Knowledge of methods, materials, and equipment used in maintenance and repair of structural, mechanical, electrical and HVAC building systems
- Basic safety practices related to all building trades
- Determine priorities, schedule work, maintain files

SUMMARY:

The Lead Facilities Maintenance Technician, under the general direction from the Facilities Director, plans, directs, and participates in the work of assigned building trades for the maintenance, repair, and improvement of District facilities.

DUTIES AND RESPONSIBILITIES:

- Lead respective facilities team in assuring facilities support systems are operating at the highest level of efficiency.
- Keep the Facilities Director informed on matters relating to the overall operating efficiency, safety and conditions of the school sites.

*1st Read: 4/2/2019
Approved:
Revised:*

- Lead and coach team members to make, evaluate and implement suggestions to continuously improve the operation.
- Direct the work of contractors as required
- Interface with vendors/ purchasing to support daily operations
- Provides repair support for all facilities equipment
- Helps identify and administer department training procedures
- Directs, guides and oversees the distribution of work amongst the facilities team.
- Maintains records, provides reports, documents work activities of facilities team members
- Provides quality control measures for shop work, recommendations for shop procedures, and equipment purchases
- Performs skilled and semi-skilled maintenance, repair and shop related tasks in support of District maintenance plan
- Confers with the Facilities Director regarding work schedule, project priorities, planning, and equipment material needs
- Expected to be at work to address emergencies situation (such as flooding, snow removal...) unless otherwise excused by the Facilities Director.
- Develops an appropriate plan of professional development
- Performs other position related tasks as assigned by the Facilities Director.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

ADA MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED:

- Frequently, 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.
- Frequently, Kneeling. Bending legs at knee to come to a rest on knee or knees.
- Frequently, Crouching. Bending the body downward and forward by bending leg and spine.
- Seldom, Crawling. Moving about on hands and knees or hands and feet.
- Frequently, 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.
- Frequently, 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.
- Frequently, Fingering. Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.

1st Read: 4/2/2019

Approved:

Revised:

- Frequently, Grasping. Applying pressure to an object with the fingers and palm.
- Occasionally, 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 sound.
- Frequently, Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.

The physical requirements of this position

- Medium work. Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. The visual acuity requirements include color, depth perception, and field of vision.
- The worker is required to have visual acuity to perform an activity such as: operates machines, such as lathes, drill presses, power saws, and mills where the seeing job is at or within arm's reach; performs mechanical or skilled trades tasks of a non-repetitive nature, such as carpenter, technicians, service people, plumbers, painters, mechanics, etc.
- The worker is subject to both environmental conditions. Activities occur inside and outside.
- The worker is subject to hazards. Includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals.

1st Read: 4/2/2019

Approved:

Revised:

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

POSITION TITLE: *Lead Grounds Keeper*

SUPERVISOR: Facilities Director

SUMMARY

This position is responsible for the maintenance and improvements of the grounds, athletic fields and landscaping of the district schools and the accomplishment of all work orders assigned to these areas.

QUALIFICATIONS:

- High school diploma or equivalent
- Possess and maintain valid driver's license
- Skilled in area of specialization, with experience, and/or special training
- Ability to properly interpret and execute written instruction
- Maintain a high level of confidentiality
- Able to operate a variety of job related machines/equipment
- Work independently and make judgments within the scope of respective job duties
- Potential to learn and desire to increase knowledge of specialization as well as other areas
- Apply knowledge in a variety of practical situations
- Ability to learn and accomplish tasks with minimum supervision
- Operational knowledge of school grounds equipment and safety practices
- Ability to establish and maintain effective working relationships with other employees
- Comprehend, interpret, and apply regulations, procedures, and related information
- Assemble and analyze facts to identify existing or potential problems and/or solutions
- Assist with planning, layout, and estimating of projects

DUTIES AND RESPONSIBILITIES:

- Set up for outdoor athletic events including, but not limited to line striping, infield dragging, bleacher and bench reallocation.
- Assume responsibility for the maintenance and repair of all grounds equipment
- Utilize School Dude computer management software for all routine tasks including athletic field preparation, school grounds, landscape equipment and vehicles assigned to the grounds group
- Assist with the development of and execution of short and long term strategic management plans

1st Read: 4/2/2019

Approved:

Revised:

- Coordinate removal of snow and ice during inclement weather conditions (non-contracted areas)
- Obtain and maintain certifications applicable to Lead Groundskeeper including Herbicides/pesticides licensing and School Playground Safety Inspectors certification
- React to change productively and efficiently
- Recommend necessary modifications and repairs as needed
- Requisite supplies and equipment through office of Supervisor
- Maintain grounds schedules as developed with the Facilities Director, including trimming, pruning, planting, seeding, fertilizing, mowing, spraying, watering, etc.
- Develop cooperative working relationship with building principals, athletic directors, and local municipalities
- Direct the work/assignments of seasonal labor and contractors as required
- Maintain records, and prepares oral and written reports as required
- Expected to be at work to address emergencies situation (such as flooding, snow removal...) unless otherwise excused by the Facilities Director.
- Develops an appropriate plan of professional development
- Performs other position related tasks as assigned by the Facilities Director.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

ADA MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED:

- Frequent Climbing. Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.
- Frequent 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.
- Frequent Kneeling. Bending legs at knee to come to a rest on knee or knees.
- Frequent Crouching. Bending the body downward and forward by bending leg and spine.
- Frequent Reaching. Extending hand(s) and arm(s) in any direction.
- Constant Standing. Particularly for sustained periods of time.
- Frequent Walking. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- Frequent Pushing. Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Occasional Pulling. Using upper extremities to exert force in order to draw haul or tug objects in a sustained motion.
- Frequent 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.
- Frequent Grasping. Applying pressure to an object with the fingers and palm.

1st Read: 4/2/2019

Approved:

Revised:

- Frequent 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.
- Constant 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.
- Frequent Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers

The physical requirements of this position

- Medium work. Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

The visual acuity requirements including color, depth perception, and field vision

- The worker is required to have visual acuity to operate motor vehicles and/or heavy equipment.

The conditions the worker will be subject to in this position.

- The worker is subject to both environmental conditions. Activities occur inside and outside.
- The worker is subject to noise

1st Read: 4/2/2019

Approved:

Revised:

April 2019

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

May 2019

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

April 1, 2019 Enrollment

Enrollment numbers may include tutored-in students

ConVal School District

Student/Teacher Ratios

2018-19

April 1, 2019 Enrollment

4.1.19	Grade 5	Grade 6	Grade 7	Grade 8	Total	FTE Teachers
DCS						
GBS						
# of Students	82	72	62	51	8	
# of Sections	4	3	3	3	267	
Teacher	Teacher	Teacher	Teacher	Teacher		
Teacher	Teacher	Teacher	Teacher	Teacher		
Teacher	Teacher	Teacher	Teacher	Teacher		
Ratio	20.5	24.0	20.7	17.0		13
SMS						
# of Students	83	101	101	125	410	
# of Sections	4	5	4	6		19(-1)
Teacher	Teacher	Teacher	Teacher	Teacher		
Teacher	Teacher	Teacher	Teacher	Teacher		
Teacher	Teacher	Teacher	Teacher	Teacher		
Teacher	Teacher	Teacher	Teacher	Teacher		
Ratio	20.8	20.2	25.3	20.8		
Total Students	173	173	163	176	685	32
CVHS						
Grade	9	10	11	12		
Teachers	175	188	166	175	704	
	12.25	12.25	12.25	12.25		49
				K-10-4	722	55
				5-8	685	32
				9-12	704	49
				Total 2018-19	2111	136.0
				2017-18	2143	
				2016-17	2224	
				2015-16	2169	
				2014-15	2239	
				2013-14	2325	
				2012-13	2342	
				2011-12	2434	
				Enrollment numbers may include tuitioned-in students		
				2010-11	2534	
				2009-10	2755	
				2008-09	2855	
				2007-08	2969	
				2006-07	3104	



James A. Sojka, CPA*

Sheryl A. Pratt, CPA***

Michael J. Campo, CPA, MACC

Edward T. Perry, CPA

Donna M. LaClair, CPA**

Ashley J. Miller, CPA, MSA

Tyler A. Paine, CPA***

Kyle G. Gingras, CPA

Ryan T. Gibbons, CPA, CFE

Derek M. Barton, CPA

Scott T. Eagen, CPA, CFE

Sylvia Y. Petro, MSA

* Also licensed in Maine

** Also licensed in Massachusetts

*** Also licensed in Vermont

March 21, 2019

To the Members of the School Board
Contoocook Valley Regional School District
106 Hancock Road
Peterborough, NH 03458

Dear Members of the School Board:

We have audited the financial statements of the governmental activities, each major fund, and aggregate remaining fund information of Contoocook Valley Regional School District for the year ended June 30, 2018. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated June 5, 2018. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Contoocook Valley Regional School District are described in Note 1 to the financial statements. The School District changed accounting policies related to the way in which it calculates and reports the costs associated with postemployment benefits other than pensions by adopting State of Governmental Accounting Standards (GASB) Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other than Pensions* in fiscal year 2017-18. Accordingly, the cumulative effect of the accounting change as of the beginning of the year is reported Note 2-C, Accounting Change/Restatement.

We noted no transactions entered into by the Contoocook Valley Regional School District during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the government-wide financial statements were:

Management's estimate of the capital asset useful lives is based on historical information and industry guidance. We evaluated the key factors and assumptions used to develop the capital asset useful lives in determining that it is reasonable in relation to the financial statements taken as a whole.

Management's estimate of the net pension liability, deferred outflows of resources, deferred inflows of resources, and pension expense are based on assumptions of future events, such as employment, mortality and estimates of value of reported amounts. We evaluated the key factors and assumptions used to develop the net pension liability, deferred outflows of resources, deferred inflows of resources, and pension expense in determining that they are reasonable in relation to the financial statements taken as a whole.

PLODZIK & SANDERSON, P.A.
Certified Public Accountants

Management's estimate of the other postemployment benefit liability, deferred outflows of resources, deferred inflows of resources, and other postemployment benefit expense are based on the assumption of future events, such as employment, mortality, and the healthcare cost trend, as well as estimates of the value of reported amounts. We evaluated key factors and assumptions used to develop the other postemployment benefits liability, deferred outflows of resources, deferred inflows of resources, and other postemployment benefit expense in determining that they are reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Adjustments proposed and approved were primarily of a routine nature which management expects the independent auditors to record as part of their year-end procedures. A list of these adjustments for the general fund and food service fund are attached to this letter.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated March 19, 2019.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Contoocook Valley Regional School District's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Contoocook Valley Regional School District's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Adjusting Journal Entries (repeat comment)

In review of adjusting journal entries, we determined that not all adjusting journal entries were properly reviewed and approved by the Business Administrator. We recommend that the School District adhere to their internal controls and ensure that all adjusting journal entries are reviewed and approved by the Business Administrator.

Capital Asset Policy (repeat comment)

We noted the School District's current Fixed Asset policy (DID), last updated on June 18, 2013, does not contain the necessary information to ensure proper guidance and maintenance of the School District's capital assets. The policy does not include capital asset thresholds, identification or description of capital asset classes, useful lives, or procedures for identifying capital assets, which are all essential elements of a proper capital asset policy. We recommend the policy be revised to include these necessary items.

Student Activities Funds

In performing our testing of the Contoocook Valley Regional School District student activity funds, we noted the following issues:

- **Contoocook Valley Regional High School**

- While performing our review of the student activity and principal's accounts, we noted that deposits are not being made in a timely manner. We recommend that deposits be made at least weekly, more frequently for when larger receipts are collected. Under no circumstances should deposits be left in school buildings over holidays, vacations, or weekends.
- During our review of disbursements, we identified one payment that lacked a Check Request form and two instances where the Check Request form was not approved by an administrator. Check Request forms should be used for all disbursements from a student activity account and each one should be approved by an administrator prior to payment being made.

- **South Meadow School**

- We noted a purchase of \$300 for gift cards using the School District's credit card. This is not a proper use for student activity funds and poses a high risk for fraud. We recommend against the purchase of gift cards for student use.
- We noted that a significant amount of purchases in the account are made using the School District's P-Card (credit card). When combined with the lack of disbursement request forms or proper approval, noted above, the P-Cards act as a means to circumvent the student activity's purchasing procedures as well as those of the School District. It creates an opportunity for purchases to be incurred that may not otherwise be approved and without ensuring that adequate funds are available. Furthermore, the student activity account maintains a separate bank account with its own set of checks that are used exclusively for student activity purchases. There are very few, if any, purchases made from a student activity account that require the exclusive use of a credit card. We recommend limiting the use of P-Cards for student activity accounts to purchases that cannot reasonably be accommodated through the use of a check from the student activity account.

Disbursements

During our review of the School District's disbursements, we identified six payments not paid in a timely manner (including four relating to the food service fund, detailed further in the Schedule of Findings and Questioned Costs section of the audit report). Additionally, we identified one purchase order that was completed after the purchase was made and one purchase order that was not properly approved. Purchase orders are an essential component of the School District's purchasing procedures and they help to ensure the School District remains within its budgetary constraints. All purchase orders should be completed and properly approved prior to any purchases. In addition, we recommend the School District ensure all payments are made in a timely manner to avoid any fees or penalties.

Financial Reporting and Accounting Policies

We noted that a significant number of the School District's financial reporting and accounting policies have not been reviewed and reaffirmed in a number of years. The majority of the School District's policies were first adopted in 2012-2013 and have not been reviewed or reaffirmed since then. As a best practice, the School District should review these policies on a regular basis, typically every 3-5 years. This practice will help to ensure that policies are still meeting the needs of the School District and are in compliance with accounting standards. State statute requires the School District's investment policy to be reviewed and reaffirmed on an annual basis. Currently, the School District is not in compliance with this statute. In addition, due to changes in members of the School Board, regular review of these policies will help ensure that all members of the Board become familiar with the policies of the School District.

Investment Policy

We reviewed the School District's investment policy (DFA) and noted that it was last reviewed and adopted November 18, 2014. In accordance with NH RSA 197:23-a, this policy should be reviewed and adopted on an annual basis. We recommend the School Board review and reaffirm its investment policy annually in accordance with State statute.

Deputy Treasurer

It was identified that the School District does not have a deputy treasurer. It is considered a best practice to have a deputy treasurer to perform the tasks and duties of the treasurer in the event the treasurer is unavailable or unable. We recommend the School District appoint a deputy treasurer in accordance with NH RSA 197:24-a.

Food Service Debt

Through our review of the food service fund, we noted the debt related to unpaid student meals has continued to increase over the past several years to a balance of over \$52,000. Recent changes in legislation and meal requirements have had some effect on this balance, however we noted the School District has not developed any policies or procedures to address the issue. This unpaid debt is one of several contributing factors that led to the School District's inability to pay its food service bills for the months of March, April, May, and June until September 2018 (see Material Weakness 2018-001 in the Schedule of Findings and Questioned Costs section of the audit report for additional information). We recommend the School District develop and enforce policies to address unpaid student meals. In addition, periodic review of the unpaid student balances is recommended to ensure the unpaid balances do not continue to increase.

Stale Dated Checks

We identified 40 checks totaling over \$9,000 on the School District's general fund bank account reconciliation that are more than six months old. During the monthly bank reconciliation process, the outstanding check list should be reviewed for any stale dated checks (older than six months). If any are identified, the School District should attempt to follow up with the vendor to determine if the old check should be cancelled and replaced with a new check, if the funds should be redeposited, or if the funds should be turned over to the State as unclaimed property. We recommend the School District follow up on its stale dated checks and add this procedure as a part of future bank reconciliations.

Federal Compliance

- *Program: Title IIA, Project Numbers: 64812 and 74812* - While testing participation of the private school children requirements, it was noted that funding was paid directly to the private schools. According to requirements, any funding set aside for private schools should be administered by the public agency. No payments are to be made directly to the private schools. We recommend that any goods or services provided to the private school be ordered and paid for by the School District on behalf of the private schools.
- *Program: Title IIA, Project Number: 64812 and 74812* - While testing expenditures charged to the grant, it was noted that one purchase order was prepared and approved after the purchase of goods or services, two mileage forms were not signed by the employees' supervisors, and a copy of a signed vendor contract could not be located. We recommend that the School District follow its policy and make sure that purchase orders are prepared and approved prior to the purchase of goods or services. In addition, we recommend that prior to payment of a mileage reimbursement that the forms be properly signed by the employee's supervisor. The School District should also make sure that it retains properly signed vendor contracts.

Other Matters

Implementation of New GASB Pronouncements

The Governmental Accounting Standards Board (GASB) has issued several pronouncements that have effective dates that may impact future financial presentations. Management has not currently determined what, if any, impact implementation of the following statements may have on the financial statements.

GASB Statement No. 83, *Certain Asset Retirement Obligations*, issued in November 2016, will be effective for the School District beginning with its fiscal year ending June 30, 2019. It addresses accounting and financial reporting for certain asset retirement obligations and establishes criteria for determining timing and pattern of recognition of a liability and corresponding deferred outflow of resources.

GASB Statement No. 84, *Fiduciary Activities*, issued in January 2017, will be effective for the School District beginning with its fiscal year ending June 30, 2020. This Statement will improve guidance regarding the identification of fiduciary activities for accounting and financial reporting purposes and how those activities should be reported.

GASB Statement No. 87, *Leases*, issued in June 2017, will be effective for the School District with its fiscal year ending June 30, 2021. This Statement will improve accounting and financial reporting for leases by governments by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases.

GASB Statement No. 88, *Certain Disclosures Related to Debt, Including Direct Borrowings and Direct Placements*, issued April 2018, will be effective for the School District with its fiscal year ending June 30, 2019. This Statement will improve the information that is disclosed in notes to the government financial statements related to debt, including direct borrowings and direct placements. It also clarifies which liabilities governments should include when disclosing information related to debt.

GASB Statement No. 89, *Accounting for Interest Cost Incurred Before the End of a Construction Period*, issued June 2018, will be effective for the School District with its fiscal year ending June 30, 2021. This Statement will enhance the relevance and comparability of information about capital assets and the cost of borrowing for a reporting period and to simplify accounting for interest cost incurred before the end of a construction period.

GASB Statement No. 90, *Majority Equity Interests – An Amendment of GASB Statements No. 14 and 61*, issued August 2018, will be effective for the School District with its fiscal year ending June 30, 2020. This Statement will improve the consistency and comparability of reporting a government's majority equity interest in a legally separate organization and to improve the relevance of financial statement information for certain component units.

We applied certain limited procedures to the following, which are required supplementary information (RSI) that supplements the basic financial statements:

- Management's Discussion and Analysis,
- Schedule of the School District's Proportionate Share of Net Pension Liability,
- Schedule of School District Contributions – Pensions,
- Schedule of the School District's Proportionate Share of the Net Other Postemployment Benefits Liability,
- Schedule of the School District Contributions – Other Postemployment Benefits,
- Schedule of Changes in the School District's Total Other Postemployment Benefits Liability and Related Ratios, and
- Notes to the Required Supplementary Information

Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the combining and individual fund schedules and Schedule of Expenditures of Federal Awards, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Restriction on Use

This information is intended solely for the information and use of the members of the School Board and management of the Contoocook Valley Regional School District and is not intended to be, and should not be, used by anyone other than these specified parties.

Respectfully,



PLODZIK & SANDERSON
Professional Association

Attachments

CONTOOCCOOK VALLEY SCHOOL DISTRICT FIELD TRIP PROPOSAL

1. Name: Sarah Grossi Grade: 11-12 School: CUHS
2. Destination: Dallas, TX
3. Date(s) of Trip: June 21 - 25 Time(s): From overnight
4. Description of Trip: Three students who competed in the state competition for Educators Rising NH earned the right to compete in the national conference in Dallas.
5. How will this trip relate to your program and/or curriculum?
Educators Rising NH is the Career and Technical Student Organization for the Teacher Education program.
Cost per person → \$1,063.70
Hotel + Plane = 572.70 Ground Transport = 50
Registration = 265 Food = 176
6. Transportation will be by: Bus Co. _____ Private Car _____ Other plane
 (Private cars require completion of District Use of Private Vehicle Form by individual drivers)

7. Ratio of Adults: 1 to Number of Students: 3

Sarah Grossi 3/19/19
 Staff Signature Date

[Signature] 3/19/19
 Principal Signature Date

SCHOOL USE ONLY: All items must be checked before the Principal/Assistant Principal will sign

- | | |
|--|--|
| <input type="checkbox"/> Bus Form If Necessary | <input type="checkbox"/> Kitchen Notified If Lunches Would Be Affected |
| <input type="checkbox"/> Fee Paid By _____ | <input type="checkbox"/> UA Team Notified |
| <input type="checkbox"/> Chaperones Listed On The Reverse | <input type="checkbox"/> Posted on Events Calendar |
| <input type="checkbox"/> Permission Slips To Parents/Guardians Prepared | <input type="checkbox"/> Notified Nurse to prepare Medicine |
| <input type="checkbox"/> Office Notified With Accurate Lists of Students | <input type="checkbox"/> CPR/First Aid Trained: _____ (Name and Expiration Date) |

SCHOOL BOARD APPROVAL REQUIRED FOR TRIPS OF MORE THAN TWO (2) DAYS (REFER TO FIELD TRIP POLICY IICA).

Proposal forms must be submitted to the Principal by April 1st, to the Superintendent by May 1st and approved by the School Board no later than the August meeting for trips during the new school year

Date Received at SAU Office _____ Date Approved/Not Approved by School Board _____
 (Please Circle One)

Superintendent/Board Chairman Signature _____



2019 EDUCATORS RISING NATIONAL CONFERENCE

There's power in teaching

June 22–25, 2019 | Hyatt Regency | Dallas, TX

TENTATIVE SCHEDULE

Friday, June 21

12:00 p.m. – 1:00 p.m.

Lunch on your own

1 p.m. – 7 p.m.

Pre-Con Meeting: State/Regional Coordinators (by invitation only)

Saturday, June 22

9 a.m. – 8 p.m.

Registration & Information booth open

9 a.m. – 8 p.m.

Educators Rising store open

10 a.m. – 11:00 a.m.

Judges' training

11:00 a.m. – 1:00 p.m.

Lunch on your own

1 p.m. – 7 p.m.

Competitions

7 p.m. – 10 p.m.

Opening General Session with Special Guest Keynote

Sunday, June 23

8 a.m. – 5 p.m.

Registration & Information booth open

8 a.m. – 5 p.m.

Educators Rising store open

8 a.m. – 7 p.m.

Competitions

9 a.m. – 4 p.m.

Teacher Leader Training (by invitation only)

9 a.m. – 5 p.m.

College and Innovation Exhibit Fair open

9 a.m. – 11 p.m.

Breakout sessions

11 a.m. – 12 p.m.

Dedicated time to visit Exhibit Hall

12:15 p.m. – 1:45 p.m.

Lunch with Special Guest Keynote

2 p.m. – 4 p.m.

Breakout sessions

2 p.m. – 4 p.m.

State/Regional Coordinators meeting (by invitation only)

5 p.m. – 7 p.m.

Dinner on your own

8 p.m. – 11 p.m.

Lip Sync Battle and Dance

Monday, June 24

8 a.m. – 5 p.m.

Registration & Information booth open

8 a.m. – 5 p.m.

Educators Rising store open

9 a.m. – 12 p.m.

Breakout sessions

9 a.m. – 12 p.m.

Competitions

9 a.m. – 4 p.m.

Teacher Leader Training (by invitation only)

12:15 p.m. – 1 p.m.

General session for Dallas social event attendees (tickets distributed)

After 1 p.m. – 9 p.m.

Dallas social event – Six Flags* (*Meal ticket included*)

Tuesday, June 25

8 a.m. – 12 p.m.

Registration & Information booth open

8 a.m. – 12 p.m.

Educators Rising store open

9 a.m. – 12 p.m.

Breakout sessions

12:15 p.m. – 1:15 p.m.

Teacher Leader Networking Lunch

12:15 p.m. – 1:15 p.m.

Student Networking Lunch

1:30 p.m. – 3:30 p.m.

Closing General Session and Awards Celebration

**additional fee required*



**EDUCATORS
RISING**

A Division of
PDK
INTERNATIONAL

**CONTOOCCOOK VALLEY SCHOOL DISTRICT
FIELD TRIP PROPOSAL**

1. Name: Cindi Hodgdon + Anna Muncy Grade: 10-11 School: CVHS
2. Destination: Chicago - Loyola University
3. Date(s) of Trip: May 24-26 Time(s): From 7am to 8pm
4. Description of Trip: We are bringing 8 students free of charge to a Sustainability Summit, combining both science and German

5. How will this trip relate to your program and/or curriculum?

We are bringing German outside of the classroom and combining with other disciplines. They will meet students from around the US and work to solve problems of green living + sustainability using a German model.

6. Transportation will be by: Bus Co. _____ Private Car X Other plane + bus
(Private cars require completion of District Use of Private Vehicle Form by individual drivers)

7. Ratio of Adults: 2 to Number of Students: 8

Required CPR/First Aid Trained (Name & Expiration Date) Hodgdon 2/20

Staff Signature C Hodgdon Date 2/20/19 Principal Signature [Signature] Date 2/20

SCHOOL USE ONLY: All items must be checked before the Principal/Assistant

Principal will sign

- | | |
|--|--|
| <input type="checkbox"/> Bus Form If Necessary | <input type="checkbox"/> Kitchen Notified If Lunches Would Be Affected |
| <input type="checkbox"/> Fee Paid By _____ | <input type="checkbox"/> UA Team Notified |
| <input type="checkbox"/> Chaperones Listed On The Reverse | <input type="checkbox"/> Posted on Events Calendar |
| <input type="checkbox"/> Permission Slips To Parents/Guardians Prepared | <input type="checkbox"/> Notified Nurse to prepare Medicine |
| <input type="checkbox"/> Office Notified With Accurate Lists of Students | |

SCHOOL BOARD APPROVAL REQUIRED FOR TRIPS OF MORE THAN TWO (2) DAYS (REFER TO FIELD TRIP POLICY IICA).

Proposal forms must be submitted to the Principal by April 1st, to the Superintendent by May 1st and approved by the School Board no later than the August meeting for trips during the new school year

Date Received at SAU Office _____ Date Approved/Not Approved by School Board _____
(Please Circle One)

Superintendent/Board Chairman Signature _____

Adopted: May 1, 2001

**CONTOOCOOK VALLEY SCHOOL DISTRICT
FIELD TRIP PROPOSAL**

1. Name: Hodgdon, Bowman, Heider Grade: 11-12 School: CVHS
2. Destination: Salzburg Austria
3. Date(s) of Trip: 4/16/19 - 4/27/19 Time(s): From 3pm to 9pm
4. Description of Trip: We are traveling to Austria as the second half of our exchange.
5. How will this trip relate to your program and/or curriculum?
Students, by necessity, will have to use German outside of the classroom. They will experience the culture first hand.
6. Transportation will be by: Bus Co. X Private Car _____ Other Plane
(Private cars require completion of District Use of Private Vehicle Form by individual drivers)
7. Ratio of Adults: 3 to Number of Students: 28
- Staff Signature C Hodgdon Date 9/20/18 Principal Signature [Signature] Date 9/22/18

SCHOOL USE ONLY: All items must be checked before the Principal/Assistant Principal will sign

- | | |
|--|--|
| <input checked="" type="checkbox"/> Bus Form If Necessary | <input type="checkbox"/> Kitchen Notified If Lunches Would Be Affected |
| <input checked="" type="checkbox"/> Fee Paid By <u>Student</u> | <input type="checkbox"/> UA Team Notified |
| <input checked="" type="checkbox"/> Chaperones Listed On The Reverse <u>hshduptp</u> | <input type="checkbox"/> Posted on Events Calendar |
| <input checked="" type="checkbox"/> Permission Slips To Parents/Guardians Prepared | <input checked="" type="checkbox"/> Notified Nurse to prepare Medicine |
| <input checked="" type="checkbox"/> Office Notified With Accurate Lists of Students | <input checked="" type="checkbox"/> CPR/First Aid Trained: <u>Hodgdon</u> (Name and Expiration Date) |

SCHOOL BOARD APPROVAL REQUIRED FOR TRIPS OF MORE THAN TWO (2) DAYS (REFER TO FIELD TRIP POLICY IICA).

Proposal forms must be submitted to the Principal by April 1st, to the Superintendent by May 1st and approved by the School Board no later than the August meeting for trips during the new school year

Date Received at SAU Office _____ Date Approved/Not Approved by School Board _____
(Please Circle One)

Superintendent/Board Chairman Signature _____

Adopted: May 1, 2001

NEW HAMPSHIRE PUBLIC SCHOOLS
SCHOOL ADMINISTRATIVE UNIT #1

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

Telephone: 603-924-3336

Fax: 603-924-6707

Kimberly Saunders
Superintendent of Schools
ksaunders@conval.edu

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

TO: Contoocook Valley School Board

FROM: Steve Bartsch

DATE: 3/18/19

RE: REQUEST TO ACCEPT A GIFT OR DONATION

The Conval High School School requests authorization to accept from:

Name/Address: Swing Into Spring — Caitlyn McPherson,
Morgan Boutwell

the following gift/donation of: Check valued at \$ 3508.00

for the purpose of: Upgrading the Weightroom/Fitness Center

Health/PE staff have been consulted and wish to purchase the
following: kettlebells, barbells, medicine ball rack, weight bench,
plyoboxes, platforms


Teaching/Supervising Principal's Signature

SAU OFFICE USE ONLY: Date Received _____

Date Approved by School Board _____

Date Not Approved by School Board/Reason: _____

March 14, 2019

Dear Mr. Bartsch,

Swing Into Spring is a fundraising tournament that was started 4 years ago to help raise funds for a variety of local organizations. This year's funds were established in the memory of Nicholas Seymour in hopes to donate the money to one of the passions he loved. Nick's true passions in life were coaching, teaching, and his family. He loved most sports but was especially devoted to the game of football. He played prior to and during his high school years and then went on to coach for ConVal from 2006 to 2013. In 2014 he joined the Franklin Pierce University Football Program as an assistant coach, but his heart always remained with ConVal. We would like to donate this year's proceeds, \$3,508 in memory of Nick for the purpose of upgrading the weight room/fitness center and to help with any football funds that may be in need.

Please let us know if you would consider accepting this donation in the memory of Nick Seymour so we can help keep part of Nick where he loved teaching and coaching.

Thank you.

A handwritten signature in cursive script, appearing to read "Caitlin McPherson", followed by a long horizontal flourish.

Caitlin Mcpherson
Morgan Boutwell
Founders Swing Into Spring.

ADC – Tobacco Products Ban Use and Possession In and On School facilities and Grounds

State law prohibits the use of any tobacco product, E-cigarette, or liquid nicotine in any facility or upon any grounds maintained by the District. Students and minors are further prohibited from possessing such items in or upon any facility, school vehicle, or grounds owned or maintained by the District.

A. Definitions.

"Tobacco product(s)" means any product containing tobacco including, but not limited to, cigarettes, smoking tobacco, cigars, chewing tobacco, snuff, pipe tobacco, smokeless tobacco, and smokeless cigarettes, as well as any other product or item included in RSA 126-K:2, XI as the same may be amended or replaced from time-to-time.

"E-cigarette" means any electronic smoking device composed of a mouthpiece, a heating element, a battery, and electronic circuits that provides a vapor of pure nicotine mixed with propylene glycol to the user as the user simulates smoking. This term shall include such devices whether they are manufactured as e-cigarettes, e-cigars, or e-pipes, or under any other product name as well as any other product or item included in RSA 126-K:2, II-a as the same may be amended or replaced from time-to-time.

"Liquid nicotine" means any liquid product composed either in whole or in part of pure nicotine and propylene glycol and manufactured for use with e-cigarettes, as well as any other product or item included in RSA 126-K:2, III-a as the same may be amended or replaced from time-to-time.

"Facility" is any place which is supported by public funds and which is used for the instruction of students enrolled in preschool programs and in all grades maintained by the District. This definition shall include all administrative buildings and offices and areas within facilities supportive of instruction and subject to educational administration, including, but not limited to, lounge areas, passageways, rest rooms, laboratories, classrooms, study areas, cafeterias, gymnasiums, maintenance rooms, and storage areas.

B. Students

No student shall purchase, attempt to purchase, possess or use any tobacco product, E-cigarette, or liquid nicotine in any facility, in any school vehicle, while attending any school-sponsored event, or anywhere on school grounds maintained by the District.

Enforcement of the prohibition against students shall initially rest with building principals, or their designees, who may also report any violation to law enforcement, for possible juvenile, criminal or other proceedings as provided under state law. Additional consequences may be administered pursuant to printed student conduct rules.

C. Employees

No employee shall use any tobacco product, E-cigarette, or liquid nicotine, in any facility, in any school vehicle or anywhere on school grounds maintained by the District.

Initial responsibility for enforcement of this prohibition shall rest with building principals, or their designees. Any employee(s) who violate(s) this policy is subject to disciplinary action which may include warning, suspension or dismissal. Violations may also be referred to appropriate law

ADC – Tobacco Products Ban Use and Possession In and On School facilities and Grounds

enforcement and/or other appropriate agencies for criminal or other proceedings as provided under state law.

D. All other persons

No visitor, contractor, vendor or other member of the public, shall use any tobacco product, E-cigarette, or liquid nicotine in any facility, in any school vehicle, or anywhere on school grounds maintained by the District.

The building principal(s), and where appropriate, other site supervisor (athletic director, vehicle driver, etc.), or their designee(s), shall have the initial responsibility to enforce this section, by requesting that any person who is violating this policy to immediately cease the use of tobacco products, E-cigarette or liquid nicotine. After this request is made, if any person refuses to refrain from using such products in violation of this policy, the principal, site supervisor, or designee may call contact the appropriate law enforcement agency(ies) for possible criminal or other proceedings as provided under state law.

E. Implementation and Notice - Administrative Rules and Procedures.

The Superintendent shall establish administrative rules and procedures to implement this policy, which rules and procedures may be building level and/or district-wide. Rules and procedures relating to student violations and resulting disciplinary consequences should be developed in consultation with building principal(s).

The Superintendent, working with the building principal(s), shall provide annual notice to employees, students and parents of the pertinent provisions of this policy (e.g., student or staff handbook) along with applicable administrative regulations and procedures, which may include prescribed consequences for violations of this policy. Such notice should include information that violation of this Policy could lead to criminal or other such proceedings.

Signs shall be placed by the District in all buildings, facilities and school vehicles stating that the use of tobacco products is prohibited.

Legal References:

RSA 155:64 – 77, Indoor Smoking Act

RSA 126-K:2, Definitions

RSA 126-K:6, Possession and Use of Tobacco Products by Minors

RSA 126-K:7, Use of Tobacco Products on Public Educational Grounds Prohibited

Category: Priority-Required by Law

See also: ADB, GBEC, GBED, JICG, & JICH

First Read: March 19, 2019

Second Read: April 2, 2019

Adopted:

GBED – Tobacco Products Ban Use and Possession In and On School facilities and Grounds

State law prohibits the use of any tobacco product, E-cigarette, or liquid nicotine in any facility or upon any grounds maintained by the District. Students and minors are further prohibited from possessing such items in or upon any facility, school vehicle, or grounds owned or maintained by the District.

A. Definitions.

"Tobacco product(s)" means any product containing tobacco including, but not limited to, cigarettes, smoking tobacco, cigars, chewing tobacco, snuff, pipe tobacco, smokeless tobacco, and smokeless cigarettes, as well as any other product or item included in RSA 126-K:2, XI as the same may be amended or replaced from time-to-time.

"E-cigarette" means any electronic smoking device composed of a mouthpiece, a heating element, a battery, and electronic circuits that provides a vapor of pure nicotine mixed with propylene glycol to the user as the user simulates smoking. This term shall include such devices whether they are manufactured as e-cigarettes, e-cigars, or e-pipes, or under any other product name as well as any other product or item included in RSA 126-K:2, II-a as the same may be amended or replaced from time-to-time.

"Liquid nicotine" means any liquid product composed either in whole or in part of pure nicotine and propylene glycol and manufactured for use with e-cigarettes, as well as any other product or item included in RSA 126-K:2, III-a as the same may be amended or replaced from time-to-time.

"Facility" is any place which is supported by public funds and which is used for the instruction of students enrolled in preschool programs and in all grades maintained by the District. This definition shall include all administrative buildings and offices and areas within facilities supportive of instruction and subject to educational administration, including, but not limited to, lounge areas, passageways, rest rooms, laboratories, classrooms, study areas, cafeterias, gymnasiums, maintenance rooms, and storage areas.

B. Students

No student shall purchase, attempt to purchase, possess or use any tobacco product, E-cigarette, or liquid nicotine in any facility, in any school vehicle, while attending any school-sponsored event, or anywhere on school grounds maintained by the District.

Enforcement of the prohibition against students shall initially rest with building principals, or their designees, who may also report any violation to law enforcement, for possible juvenile, criminal or other proceedings as provided under state law. Additional consequences may be administered pursuant to printed student conduct rules.

C. Employees

No employee shall use any tobacco product, E-cigarette, or liquid nicotine, in any facility, in any school vehicle or anywhere on school grounds maintained by the District.

Initial responsibility for enforcement of this prohibition shall rest with building principals, or their designees. Any employee(s) who violate(s) this policy is subject to disciplinary action which may include warning, suspension or dismissal. Violations may also be referred to appropriate law

GBED – Tobacco Products Ban Use and Possession In and On School facilities and Grounds

enforcement and/or other appropriate agencies for criminal or other proceedings as provided under state law.

D. All other persons

No visitor, contractor, vendor or other member of the public, shall use any tobacco product, E-cigarette, or liquid nicotine in any facility, in any school vehicle, or anywhere on school grounds maintained by the District.

The building principal(s), and where appropriate, other site supervisor (athletic director, vehicle driver, etc.), or their designee(s), shall have the initial responsibility to enforce this section, by requesting that any person who is violating this policy to immediately cease the use of tobacco products, E-cigarette or liquid nicotine. After this request is made, if any person refuses to refrain from using such products in violation of this policy, the principal, site supervisor, or designee may call contact the appropriate law enforcement agency(ies) for possible criminal or other proceedings as provided under state law.

E. Implementation and Notice - Administrative Rules and Procedures.

The Superintendent shall establish administrative rules and procedures to implement this policy, which rules and procedures may be building level and/or district-wide. Rules and procedures relating to student violations and resulting disciplinary consequences should be developed in consultation with building principal(s).

The Superintendent, working with the building principal(s), shall provide annual notice to employees, students and parents of the pertinent provisions of this policy (e.g., student or staff handbook) along with applicable administrative regulations and procedures, which may include prescribed consequences for violations of this policy. Such notice should include information that violation of this Policy could lead to criminal or other such proceedings.

Signs shall be placed by the District in all buildings, facilities and school vehicles stating that the use of tobacco products is prohibited.

Legal References:

RSA 155:64 – 77, Indoor Smoking Act

RSA 126-K:2, Definitions

RSA 126–K:6, Possession and Use of Tobacco Products by Minors

RSA 126-K:7, Use of Tobacco Products on Public Educational Grounds Prohibited

Category: Priority-Required by Law

See also: ADB, ADC, GBEC, JICG, & JICH

First Read: March 19, 2019

Second Read: April 2, 2019

Adopted:

JICG – Tobacco Products Ban Use and Possession In and On School facilities and Grounds

State law prohibits the use of any tobacco product, E-cigarette, or liquid nicotine in any facility or upon any grounds maintained by the District. Students and minors are further prohibited from possessing such items in or upon any facility, school vehicle, or grounds owned or maintained by the District.

A. Definitions.

"Tobacco product(s)" means any product containing tobacco including, but not limited to, cigarettes, smoking tobacco, cigars, chewing tobacco, snuff, pipe tobacco, smokeless tobacco, and smokeless cigarettes, as well as any other product or item included in RSA 126-K:2, XI as the same may be amended or replaced from time-to-time.

"E-cigarette" means any electronic smoking device composed of a mouthpiece, a heating element, a battery, and electronic circuits that provides a vapor of pure nicotine mixed with propylene glycol to the user as the user simulates smoking. This term shall include such devices whether they are manufactured as e-cigarettes, e-cigars, or e-pipes, or under any other product name as well as any other product or item included in RSA 126-K:2, II-a as the same may be amended or replaced from time-to-time.

"Liquid nicotine" means any liquid product composed either in whole or in part of pure nicotine and propylene glycol and manufactured for use with e-cigarettes, as well as any other product or item included in RSA 126-K:2, III-a as the same may be amended or replaced from time-to-time.

"Facility" is any place which is supported by public funds and which is used for the instruction of students enrolled in preschool programs and in all grades maintained by the District. This definition shall include all administrative buildings and offices and areas within facilities supportive of instruction and subject to educational administration, including, but not limited to, lounge areas, passageways, rest rooms, laboratories, classrooms, study areas, cafeterias, gymnasiums, maintenance rooms, and storage areas.

B. Students

No student shall purchase, attempt to purchase, possess or use any tobacco product, E-cigarette, or liquid nicotine in any facility, in any school vehicle, while attending any school-sponsored event, or anywhere on school grounds maintained by the District.

Enforcement of the prohibition against students shall initially rest with building principals, or their designees, who may also report any violation to law enforcement, for possible juvenile, criminal or other proceedings as provided under state law. Additional consequences may be administered pursuant to printed student conduct rules.

C. Employees

No employee shall use any tobacco product, E-cigarette, or liquid nicotine, in any facility, in any school vehicle or anywhere on school grounds maintained by the District.

Initial responsibility for enforcement of this prohibition shall rest with building principals, or their designees. Any employee(s) who violate(s) this policy is subject to disciplinary action which may include warning, suspension or dismissal. Violations may also be referred to appropriate law

JICG – Tobacco Products Ban Use and Possession In and On School facilities and Grounds

enforcement and/or other appropriate agencies for criminal or other proceedings as provided under state law.

D. All other persons

No visitor, contractor, vendor or other member of the public, shall use any tobacco product, E-cigarette, or liquid nicotine in any facility, in any school vehicle, or anywhere on school grounds maintained by the District.

The building principal(s), and where appropriate, other site supervisor (athletic director, vehicle driver, etc.), or their designee(s), shall have the initial responsibility to enforce this section, by requesting that any person who is violating this policy to immediately cease the use of tobacco products, E-cigarette or liquid nicotine. After this request is made, if any person refuses to refrain from using such products in violation of this policy, the principal, site supervisor, or designee may call contact the appropriate law enforcement agency(ies) for possible criminal or other proceedings as provided under state law.

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The Superintendent shall establish administrative rules and procedures to implement this policy, which rules and procedures may be building level and/or district-wide. Rules and procedures relating to student violations and resulting disciplinary consequences should be developed in consultation with building principal(s).

The Superintendent, working with the building principal(s), shall provide annual notice to employees, students and parents of the pertinent provisions of this policy (e.g., student or staff handbook) along with applicable administrative regulations and procedures, which may include prescribed consequences for violations of this policy. Such notice should include information that violation of this Policy could lead to criminal or other such proceedings.

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RSA 126-K:2, Definitions

RSA 126–K:6, Possession and Use of Tobacco Products by Minors

RSA 126-K:7, Use of Tobacco Products on Public Educational Grounds Prohibited

Category: *Priority-Required by Law*

See also: *ADC, ADB, GBEC, GBED, & JICH*

First Read: *March 19, 2019*

Second Read: *April 2, 2019*

Adopted:

BGA – Policy Development System

The Board endorses for use in this District the policy development, codification, and dissemination system of the New Hampshire School Boards Association.

This system, is to serve as a general guideline for such tasks as policy research, the drafting of preliminary policy proposals, reviewing policy drafts with concerned groups, presenting new and revised policies to the Board for consideration and action, policy dissemination, policy evaluation, and the maintenance of a continuously and easy-to-use policy manual.

Policy Adoption, Dissemination and Review

- A. The Board may adopt, amend, or repeal written policies at any meeting by a majority vote of Board members in attendance, provided that notice of the proposed action was given at a previous Board meeting and that each Board member was notified of the proposed action. For purposes of notification, the meeting agenda delivered to each Board member is deemed sufficient.
- B. On matters of unusual or unexpected urgency, the Board may waive the second meeting limitation and take immediate action to adopt a new policy or revise an existing policy.
- C. The Board will allow an opportunity for public comments on policy proposals.
- D. All policies will be titled, dated, and coded consistent with the classification system used by the New Hampshire School Boards Association.
- E. Board action regarding the adoption, revision or repeal of policies will be included in the minutes of the meeting at which the official action is taken.
- F. Policies and amendments will be effective immediately upon adoption, unless a specific effective date is provided in the adopted final policy.
- G. All written policies and administrative rules and regulations will be open for and available for public inspection, upon request.
- H. All Board policies will be reviewed and evaluated by the school board on a regular and continuing basis.
- I. The Superintendent or designee is responsible for notifying the Board of all policy updates and revisions provided by the New Hampshire School Boards Association. The Board will then schedule time for review of such updates and will taken action accordingly regarding the adoption, revision or repeal of such policies.

A member of the SAU staff is to be designated and delegated by the Superintendent with the responsibility to maintain the Board's policy reference files, to draft policy proposals as instructed by the Board and/or Superintendent, to maintain the Board policy manual, and to serve as liaison between the Board, the New Hampshire School Boards Association, State Board of Education, and other sources of policy research information.

Category: Recommended

First Read: March 19, 2019

Second Read: April 2, 2019

Adopted:

Contoocook Valley School District

*Object Report

Fiscal Year: 2018-2019

From Date: 4/1/2019

To Date: 4/30/2019

☐ 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	\$15,044,022.42	(\$281,795.32)	\$14,762,227.10	\$0.00	\$9,614,457.14	\$5,147,769.96	\$4,253,275.84	\$894,494.12 6.06%
21.000.0000.00.111	PARAPROFESSIONAL SALARIES	\$2,502,239.36	\$0.00	\$2,502,239.36	\$0.00	\$1,732,094.49	\$770,144.87	\$625,076.54	\$145,068.33 5.80%
21.000.0000.00.112	ADMIN ASSISTANTS	\$1,084,540.50	\$0.00	\$1,084,540.50	\$0.00	\$781,556.37	\$302,984.13	\$321,113.28	(\$18,129.15) -1.67%
21.000.0000.00.113	CUSTODIAL/MAINTENANCE	\$543,381.49	\$0.00	\$543,381.49	\$0.00	\$360,268.02	\$183,113.47	\$135,221.60	\$47,891.87 8.81%
21.000.0000.00.114	ADMINISTRATOR	\$2,474,808.40	\$0.00	\$2,474,808.40	\$0.00	\$1,838,258.96	\$636,549.44	\$542,915.73	\$83,633.71 3.78%
21.000.0000.00.115	DEPARTMENT HEADS	\$40,000.00	\$0.00	\$40,000.00	\$0.00	\$20,769.48	\$19,230.52	\$9,230.52	\$10,000.00 25.00%
21.000.0000.00.119	SUPPORT SERVICES	\$737,942.16	\$24,405.22	\$762,347.38	\$0.00	\$568,569.37	\$193,778.01	\$190,910.42	\$2,867.59 0.38%
21.000.0000.00.120	TEMPORARY SALARIES	\$1,076,965.09	\$106,780.91	\$1,183,746.00	\$0.00	\$698,999.66	\$484,746.34	\$267,715.61	\$217,030.73 18.33%
21.000.0000.00.130	OVERTIME	\$43,200.00	\$0.00	\$43,200.00	\$0.00	\$28,368.48	\$14,831.52	\$0.00	\$14,831.52 34.33%
21.000.0000.00.211	HEALTH INSURANCE	\$5,260,853.20	\$0.00	\$5,260,853.20	\$0.00	\$4,281,896.72	\$978,956.48	\$1,027,573.19	(\$48,616.71) -0.92%
21.000.0000.00.212	DENTAL INSURANCE	\$204,470.00	\$0.00	\$204,470.00	\$0.00	\$183,504.46	\$20,965.54	\$39,419.73	(\$18,454.19) -9.03%
21.000.0000.00.213	LIFE INSURANCE	\$42,000.00	(\$0.03)	\$41,999.97	\$0.00	\$33,838.00	\$8,161.97	\$0.00	\$8,161.97 19.43%
21.000.0000.00.214	LONG TERM DISABILITY	\$50,400.00	\$0.00	\$50,400.00	\$0.00	\$37,076.18	\$13,323.82	\$0.00	\$13,323.82 26.44%
21.000.0000.00.220	FICA	\$1,742,568.00	\$0.00	\$1,742,568.00	\$0.00	\$1,160,533.95	\$582,034.05	\$466,460.02	\$115,574.03 6.63%
21.000.0000.00.225	ADMIN ANNUITY	\$7,005.00	\$0.00	\$7,005.00	\$0.00	\$7,005.00	\$0.00	\$0.00	\$0.00 0.00%
21.000.0000.00.231	NON - TEACH RETIRE	\$582,942.26	(\$0.01)	\$582,942.25	\$0.00	\$405,991.40	\$176,950.85	\$144,352.32	\$32,598.53 5.59%
21.000.0000.00.232	TEACHER RETIRE	\$2,717,492.66	\$0.00	\$2,717,492.66	\$0.00	\$1,961,422.93	\$756,069.73	\$824,879.08	(\$68,809.35) -2.53%
21.000.0000.00.260	UNEMPLOYMENT	\$27,655.00	\$0.00	\$27,655.00	\$0.00	(\$68.00)	\$27,723.00	\$0.00	\$27,723.00 100.25%
21.000.0000.00.320	PRESENTERS	\$17,600.00	\$0.00	\$17,600.00	\$0.00	\$13,792.13	\$3,807.87	\$1,500.00	\$2,307.87 13.11%
21.000.0000.00.321	PROF SERVICES	\$78,890.00	\$0.00	\$78,890.00	\$0.00	\$78,731.15	\$158.85	\$0.00	\$158.85 0.20%
21.000.0000.00.322	STAFF SERVICES	\$102,900.00	\$28,000.00	\$130,900.00	\$0.00	\$42,112.32	\$88,787.68	\$12,892.00	\$75,895.68 57.98%
21.000.0000.00.323	PUPIL SERVICES	\$223,400.00	\$233,352.05	\$456,752.05	\$0.00	\$400,865.45	\$55,886.60	\$258,843.55	(\$202,956.95) -44.43%
21.000.0000.00.330	PURCHASED/PROF	\$1,518,274.00	\$36,081.82	\$1,554,355.82	\$0.00	\$1,141,629.66	\$412,726.16	\$258,541.26	\$154,184.90 9.92%
21.000.0000.00.340	STATISTICAL SERVICES	\$37,946.25	\$0.00	\$37,946.25	\$0.00	\$32,303.22	\$5,643.03	\$15,375.00	(\$9,731.97) -25.65%
21.000.0000.00.380	PURCH SERVICES	\$171,000.00	\$40,500.00	\$211,500.00	\$0.00	\$264,074.83	(\$42,574.83)	\$40,000.00	(\$82,574.83) -39.04%
21.000.0000.00.390	x	\$0.00	\$0.00	\$0.00	\$0.00	\$4,220.09	(\$4,220.09)	\$4,779.91	(\$9,000.00) 0.00%
21.000.0000.00.411	WATER/SEWER	\$57,875.00	\$292.00	\$58,167.00	\$0.00	\$39,119.21	\$19,047.79	\$4,542.59	\$14,505.20 24.94%
21.000.0000.00.421	DISPOSAL	\$41,675.00	\$0.00	\$41,675.00	\$0.00	\$27,418.48	\$14,256.52	\$9,067.90	\$5,188.62 12.45%
21.000.0000.00.422	SNOW PLOWING	\$198,100.00	\$0.00	\$198,100.00	\$0.00	\$104,176.50	\$93,923.50	\$93,623.50	\$300.00 0.15%
21.000.0000.00.430	REPAIR/MAINT	\$319,259.36	\$114,395.86	\$433,655.22	\$0.00	\$225,982.72	\$207,672.50	\$125,765.32	\$81,907.18 18.89%
21.000.0000.00.431	STRUCTURAL REPAIRS & MAINTENANCE	\$312,200.00	\$231,152.11	\$543,352.11	\$0.00	\$49,655.23	\$493,696.88	\$228,775.92	\$264,920.96 48.76%
21.000.0000.00.432	ELECTRICAL REPAIRS & MAINTENANCE	\$30,700.00	\$21,393.65	\$52,093.65	\$0.00	\$64,063.88	(\$31,970.23)	\$28,294.59	(\$60,264.82) -115.69%
21.000.0000.00.433	MECHANICAL REPAIRS & MAINTENANCE	\$39,000.00	\$1,405.00	\$40,405.00	\$0.00	\$10,093.64	\$30,311.36	\$8,397.38	\$21,913.98 54.24%
21.000.0000.00.434	HVAC REPAIRS & MAINTENANCE	\$163,300.00	\$106,463.58	\$269,763.58	\$0.00	\$109,395.56	\$160,368.02	\$37,073.71	\$123,294.31 45.70%

Contoocook Valley School District

*Object Report

Fiscal Year: 2018-2019

From Date: 4/1/2019

To Date: 4/30/2019

☐ 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
21.000.0000.00.440	BUILDING RENTAL	\$3,500.00	\$0.00	\$3,500.00	\$0.00	\$1,925.00	\$1,575.00	\$1,425.00	\$150.00	4.29%
21.000.0000.00.510	OTHER TRANSPORTATION	\$254,231.04	\$14,695.00	\$268,926.04	\$0.00	\$132,228.77	\$136,697.27	\$146,271.39	(\$9,574.12)	-3.56%
21.000.0000.00.519	PUPIL TRANSPORTATION	\$2,263,595.20	\$1,250.00	\$2,264,845.20	\$0.00	\$1,586,861.70	\$677,983.50	\$756,491.83	(\$78,508.33)	-3.47%
21.000.0000.00.520	INSURANCE	\$221,668.00	\$0.00	\$221,668.00	\$0.00	\$221,668.00	\$0.00	\$0.00	\$0.00	0.00%
21.000.0000.00.530	Telephone / Web access	\$210,604.00	\$920.20	\$211,524.20	\$0.00	\$214,064.85	(\$2,540.65)	\$111,869.10	(\$114,409.75)	-54.09%
21.000.0000.00.531	Cellular Phones	\$30,000.00	\$0.00	\$30,000.00	\$0.00	\$23,080.40	\$6,919.60	\$3,289.60	\$3,630.00	12.10%
21.000.0000.00.532	SAU POSTAGE	\$0.00	\$0.00	\$0.00	\$0.00	\$662.55	(\$662.55)	\$0.00	(\$662.55)	0.00%
21.000.0000.00.534	POSTAGE	\$17,996.00	(\$1,000.00)	\$16,996.00	\$0.00	\$10,290.56	\$6,705.44	\$3,920.05	\$2,785.39	16.39%
21.000.0000.00.540	ADVERTISING	\$15,000.00	\$10,450.00	\$25,450.00	\$0.00	\$16,138.94	\$9,311.06	\$9,574.53	(\$263.47)	-1.04%
21.000.0000.00.550	PRINTING	\$18,500.00	\$0.00	\$18,500.00	\$0.00	\$14,967.92	\$3,532.08	\$168.33	\$3,363.75	18.18%
21.000.0000.00.561	TUITION	\$1,001,295.00	\$86,971.72	\$1,088,266.72	\$0.00	\$715,195.00	\$373,071.72	\$327,049.47	\$46,022.25	4.23%
21.000.0000.00.580	MILEAGE	\$88,560.00	\$300.00	\$88,860.00	\$0.00	\$46,282.95	\$42,577.05	\$18,392.55	\$24,184.50	27.22%
21.000.0000.00.590	MISC PURCH SERV	\$16,700.00	\$0.00	\$16,700.00	\$0.00	\$4,463.83	\$12,236.17	\$8,769.67	\$3,466.50	20.76%
21.000.0000.00.610	GENERAL SUPPLIES	\$796,290.60	\$37,100.45	\$833,391.05	\$0.00	\$421,834.48	\$411,556.57	\$149,016.04	\$262,540.53	31.50%
21.000.0000.00.615	TESTING SUPPLIES	\$9,349.00	(\$25.00)	\$9,324.00	\$0.00	\$5,697.48	\$3,626.52	\$165.00	\$3,461.52	37.12%
21.000.0000.00.622	ELECTRICITY	\$468,405.00	\$0.00	\$468,405.00	\$0.00	\$303,531.63	\$164,873.37	\$94,453.11	\$70,420.26	15.03%
21.000.0000.00.623	BOTTLED GAS	\$12,330.00	\$1,500.00	\$13,830.00	\$0.00	\$16,101.47	(\$2,271.47)	\$569.83	(\$2,841.30)	-20.54%
21.000.0000.00.624	FUEL OIL	\$347,085.00	\$0.00	\$347,085.00	\$0.00	\$196,112.99	\$150,972.01	\$0.00	\$150,972.01	43.50%
21.000.0000.00.640	BOOKS	\$93,081.00	(\$910.71)	\$92,170.29	\$0.00	\$50,151.67	\$42,018.62	\$30,912.72	\$11,105.90	12.05%
21.000.0000.00.641	PERIODICALS	\$24,374.75	(\$71.85)	\$24,302.90	\$0.00	\$16,484.27	\$7,818.63	\$4,919.16	\$2,899.47	11.93%
21.000.0000.00.649	OTHER INFO SOURCES	\$16,990.00	\$527.68	\$17,517.68	\$0.00	\$1,511.18	\$16,006.50	\$258.29	\$15,748.21	89.90%
21.000.0000.00.650	SOFTWARE SUPPORT	\$312,684.49	\$5,846.50	\$318,530.99	\$0.00	\$269,049.37	\$49,481.62	\$23,880.05	\$25,601.57	8.04%
21.000.0000.00.656	GASOLINE	\$190,300.00	\$5,785.37	\$196,085.37	\$0.00	\$125,510.41	\$70,574.96	\$27,987.37	\$42,587.59	21.72%
21.000.0000.00.733	NEW FURNITURE	\$14,718.00	\$29,481.72	\$44,199.72	\$0.00	\$18,620.97	\$25,578.75	\$20,616.45	\$4,962.30	11.23%
21.000.0000.00.734	OTHER EQUIPMENT	\$207,342.00	\$0.00	\$207,342.00	\$0.00	\$82,950.90	\$124,391.10	\$0.00	\$124,391.10	59.99%
21.000.0000.00.737	REPL FURNITURE	\$30,970.00	\$5,064.00	\$36,034.00	\$0.00	\$18,353.11	\$17,680.89	\$9,528.53	\$8,152.36	22.62%
21.000.0000.00.738	REPL EQUIPMENT	\$172,603.00	\$716.30	\$173,319.30	\$0.00	\$19,297.24	\$154,022.06	\$14,903.34	\$139,118.72	80.27%
21.000.0000.00.739	OTHER EQUIPMENT	\$43,593.50	\$103,206.16	\$146,799.66	\$0.00	\$146,771.34	\$28.32	\$3,131.37	(\$3,103.05)	-2.11%
21.000.0000.00.810	DUES & FEES	\$177,405.00	\$5,361.31	\$182,766.31	\$0.00	\$88,344.89	\$94,421.42	\$26,757.48	\$67,663.94	37.02%
21.000.0000.00.830	DEBT SERVICE INTEREST	\$79,875.00	\$11,722.00	\$91,597.00	\$0.00	\$111,422.52	(\$19,825.52)	\$0.00	(\$19,825.52)	-21.64%
21.000.0000.00.890	MISCELLANEOUS	\$60,490.00	\$5,089.68	\$65,579.68	\$0.00	\$41,658.17	\$23,921.51	\$28,294.87	(\$4,373.36)	-6.67%
21.000.0000.00.910	DEBT SERVICE PRINCIPAL	\$360,000.00	(\$5,000.00)	\$355,000.00	\$0.00	\$355,000.00	\$0.00	\$0.00	\$0.00	0.00%
21.000.0000.00.930	TRUSTS/IC	\$0.00	\$427,316.94	\$427,316.94	\$0.00	\$427,316.94	\$0.00	\$0.00	\$0.00	0.00%
Fund: General Fund - 21		\$45,054,140.73	\$1,408,724.31	\$46,462,865.04	\$0.00	\$32,035,728.18	\$14,427,136.86	\$11,798,231.64	\$2,628,905.22	5.66%

Contoocook Valley School District

*Object Report

Fiscal Year: 2018-2019

From Date: 4/1/2019 To Date: 4/30/2019

☐ Include pre encumbrance
☐ Exclude inactive accounts with zero balance

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

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
Grand Total:		\$45,054,140.73	\$1,408,724.31	\$46,462,865.04	\$0.00	\$32,035,728.18	\$14,427,136.86	\$11,798,231.64	\$2,628,905.22	5.66%

End of Report