

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

106 Hancock Road
Peterborough, New Hampshire

CONTOOCOOK VALLEY SCHOOL BOARD

Tuesday, June 4, 2019

Public Hearing

7:00 p.m.

Expend Athletic/Co-Curricular Trust Funds

In accordance with RSA 198:20C, a public hearing will be held by the Contoocook Valley School Board for the purpose of expending Athletic/Co-Curricular Trust Funds in the amount of \$75,000 for the 2018-2019 fiscal year.

School Board Meeting

Immediately Following Public Hearing

SAU Office

AGENDA

1. Call to Order and Pledge of Allegiance
2. Acceptance of School Board Meeting Minutes (Board Vote Required)
 - a. May 21, 2019 (pg. 1-4)
3. Approval of Manifests (Board Vote Required)
4. Points of Pride
5. Public Comment
6. Consent Agenda
 - a. Personnel (pg. 5-6)
 - 1) Nominations- July 2019
 - 2) Resignations- June 2019
 - 3) Nominations – Supplemental- July 2019
7. Superintendent's Report and Presentation of Business
 - a. Monthly Events Calendar (pg. 7-8)
 - b. Expenditure Report – David Jack (pg. 9-11)
8. Reports
 - a. Student Representative – Molly Janoch/Marina McMahon
 - b. Teacher Representative – Asher MacLeod
 - c. Selectmen's Advisory Committee- Bernd Foecking
 - d. Food Service Committee – Linda Quintanilha
9. Old Business
 - a. Food Service Bid Award (Board Vote Required) – David Jack
 - b. Universal Preschool Discussion – Cari Christian-Coates/Ben Moenter
 - c. Policy EEAG Discussion and Potential Waiver
 - d. 2nd Read/Adoption Policy (Board Vote Required) (pg. 12-19)
 - ADB/GBEC: Drug-Free Workplace & Drug-Free Schools
 - JLD: School Guidance and Counseling Program
10. New Business
 - a. 1st Read Policy (pg. 20-21)
 - IKF: High School Graduation
11. Public Comment
12. Non-Public Session: RSA 91-A:3,II (If Required)
 - a. Personnel
 - b. Negotiations
 - c. Legal

MISSION STATEMENT

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

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

CONTOOCOOK VALLEY SCHOOL BOARD

Tuesday, May 21, 2019

School Board Meeting

7:00 p.m.

SAU Office

Minutes

BOARD

Rich Cahoon, Richard Dunning,
Jim Fredrickson, Bernd Foecking,
Janine Lesser, Niki McGettigan,
Stephan Morrissey, Kristen Reilly,
Myron Steere, Tim Theberge
Jerome Wilson

ADMINISTRATION

Dr. Kimberly Saunders, Supt.
Tim Markley, H.R.
David Jack, B.A.
Cari Christian-Coates, Student Serv.
Colleen Roy, GES
Kat Foecking, FES
Anne O'Bryant, SMS
Jim Elder, GBS

1. Call to Order and Pledge of Allegiance

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

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

a. May 7, 2019

Stephan Morrissey moved to accept the minutes of May 7, 2019. Dick Dunning second. Unanimous.

3. Points of Pride

Kimberly Saunders reported out on various points of pride as reported to her from administrators.

Dick Dunning reported that Sean Driscoll and his students work to put over 675 American flags out ahead of Memorial Day weekend.

4. Public Comment

None.

5. Consent Agenda

a. Personnel

1) Nominations- July 2019

Stephan Morrissey moved to approve the nominations of Emily Hartshorne, Katie Page, Amelia Barnes, Jennifer Hart, Madeline Compos, Alexis Harris, Sara King, and Matthew Harris. Dick Dunning second. Unanimous.

2) Resignations- June 2019

Stephan Morrissey moved to accept the resignations of Krystal Morin and Alexcina Smith. Dick Dunning second. Unanimous.

3) Notice of Co-Curricular Stipends

Tim Markley referenced the notice of co-curricular stipend as informational.

4) Job Description (2nd Read/Approval)

a. Special Education Teacher

b. Preschool Teacher

c. District/Community Preschool Case Manager

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

MISSION STATEMENT

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

Tim Markley notified the board about three CVHS teaching/administrator positions: Mary Goldthwaite-Gagne, Greg Morris, and Carol Young.

b. Accept Gift/Donation (Board Vote Required)

- 1) Hancock Elementary School requests authorization to accept a gift/donation totaling \$3,134.50 from the Trustees of the Hancock Trust Funds, for the purpose of an All School Field Trip to the Montshire Museum including coach bus transportation.

Stephan Morrissey moved to accept the donation as read with gratitude. Tim Theberge second. Unanimous.

- 2) South Meadow School requests authorization to accept a gift/donation of a 3D Printer, filament, Servo Motors, valued at \$754.88 from Donors Choose, for the purpose of STEM/STEAM Robotics and EHP.

Stephan Morrissey moved to accept with thanks. Dick Dunning second. Unanimous.

5. Superintendent's Report and Presentation of Business

a. Monthly Events Calendar

Education Committee and Communication Committee were moved from June 17th to June 10th.

EEAG – Use of Private Vehicles to Transport Students and for Other School Purposes

Kimberly Saunders has been asked to allow a privately owned vehicle by the Town of Peterborough to transport students. They did not want to list the district as the second insured. Discussion took place.

7. Reports

a. Student Representative – Molly Janoch/Marina McMahon

None.

b. Teacher Representative – Asher MacLeod

None.

c. Budget & Property Committee – Jim Fredrickson

Jim Fredrickson reported that Budget & Property committee members toured SMS prior to the start of the meeting. Elementary school costs continue to be refined, the solar project is still being working on, LED-lighting is being prioritized then funding will be considered, leasing opportunities will continue to be looked at, District Use of Facilities Policy will be reviewed in June, Antrim Gym was discussed; an Antrim Trust Fund exists.

Capital Reserve Trust Fund needs to be turned back to the fund (\$600K)

Public Hearing is needed on \$75K for Athletic Trust.

David Jack said that when the FY'19 budget was developed, athletic trust funds were part of the plan to offset expenses. A public hearing did not take place; one must be scheduled so money can come back to the district in this fiscal year.

Antrim Trust Fund information was shared.

Tim Grossi continues to work on the Capital Improvement Plan over the next couple of years.

d. Education Committee – Jerry Wilson

Jerry Wilson reported that the committee met yesterday; multi-age/multi-grade is proposed at FES, currently under practice at DCS. In the past, combining grade levels occurred for undersubscribed classes.

Universal Preschool was discussed. Cari Coates presented research on this topic. Information on cost and resources needed was shared. The recommendation is two parts; the first phase would expand at current sites; four year olds would stay full-day. Phase II would expand by adding four additional classrooms. The intent is not that there will be a preschool in every elementary school. Information will be sent out to the board.

High school math requirements were discussed as well. The impact on schedule for students and staff was shared. Data on course subscription and drop information was shared.

Jerry Wilson moved to recommend the support to continue for multi-age at FES. Dick Dunning second.

Rich Cahoon asked if continuing at FES is a step to going forward district-wide. Confirmed, based on success, this will be looked at for additional schools.

Kristen Reilly said that it will be a three-eyar implementation plan.

Bernd Foecking abstained. Unanimous.

Jerry Wilson said that the recommendation for math is to officially adopt the four credits of math and completion of Algebra I to graduate. An additional staff member will be needed to accommodate.

Dick Dunning moved to authorize the Superintendent to hire one math teacher at CVHS. Tim Theberge second. Unanimous.

Edith Bird Bass Essay Contest deadline is this Thursday.

e. Communication Committee – Niki McGettigan

Niki McGettigan reported discussion about newspaper coverage, school coverage, and website updates. Information from committees can provide Niki with information for posting. Newsletters were discussed as well. Assignments currently underway were reviewed. School funding should be a resource on our website. Finishing the communication plan for the upcoming school year was cited as a goal.

8. Old Business

a. Athletic Trust Fund Vote (Board Vote Required)

A Public Hearing is scheduled on June 4, 2019.

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

- EEAG: Use of Private Vehicles to Transport Students and for Other School Purposes
- JICDD: Student Discipline Out-Of-School Actions

Rich Cahoon moved to adopt both policies as read. Dick Dunning second. Unanimous.

Now that EEAG has been adopted, Rich said that the question of a dollar figure and who was named as additional insured was vetted and cited as important.

Stephan Morrissey said that request to waive that policy has been asked.

Stephan Morrissey moved to waive the policy EEAG.

Rich Cahoon called "Point of Order"; that policy, while on the agenda for adoption, would have to be unanimous to waive.

Jim Fredrickson said that legal recommendation is to have the District named as second insured.

Rich said that it is a business decision with a recommendation. Additional insured came back with a strong recommendation from legal. The issue is that we don't want to be sued because of deep pockets in the event of an accident.

Rich further asked for a justification for the request. Kimberly said that the request is coming because there are so few students planned to attend a field trip a short distance from the school. The cost of a bus is significant. Unsure if students parents could drop them there. Cost for 8 kids is prohibitive. It is a one time request.

Could the Town of Peterborough add an additional insured; thought was they could for little money i.e. approximately \$10.00.

Since it is a municipality, wouldn't both be using Primex. Bernd Foecking suggested calling Primex.

Stephan Morrissey said that we should adhere to our policy. The group requesting could go back to Peterborough.

Niki suggested asking our bus company to pick up these DCS students when bus drops students off for school and bring them to Peterborough.

Stephan Morrissey tabled his motion until further info is received. Unanimous. Tabled until next meeting.

9. New Business

a. 1st Read Policy

- ADB: Drug-Free Workplace/Drug-Free Schools
- GBEC: Drug-Free Workplace/Drug-Free Schools
- JLD: School Counseling Program

Rich Cahoon asked the board to review and forward questions or concerns.

b. Consolidation Consultant

Myron Steere asked the sense of the board on hiring a consultant.

Tim Theberge asked if people feel that something is missing. Myron said that some want an independent consultant; that way it wouldn't be swayed.

Dick Dunning asked if we did not find someone to do this work in the past. Kimberly Saunders said that we once had two bids; once there was no interest, the second was far out of the price range anticipated.

Rich Cahoon said that until you define a scope of work, it is not possible to pursue a consultant.

Bernd Foecking said that all of the work that the SAU can do has been done. People feel that we need to get more buy-in from the towns; what would the impact be on housing values etc. It should go back to SAC to look at how to get the answers to these types of questions.

Stephan Morrissey said that we should hold off until the school funding issue is settled.

Janine Lesser said that the scope of work is important before moving forward. Whatever happens with school funding, we need to get our own house in order to defend with the public. She would vote to form a small committee to come up with a scope of work.

Dick Dunning thought the scope would be really connected with a town wanting to withdraw from the district. Certain questions would need to be answered. Kimberly Saunders said that in part, it is really only answering questions specific to that town. The questions are limited to how you would educate your children if you withdrew. It would not fulfill what needs to happen.

Kimberly Saunders said that in a perfect world, the scope of work would require them to come back with multiple models that include cost benefits, education benefits, and efficiencies.

Myron Steere said that if the State does fund districts at a higher level, they are going to start taking control of districts.

Tim Theberge said that work is underway to identify the cost to run each building; we need to know that first. Rich Cahoon said that he sees this as a thousand hour project at \$100 per hour results into a million dollars. He further said that he has not heard anything about the State taking control. He has heard about consolidating districts but not closing schools.

Bernd Foecking said that we have been trying to answer an emotional question with numbers. It is not possible. Spending more time on something that we are not going to get an answer to does not make sense.

ConVal's warrant asked that before anything be brought forward to consolidate that a complete study take place. It did not say that we must bring something forward.

Dick Dunning said that until Budget & Property Committee can finish the costs and look at real numbers, this board needs to make a decision about supporting something or not. We are not making any decision. Let's get data. The impact on taxpayers is dollars. This is an emotional piece that is why we have gone nowhere.

Stephan Morrissey moved to table this discussion until the fall. More information will be available then.

Janine Lesser second.

Rich said that the board agreed to take a break after several go arounds on this topic. There are other things we could look at that don't include closing a school. Grades could be reconfigured across schools. Other things could be looked at.

Kimberly said that the Articles of Agreement say that you have to look at the organization structure every three years.

Consensus to hold off on further discussion on this topic.

10. Public Comment

None.

11. Approval of Manifests (Board Vote Required)

David Jack certified that manifests listed totaling \$213,924.17 and Payroll totaling \$808,824.38 have been reviewed by him and found to be proper charges against the Contoocook Valley School District for goods and/or services received and have been properly processed prior to their submittal to the School Board.

Stephan Morrissey moved to approve the manifests as read. Dick Dunning second. Unanimous.

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

- a. Personnel**
- b. Negotiations**
- c. Legal**

Stephan Morrissey moved to enter into Non-Public Session at 8:13 p.m. in accordance with RSA 91-A:3,II for legal matters. Unanimous on a roll call vote.

Stephan Morrissey moved to exit non-public session at 8:32 p.m. Dick Dunning second. Unanimous.

Stephan Morrissey moved to seal the minutes of non-public session for 10 years. Tim Theberge second. Unanimous.

Stephan Morrissey moved to adjourn at 8:33 p.m. Dick Dunning second. Unanimous.

Respectfully submitted,

Brenda Marschok

OFFICE OF THE SUPERINTENDENT OF SCHOOLS
Peterborough, New Hampshire

CONTOOCOOK VALLEY SCHOOL DISTRICT

June 4, 2019
Personnel Agenda

Nominations July 2019:

CVHS

Bethany Cooper

English Teacher

\$43,087

Resignations June 2019:

CVHS

Rebecca Picard-Snow

Math Teacher

Randy Manni

Special Education Teacher

Nominations July 2019:

See Attached

NOTICE OF STIPEND POSITIONS

Name		DAC	Description	Amount
Supplemental				
Greg	Leonard	CVHS	American Economics	\$2,000.00
Greg	Leonard	CVHS	American Government	\$2,000.00
Brian	Moore	CVHS	Backstage to Onstage	\$2,000.00
Rachel	Diemler	CVHS	Backstage to Onstage	\$2,000.00
Michael	Zrzavy	CVHS	Backstage to Onstage	\$2,000.00
Karrie	Mitschmyer	CVHS	Ceramics	\$2,000.00
Jason	Lambert	CVHS	Comedy Workshop	\$2,000.00
Lisa	Carne	CVHS	English Credit Recovery	\$2,000.00
Brock	Lambert	CVHS	Forensic Science	\$2,000.00
Karrie	Mitschmyer	CVHS	Jewelry Making	\$2,000.00
Griffen	Fletcher	CVHS	Math Credit Recovery	\$2,000.00
Griffen	Fletcher	CVHS	Math Prep	\$2,000.00

June 2019

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

July 2019

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

Contoocook Valley School District

*Object Report

Fiscal Year: 2018-2019

- ☐ Include pre encumbrance
☐ Exclude inactive accounts with zero balance

Print accounts with zero balance

Filter Encumbrance Detail by Date Range

From Date: 5/1/2019

To Date: 5/31/2019

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	\$1,068,796.38	\$11,825,077.36	\$2,937,149.74	\$2,085,960.15	\$851,189.59 5.77%
21.000.0000.00.111	PARAPROFESSIONAL SALARIES	\$2,502,239.36	\$0.00	\$2,502,239.36	\$213,718.17	\$2,143,764.78	\$358,474.58	\$164,587.46	\$193,887.12 7.75%
21.000.0000.00.112	ADMIN ASSISTANTS	\$1,084,540.50	\$0.00	\$1,084,540.50	\$82,444.22	\$957,604.32	\$126,936.18	\$146,102.32	(\$19,166.14) -1.77%
21.000.0000.00.113	CUSTODIAL/MAINTENANCE	\$543,381.49	\$0.00	\$543,381.49	\$38,749.84	\$436,054.45	\$107,327.04	\$67,375.92	\$39,951.12 7.35%
21.000.0000.00.114	ADMINISTRATOR	\$2,474,808.40	\$0.00	\$2,474,808.40	\$179,110.36	\$2,198,441.23	\$275,367.17	\$188,695.01	\$86,672.16 3.50%
21.000.0000.00.115	DEPARTMENT HEADS	\$40,000.00	\$0.00	\$40,000.00	\$2,307.72	\$25,384.92	\$14,615.08	\$4,615.08	\$10,000.00 25.00%
21.000.0000.00.119	SUPPORT SERVICES	\$737,942.16	\$24,405.22	\$762,347.38	\$62,224.11	\$689,826.00	\$72,721.38	\$65,734.38	\$6,987.00 0.92%
21.000.0000.00.120	TEMPORARY SALARIES	\$1,076,965.09	\$108,780.91	\$1,183,746.00	\$214,676.62	\$985,921.79	\$197,824.21	\$123,093.35	\$74,730.86 6.31%
21.000.0000.00.130	OVERTIME	\$43,200.00	\$0.00	\$43,200.00	\$4,630.06	\$35,127.43	\$8,072.57	\$1,323.34	\$6,749.23 15.62%
21.000.0000.00.211	HEALTH INSURANCE	\$5,260,853.20	\$0.00	\$5,260,853.20	\$418,382.00	\$5,120,476.74	\$140,376.46	\$228,334.19	(\$87,957.73) -1.67%
21.000.0000.00.212	DENTAL INSURANCE	\$204,470.00	\$0.00	\$204,470.00	\$14,755.87	\$213,858.51	(\$9,388.51)	\$0.00	(\$18,198.67) -8.90%
21.000.0000.00.213	LIFE INSURANCE	\$42,000.00	(\$0.03)	\$41,999.97	\$3,808.00	\$41,454.00	\$545.97	\$0.00	\$545.97 1.30%
21.000.0000.00.214	LONG TERM DISABILITY	\$50,400.00	\$0.00	\$50,400.00	\$4,280.17	\$45,595.97	\$4,804.03	\$0.00	\$4,804.03 9.53%
21.000.0000.00.220	FICA	\$1,742,568.00	\$0.00	\$1,742,568.00	\$138,521.45	\$1,431,348.01	\$311,219.99	\$208,950.79	\$102,269.20 5.87%
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	\$48,282.24	\$503,584.16	\$79,358.09	\$50,366.34	\$28,991.75 4.97%
21.000.0000.00.232	TEACHER RETIRE	\$2,717,492.66	\$0.00	\$2,717,492.66	\$232,314.87	\$2,407,286.84	\$310,208.02	\$382,507.87	(\$72,301.85) -2.66%
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	\$15,918.71	\$1,681.29	\$3,033.54	(\$1,352.25) -7.68%
21.000.0000.00.321	PROF SERVICES	\$78,890.00	\$0.00	\$78,890.00	\$3,673.00	\$83,850.15	(\$4,960.15)	\$0.00	(\$4,960.15) -6.29%
21.000.0000.00.322	STAFF SERVICES	\$102,900.00	\$28,000.00	\$130,900.00	\$1,246.49	\$46,649.06	\$84,250.94	\$12,892.00	\$71,358.94 54.51%
21.000.0000.00.323	PUPIL SERVICES	\$223,400.00	\$233,352.05	\$456,752.05	\$36,798.90	\$488,677.10	(\$31,925.05)	\$177,038.40	(\$208,963.45) -45.75%
21.000.0000.00.330	PURCHASED/PROF	\$1,518,274.00	\$33,661.82	\$1,551,935.82	\$111,014.46	\$1,388,512.78	\$163,423.04	\$77,699.85	\$85,723.19 5.52%
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	\$18,174.02	\$292,209.89	(\$80,709.89)	\$67,340.21	(\$148,050.10) -70.00%
21.000.0000.00.390	x	\$0.00	\$0.00	\$0.00	\$0.00	\$6,405.95	(\$6,405.95)	\$2,594.05	(\$9,000.00) 0.00%
21.000.0000.00.411	WATER/SEWER	\$57,875.00	\$292.00	\$58,167.00	\$14,096.72	\$53,777.98	\$4,389.02	\$842.81	\$3,546.21 6.10%
21.000.0000.00.421	DISPOSAL	\$41,675.00	\$0.00	\$41,675.00	\$3,115.00	\$37,750.98	\$3,924.02	\$932.50	\$2,991.52 7.18%
21.000.0000.00.422	SNOW PLOWING	\$198,100.00	\$0.00	\$198,100.00	\$1,820.00	\$142,690.50	\$55,409.50	\$5,082.50	\$50,327.00 25.40%
21.000.0000.00.430	REPAIR/MAINT	\$319,259.36	\$113,812.01	\$433,071.37	\$30,635.49	\$294,811.83	\$138,259.54	\$91,962.82	\$46,296.72 10.89%
21.000.0000.00.431	STRUCTURAL REPAIRS &	\$312,200.00	\$231,152.11	\$543,352.11	\$6,647.54	\$72,888.87	\$470,463.24	\$246,125.17	\$224,338.07 41.29%
21.000.0000.00.432	ELECTRICAL REPAIRS &	\$30,700.00	\$21,393.65	\$52,093.65	\$4,282.54	\$90,546.70	(\$38,453.05)	\$21,825.06	(\$60,278.11) -115.71%
21.000.0000.00.433	MECHANICAL REPAIRS &	\$39,000.00	\$1,405.00	\$40,405.00	\$1,508.00	\$15,402.72	\$25,002.28	\$14,675.74	\$10,326.54 25.66%
21.000.0000.00.434	HVAC REPAIRS & MAINTENANCE	\$163,300.00	\$106,463.58	\$269,763.58	\$0.00	\$113,975.86	\$155,787.72	\$116,725.60	\$39,062.12 14.48%

Contoocook Valley School District

*Object Report

Fiscal Year: 2018-2019

From Date: 5/1/2019 To Date: 5/31/2019

☒ Filter Encumbrance Detail by Date Range

☐ Include pre encumbrance

☐ Exclude inactive accounts with zero balance

☐ Print 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	\$11,166.00	\$265,397.04	\$34,479.43	\$179,717.44	\$85,679.60	\$99,339.75	(\$13,660.15)	-5.15%
21.000.0000.00.519	PUPIL TRANSPORTATION	\$2,263,595.20	\$1,250.00	\$2,264,845.20	\$217,949.00	\$2,035,955.01	\$228,890.19	\$329,494.52	(\$100,604.33)	-4.44%
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	\$23,021.96	\$261,206.62	(\$49,682.42)	\$66,615.94	(\$116,298.36)	-54.98%
21.000.0000.00.531	Cellular Phones	\$30,000.00	\$0.00	\$30,000.00	\$4,442.78	\$27,672.97	\$2,327.03	\$898.69	\$1,428.34	4.76%
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	(\$953.00)	\$17,043.00	\$580.94	\$11,707.20	\$5,335.80	\$2,627.06	\$2,708.74	15.89%
21.000.0000.00.540	ADVERTISING	\$15,000.00	\$10,450.00	\$25,450.00	\$3,222.44	\$20,337.84	\$5,112.16	\$6,655.28	(\$1,543.12)	-6.06%
21.000.0000.00.550	PRINTING	\$18,500.00	\$0.00	\$18,500.00	\$0.00	\$14,967.92	\$3,532.08	\$488.33	\$3,043.75	16.45%
21.000.0000.00.561	TUITION	\$1,001,295.00	\$86,971.72	\$1,088,266.72	\$82,274.13	\$852,315.94	\$235,950.78	\$194,686.36	\$41,264.42	3.79%
21.000.0000.00.580	MILEAGE	\$88,560.00	\$300.00	\$88,860.00	\$6,664.43	\$63,988.21	\$24,871.79	\$15,356.38	\$9,515.41	10.71%
21.000.0000.00.590	MISC PURCH SERV	\$16,700.00	\$0.00	\$16,700.00	(\$268.51)	\$5,101.38	\$11,598.62	\$2,887.08	\$8,711.54	52.16%
21.000.0000.00.610	GENERAL SUPPLIES	\$796,290.60	\$38,691.16	\$834,981.76	\$37,719.21	\$501,084.66	\$333,897.10	\$94,667.54	\$239,229.56	28.65%
21.000.0000.00.615	TESTING SUPPLIES	\$9,349.00	(\$25.00)	\$9,324.00	\$0.00	\$5,862.48	\$3,461.52	\$0.00	\$3,461.52	37.12%
21.000.0000.00.622	ELECTRICITY	\$468,405.00	\$0.00	\$468,405.00	\$66,621.63	\$385,983.78	\$82,421.22	\$57,234.77	\$25,186.45	5.38%
21.000.0000.00.623	BOTTLED GAS	\$12,330.00	\$1,500.00	\$13,830.00	\$0.00	\$22,194.22	(\$8,364.22)	\$569.83	(\$8,934.05)	-64.60%
21.000.0000.00.624	FUEL OIL	\$347,085.00	\$0.00	\$347,085.00	\$0.00	\$332,033.17	\$15,051.83	\$0.00	\$15,051.83	4.34%
21.000.0000.00.640	BOOKS	\$93,081.00	(\$4,043.57)	\$89,037.43	\$7,837.90	\$63,510.50	\$25,526.93	\$13,917.76	\$11,609.17	13.04%
21.000.0000.00.641	PERIODICALS	\$24,374.75	(\$803.25)	\$23,571.50	\$194.83	\$17,321.49	\$6,250.01	\$3,695.36	\$2,554.65	10.84%
21.000.0000.00.649	OTHER INFO SOURCES	\$16,990.00	\$527.68	\$17,517.68	\$1.58	\$1,551.94	\$15,965.74	\$1,477.74	\$14,488.00	82.71%
21.000.0000.00.650	SOFTWARE SUPPORT	\$312,684.49	\$5,846.50	\$318,530.99	\$4.95	\$284,565.60	\$33,965.39	\$8,190.77	\$25,774.62	8.09%
21.000.0000.00.656	GASOLINE	\$190,300.00	\$5,785.37	\$196,085.37	\$20,317.16	\$168,933.09	\$27,152.28	\$9,107.72	\$18,044.56	9.20%
21.000.0000.00.733	NEW FURNITURE	\$14,718.00	\$32,329.72	\$47,047.72	\$0.00	\$18,620.97	\$28,426.75	\$28,909.29	(\$482.54)	-1.03%
21.000.0000.00.734	OTHER EQUIPMENT	\$207,342.00	\$0.00	\$207,342.00	\$6,944.85	\$89,895.75	\$117,446.25	\$4,709.19	\$112,737.06	54.37%
21.000.0000.00.737	REPL FURNITURE	\$30,970.00	\$6,823.00	\$37,793.00	\$10,617.56	\$29,331.29	\$8,461.71	\$4,405.17	\$4,056.54	10.73%
21.000.0000.00.738	REPL EQUIPMENT	\$172,603.00	\$3,021.30	\$175,624.30	\$4,240.99	\$25,710.78	\$149,913.52	\$10,261.21	\$139,652.31	79.52%
21.000.0000.00.739	OTHER EQUIPMENT	\$43,593.50	\$105,996.16	\$149,589.66	\$1,312.11	\$148,835.02	\$754.64	\$12,377.25	(\$11,622.61)	-7.77%
21.000.0000.00.810	DUES & FEES	\$177,405.00	\$4,418.71	\$181,823.71	\$7,196.30	\$98,928.07	\$82,895.64	\$23,951.57	\$58,944.07	32.42%
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	\$6,408.36	\$56,975.09	\$8,604.59	\$25,372.22	(\$16,767.63)	-25.57%
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	\$3,481,788.27	\$39,087,219.05	\$7,375,645.99	\$5,599,923.39	\$1,775,722.60	3.82%

Contoocook Valley School District

*Object Report

Fiscal Year: 2018-2019

To Date: 5/31/2019

From Date: 5/1/2019

☒ Filter Encumbrance Detail by Date Range

☐ Include pre encumbrance

☐ Exclude inactive accounts with zero balance

☐ Print accounts with zero balance

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	\$3,481,788.27	\$39,087,219.05	\$7,375,645.99	\$5,599,923.39	\$1,775,722.60	3.82%

End of Report

ADB – Drug-Free Workplace/Drug-Free Schools

A. Drug-Free Workplace

1. All District workplaces are drug- and alcohol-free and are designated part of the Drug-Free School Zone under state law. All employees and contracted personnel are prohibited from:
 - a. Unlawfully manufacturing, dispensing, distributing, possessing, using, or being under the influence of any controlled substance, including any regulated cannabis infused product or any drug while on or in the workplace, including employees possessing a "medical marijuana" card.
 - b. Distributing, consuming, using, possessing, or being under the influence of alcohol while on or in the workplace.
2. For purposes of this policy, a "controlled substance or drug" means and includes any controlled substance or drug defined in the Controlled Substances Act, 21 U.S.C. § 812(c), or New Hampshire Controlled Drug Act RSA 318-B.
3. For purposes of this policy, "workplace" shall mean the site for the performance of work, and will include at a minimum any District building or grounds owned or operated by the District, any school-owned vehicle, and any other school-approved vehicle used to transport students to and from school or school activities. It shall also include off-school property during any school-sponsored or school-approved activity, event or function such as a field trip or athletic event where students are under the jurisdiction, care or control of the District.
4. As a condition of employment, each employee and all contracted personnel will:
 - a. Abide by the terms of this policy respecting a drug- and alcohol-free workplace, including any administrative rules, regulations or procedures implementing this policy; and
 - b. Notify his or her supervisor of his or her conviction under any criminal drug statute, for a violation occurring on District premises or while performing work for the District, no later than five (5) days after such conviction.
5. In order to make employees aware of dangers of drug and alcohol abuse, the District will endeavor to:
 - a. Provide each employee with a copy of the District drug- and alcohol-free workplace policy;
 - b. Post notice of the District drug- and alcohol-free workplace policy in a place where other information for employees is posted;
 - c. Establish a drug-free awareness program to educate employees about the dangers of drug abuse and drug use in the work place, the specifics of this policy, including, the consequences for violating the policy, and any information about available drug and alcohol counseling, rehabilitation, reentry, or other employee-assistance programs.

B. District Action Upon Violation of Policy

An employee who violates this policy may be subject to disciplinary action; up to and including termination of employment. Alternatively, the Board may require an employee to successfully

ADB – Drug-Free Workplace/Drug-Free Schools

complete an appropriate drug- or alcohol-abuse, employee-assistance rehabilitation program.

The ConVal Board will take disciplinary action with respect to an employee convicted of a drug offense in the workplace, within thirty (30) days of receiving notice of a conviction. Should District employees or contracted personnel be engaged in the performance of work under a federal contract or grant, or under a state contract or grant, the Superintendent will notify the appropriate state or federal agency from which the District receives contract or grant moneys of an employee/contracted personnel's conviction, within ten (10) days after receiving notice of the conviction.

The processes for disciplinary action shall be those provided generally to other misconduct for the employee/contractor personnel as may be found in applicable collective bargaining agreements, individual contracts, School Board policies, contractor agreements, and or governing law. Disciplinary action shall be applied consistently and fairly with respect to employees of the District and/or contractor personnel, as the case may be.

C. Drug-Free School Zone

Pursuant to New Hampshire's "Drug-Free School Zone" law (RSA Chapter 193-B), it is unlawful for any person to manufacture, sell, prescribe, administer, dispense, or possess with intent to sell, dispense or compound any controlled drug or its analog, within a "drug-free school zone" at any time during the year. The Superintendent is directed to assure that the District is and remains in compliance with the requirements of RSA 193-B and N.H. Ed. Part 316 with respect to establishment, mapping and signage of the drug-free zone around each school of the District.

D. Implementation and Review

- a. The Superintendent is directed to promulgate administrative procedures and rules necessary and appropriate to implement the provisions of this policy.
- b. In order to maintain a drug-free workplace, the Superintendent will perform a biennial review of the implementation of this policy. The review shall be designed to (i) determine and assure compliance with the notification requirements of section A.5.a, b and d; (ii) determine the effectiveness of programs established under paragraph A.5.c above; (iii) ensure that disciplinary sanctions are consistently and fairly enforced; and (iv) and identify any changes required, if any.

E. Security of Prescribed Medications

Employees are responsible for maintaining the security of all prescribed medications ("medication") while in the employ of the District. Employees shall only maintain on their person such medications as they may be required to self-administer during the school day. Except in the case of a medical emergency, employees shall not self-administer medication in the presence of students. Employees shall keep medications on their person or temporarily locked in their desk or other secure location during the school day. Employee medications shall not be stored overnight on school property. At no time shall employee medications be visible or left unattended and accessible to students.

ADB – Drug-Free Workplace/Drug-Free Schools

Legal References:

- 41 U.S.C. §101, et. Seq. - Drug-free workplace requirements for Federal contractors, and Federal grant recipients
- RSA Chapter 193-B Drug Free School Zones
- RSA 126-X:3, Use of Cannabis for Therapeutic Purposes

Category: Priority-Required by Law

Identical Policy: GBEC

Related Policy: JICH

First Read: May 21, 2019

Second Read: June 4, 2019

Adopted:

GBEC – Drug-Free Workplace/Drug-Free Schools

A. Drug-Free Workplace

1. All District workplaces are drug- and alcohol-free and are designated part of the Drug-Free School Zone under state law. All employees and contracted personnel are prohibited from:
 - a. Unlawfully manufacturing, dispensing, distributing, possessing, using, or being under the influence of any controlled substance, including any regulated cannabis infused product or any drug while on or in the workplace, including employees possessing a "medical marijuana" card.
 - b. Distributing, consuming, using, possessing, or being under the influence of alcohol while on or in the workplace.
2. For purposes of this policy, a "controlled substance or drug" means and includes any controlled substance or drug defined in the Controlled Substances Act, 21 U.S.C. § 812(c), or New Hampshire Controlled Drug Act RSA 318-B.
3. For purposes of this policy, "workplace" shall mean the site for the performance of work, and will include at a minimum any District building or grounds owned or operated by the District, any school-owned vehicle, and any other school-approved vehicle used to transport students to and from school or school activities. It shall also include off-school property during any school-sponsored or school-approved activity, event or function such as a field trip or athletic event where students are under the jurisdiction, care or control of the District.
4. As a condition of employment, each employee and all contracted personnel will:
 - a. Abide by the terms of this policy respecting a drug- and alcohol-free workplace, including any administrative rules, regulations or procedures implementing this policy; and
 - b. Notify his or her supervisor of his or her conviction under any criminal drug statute, for a violation occurring on District premises or while performing work for the District, no later than five (5) days after such conviction.
5. In order to make employees aware of dangers of drug and alcohol abuse, the District will endeavor to:
 - a. Provide each employee with a copy of the District drug- and alcohol-free workplace policy;
 - b. Post notice of the District drug- and alcohol-free workplace policy in a place where other information for employees is posted;
 - c. Establish a drug-free awareness program to educate employees about the dangers of drug abuse and drug use in the work place, the specifics of this policy, including, the consequences for violating the policy, and any information about available drug and alcohol counseling, rehabilitation, reentry, or other employee-assistance programs.

B. District Action Upon Violation of Policy

An employee who violates this policy may be subject to disciplinary action; up to and including termination of employment. Alternatively, the Board may require an employee to successfully

GBEC – Drug-Free Workplace/Drug-Free Schools

complete an appropriate drug- or alcohol-abuse, employee-assistance rehabilitation program.

The ConVal Board will take disciplinary action with respect to an employee convicted of a drug offense in the workplace, within thirty (30) days of receiving notice of a conviction. Should District employees or contracted personnel be engaged in the performance of work under a federal contract or grant, or under a state contract or grant, the Superintendent will notify the appropriate state or federal agency from which the District receives contract or grant moneys of an employee/contracted personnel's conviction, within ten (10) days after receiving notice of the conviction.

The processes for disciplinary action shall be those provided generally to other misconduct for the employee/contractor personnel as may be found in applicable collective bargaining agreements, individual contracts, School Board policies, contractor agreements, and or governing law. Disciplinary action shall be applied consistently and fairly with respect to employees of the District and/or contractor personnel, as the case may be.

C. Drug-Free School Zone

Pursuant to New Hampshire's "Drug-Free School Zone" law (RSA Chapter 193-B), it is unlawful for any person to manufacture, sell, prescribe, administer, dispense, or possess with intent to sell, dispense or compound any controlled drug or its analog, within a "drug-free school zone" at any time during the year. The Superintendent is directed to assure that the District is and remains in compliance with the requirements of RSA 193-B and N.H. Ed. Part 316 with respect to establishment, mapping and signage of the drug-free zone around each school of the District.

D. Implementation and Review

- a. The Superintendent is directed to promulgate administrative procedures and rules necessary and appropriate to implement the provisions of this policy.
- b. In order to maintain a drug-free workplace, the Superintendent will perform a biennial review of the implementation of this policy. The review shall be designed to (i) determine and assure compliance with the notification requirements of section A.5.a, b and d; (ii) determine the effectiveness of programs established under paragraph A.5.c above; (iii) ensure that disciplinary sanctions are consistently and fairly enforced; and (iv) and identify any changes required, if any.

E. Security of Prescribed Medications

Employees are responsible for maintaining the security of all prescribed medications ("medication") while in the employ of the District. Employees shall only maintain on their person such medications as they may be required to self-administer during the school day. Except in the case of a medical emergency, employees shall not self-administer medication in the presence of students. Employees shall keep medications on their person or temporarily locked in their desk or other secure location during the school day. Employee medications shall not be stored overnight on school property. At no time shall employee medications be visible or left unattended and accessible to students.

GBEC – Drug-Free Workplace/Drug-Free Schools

Legal References:

- 41 U.S.C. §101, et. Seq. - Drug-free workplace requirements for Federal contractors, and Federal grant recipients
- RSA Chapter 193-B Drug Free School Zones
- RSA 126-X:3, Use of Cannabis for Therapeutic Purposes N.H. Admin. Code, Ed. Part 316

Category: Priority-Required by Law

Identical Policy: ADB

Related Policy: JICH

First Read: May 21, 2019

Second Read: June 4, 2019

Adopted:

JLD – School Counseling Program

The School Board is committed to ensuring a high quality school counseling program that is comprehensive, developmentally appropriate, fosters academic achievement, and personal growth, which is provided to all District students in an equitable manner.

The program will include the following:

- Distribution of information and support to students and families about academic programming, community supports, and other relevant information.
- Conformance with national standards, including "The ASCA National Model: A Foundation for School Counseling Program," published by the American School Counselor Association ("ASCA") in 2012.
- Prevention, intervention, and crisis response services.
- Promotion of personal, interpersonal, health, academic, and career development for all students through classroom programs and other services.
- A summary report of student performance in achievement, attendance, and behavior shall be provided to the board at least once a year, addressing the effectiveness of the school counseling program.
- All relevant provisions of NH Administrative Rules, Section Ed 306, Minimum Standards for Public School Approval.

It is the policy of this Board that, at all grade levels, school counselors collaborate with parents, students, staff, and community to remove barriers to learning and provide opportunities and supports to empower students to embrace their full potential and achieve their academic and personal aspirations. The school counselor is responsible for developing a program or plan that identifies student success in academic performance, social awareness, and career planning.

Notice is given that the services provided by the school counselor are not a substitute for appropriate outside clinical or therapeutic mental health services. The School Board acknowledges that nothing in this policy shall be deemed to supplant or replace the fundamental responsibility of parents and guardians to ensure that when necessary their child receives appropriate mental health services.

The Superintendent shall develop and have on file a comprehensive K-12 School counseling program implementation plan consistent with this policy and kept current biennially.

Legal References:

Ed 306.39, School Counseling Program

Category: Recommended

JLD – School Counseling Program

First Read: May 21, 2019

Second Read: June 4, 2019

Adopted:

IKF – High School Graduation

To qualify for high school graduation, students must complete a course of study which that includes the following:

Successful completion of ~~27~~ 26 subject credits and/or related competencies, as outlined below. Effective starting with the class of 2023.

a. English	4 credits
b. Social Studies (including 1 in US History, .5 in US/NH Gov., .5 in Economics, 1 in Global Studies)	3 credits
c. Science (1 in Living, 1 in Physical)	3 credits
d. Mathematics (including Algebra I)	4 credits
e. Physical Education	1 credit
f. Health	1 credit
g. Digital Literacy/ITC	.5 credit
h. Arts Education	.5 credit
i. Service Learning/Community Service	.5 credit
j. Elective Offerings	8 9.5 credits

~~The normal program of instruction for seniors may be modified to make adequate preparations for graduation exercises.~~

~~a. If local conditions necessitate the holding of graduation exercises prior to the completion of the standard school year, in no case shall graduation be scheduled prior to the 175th day of instruction. No school day shall be modified for preparation activities prior to the 175th day.~~

~~b. It is understood that modifications in the schedule for the last few days of school shall apply only to seniors. All other classes shall complete 180 days of instruction and maintain their normal class schedules, in accordance to Policy IC.~~

- Students must complete 4 credits of Math, including Algebra I.
- Students must be enrolled in a math class every semester until the Algebra I requirement is met.
- Students who have successfully completed the Algebra I credit prior to entering high school will be deemed to have met the Algebra I requirement.
- The Algebra I requirement may be waived by the Special Education Director through the IEP process”.

All students with disabilities in the ConVal School District shall have an equal opportunity to complete a course of studies leading to a regular high school diploma. A regular diploma shall be issued to all students who:

- Have successfully achieved of ~~26~~7 credits

IKF – High School Graduation

- Have met specific course requirements as described in the ConVal High School Program of Studies
- Have met all attendance requirements as stated in the ConVal High School Program of Studies (or/and local district policy)

The term “regular high school diploma” does not include an alternative degree that is not fully aligned with the State’s academic standards, such as a certificate or a general educational development credential (GED).

Legal Reference:

NH Code of Administrative Rules, Section Ed. 306.04(a)(14), Policy Development

NH Code of Administrative Rules, Section Ed. 306.14(f), Basic Instructional Standards

NH Code of Administrative Rules, Section Ed. 306.27(i, d, m), Required Subjects and Unit of Credit for High School Graduation

Category: R

See also ILBAA, IMBC

~~1st Reading: April 1, 2014~~ June 4, 2019

~~2nd Reading: August 19, 2014~~

~~Adoption: August 19, 2014~~