

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

106 Hancock Rd.

Peterborough, New Hampshire

CONTOOCOOK VALLEY SCHOOL BOARD

Tuesday, December 3, 2019

School Board Meeting

SAU Office

7:00 p.m.

AGENDA

- 1. Call to Order and Pledge of Allegiance**
- 2. Acceptance of School Board Meeting Minutes (Board Vote Required)**
 - a. November 19, 2019 (pg. 1-4)**
- 3. Approval of Manifests (Board Vote Required)**
- 4. Expenditure and Encumbrance Report (Board Vote Required) – David Jack (pg. 5-6)**
- 5. Points of Pride**
- 6. Public Comment**
- 7. Consent Agenda**
- 8. Superintendent's Report and Presentation of Business**
 - a. Monthly Events Calendar (pg. 7-8)**
 - 1) Set Public Hearing Dates
 - 2) February 18th School Board Meeting Date
 - b. December 1, 2019 Enrollment Update (pg. 9-10)**
 - c. Communication Personnel**
 - d. Accept Gift/Donation (Board Vote Required) (pg. 11)**
 - 1) CVSD/FES requests authorization to accept a gift/donation of \$1,500.00 from Mark Aquilino-Outdoor Pride Landscape and Snow Management for the purpose of iReady pilot in elementary/middle schools.
- 9. Reports**
 - a. Student Representative – Lorien Tyne/Abby Kamieniecki**
 - b. Teacher Representative – Patricia MacFarlane**
 - c. Education Committee – Jerome Wilson**
 - d. Policy Committee – Rich Cahoon**
- 10. Old Business**
 - a. Trust Fund Summary (pg. 12)**
 - b. Open Accountant Position**
 - c. 2nd Read/Adoption Policy (Board Vote Required) (pg. 13-25)**
 - EHB: Data/Records Retention
 - GBEA: Staff Ethics
 - GBEB: Staff Conduct
 - JFABD: Education of Homeless Children and Unaccompanied Youth
 - JFABE: Education of Children in Foster Care
- 11. New Business**
- 12. Public Comment**
- 13. Non-Public Session: RSA 91-A:3,II (If Required)**
 - a. Personnel**
- 14. Non-Public Session: RSA 91-A:3,II (If Required)**
 - a. Legal**
- 15. Non-Public Session: RSA 91-A:3,II (If Required)**
 - a. Negotiations**

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

CONTOOCOOK VALLEY SCHOOL BOARD

Tuesday, November 19, 2019

School Board Meeting

SAU Office

6:00 p.m.

Minutes

Board:

Rich Cahoon, Richard Dunning
Jim Fredrickson, Janine Lesser
Katherine Heck, Jerome Wilson
Stephan Morrissey, Kristen Reilly
Tim Theberge

Lorien Tyne, Student Rep
Abby Kamieniecki, Student Rep

Administration:

Dr. Kimberly R. Saunders, Supt.
Dr. Ann Forrest, Asst. Supt.
Tim Markley, H.R.
David Jack, B.A.
Anne O'Bryant, SMS
James Elder, GBS
Mark Schaub, Technology
Larry Pimental, PES
Ben Moenter, Spec. Ed.
Kat Foecking, FES

1. Call to Order and Pledge of Allegiance

Stephan Morrissey called the meeting to order at 6:00pm. The Pledge of Allegiance was recited.

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

a. Legal

Rich Cahoon motion to move ion nonpublic session at 6:07pm for Legal matters. Seconded by Jerry Wilson. Unanimous on a roll call vote.

Richard Dunning moved to exit nonpublic at 6:24pm. Seconded by Jim Fredrickson. Unanimous.

Richard Dunning moved to seal the minutes for period of two (2) years. Unanimous.

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

a. November 2, 2019

Tim Theberge moved to accept the minutes of November 2, 2019, as written. Seconded by Richard Dunning. Janine Lesser abstained. All others in favor. Motion carried.

b. November 5, 2019

Tim Theberge moved to accept the minutes of November 5, 2019, as written. Richard Dunning seconded. All others in favor. Motion carried.

4. Points of Pride

The Superintendent presented a number of school highlights as reported by the building administrators.

5. Public Comment

None.

6. Consent Agenda

a. Personnel

1) Co-Curricular Nominations

Mr. Markley notified the School Board that Maryanne Cullinan would receive a \$1200 stipend for running a Non-athletic co-curricular "Dungeons and Dragon" club, at GBS.

2) 2020 Retirements

Mr. Markley noted a late retirement submission from Barbara Cannon Masse.

Mr. Markley asked the Board to accept the retirement request.

Tim Theberge moved to accept the retirement request of Barbara Cannon Masse. Jim Fredrickson seconded. Unanimous.

7. Superintendent's Report and Presentation of Business

a. Board Roles & Responsibilities Training Session

Attorney Dean Eggert spoke to the Board about Board Roles and Responsibilities.

He provided a handout on the overview of the Legal Responsibilities of a Board member.

Topics that were discussed in detail included:

- The general legal framework for a local school board.
- The oath of office and board member authority.
- The Right to Know Law, NH RSA 91-A.

Dean Eggert reminded the Board that they serve as a whole unit. You should let the Superintendent and fellow board members know if you become involved with the media.

Communication: *Great minds discuss ideas, average minds discuss events, small minds discuss people.* -Eleanor Roosevelt

Conclusion: *common theme of successful boards is the ability to reflect the value of consideration.*

Caring, consideration, communication.

Attorney Eggert thanked the board members for their time. Questions you have can go through our Board Chair, Stephan Morrissey or through Dr. Kimberly Saunders.

b. Monthly Events Calendar

The Selectmen's Advisory Committee meeting scheduled for November 21, 2019, was moved to Thursday, December 12, 2019.

The Education Committee meeting scheduled for Thursday, December 5, 2019 was cancelled.

The Budget & Property Committee meeting scheduled for December 12, 2019, is a **tentative meeting** and will be determined at/by the December 10, 2019 meeting.

The Selectmen's Advisory meeting scheduled for December 19, 2019 has been cancelled.

c. Communications

What is the Board looking for in regards to communication from the communities? Send list by Dec. 2nd to Niki.

8. Approval of Manifests (Board Vote Required)

Dave Jack certified that the Manifests totaling \$639,971.23 and Payroll totaling \$1,800,870.28 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.

Richard Dunning moved to approve the manifests as read. Seconded by Rich Cahoon. All in favor.

9. Old Business

a. Version Three (3) of Proposed Budget

Packet has been updated to version 3. 11/18, adequacy grant monies have a difference from previous plans. Dave Jack feels that the numbers are viable, an increase of \$500K. Lane changes may affect this but changes will be minor.

Jim Fredrickson asked in regards to Version 3, if there is there an increase to cover the cost of the accountant? Dr. Saunders would like to increase the amount we're offering. We're not getting any candidates at the currently offered rate.

Richard Dunning asked if we had already increased that dollar amount. Was there a dollar amount attached? Dave Jack will look at that.

- 1) Trust Fund Dollars
- 2) Potential Bond

A determination to drill down as to what would go on a bond and what would be funded through trust is needed. A long-term solution for funding those projects is needed, they need to be under the Capital Improvement Plan (CIP) each year.

Jim Fredrickson noted he could not distinguish colors on page one. Dr. Saunders will send out new copies on Wednesday. Send questions to Dr. Saunders, Dave Jack, or Jim Fredrickson for the next meetings (B&P or Board).

Rich Cahoon asked if the Applied Tech center is funded. Dr. Saunders will find out if it is.

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

- EBBD: Indoor Air Quality

Rich Cahoon moved to adopt this policy as written; Richard Dunning seconded. All in favor.

- JLF: Reporting Child Abuse

Rich Cahoon moved to adopt this policy as written; Tim Theberge seconded. All in favor.

10. Reports

a. Student Representative – Lorien Tyne/Abby Kamieniecki

Student Council talked about making assemblies more interactive. Mid-terms are all done. There is an upcoming field trip to the Museum of Science to see their Body Works Program. Varsity Boys soccer won their second straight championship.

b. Teacher Representative – Patricia MacFarlane

None.

c. Communication Committee –Niki McGettigan (absent)

Kristen Reilly and Janine Lesser will have articles on school funding and mandates ready for distribution at the December meeting.

d. Budget & Property Committee – Jim Fredrickson

The committee discussed version two of the budget and asked for a breakdown of year 2 of the CVEA contract and the increases that are expected. The committee asked Dave Jack for the town tax rates (what we sent to the towns). This is pending.

Version 3 of the budget and the accountant position. Discussed possibly adding a person or services for communication.

There was a discussion around the fact that the solar project can never be bonded.

Capital Improvement Plan: The committee discussed the funding options for the CIP and how to fund specific projects if a warrant article fails.

The committee will bring forth a plan to the board based on how we want to fund the different projects.

11. New Business

a. 1st Read Policy

- GBEA: Staff Ethics

- GBEB: Staff Conduct

- JFABD: Education of Homeless Children and Unaccompanied Youth

- JFABE: Education of Children in Foster Care

- EHB: Data/Records Retention

Rich Cahoon noted if the board has comments or questions on any of the above policies, contact him or Dr. Saunders.

b. Technology Purchase Recommendation (Board Vote Required)

Mark Schaub discussed the 30-computer replacements at the middle school.

Rich Cahoon moved to add the estimates for the replacement computers. Tim Theberge seconded.

All in favor.

Once we have approval, we will submit the PO and will work with teachers' schedules. We have dedicated labs at the high school that have Mac's, as well as some iPads.

12. Public Comment:

None

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

a. Personnel

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

a. Legal

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

Richard Dunning move to enter into non-public session for matters of negotiations and legal at 8:30pm. Unanimous on a roll call vote.

Kristen Reilly motioned to exit non-public at 8:45pm. Richard Dunning seconded. Unanimous.

Tim Theberge motioned to seal the minutes of non-public session for the first discussion of Negotiations for five (5) years. Richard Dunning seconded. Unanimous.

Tim Theberge motioned to seal the minutes of non-public session for the second discussion of Legal for two (2) years. Richard Dunning seconded. Unanimous.

Tim Theberge moved to adjourn at 8:45pm. Seconded by Richard Dunning. Unanimous.

Respectfully submitted,

Carol Hills

Contoocook Valley School District

*Object Report

Fiscal Year: 2019-2020

☐ Include pre encumbrance
☐ Exclude inactive accounts with zero balance

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

From Date: 11/1/2019 To Date: 11/30/2019

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
21.000.0000.00.110	REGULAR SALARIES	\$15,196,939.25	\$2,000.00	\$15,198,939.25	\$1,105,653.50	\$4,117,944.06	\$11,080,995.19	\$10,347,245.34	\$733,749.85	4.83%
21.000.0000.00.111	PARAPROFESSIONAL SALARIES	\$2,647,891.05	\$0.00	\$2,647,891.05	\$230,982.79	\$764,313.34	\$1,883,577.71	\$1,574,446.28	\$309,131.43	11.67%
21.000.0000.00.112	ADMIN ASSISTANTS	\$1,177,822.70	\$0.00	\$1,177,822.70	\$97,289.83	\$436,847.76	\$740,974.94	\$719,569.04	\$21,405.90	1.82%
21.000.0000.00.113	CUSTODIAL/MAINTENANCE	\$529,964.32	\$0.00	\$529,964.32	\$39,757.78	\$218,814.62	\$311,149.70	\$312,017.58	(\$867.88)	-0.16%
21.000.0000.00.114	ADMINISTRATOR	\$2,435,222.76	\$0.00	\$2,435,222.76	\$188,099.68	\$1,010,871.25	\$1,424,351.51	\$1,477,728.03	(\$53,376.52)	-2.19%
21.000.0000.00.115	DEPARTMENT HEADS	\$27,000.00	\$0.00	\$27,000.00	\$1,987.18	\$6,955.13	\$20,044.87	\$18,044.87	\$2,000.00	7.41%
21.000.0000.00.119	SUPPORT SERVICES	\$911,882.36	\$0.00	\$811,882.36	\$55,002.91	\$295,065.68	\$516,816.68	\$465,603.85	\$51,212.83	6.31%
21.000.0000.00.120	TEMPORARY SALARIES	\$1,151,338.31	\$0.00	\$1,151,338.31	\$51,831.26	\$378,284.44	\$773,053.87	\$225,259.54	\$547,794.33	47.58%
21.000.0000.00.130	OVERTIME	\$42,000.00	\$0.00	\$42,000.00	\$1,907.41	\$11,545.29	\$30,454.71	\$0.00	\$30,454.71	72.51%
21.000.0000.00.211	HEALTH INSURANCE	\$5,567,518.15	\$0.00	\$5,567,518.15	\$456,666.92	\$1,558,816.51	\$4,008,701.64	\$6,612.61	\$4,002,089.03	71.88%
21.000.0000.00.212	DENTAL INSURANCE	\$206,488.28	\$0.00	\$206,488.28	\$16,146.82	\$54,881.18	\$151,607.10	\$0.00	\$151,607.10	73.42%
21.000.0000.00.213	LIFE INSURANCE	\$51,288.00	\$0.00	\$51,288.00	\$3,983.00	\$19,600.00	\$31,688.00	\$0.00	\$31,688.00	61.78%
21.000.0000.00.214	LONG TERM DISABILITY	\$51,967.52	\$0.00	\$51,967.52	\$4,440.44	\$21,715.25	\$30,252.27	\$0.00	\$30,252.27	58.21%
21.000.0000.00.220	FICA	\$1,731,587.88	\$0.00	\$1,731,587.88	\$130,364.01	\$535,266.27	\$1,196,321.61	\$37,051.33	\$1,159,270.28	66.95%
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	\$562,001.64	\$0.00	\$562,001.64	\$48,946.99	\$211,595.00	\$350,406.64	\$176.62	\$350,230.02	62.32%
21.000.0000.00.232	TEACHER RETIRE	\$2,948,610.60	\$0.00	\$2,948,610.60	\$224,740.16	\$892,928.41	\$2,055,682.19	\$85,746.12	\$1,969,936.07	66.81%
21.000.0000.00.260	UNEMPLOYMENT	\$27,655.00	\$0.00	\$27,655.00	\$0.00	\$0.00	\$27,655.00	\$0.00	\$27,655.00	100.00%
21.000.0000.00.320	PRESENTERS	\$17,000.00	\$0.00	\$17,000.00	\$1,500.00	\$1,650.00	\$15,350.00	\$200.00	\$15,150.00	89.12%
21.000.0000.00.321	PROF SERVICES	\$96,900.00	\$0.00	\$96,900.00	\$6,248.00	\$58,807.00	\$38,093.00	\$0.00	\$38,093.00	39.31%
21.000.0000.00.322	STAFF SERVICES	\$77,520.00	\$0.00	\$77,520.00	\$2,850.41	\$13,172.39	\$64,347.61	\$0.00	\$64,347.61	83.01%
21.000.0000.00.323	PUPIL SERVICES	\$708,257.00	\$0.00	\$708,257.00	\$72,873.00	\$189,396.89	\$518,860.11	\$442,265.18	\$76,594.93	10.81%
21.000.0000.00.330	PURCHASED PROF	\$1,582,724.49	\$1,384.00	\$1,584,108.49	\$106,816.59	\$598,178.00	\$985,930.49	\$783,079.82	\$202,850.67	12.81%
21.000.0000.00.340	STATISTICAL SERVICES	\$39,000.00	\$0.00	\$39,000.00	\$0.00	\$6,445.00	\$32,555.00	\$0.00	\$32,555.00	83.47%
21.000.0000.00.380	PURCH SERVICES	\$176,000.00	\$34,359.80	\$210,359.80	\$0.00	\$136,471.67	\$73,888.13	\$65,847.21	\$8,040.92	3.82%
21.000.0000.00.390	x	\$0.00	\$0.00	\$0.00	\$368.75	\$1,693.75	(\$1,693.75)	\$0.00	(\$1,693.75)	0.00%
21.000.0000.00.411	WATER/SEWER	\$58,875.00	\$0.00	\$58,875.00	\$1,807.84	\$24,056.36	\$34,818.64	\$28,818.64	\$6,000.00	10.19%
21.000.0000.00.421	DISPOSAL	\$42,761.00	\$0.00	\$42,761.00	\$3,115.00	\$17,391.20	\$25,369.80	\$20,388.80	\$4,981.00	11.65%
21.000.0000.00.422	SNOW PLOWING	\$196,175.00	\$0.00	\$196,175.00	\$0.00	\$0.00	\$196,175.00	\$195,875.00	\$300.00	0.15%
21.000.0000.00.430	REPAIR/MAINT	\$256,431.80	\$43,407.35	\$299,839.15	\$2,916.02	\$96,806.68	\$203,032.47	\$67,503.24	\$115,529.23	38.53%
21.000.0000.00.431	STRUCTURAL REPAIRS & MAINTENANCE	\$193,200.00	\$183,763.75	\$376,963.75	\$1,134.36	\$195,438.60	\$181,525.15	\$16,312.67	\$165,212.48	43.83%
21.000.0000.00.432	ELECTRICAL REPAIRS & MAINTENANCE	\$25,800.00	\$6,900.00	\$32,700.00	\$1,855.03	\$24,038.72	\$8,661.28	\$69,594.95	(\$60,933.67)	-186.34%
21.000.0000.00.433	MECHANICAL REPAIRS & MAINTENANCE	\$163,100.00	\$8,683.05	\$171,783.05	\$1,759.18	\$11,362.27	\$160,600.78	\$10,202.67	\$150,398.11	87.45%
21.000.0000.00.434	HVAC REPAIRS & MAINTENANCE	\$176,800.00	\$72,147.15	\$248,947.15	\$0.00	\$160,478.04	\$88,469.11	\$9,730.29	\$78,738.82	31.63%

Contoocook Valley School District

*Object Report

Fiscal Year: 2019-2020

From Date: 11/1/2019 To Date: 11/30/2019
☐ 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	\$3,450.00	\$0.00	\$3,450.00	\$0.00	\$0.00	\$3,450.00	\$2,850.00	\$600.00	17.39%
21,000,0000.00.510	OTHER TRANSPORTATION	\$277,590.00	\$30,425.84	\$308,015.84	\$19,228.01	\$60,792.04	\$247,223.80	\$151,866.45	\$95,557.35	31.02%
21,000,0000.00.519	PUPIL TRANSPORTATION	\$2,402,573.80	\$1,045.98	\$2,403,619.78	\$220,755.05	\$738,732.06	\$1,664,887.72	\$1,575,404.66	\$89,483.06	3.72%
21,000,0000.00.520	INSURANCE	\$220,104.00	\$0.00	\$220,104.00	\$0.00	\$147,845.97	\$72,258.03	\$0.00	\$72,258.03	32.83%
21,000,0000.00.530	Telephone / Web access	\$238,580.20	\$0.00	\$238,580.20	\$26,110.69	\$121,450.48	\$117,129.72	\$160,282.93	(\$43,153.21)	-18.09%
21,000,0000.00.531	Cellular Phones	\$25,200.00	\$0.00	\$25,200.00	\$2,480.94	\$11,880.12	\$13,319.88	\$17,464.80	(\$4,144.92)	-16.45%
21,000,0000.00.534	POSTAGE	\$17,653.00	\$0.00	\$17,653.00	\$99.83	\$10,826.75	\$6,826.25	\$1,455.07	\$5,371.18	30.43%
21,000,0000.00.540	ADVERTISING	\$25,000.00	\$0.00	\$25,000.00	\$3,349.16	\$5,357.48	\$19,642.52	\$16,034.92	\$3,607.60	14.43%
21,000,0000.00.550	PRINTING	\$18,200.00	\$0.00	\$18,200.00	\$0.00	\$4,855.05	\$13,344.95	\$760.00	\$12,584.95	68.15%
21,000,0000.00.561	TUITION	\$961,361.00	\$9,846.00	\$971,207.00	\$27,183.13	\$114,325.51	\$856,881.49	\$247,821.68	\$609,059.81	62.71%
21,000,0000.00.580	MILEAGE	\$95,015.00	\$1,170.90	\$96,185.90	\$7,091.89	\$17,614.29	\$78,571.61	\$24,214.84	\$54,356.77	56.51%
21,000,0000.00.590	MISC PURCH SERV	\$16,700.00	\$0.00	\$16,700.00	\$202.31	\$14,882.18	\$1,817.82	\$224.75	\$1,593.07	9.54%
21,000,0000.00.610	GENERAL SUPPLIES	\$684,894.34	(\$1,471.89)	\$683,422.45	\$42,991.95	\$247,460.20	\$435,962.25	\$94,172.24	\$341,790.01	50.01%
21,000,0000.00.615	TESTING SUPPLIES	\$20,064.00	\$0.00	\$20,064.00	\$1,281.00	\$1,698.00	\$18,366.00	\$3,347.30	\$15,018.70	74.85%
21,000,0000.00.622	ELECTRICITY	\$478,264.00	\$0.00	\$478,264.00	\$39,032.90	\$179,403.44	\$298,860.56	\$298,147.87	\$712.69	0.15%
21,000,0000.00.623	BOTTLED GAS	\$13,510.00	\$0.00	\$13,510.00	\$1,917.56	\$6,809.65	\$6,700.35	\$5,379.48	\$1,320.87	9.78%
21,000,0000.00.624	FUEL OIL	\$370,224.00	\$0.00	\$370,224.00	\$0.00	\$1,291.82	\$368,932.18	\$0.00	\$368,932.18	99.65%
21,000,0000.00.640	BOOKS	\$85,317.00	\$1,370.00	\$86,687.00	\$8,584.84	\$28,915.04	\$57,771.96	\$17,884.94	\$39,887.02	46.01%
21,000,0000.00.641	PERIODICALS	\$23,423.00	\$1,446.75	\$24,869.75	\$1,650.99	\$11,414.31	\$13,455.44	\$1,954.52	\$11,500.92	46.24%
21,000,0000.00.649	OTHER INFO SOURCES	\$3,100.00	\$0.00	\$3,100.00	\$197.00	\$1,077.59	\$2,022.41	\$278.61	\$1,743.80	56.25%
21,000,0000.00.650	SOFTWARE SUPPORT	\$361,408.95	\$2,387.00	\$363,795.95	\$12,508.11	\$312,048.67	\$51,747.28	\$5,286.21	\$46,461.07	12.77%
21,000,0000.00.656	GASOLINE	\$240,300.00	\$0.00	\$240,300.00	\$5,396.82	\$37,027.49	\$203,272.51	\$172,947.46	\$30,325.05	12.62%
21,000,0000.00.733	NEW FURNITURE	\$10,610.00	\$21,583.91	\$32,193.91	\$131.23	\$20,810.95	\$11,382.96	\$4,052.99	\$7,329.97	22.77%
21,000,0000.00.734	OTHER EQUIPMENT	\$17,758.00	(\$8,527.86)	\$9,230.14	\$0.00	\$4,145.71	\$5,084.43	\$0.00	\$5,084.43	55.09%
21,000,0000.00.737	REPL FURNITURE	\$22,750.00	(\$2,000.00)	\$20,750.00	\$0.00	\$3,952.19	\$16,797.81	\$5,145.45	\$11,652.36	56.16%
21,000,0000.00.738	REPL EQUIPMENT	\$230,304.00	\$110,785.34	\$341,089.34	\$405.76	\$125,920.04	\$215,169.30	\$141,351.85	\$73,817.45	21.64%
21,000,0000.00.739	OTHER EQUIPMENT	\$38,642.00	\$19,159.43	\$57,801.43	\$715.00	\$39,053.15	\$18,748.28	\$1,796.44	\$16,951.84	29.33%
21,000,0000.00.810	DUES & FEES	\$176,285.00	\$953.10	\$177,238.10	\$17,391.98	\$83,479.18	\$93,758.92	\$9,718.16	\$84,040.76	47.42%
21,000,0000.00.830	DEBT SERVICE INTEREST	\$103,977.60	\$0.00	\$103,977.60	\$0.00	\$54,350.10	\$49,627.50	\$0.00	\$49,627.50	47.73%
21,000,0000.00.890	MISCELLANEOUS	\$108,472.00	\$343.16	\$108,815.16	\$6,176.51	\$12,772.21	\$96,042.95	\$30,197.28	\$65,845.67	60.51%
21,000,0000.00.910	DEBT SERVICE PRINCIPAL	\$540,200.00	\$0.00	\$540,200.00	\$0.00	\$185,200.00	\$355,000.00	\$0.00	\$355,000.00	65.72%
Fund: General Fund - 21		\$46,815,658.00	\$541,362.76	\$47,357,020.76	\$3,305,917.52	\$14,683,247.43	\$32,673,773.33	\$19,989,160.58	\$12,684,612.75	26.79%
Grand Total:		\$46,815,658.00	\$541,362.76	\$47,357,020.76	\$3,305,917.52	\$14,683,247.43	\$32,673,773.33	\$19,989,160.58	\$12,684,612.75	26.79%

End of Report

December 2019

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

January 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 District Closed	2	3	4
5	6	7 Policy Committee @ 6:00 pm @ SAU School Board immediately following Public Hearing @ SAU	8	9	10	11
12	13	14 Communication Committee @ 5:15 pm @ SAU Budget & Property Committee @ 6:00 pm @ SAU	15	16 Education Committee @ 5:30 pm @ SAU	17	18
19	20 District Closed -- MLK Day	21 Policy Committee @ 6:00 pm @ SAU School Board immediately following Public Hearing @ SAU	22	23 Selectmen's Advisory Committee @ 7:00 pm @ SAU	24	25
26	27	28	29	30	31	

Student/Teacher Ratios Registered 2019-20

ConVal School District

Grade	Total	139	137	167	123	149	715	FTE Teachers
SCHOOL	11,26.19	Kindergarten	1st Grade	2nd Grade	3rd Grade	4th Grade	Total	
AES	# of Students	21	21	28	25	21	116	10
	# of Sections	2	2	2	2	2		
	Teacher	Teacher	Teacher	Teacher	Teacher	Teacher		
	Ratio	10.5	10.5	14.0	12.5	10.5		
BES	# of Students	14	13	17	12	13	69	5
	# of Sections	1	1	1	1	1		
	Teacher	Teacher	Teacher	Teacher	Teacher	Teacher		
	Ratio	14.0	13.0	17.0	12.0	13.0		
DCS	# of Students	8	12 + 6 = 18		3rd & 4th Grade		45	3
	# of Sections	1	1		5 + 14 = 19			
	Teacher	Teacher	Teacher		Teacher			
	Ratio	8.0	17.0		19.0			
FES	# of Students	7 + 10 + 10 = 27			3rd & 4th Grade		51	4
	# of Sections	2			6 + 18 = 24			
	Teacher	Teacher			Teacher			
	Teacher	Teacher			Teacher			
	Ratio	13.5			12.0			
GES	# of Students	13	13	18	11	16	71	5
	# of Sections	1	1	1	1	1		
	Teacher	Teacher	Teacher	Teacher	Teacher	Teacher		
	Ratio	13.0	13.0	18.0	11.0	16.0		
HES	# of Students	17	10	12	9	15	63	5
	# of Sections	1	1	1	1	1		
	Teacher	Teacher	Teacher	Teacher	Teacher	Teacher		
	Ratio	17.0	10.0	12.0	9.0	15.0		
PES	# of Students	48	48	65	45	46	252	16
	# of Sections	3	3	4	3	3		
	Teacher	Teacher	Teacher	Teacher	Teacher	Teacher		
	Teacher	Teacher	Teacher	Teacher	Teacher	Teacher		
	Teacher	Teacher	Teacher	Teacher	Teacher	Teacher		
	Ratio	16.0	16.0	16.3	15.0	15.3		
TES	# of Students	11	7 + 14 = 21		3rd & 4th Grade		48	3
	# of Sections	1	1		11 + 5 = 16			
	Teacher	Teacher	Teacher		Teacher			
	Para	Para	Para					
	Ratio	11.0	21.0		16.0			
Total Elem. Students K-4								715

* Teaching Principal para Enrollment numbers may include tuitioned-in students

December 1, 2019

11/26/2019 11:28 AM

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

Dr. Kimberly Saunders
Superintendent of Schools
ksaunders@conval.edu

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

TO: Contoocook Valley School Board

FROM: Katherine Foelckung

DATE: 11/25/19

RE: REQUEST TO ACCEPT A GIFT OR DONATION

The CVSD/FES School requests authorization to accept from:

Name/Address: Mark Aquilino - Outdoor Pride Landscape +
Snow Management 500 Harvey Rd. Manchester, NH 03103

the following gift/donation of: Check valued at * \$ 1500.00

for the purpose of: iReady pilot in elementary/middle schools

*All checks, upon receipt, should be sent to Accounts Receivable at the SAU Office.

Katherine Foelckung
Teaching/Supervising Principal's Signature

SAU OFFICE USE ONLY: Date Received _____

Date Approved by School Board _____

Date Not Approved by School Board/Reason: _____

Date Check Received by SAU: _____

Form Updated: April 2019

CONVAL School District Trust Fund Summary

as of 6-30-19

2018-2019 School Year									
	Special Education	Capital Reserve	Athletics/CoCurricular	Health Maintenance	Equipment				
July 1, 2018 Balance	\$ 506,187.36	\$ 1,046,105.10	\$ 282,546.20	\$ 400,001.50	\$ 200,000.00	\$		\$	2,434,840.16
Completed Transfers									
Transfers In	-	250,000.00	75,000.00		100,000.00	2			
Net Income 6/30/19	12,864.73	32,546.83	10,250.81	13,787.97	7,025.19				
Transfers Out	-	662,781.68	-		26,149.00				
Current Balance	\$ 519,052.09	\$ 665,870.25	\$ 367,797.01	\$ 413,789.47	\$ 280,876.19				
Transfers In		600,000.00							
Net Income	-	-	-		-				
Transfers Out (Projected)									
Estimated June 30, 2019 Balance	\$ 519,052.09	\$ 1,265,870.25	\$ 367,797.01	\$ 413,789.47	\$ 280,876.19	\$		\$	2,847,385.01
2019-2020 School Year									
	Special Education	Capital Reserve	Athletics/CoCurricular	Health Maintenance	Equipment	Notes			
July 1, 2019 Balance	\$ 519,052.09	\$ 1,265,870.25	\$ 367,797.01	\$ 413,789.47	\$ 280,876.19			\$	2,847,385.01
Completed Transfers									
Transfers In	-	\$30,624.98	-	-	-				
Net Income	-	-	-	-	-				
Transfers Out	-	-	-	-	-				
Current Balance	\$ 519,052.09	\$ 1,296,495.23	\$ 367,797.01	\$ 413,789.47	\$ 280,876.19				
Projected Transfers		1st		4th	3rd				
Transfers In	200,000.00	250,000.00	-	50,000.00	100,000.00	3			
Net Income	-	-	-	-	-				
Transfers Out	-	147,000.00	-	-	-				
Estimated June 30, 2020 Balance	\$ 719,052.09	\$ 1,399,495.23	\$ 367,797.01	\$ 463,789.47	\$ 380,876.19	\$		\$	3,331,009.99
2020-2021 School Year									
	Special Education	Capital Reserve	Athletics/CoCurricular	Health Maintenance	Equipment	Notes			
July 1, 2020 Balance	\$ 719,052.09	\$ 1,399,495.23	\$ 367,797.01	\$ 463,789.47	\$ 380,876.19			\$	3,331,009.99
Completed Transfers									
Transfers In	-		-	-	-				
Net Income	-	-	-	-	-				
Transfers Out	-	-	-	-	-				
Current Balance	\$ 719,052.09	\$ 1,399,495.23	\$ 367,797.01	\$ 463,789.47	\$ 380,876.19				
Projected Transfers									
Transfers In			-			4			
Net Income	-		-	-	-				
Transfers Out	-	-	-	-	-				
Estimated June 30, 2021 Balance	\$ 719,052.09	\$ 1,399,495.23	\$ 367,797.01	\$ 463,789.47	\$ 380,876.19	\$		\$	3,331,009.99
Projected Transfers Out	\$ -	\$ 147,000.00	\$ -	\$ -	\$ -				
Funds to be expended:	\$ -	\$ 147,000.00	\$ -	\$ -	\$ -				

Notes:

- 1) Warrant Articles Approved - March 2017 - From June 30, 2017 fund balance. Transferred in 2018
- 2) Warrant Articles Approved - March 2018 - From June 30, 2018 fund balance. Transferred in 2019
- 3) Warrant Articles Approved - March 2019 - From June 30, 2019 fund balance. Transferred in 2020
- 4) Warrant Articles Approved - March 2020 - From June 30, 2019 fund balance. Transferred in 2021

EHB – Data/Records Retention

The Superintendent shall develop procedures for a records retention system that is in compliance with RSA 189:29-a and Department of Education regulations, and also addresses retention/destruction of all other records which are not subject to specific statutes or regulations. The procedures should ensure that all pertinent records are stored safely and are stored for such durations as are required by law. The Superintendent shall develop procedures necessary to protect individual rights and preserve confidential information.

This policy shall apply to all district records, irrespective of the specific medium of the record, i.e., paper, electronic, digital, cloud, or other media.

A. Special Education Records

1. Upon a student's graduation from high school, his or her parent(s)/guardian(s) may request in writing that the District destroy the student's special education records, including any final individualized education program.
2. The parent(s)/guardian(s), or adult student who has graduated or is over the age of 21, may, at any time prior to the student's twenty-sixth birthday, request, in writing, that the records be retained until the student's thirtieth birthday.
3. Absent any request by a student's parents or adult student who has graduated or is over the age of 21, to destroy the records prior to the twenty-sixth birthday, or to retain such records until the student's thirtieth birthday, the District shall destroy a student's records and final individualized education program within a reasonable time after the student's twenty-sixth birthday, provided that all such records be destroyed by the student's thirtieth birthday.
4. A permanent record of a student's name, address, and phone number, his or her grades, attendance record, classes attended, grade level completed, and year completed may be maintained without time limitation. 34 CFR 300.624.
5. The District shall provide parents/guardians, or where applicable, the adult student, with a written notice of the District's document destruction policies upon the student's graduation with a regular high school diploma or at the transfer of parental rights to the adult student, whichever occurs first.
6. The District shall provide public notice of its document destruction policy at least annually. The method of destruction for digital, electronic, and cloud-based records shall be thorough enough to ensure that they are deleted and no longer accessible.

B. Litigation Hold

On receipt of notice from legal counsel representing the District that a litigation hold is required, the routine destruction of governmental records, including paper and electronic or digital records, which are or may be subject to the litigation hold shall cease. All third-party letters and notices requesting a litigation hold shall promptly be forwarded to legal counsel for the District, and routine destruction of potentially relevant records shall be suspended pending advice of counsel.

EHB – Data/Records Retention

The destruction of records subject to a litigation hold shall not resume until the District has received a written directive from legal counsel authorizing resumption of the routine destruction of those records in accordance with the retention requirements of this policy and the associated procedures.

C. Right-to-Know Request Hold

On receipt of a Right-to-Know law request to inspect or copy governmental records, the Superintendent shall cease any destruction of governmental records which are or may be the subject of the request. The records shall be retained regardless of whether they are subject to disclosure under RSA Chapter 91-A, the Right-to-Know law. If a request for inspection is denied on the grounds that the information is exempt under this chapter, the requested material shall be preserved for no less than ninety (90) days and until any lawsuit pursuant to RSA 91-A:7-8 has been finally resolved, all appeal periods have expired, and a written directive from legal counsel representing the District authorizing destruction of the records has been received.

Legal References:

- *RSA 91-A, Right to Know Law*
- *RSA 189-C:10-a Retention of Individualized Education Programs*
- *RSA 189:29-a, Records Retention and Disposition*
- *NH Code of Administrative Rules, Section Ed 306.04(a)(4), Records Retention*
- *NH Code of Administrative Rules, Section Ed 306.04(h), Records Retention*
- *NH Code of Administrative Rules, Section Ed. 1119.01, Confidentiality Requirements*
- *20 U.S.C. 1232g, Family Educational Rights and Privacy Act (FERPA)*

Category: Priority - Required by Law

Related Policies: EH, EHAB, JRA, & JBJ

See also: EHB-R (Records Retention Schedule)

1st Reading: November 19, 2019

2nd Reading: December 3, 2019

Adoption:

GBEA – Staff Ethics

All employees of the District are expected to maintain high standards in their conduct both on and off duty. District employees are responsible for providing leadership in the school and community. This responsibility requires the employee to maintain standards of exemplary conduct. To these ends, the Board adopts the following statements of standards. District employees will adhere to the standards enunciated in this Policy in the decision-making process involving their interactions with students, the school community, colleagues, parents and the public.

A. Adoption and Incorporation of Standards of Code of Ethics for New Hampshire Educators.

The Board incorporates by reference and adopts as independent ethical standards relative to employment in the District, the provisions of the New Hampshire Code of Ethics for New Hampshire Educators (the "NH Code of Ethics"), as the same may be amended by the State from time to time.

B. Additional Ethical Standards.

In addition to the ethical standards set forth in the New Hampshire Code of Ethics, and without limiting the application thereof to District employment, employees will:

- Make the wellbeing of students the fundamental value of all decision-making and actions.
- Maintain a reasonable standard of care for the supervision, control and protection of students commensurate with their assigned duties and responsibilities.
- Maintain just, courteous, and proper relationships with students, parents, staff members, and others.
- Fulfill their job responsibilities with honesty and integrity.
- Obey all local, state, and national laws.
- Obey and implement the School Board's policies, administrative rules and regulations.
- Avoid using position for personal gain through political, social, religious, economic, or other influence.
- Maintain the standards and seek to improve the effectiveness of the profession through research and continuing professional development.
- Honor all contracts until fulfillment or release.
- Maintain all privacy and confidentiality standards as required by law.
- Exhibit professional conduct both on and off duty.

C. Dissemination.

The content of this policy should be included in every employee/staff member handbook, and/or otherwise provided annually to each employee, designated volunteer, and contracted party.

GBEA – Staff Ethics

Legal References:

N.H. Dept. of Education Administrative Rule – Ed 303.01

N.H. Dept. of Education Administrative Rule – Ed 510.01- 510.05, Code of Conduct for NH Educators

N.H. Dept of Education, Code of Ethics for NH Educators

Related Policies: GBEAB, GBEB, & GBEBB

1st Reading: November 19, 2019

2nd Reading: December 3, 2019

Adoption:

GBEB – Staff Conduct

A. General Provisions.

All employees have the responsibility to make themselves familiar with, and abide by, the laws of the State of New Hampshire as they affect their work, all policies and decisions of the Board, and the administrative regulations and directives designed to implement them.

All employees shall be expected to carry out their assigned duties, support and enforce Board policies and administrative regulations, submit required reports, protect District property, and where applicable, provide oversight of students and contribute to the education and development of the District's students.

Employees are advised that failure to abide by this and other school board policies can lead to disciplinary action, up to and including dismissal, and can result in non-renewal. Any action taken regarding an employee's employment with the District will be consistent with all rules, laws, and collective bargaining agreements, if applicable.

B. Adoption and Incorporation of Standards of Code of Conduct for New Hampshire Educators.

The Board incorporates by reference, and adopts as independent standards of conduct relative to employment in the District, the provisions of the New Hampshire Code of Conduct for New Hampshire Educators (Ed 510.01-510.05) (the "NH Code of Conduct"), as the same may be amended by the State from time to time. The District reserves the right to take employment action against any employee based upon the District's interpretation of the provisions of the NH Code of Conduct and the District's independent assessment of whether an employee has violated said provisions. The District's interpretation, assessment and/or action thereon, are independent of any interpretation by the New Hampshire Department of Education ("DOE") with respect to those standards, and irrespective of any investigation by or action taken by the DOE relative to a District employee's conduct.

C. Dissemination.

The content or a copy of this policy should be included in every employee/staff member handbook, and/or otherwise provided annually to each employee, designated volunteer, and contracted party.

Legal References:

N.H. Dept. of Education Administrative Rule – Ed 303.01

N.H. Dept. of Education Administrative Rule – Ed 510.01- 510.05, Code of Conduct for NH Educators

NH Code of Administrative Rules, Section Ed 511, Denial, Suspension or Revocation of Certified Personnel

N.H. Dept of Education, Code of Ethics for NH Educators

RSA 189:13, Dismissal of Teacher

RSA 189:14-a, Failure to be Renominated or Reelected

RSA 189:14-d, Termination of Employment

Category: Recommended

Related Policies: GBEA, GBEAB & GBEBB

1st Reading: November 19, 2019

2nd Reading: December 3, 2019

Adoption:

JFABD: Education of Homeless Children and Unaccompanied Youth

It is the Board's intent to remove barriers to the identification, enrollment and retention in schools of homeless children and youth. All staff shall take reasonable steps to ensure that homeless students and children are not segregated or stigmatized and that educational decisions are made in the best interests of those students.

A. Homeless Students

Under the federal McKinney-Vento Homeless Assistance Act ("McKinney-Vento"), and guidance provided by the New Hampshire Department of Education ("NHDOE"), the term "homeless children and youths" means "individuals who lack a fixed, regular and adequate nighttime residence." Under both section 752(2) of McKinney-Vento and the NHDOE guidance*, the term includes children and youth who are:

1. sharing the housing of other persons due to loss of housing, economic hardship or a similar reason;
2. living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations;
3. living in emergency or transitional shelters;
4. abandoned in hospitals;
5. have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
6. living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
7. are migratory children who qualify as homeless because they are living in circumstances described above.

Additionally, as used in this policy, the terms "unaccompanied youth," "school of origin," "enrollment," and "attendance area school" shall have the same meanings as set forth in the McKinney-Vento Homeless Assistance Act ("McKinney-Vento") and guidance provided by the New Hampshire Department of Education ("NHDOE"). For purposes of this policy and its accompanying regulation, "homeless students" shall refer to and include "homeless children and youth" and "unaccompanied youth."

*Note: under RSA 193:12, IV, the definition of "homeless children and youth" also includes children "awaiting foster care placement", see RSA 193:12, IV (a). That criterion, however, was removed from McKinney-Vento in 2015 as well as NHDOE guidance documents regarding McKinney-Vento. Under both McKinney-Vento, and NHDOE guidance, children who are awaiting foster care may fall within the definition of a homeless student if they meet other criteria as set forth above. See also Policy *JFABE*.

Each homeless student shall have access to and shall be provided education services for which the student is eligible comparable to services provided to other students in the school, including career and technical education programs, gifted education programs, and school nutrition programs. Transportation services for homeless students shall be provided in accordance with applicable law and as generally described below.

JFABD: Education of Homeless Children and Unaccompanied Youth

B. Enrollment and School Stability

Enrollment of a homeless student shall be immediate even if the homeless student lacks records routinely required prior to enrollment or has missed application or enrollment deadlines (academic, immunization, etc.). The District shall make arrangements to obtain any necessary records and to have the student receive any necessary immunizations. When feasible, the District shall seek immunization through no- or low-cost health care providers. If an expense is incurred, the District shall seek reimbursement through Medicaid if possible.

If a homeless student becomes permanently housed during the school year, the student shall no longer be considered homeless and may only continue enrollment in the District for the remainder of that school year.

C. Homeless Liaison

The Superintendent shall appoint a staff member to serve as the local liaison for homeless students and their families/guardians (the "Homeless Liaison" or the "District Homeless Liaison"). The District shall provide training and other technical assistance to Homeless Liaison and other appropriate District staff regarding the District's obligations to homeless students. Duties of the District Homeless Liaison shall be as provided in state and federal law, as well as local policies and procedures. The duties shall include, among others: procedures for identification, enrollment, transportation, dispute resolution for homeless students, as well as direct assistance shall be made in accordance with the accompanying regulation and applicable law.

Among other things, the District Homeless Liaison shall:

- a) assist in requesting the student's records;
- b) mediate and assist with disputes concerning school enrollment and homelessness determinations;
- c) assist in making transportation arrangements;
- d) ensure that homeless students receive the educational services for which they are eligible or entitled;
- e) coordinate with other Districts, entities, institutions and agencies to help assure that homeless children and youths are identified by school personnel;
- f) ensure that unaccompanied youth and/or parents of homeless students are informed of the educational and related opportunities available to homeless students;
- g) work to assure that parents/guardians of such students are provided with opportunities to participate in the education of their children (excepting instances when court or other protective orders indicate otherwise);
- h) ensure that unaccompanied youth and/or parents of homeless students are informed of all transportation services including transportation to the school of origin;
- i) assure that notice is publicly disseminated of the educational rights of homeless children and youths;

JFABD: Education of Homeless Children and Unaccompanied Youth

- j) coordinate with other Districts and with local social services agencies and other agencies or programs providing services to homeless students as needed;
- k) assist any unaccompanied youth with enrollment, credit accrual, and career and college readiness decisions;
- l) work with the Superintendent or designee to monitor regulations and guidance related to this policy that may be issued by applicable state and federal agencies (e.g., DCYF, NHDOE, and the U.S. Department of Education).

D. Enrollment Determinations for Homeless Students

Enrollment determinations shall be based upon the best interests of the homeless student, with the presumption that keeping the homeless student in the school of origin is in the homeless student's best interests, except when doing so is contrary to the request of the parent/guardian, or if applicable, unaccompanied youth.

E. Transportation of Homeless Students

Under McKinney-Vento, homeless students are entitled to transportation to their school of origin or the school where they are to be enrolled. If the homeless student is located outside of District boundaries but a determination has been made that the student shall remain in the school of origin within the District, or, if a homeless student is located within this District, but a determination had been made that the student shall remain in the school of origin outside of the District, then the two Districts shall agree on a method to apportion cost and responsibility for the student's transportation or share the cost and responsibility equally.

F. Dispute Resolution

For any decision in the enrollment process of a homeless student, including any determination whether a living situation meets the definition of homeless, if the decision is in conflict with the wishes of the homeless student's parent/guardian, or, if applicable, the unaccompanied youth, the District shall provide a written explanation, in a manner and form understandable to the student's parent, guardian or unaccompanied youth. District personnel receiving enrollment requests or information pertaining to homeless students should immediately refer those request to the District Homeless Liaison and Superintendent's office.

In the event of a dispute, the District shall immediately enroll the student in the school in which the parent/guardian or unaccompanied youth seeks to enroll, which enrollment shall continue pending resolution of the dispute. Additionally, while enrollment disputes are pending, students have the right to participate fully in school and receive all services for which they would be eligible, as the definition of enrollment includes "attending classes and participating fully in school activities."

1. Notification of Appeal Process

If the District seeks to place a homeless child in a school other than the school of origin or the school requested by the parent, or the District has determined that the living situation does not qualify as homeless ("eligibility decision"), the District shall inform the parent or the

JFABD: Education of Homeless Children and Unaccompanied Youth

unaccompanied youth of the right to appeal. The District shall provide the parent or unaccompanied youth with written notice including:

- a. A succinct explanation of the child's placement/eligibility decision and contact information for the District Homeless Liaison, as well as the NHDOE State Coordinator for Education of Homeless Children and Youth;
- b. Notification of the parent's right to appeal(s);
- c. Notification of the right to enroll in the school of choice pending resolution of the dispute;
- d. A description of the dispute resolution process including a petition/appeal form that can be returned to the school to initiate the process and timelines; and
- e. A summary of the McKinney-Vento Act.

While the Superintendent or Homeless Liaison may prepare and make available forms for the process, use of such forms is not required to initiate the appeal process.

2. Appeal to the District Homeless Liaison – Level I

- a. If the parent or unaccompanied youth disagrees with the District's placement decision, he/she/they may appeal by filing a written request for dispute resolution/appeal ("appeal") with the school, the District Homeless Liaison, or Superintendent. The request for dispute resolution should be submitted within fifteen business days of receiving notification of the District's placement.
- b. If the appeal/request for dispute resolution is submitted to the school or Superintendent, it will be immediately forwarded to the Homeless Liaison.
- c. The District Homeless Liaison must log the complaint including a brief description of the situation and reason for the dispute and the date and time of the appeal was filed. Upon receipt, the District Homeless Liaison will forward a copy of the appeal document to the Superintendent.
- d. Within five business days of the receiving the appeal, the Homeless Liaison must provide the parent or unaccompanied youth with a written decision and notification of the parent's right to further appeal, with a copy to the Superintendent. At this time, the Homeless Liaison will also provide to the parent or unaccompanied youth an "appeals package" consisting of a copy of the written decision, a copy of the original appeal document, and copies of any additional materials provided to the Homeless Liaison by the parent or unaccompanied youth.

3. Appeal to the Superintendent – Level II

The parent or unaccompanied youth may appeal the Level I decision to the Superintendent or the Superintendent's designee, using the appeals package provided at Level I.

JFABD: Education of Homeless Children and Unaccompanied Youth

- a. The Superintendent/designee will arrange for a personal conference to be held with the parent or unaccompanied youth within five business days of receiving the Level I appeals package. (Upon the request of the parent or unaccompanied youth, this conference may be held telephonically).
- b. Within five business days of the conference with the parent or unaccompanied youth, the Superintendent/designee will provide that individual with a written decision with supporting evidence and notification of their right to appeal to NHDOE.
- c. The Superintendent/designee shall provide a copy of the Superintendent's decision to the District's Homeless Liaison, as well as the NHDOE State Coordinator for Education of Homeless Children and Youth.

G. Records

The District shall maintain copies of all written decisions, appeals and notifications concerning eligibility or enrollment requests made under this policy for the same period as it does for Title I records.

Legal References:

20 U.S.C. 1232g (Family Educational Rights and Privacy Act – "FERPA")

20 U.S.C. 1701-1758 (Equal Educational Opportunities Act of 1974 – "EEOA")

20 U.S.C. 6313(c)(3) (reservation of Title I funding for homeless children and youths)

42 U.S.C. §11431 and §11432 (McKinney-Vento Homeless Assistance Act – Education for Homeless Children and Youth)

Plyler v. Doe, 457 U.S. 202 (1982)

RSA 193:12, Legal Residence Required

NH Code of Administrative Rules, Section Ed 306.04(a)(19), Homeless Students

Category: Priority/Required by Law

Related Policies: EEA & JFABE

1st Reading: November 19, 2019

2nd Reading: December 3, 2019

Adoption:

JFABE – Education of Children in Foster Care

It is the ConVal School Board's intent to remove barriers to the identification, enrollment and retention in school of children who are in foster care. All staff shall take reasonable steps to ensure that children in foster care are not segregated or stigmatized and that educational decisions are made in the best interests of those students.

A. Definition.

Under guidance issued jointly by NHDOE and the N.H. Department of Health and Human Services, and for the purposes of this Policy, "foster care" shall mean "24 hour substitute care for children placed away from their parents or guardians for whom the child welfare agency has placement and care responsibility. This includes children in foster family homes, shelters, relative foster homes, group homes and residential facilities, regardless of whether the foster care facility is licensed or whether payments are made by the state." To the extent required under applicable law, a child in foster care under this policy also includes children whom an appropriate child welfare agency indicates are awaiting a foster care placement. (Note: children awaiting foster care may also qualify as homeless under policy JFAB.)

The District shall coordinate with other districts and with local child welfare agencies and other agencies or programs providing services to students in foster care as needed. The coordination requirements apply to both situations (i) when a student who is a resident of the District is placed in foster care in another district, or (ii) when a student residing in another district is placed foster care in a home within this District.

The Superintendent is responsible for providing any required assurances to applicable state and federal agencies that the District is complying with applicable requirements related to ensuring the educational stability of children in foster care; and for reasonably monitoring compliance with such assurances. In doing such, the Superintendent is entitled to reasonably rely upon the information and assurances provided to her/him by District staff, including the District's "Foster Care POC."

B. District Point of Contact with Child Welfare Agencies.

The Superintendent shall designate a staff member to serve as the District's point of contact (the "Foster Care POC") between the New Hampshire Division of Children, Youth and Families ("DCYF"), NHDOE, other districts, and other child welfare agencies. The main duty of the Foster Care POC is to facilitate the prompt and appropriate placement, transfer, and enrollment of students in foster care, pursuant to applicable state and federal statutes, regulations and guidance. Additionally, the Foster Care POC shall work with the Superintendent or designee to monitor regulations and guidance related to this policy that may be issued by applicable state and federal agencies (e.g., DCYF, NHDOE, and the U.S. Department of Education).

The District shall provide training opportunities and other technical assistance to the Foster Care POC and other appropriate district staff regarding the District's obligations to students in foster care.

C. Best Interest Enrollment Determinations, Disputes and Enrollment.

Generally, a student in foster care will remain in his/her school of origin, unless there is a determination that it is not in the student's best interest. The Foster Care POC shall assist DCYF or any other child welfare agency to make a "best interest determination" education decision, particularly the determination of whether or not it is in the best interest of the student in foster care to

JFABE – Education of Children in Foster Care

remain in his/her school of origin or to enroll in a new school. Unless local procedures are established in accordance with state and federal law, the District will use the model procedures prepared jointly by the NHDOE and DCYF.

If the determination is that the best interests of a child is not to remain in the school of origin, and instead placed within a new school within this District, the child in foster care shall be immediately enrolled in the new school ("receiving school"), even if any documents or records otherwise required for enrollment are not immediately available.

If there are disputes regarding a determination regarding the best interest determination for a child in foster care, it is expected that DCYF and the separate school districts, both sending and receiving, will work collaboratively at the local level to resolve the issue. Should there be no resolution, RSA 193.12, V-b, requires the Department of Health and Human Services to request in writing that the two Superintendents involved resolve the dispute. If the residency dispute remains unresolved after 10 days after such request, the Department of Health and Human Services shall request that the Commissioner of the Department of Education determine the residence of the child for purposes of school enrollment.

If a school within the District is a receiving school, such receiving school shall accept the student's certified coursework as if it had been completed at the receiving school. To the extent such coursework is not aligned with the curriculum, the awarded credit may be elective, but it must be counted toward required credits for advancement or graduation.

D. Transportation.

When the District is notified that a student in foster care needs, or may need, transportation to a District school, the Foster Care POC will take steps to establish an individualized plan that addresses transportation to maintain the student in his/her school of origin will be arranged, provided and funded for the duration of time that the student in foster care is attending his/her school of origin.

In establishing such a plan, the Foster Care POC and other district staff shall follow any existing transportation procedures, systems-level plan or agreement that the District, acting in collaboration with DCYF and/or other departments of human services, has adopted or otherwise expressly agreed to implement for the cost-effective transportation of the student. Out of District transportation of children in foster care shall be provided in accordance with DCYF's or other child welfare agency's authority to use child welfare funding for school of origin transportation.

If there are disputes regarding the provision or funding of transportation, the school district foster care point of contact and child welfare agency representative will contact their respective Supervisor and Superintendent of the school to resolve the dispute. To the extent feasible and appropriate, the school districts involved should ensure that a child remains in his or her school of origin while the disputes are being resolved to minimize disruptions and reduce school transitions.

Legal References:

-20 U.S.C. 1232g (Family Educational Rights and Privacy Act – "FERPA")

-20 U.S.C. 1701-1758 (Equal Educational Opportunities Act of 1974 – "EEOA")

-20 U.S.C. 6311 (g)(1)(E) and 6312(c)(5) (provisions in ESSA regarding obligations to students in foster care)

JFABE – Education of Children in Foster Care

-42 U.S.C. 671 (a)(10) and 675 (1)(G) (child welfare agency requirements related to supporting normalcy for children in foster care and ensuring educational stability of children in foster care)

-42 U.S.C. §11431 and §11432 (McKinney-Vento Homeless Assistance Act – Education for Homeless Children and Youth)

-Public Law 110-351, The Fostering Connections to Success and Increasing Adoptions Act of 2008

-34 C.F.R. 200.30 (f)(1)(iii) (ESSA's definition of "foster care")

-Plyler v. Doe, 457 U.S. 202 (1982)

-RSA 193:12, Legal Residence Required

-"N.H. Guidance on ESSA and Foster Care to Ensure that the Educational Needs of Children and Youth in Foster Care are Being Addressed", January 2017, NHDOE and NHDHHS

"Non-Regulatory Guidance: Ensuring Educational Stability for Children in Foster Care," U.S. Department of Education and US Department of Health and Human Services, June 23, 2016

Category: Recommended

Related Policies: EEA & JFABD

1st Reading: November 19, 2019

2nd Reading: December 3, 2019

Adoption: