

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

CONTOOCOOK VALLEY SCHOOL BOARD

Tuesday, June 30, 2020

School Board Meeting

6:00 p.m.

Physical Location: None

Virtual Location :

<https://us02web.zoom.us/j/86488354726?pwd=YkQvdkZZSWRMS1VENTA1NGIla21pUT09>

Password: 8WV0Bj

Phone: 1 301 715 8592

ID: 864 8835 4726

Password: 423341

Agenda

- 1. Call to Order and Pledge of Allegiance**
- 2. Right to Know for Public Meeting Emergency Declaration**
- 3. Public Comment**
- 4. Consent Agenda**
 - a. Personnel**
 - 1) Nominations – July 2020
- 5. Old Business**
 - a. Antrim Agreement (Board Vote Required)**
 - b. Solar RFP Update**
- 6. New Business**
 - a. Curriculum Adoption – World Language (Board Vote Required)**
 - b. Waive Policy (Board Vote Required)**
 - BGB: Policy Adoption
 - c. 1st Read Policy (Board Vote Required)**
 - JLDBB: Suicide Prevention and Response
 - d. 2nd Read Policy (Board Vote Required)**
 - JLDBB: Suicide Prevention and Response
 - e. 1st Read Policy (Board Vote Required)**
 - DXXX, KXXX (pending): Schedule of Tax Payments due to the School District
- 7. Expenditure and Encumbrance Report – Lori Schmidt**
- 8. Budget Transfers (Board Vote Required) – Lori Schmidt**
- 9. Estimated Unreserved Fund Balance – Lori Schmidt**
- 10. Final School Year 19/20 Encumbrances (Board Vote Required) – Lori Schmidt**
- 11. Public Comment**
- 12. Approval of Manifests (Board Vote Required)**
- 13. Non-Public Session: RSA 91-A:3,II (If Required)**
 - a. Negotiations**
 - b. Personnel**
 - c. Legal**

BGB: Policy Adoption

Except for policy actions to be taken on emergency measures, the adoption of School Board policies should follow this sequence which will take place at least at two regular or special meetings of the School Board:

1. Announcement and publication of proposed new or revised policies as an item of information.
2. Opportunity offered to concerned groups or individuals to react to policy proposals.
3. Discussion and final action by the Board on policy proposals.

The final vote to adopt or not to adopt should follow by at least two weeks from the meeting at which policy proposals are first placed on the agenda.

1. Prior to enactment, all policy proposals shall be titled and coded as appropriate to subject and in conformance with the codification system used in the Board policy manual.
2. Insofar as possible, each policy statement shall be limited to one subject.
3. Policies and amendments adopted by the Board shall be attached to and made a part of the minutes of the meeting at which they are adopted and shall also be included in the policy manual of the District marked with the date of adoption and/or amendment.
4. Policies and amendments to policies shall be effective immediately upon adoption unless a specific effective date is provided in the adopted resolution.

Emergency Procedure

On matters of unusual urgency, the Board may waive the two-week limitation and take immediate action to adopt new or revise existing policies. When such immediate action is necessary, the Superintendent shall inform concerned groups or individuals about the reasons for this necessity.

Category: R

1st Read: February 19, 2013

2nd Read: March 5, 2013

Adopted: March 5, 2013

Draft Policy JLDBB

Contoocook Valley School Board

SUICIDE PREVENTION AND RESPONSE

The Board is committed to protecting the health, safety and welfare of its students and school community. This policy supports federal, state and local efforts to provide education on youth suicide awareness and prevention; to establish methods of prevention, intervention, and response to suicide or suicide attempt (“postvention”); and to promote access to suicide awareness, prevention and postvention resources.

A. District Suicide Prevention Plan and Biennial Review.

1. Plan: The Superintendent, or their designee, shall develop and provide to the Board for approval, a coordinated, evidence-informed District Suicide Prevention Plan (the “Plan”) to include guidelines, protocols and procedures with the objectives of prevention, risk assessment, intervention and response to youth suicides and suicide attempts. The coordinated plan shall conform to the components required of public schools by RSA 193-J:2.
2. Biennial Review: No less than once every two years, the Superintendent, or his/her designee, in consultation with input and evidence from community health or suicide prevention organizations, and District health and guidance personnel, shall update the District Suicide Prevention Plan, and present the same to the Board for review. Such Plan updates shall be submitted to the Board in time for appropriate budget consideration.

B. Community-Based Suicide Prevention Efforts

1. The District shall develop and maintain cooperative relationships with and coordination efforts between the District and community suicide prevention programs and personnel. This effort must also include cooperative efforts between the District and any chartered public schools within the District.
2. The District shall, as appropriate, utilize community partners and assets to develop age appropriate student educational programming, such that all students receive information in the importance of safe and healthy choices and coping strategies, recognizing risk factors and warning signs of mental disorders and suicide in oneself and others, and providing help-seeking strategies for oneself or others, including how to engage school resources and refer friends for help.
3. The District shall, as appropriate, utilize community partners and assets to develop or assist in the development of the annual staff training required under this policy.
4. The District shall update, annually, a list of State and community crisis or intervention referral intervention information, and names and contact information for the suicide prevention contacts within each school. This information must be made readily available to students, parents, faculty, staff, and school volunteers.
5. This information shall be disseminated via each school handbook (which is available on each school’s website).

- C. Training. The Superintendent, or their designee, shall assure that all school building faculty and staff, including contracted personnel and designated volunteers, receive at least two hours of training annually in suicide awareness and prevention. Such training may include such matters as youth suicide risk factors, warning signs, protective factors, intervention, response procedures, referrals, and postvention and local resources. This training should also be made available to third-party vendors, as appropriate.
- D. Statutory Considerations. In adopting this policy it is the intent of the District to fully comply with the provisions of RSA 193-J and to fulfill its statutory role in suicide prevention education as defined by RSA 193-J:2. In doing such, the District does not assume any duty beyond that set forth in RSA 193-J.

Legal References:

RSA 193-J: Suicide Prevention Education

District Policy History:

First reading: 06/30/2020

Second reading: 06/30/2020

Adopted: _____

Contoocook Valley School District Schedule of Tax Payments due to the School District

- I. The Superintendent and his/her Business Administrator shall prepare and submit to the Contoocook Valley School Board a recommended annual schedule of tax payments due to the school district which shall be reviewed by the School Board and submitted to the District Treasurer. Pursuant to RSA 194:9 and RSA 195:14 the schedule of payments shall then be prepared by the District Treasurer and certified by approval of the Contoocook Valley School Board, based on projected cash flow needs of the district.
- II. Pursuant with RSA 198:5 the schedule of payments will be communicated on behalf of the Contoocook Valley School Board by the Superintendent or his/her designee to the Board of Selectmen of each member Town twice annually. The estimated schedule of payments will be communicated with each member town no later than July 1st following the March vote. Within 15 days of the setting of the annual tax rate, any revision to the monthly payment will be communicated with each member town. Monthly payments will be due to the district Treasurer no later than the 10th of each month.
- III. Only upon written request to the School Board from the Board of Selectmen will any request for modification to the payment schedule be considered. Pursuant to RSA 198:7, “If the selectmen neglect to assess, assign or pay over the school money as aforesaid they shall pay for each neglect a sum equal to that so neglected to be assessed, assigned or paid over, to be recovered by action of debt, in the name and for the use of the district by the school board.”

Legal References:

RSA 194:3
RSA 194:7
RSA 194:9
RSA 195:14
RSA 198:5
RSA 41:2-h
RSA 41:8

District Policy History:

First Reading: 06/30/2020
Second Reading: 07/07/2020
Adopted: _____

Applicable RSA's

School District

Section 194:3

194:3 Powers of Districts. –

School districts may raise money, as required by law, or, in addition thereto:

- I. To procure land for lots for schoolhouses and school administrative unit facilities, and for the enlargement of existing lots;
- II. To build, purchase, rent, repair, or remove schoolhouses and outbuildings, buildings to be used for occupancy by teachers in the employ of such school district, and buildings to be used for educational administration including office facilities for school administrative units;
- III. To procure insurance against such risks of loss, cost or damage to itself, its employees or its pupils as its school board may determine;
- IV. To provide group plan life, accident, medical, surgical and hospitalization insurance benefits, or any combinations of such benefits, for all regular employees of the district and their dependents, the cost thereof to be borne in whole or in part by the district;
- V. To plant and care for shade and ornamental trees upon schoolhouse lots;
- VI. To provide suitable furniture, books, maps, charts, apparatus and conveniences for schools;
- VII. To purchase vehicles for the transportation of children;
- VIII. To provide for health and sanitation;
- IX. To provide for adult high school diploma and continuing education programs; and
- X. To pay debts.

Section 194:7

194:7 Assessment. – The selectmen shall annually assess upon the ratable estate of the district a sum equal to the amounts determined by the district, and shall pay over the same to the district treasurer.

Section 194:9

194:9 Apportionment of School Moneys. – Every district situate in 2 or more towns shall be entitled to its just proportion of school taxes, income from school funds, according to the value of property taxable therein.

Section 195:14

195:14 Certification of District Taxes. –

I. Voted Appropriations.

(a) The cooperative school board shall annually within 20 days of the close of the meeting certify to the commissioner of revenue administration and the state department of education, upon blanks prescribed and provided by the commissioner of revenue administration for the purpose, a certificate of the several appropriations voted by the district and estimated revenues, so far as known, and such other information as the commissioner of revenue administration may require.

(b) The commissioner of revenue administration shall examine such certificates and delete any appropriations which appear not made in accordance with the law, and adjust any sum, in accordance with RSA 21-J:35, which may be used as a setoff against the amount appropriated when it appears to the commissioner of revenue administration such adjustment is in the best public interest.

(c) The commissioner of revenue administration shall certify to the state department of education the amount to be apportioned among the pre-existing school districts. This amount shall be the balance before the adequate education grant revenues are applied.

(d) Unless the provisions of RSA 195:14-a are adopted, the state department of education shall determine each municipality's proportional share of the net appropriation after application of the grants as follows:

(1) First, the department shall determine each pre-existing district's proportional share of the amount to be apportioned based on the cooperative school district formula.

(2) Second, the department shall then deduct each pre-existing school district's adequate education grant.

(3) If the resulting amount is less than zero, the department shall reduce the adequate education grant under RSA 198:41 by the difference.

(4) The department shall notify the commissioner of the department of revenue administration of its determination.

(e) Upon certification by the commissioner of revenue administration, the selectmen of each town shall seasonably assess the taxes as provided by law.

(f) The selectmen shall pay over to the treasurer of the cooperative district such portions of the sums so raised as may reasonably be required according to a schedule of payments needed for the year as prepared by the treasurer and approved by the cooperative school board, but no such payment shall be greater in percentage to the total sum to be raised by one local district than that of any other local district comprising such cooperative school district.

II. Non-voted Appropriations.

(a) Whenever a cooperative school district assumes any obligations of a preexisting district the cooperative school board shall also certify to the commissioner of revenue administration and the state department of education the amount to be raised by taxation to pay such obligations as they become due, and the state department of education shall determine the proportional part thereof to be borne by each preexisting district and notify the commissioner of revenue administration.

(b) The commissioner of revenue administration shall then add the amount determined under subparagraph (a) to the other sums to be raised by said pre-existing districts and include the same in computing the rate percent of taxation for each pre-existing district, unless the articles of agreement or existing arrangement provides otherwise.

(c) Whenever a cooperative school district has assumed the obligations of a preexisting district, the amount of each payment of principal and interest on all obligations which have been thus assumed shall be annually assessed and collected without any vote or other act of approval

whatsoever.

III. (a) The adequate education grant used in subparagraph I(d) shall be based on the revised estimated revenues contained in the report required in RSA 198:4-d, II.

(b) If the commissioner finds that the actual adequacy grant used in the prior year was inaccurate or inappropriate, the commissioner shall perform a town-specific reconciliation adjustment for each town's estimates in question against the apportionment. The difference between the recomputed apportionment and the apportionment determined under subparagraph (a), and the difference between the actual adequate education grant provided under RSA 198:42 for the prior year and the grant amount estimated in the prior year under subparagraph (a), shall be the basis for the town-specific reconciliation adjustment.

Source. 1947, 199:11. 1951, 213:1, par. 14. RSA 195:14. 1955, 334:3. 1963, 258:11. 1973, 544:8. 1995, 137:5. 1996, 158:7. 1999, 17:38; 281:6-8. 2004, 200:10. 2005, 257:16. 2006, 6:5. 2007, 270:3, eff. June 29, 2007. 2012, 198:8, eff. July 1, 2012.

Section 198:5

198:5 Assessment. – The selectmen of the town, in their next annual assessment, shall assess upon the taxable property of the district a sum sufficient to meet the obligations above enumerated, with such alterations thereof as may be voted by the district, and shall pay the same over to the district treasurer as the school board shall require for the maintenance of schools.

Section 198:7

198:7 Neglect to Assess, Etc. – If the selectmen neglect to assess, assign or pay over the school money as aforesaid they shall pay for each neglect a sum equal to that so neglected to be assessed, assigned or paid over, to be recovered by action of debt, in the name and for the use of the district by the school board.

Selectmen Obligations

Assessment & Payment of Educational Taxes (RSA 194:7; 195:14 & 198).

Section 41:2-h

41:2-h Warrants. – The selectmen shall forthwith deliver to the chairman of the elected board of assessors, all warrants for the assessment of state and county taxes which may be addressed to them, and all certified copies of the votes of school districts for raising district taxes which may be delivered to them; and the same shall be sufficient authority for the assessors to assess and direct the town tax collector to collect such taxes.

Section 41:8

41:8 Election and Duties. – Every town, at the annual meeting, shall choose, by ballot, one selectman to hold office for 3 years. The selectmen shall manage the prudential affairs of the town and perform the duties by law prescribed. A majority of the selectmen shall be competent in all cases.

DRAFT POLICY – DXXX, KXXX??

This is the only written example I can find of an “understanding” between Town/School for how Town’s pay schools in NH

AMHERST & MONT VERNON 2016

THE REVENUE CYCLE

Jan: The MS-26 (school posted budget) is posted by the last Monday in January along with the warrant and default budget.

Mar: Budget is voted upon

Mar: BA sends the following to the DRA, DOE, and towns of Amherst and Mont Vernon: MS-26, MS-22 (report of appropriations actually voted), default budget, signed deliberative minutes, and the certified ballot by the deadline of 20 days after the meeting. The DRA copies are submitted electronically through the DRA website.

May: Business Office sends the town a preliminary cash flow for the next fiscal year. The town will use the preliminary cash flow to fund the schools until the tax rate is set in the fall.

Jul: Special Education Department completes data submission to state for prior fiscal year for out-of-district and in-district special education costs. This will be used by State to calculate catastrophic aid.

Jul/Aug: Prior to the August school board meetings, the following reports are completed by the Business Office: DOE/MS 25 – School Financial Report and the MS-24 – School Revised Estimate of Revenues.

Mid-Sep: The state takes Special Education Department data from each public entity and allocates a set amount of money between all schools. State releases a preliminary figure of the pro-rated amount of CAT Aid to be used on the MS-24.

THE REVENUE CYCLE

End of Sep: DRA contacts the BA to discuss last minute changes to the MS-24 in order to set the tax rate. The BA is able to use 55-75% of Cat Aid, based on their discretion. BA also revises other local revenues.

Sep/Oct: The Department of Ed provides amounts of the adequacy aid, state property tax and building aid (grandfathered for existing bonds only) for MS-24.

Oct: DRA revises the MS-24 and sends to the district, per discussions with the BA. Tax rate is set. These are the final revenue numbers. Final tax rate setting documents are received from the DRA via email. We receive these for the towns of Amherst and Mont Vernon. The BA then determines the Souhegan Cooperative School District apportionment, how much each town must pay towards this apportionment, and allocates the rest to Amherst School District and Mont Vernon School District.

Nov/Dec: For the following year revenues, BA works with various school personnel to arrive at in-house estimates for all local revenues.

Dec: The Business Office books the final revenue into Infinite Visions for the current fiscal year.

Dec: State performs an audit of each public entity's SPED data submission for validity and appropriateness of expenditures. A final number for CAT Aid is released by the end of December. Revisions do not change the current year's revenue budgets.

Jan: The Business Office prepares a final cash flow and sends to towns of Amherst and Mont Vernon for the remainder of the year.