

OFFICE OF THE SUPERINTENDENT OF SCHOOLS
106 Hancock Road
Peterborough, New Hampshire
CONTOOCOOK VALLEY SCHOOL BOARD

School Board Meeting

Tuesday, May 18, 2021

School Board Meeting

6:00 p.m.

Physical Location: SAU 1 Board Room

Virtual Location:

<https://us02web.zoom.us/j/83863694831?pwd=UDJYV0I1VHFJRmlhd1RzTHBsMGkrQT09>

Meeting ID: 838 6369 4831

Passcode: 3Yh8ZJ

Phone: +1 646 558 8656

Webinar ID: 838 6369 4831

Passcode: 252420

Agenda

1. Call to Order and Pledge of Allegiance
2. Right to Know for Public Meeting Emergency Declaration
3. Non-Public Session: RSA 91-A: 3, II (If Required)
 - a. Legal
4. Points of Pride
5. Public Comment
6. Consent Agenda
 - a. Acceptance of School Board Meeting Minutes (Board Vote Required) (Pg. 1)
 - 1) May 4, 2021
 - b. Personnel (Pg. 7)
 - 1) Nominations
 - 2) Resignations
 - c. Monthly Events Calendar (Pg. 8)
7. Superintendent's Report and Presentation of Business
 - a. School Board Induction Series
 - Finance/Human Resources Presentation
8. Reports
 - a. Teacher Representative
 - b. Strategic Plan Kickoff – Tim Theberge Dick Dunning
 - c. Budget & Property Committee – Jim Fredrickson
 - d. Communication Committee – Janine Lesser/Alan Edelkind
 - e. Education/Equity Committee – Stephen Ullman/Rich Cahoon
 - f. Policy Committee – Katherine Heck
9. Old Business
 - a. Legislation
10. New Business
 - a. 1st Read Policy (Pg. 11)
 - DIA: Fund Balance
 - b. Expenditure and Encumbrance Report – Lori Schmidt (Pg. 14)
11. Public Comment
12. Approval of Manifests (Board Vote Required)
13. Non-Public Session: RSA 91-A:3,II (If Required)
 - a. Negotiations
 - b. Legal
 - c. Personnel

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Tuesday, May 4, 2021

School Board Meeting

6:00 p.m.

Physical Location: SAU 1 Board Room

Virtual Location:

<https://us02web.zoom.us/j/85807219833?pwd=MnMyTEcrZXJmYmhiOXRnSWsyUTVTdz09>

Meeting ID: 858 0721 9833

Passcode: JZSY7L

Phone: +1 646 558 8656

Webinar ID: 858 0721 9833

Passcode: 497207

Minutes

BOARD

Rich Cahoon, Keira Christian,
Richard Dunning, Alan Edelkind,
Jim Fredrickson, Katherine Heck,
Janine Lesser, Kevin Pobst,
Robert Short, Jr., Liz Swan,
Tim Theberge, Stephen Ullman,
Jerome Wilson

ADMINISTRATION

Dr. Kimberly Saunders, Supt.
Dr. Ann Forrest, Asst. Supt.
Lori Schmidt, B.A.
Ben Moenter, Special Ed.
Cari Christian-Coates, Student Serv.
Deb Riley, CVHS
Heather McKillop, CVHS
Kat Foecking, GBS

1. Call to Order and Pledge of Allegiance

Tim Theberge called the meeting to order at 6:07 p.m. The Pledge of Allegiance was recited.

2. Right to Know for Public Meeting Emergency Declaration

Tim Theberge reported that as a result of a quorum present at tonight's meeting in person, the declaration is not needed.

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

a. Legal

None.

4. Points of Pride

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

5. Public Comment

Neil Sanford, Dublin, shared his concern about the requirement for athlete runners to wear masks. He cited a recent race where a runner collapsed at the conclusion of the race. Souhegan allows runners to pull their mask down and ConVal does not, creating an unfair advantage. He understands the mask mandate by the NHIAA but it is a recommendation. Mr. Sanford encouraged an adjustment to the requirement of wearing a mask while running.

Gretchen Post said that she is the mother of two track runners. Ms. Post requested a change in policy requiring masks while competing. She asked that it be amended so that athletes can run with their mask down. She said that athletes are fighting for breath. Exceptions for high intensity sports outside have been made. She asked for a modification that they not have to have their mouth and nose covered when running.

Tim Theberge asked that two items be added to the agenda majority vote required.

ConVal High School graduation – Majority approved.

Mask policy for spring sports – Majority approved.

6. Consent Agenda

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

1) April 20, 2021

b. Personnel

- 1) Retirement June 2022
- 2) Resignation June 2021

c. May 1st Enrollment Information

Tim Theberge asked if there were any objection to items on tonight's consent agenda. None voiced. All were adopted.

7. Superintendent's Report and Presentation of Business

a. Monthly Events Calendar

The monthly event calendar was updated to reflect a joint Education & Equity Committee meeting on Monday, May 17, 2021 beginning at 5:30 p.m. The Equity Committee meeting previously scheduled on May 25th was cancelled.

b. School Board Induction Series

- Superintendent/Assistant Superintendent Presentation

Dr. Kimberly Saunders and Dr. Ann Forrest shared a presentation that focused on the roles of both the Superintendent and the Assistant Superintendent. The intent is to introduce the Board to the roles and responsibilities of SAU Leadership Team members. Objectives are for the board to understand the role of the Superintendent as it relates to responsibilities, duties by statute and policy, provide examples of work, reflect the collaboration of effective district leadership team, and how it supports building level administrators.

The Superintendent's role is spelled out in state statute. The Superintendent is the Board's only employee. Developing a vision is driven by staff, administration, and the community based on what they want for students. The Superintendent nominates staff forward to the board. The Superintendent is responsible for the selection and purchase of textbooks and supplemental materials. The position is responsible for bringing forward a proposed budget to the board, maintaining an accounting system and financial reporting procedures, and for the development of an educational plan including curriculum, instruction, and assessment programs. Oversight and evaluation of staff is a responsibility. The responsibility of admission of both in district students and out of district students falls on the Superintendent. At the top of the Superintendent's responsibility list is the safety of all students and staff. Coordinating the review of district policies is a responsibility as well.

State Reporting is a role of the Superintendent. Examples were provided.

Areas of responsibility fall under the facilitation and creation of and work toward a Vision for the District. To develop clear goals and objectives that work toward that vision, lead the central office so it functions at a high performing level, and to do so means coordinating and directing work in a multitude of areas including, but not limited to, curriculum, instruction, and assessment, financial management, human resources, special education, professional development, communications, technology, and crisis management. Supporting building administrators is a big portion of the position. We are the primary support to administrators so that they can improve teaching and learning.

Dr. Ann Forrest shared her responsibilities as Assistant Superintendent in the area of Curriculum and Instruction. The Curriculum review and renewal process was outlined. The ability to implement new programming well is considered when the cycle is developed. When conducting research, evidence-based instructional practices come forward e.g. Keys to Comprehension, SRSD, and OGAP. When implemented, positive results emerge in student performance. Curriculum Mapping involves taking what you want students to learn and map it out on a calendar collaboratively. Non-negotiables are identified for content and skill instruction within grade levels.

Assessment and data informed decision making is part of the responsibility. There is a purpose behind assessing to assure that it is valuable and provides feedback to students as learners so that they can move forward.

Dr. Kimberly Saunders spoke about the importance of monitoring assessment results. When students enter ConVal they enter at all levels. Some students come a grade level or two ahead while others come behind. Some are advanced and can read while some don't know how to hold a book. Students enter on a trajectory. Without intervention, that trajectory would not change. If a student comes in on grade level and there is no chance to move beyond grade level, only 25% go to college. Those further behind do not have access to college beyond high school. These are numbers in general and not ConVal numbers. The reason we assess is to determine how we can help a student do better.

Dr. Forrest said that she has a large role in the area of professional learning for teachers and staff. Every five years we develop a Professional Development Master Plan that outlines the processes and procedures in place to enhance the learning of certified staff and strengthen content knowledge. It is all targeted at how we can better support student learning.

Overseeing Title funds is part of the responsibilities of the Assistant Superintendent. Budgeting is aligned to the District's Strategic Plan. Funding sources were reviewed e.g. Title I and how it must be managed.

Supporting administration and how complex problems are analyzed through an ethical lens, policy lens, and legal lens was shared as a responsibility.

Additional responsibilities include overseeing the alternative certification process, managing systems e.g. data warehousing, digital resources, curriculum mapping, assessment, PD and evaluation, sits on district committees and teams, and supports the Superintendent.

Future induction series include the Business Office and Human Resources, Student Services and Special Education, and Technology and Facilities.

Dr. Stephen Ullman recognized areas with NWEA, access to college for some students, and social class as three areas that are problematic.

Kimberly Saunders recognized that math scores are lower than language arts and reported that investments have been made into materials and program. Investments to help teachers understand how students learn math were lacking but more was invested in learning about how students learn to read. Second, relative to IQ and access to college, the more we learn how students learn and the obstacles to learning have improved learning for students. Over time, students develop and are able to be educated to reach higher levels of learning. Socio-economics is real. Studies indicate that who you go to school with is as important as who your parents are and where you live. One of the single most determination factors for the success of a student is the level of education of the mother of that student. How do we provide an equitable and meaningful experience to those that have come from a lesser means is always considered? There is no problem that doesn't have a solution.

The time devoted to reading and writing is more than devoted to math. Math is an area of concern. Consistency over time with a curriculum program impacts learning.

c. Dublin Consolidated 5th Grade

Dr. Kimberly Saunders referenced information about the present 4th grade at DCS and the school board motion and decision making on October 15, 2019. Based on the present enrollment, there will not be a 5th grade at DCS. Parents will receive written notification of this after this meeting.

ConVal High School Graduation – Kimberly Saunders reported that in the past, all ConVal board members were given two tickets to graduation. We are asking that the board forgo those tickets to allow the maximization for families. Confirmed.

This week is Educator Appreciation Week. Thinking back to February 2020 when the realization that we might not be coming back to school soon. It never crossed anyone's mind that we would close up shop. An education was provided to and for our students. There have been many successes and cause for celebration. We have unspeakable amounts of gratitude for the amounts of work that has been done over the past year.

Dick Dunning said that teachers and staff have gone above the call of duty and he commended them all.

Tim Theberge shared how proud he is of what this district has been able to accomplish this year.

8. Reports

a. Teacher Representative

None.

b. Food Service Committee – Dick Dunning

Dick Dunning reported that the FDA has extended free lunches into the 2021/2022 school year. It is great with a downside. When we have Free and Reduced Lunch applications turned in, it has a direct impact on federal monies received. The advantage is that funds become available for students and for those that fill the application and confirmed receive benefits such as fee free college applications among other benefits.

There was a \$280K anticipated loss projection with food service. We now anticipate an additional \$165K.

Lori Schmidt said that we budgeted \$117K and with the additional \$165K brings us to \$280K projected loss.

The decrease in revenue as a result of students not being in school is part of the loss.

Summer food program thoughts were discussed as well.

c. Selectmen's Advisory Committee – Stephen Ullman

Dr. Stephen Ullman reported that the meeting involved discussion about \$780K remote learning monies and if they would be spent, the solar project, and ESSER receipts. The Strategic Plan Kick-Off event was noted. Discussion about how the district communicates to the voters took place. The lawsuit on education funding was reported on.

d. Equity Committee – Rich Cahoon

Rich Cahoon reported that three focus areas have been identified; impact on scheduling, inequity issues between middle schools, and equitable access to opportunities. Middle school principals were present and the timeline on the work in the area of equity between the two schools was shared. The work continues at the building level. Upcoming items include the joint meeting with the Education Committee, review of the high school schedule, and review with high school counselors, and equity statement at high school for consideration of district wide adoption.

e. Policy Committee – Katherine Heck

Katherine Heck reported that DIA – fund balance policy will soon come before the board for a first read. An orientation on the policy process was shared.

9. Old Business

a. Legislation

Tim Theberge said that two school districts, Oyster River and Concord, have come out against HB544. SB130 is the voucher bill in the budget. Recently, a particular vendor is being recommended by the Commissioner of Education. That organization is under investigation in the State of Arizona.

Katherine Heck said that HB243 requires that the budget be reported in a specific way. HB110 was brought to the boards attention which would impact payment policy should it pass. Lastly, SWEPT impacts with legislation were noted.

b. Learning Recovery

Tim Theberge said that a plan for learning recovery was proposed at the last two meetings. Time to review materials was provided.

Rich Cahoon moved to adopt the proposal as presented. Janine Lesser second.

Katherine Heck said that how many invitations for participation for summer school, historic data, and how much we anticipate receiving from the federal government were asked at previous meetings.

Kimberly Saunders said that we know that there are problems with participation when we offer summer program. We will be working closely with families to share the importance of the programming.

Katherine Heck asked when summer school becomes mandatory in other states, it is considered the same as regular school. She asked how the board can support getting kids to this programming.

Kimberly shared that the parent outreach will be of importance in getting students enrolled in the summer program. School Choice has morphed into parent choice.

Kevin Pobst asked if there is enough support to cultivate the level of attendance necessary. Kimberly Saunders said that we will have to hire people, which is part of the plan.

Kevin Pobst asked for clarification how this would be paid for.

Kimberly Saunders said that as part of ESSER III dollars, there is a certain set aside that must be applied to learning recovery. We would be meeting and exceeding that set aside. We would use ESSER dollars over the next two years to accomplish this. These are grant dollars from the federal government. Programming and staffing will not be paid for with locally generated tax dollars.

Jim Fredrickson said that it appears we are voting on the final recommendation. He would like the motion restated to confirm what we are voting.

Approval to hire a Learning Recovery director was previously authorized by the board.

Rich Cahoon shared his concern with making sure that the 800 students who need access to these services take up the offer for these services. He has heard that there is a will to do nothing this summer.

Dr. Forrest shared participation rates for Title I programming K-4; in 2017 60% invited attended, 78% in 2018.

Rich Cahoon asked what will be given up "X" to get "Y". Kimberly shared examples by level that might be impacted.

Rich further asked, by the time school starts in the fall, we will have been through 20% of the time. If participation is only 1/3, what will be done? Kimberly Saunders said that work during the school year will have to be allocated for this work.

Robert Short wanted to hear more about the goals and metrics to track progress on those goals. What happens if goals are not met? We are being asked to put \$2.4M down on this; what happens if goals are not met? What is the plan?

Dr. Forrest said that she has shared performance data and often uses averages and ranges. Looking at individual students and their performance on NWEA turns into setting individual goal setting for students.

Robert further asked if the goal is to get a specific percentage above a certain level.

Ann Forrest said that we want gap closing growth. Our goal is to have kids make catch up growth who have fallen behind. Getting more of our students meeting grade level standards or above is the goal. Ann said that individual student data is being dug into now.

Is there opportunity for parents or families who have not been chosen for this programming to attend?

Ann Forrest said that the summer program is the smaller part of the program; we would not be able to staff for 800 students. Much of the work is during the school year. Our hope is to expand what we know works and target students most in need and get staff in to plan and prepare for the next school year.

Rich Cahoon said that he will vote in favor on the basis to build capacity in years other than this year. He would feel comfortable knowing about a student who did not master 6th grade math this year and is not retained and does not accept interventions but shows up at basketball practice. What is our plan? It is our job to make sure they learn the math.

In favor: Rich Cahoon, Janine Lesser, Dick Dunning, Kevin Pobst, Katherine Heck, Keira Christian, Stephen Ullman, Jerry Wilson, Liz Swan, Alan Edelkind, Jim Fredrickson

Opposed: Robert Short, Jr.

Motion carries.

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

- BDE: Committee Organization & Assignments

Janine Lesser moved to adopt BDE. Kevin Pobst second. Unanimous.

10. New Business

a. School Board Meetings – Begin Live Stream July 1, 2021

Tim Theberge said that moving from the current version of meetings on Zoom to a live stream on July 1st is the consideration. It would not be an interactive live stream. In order to make public comment, one would have to be physically present at the meeting. Katherine Heck said that she was in favor of live stream. Will it be video or just audio?

Kimberly Saunders said that it would be board meetings only.

Kevin Pobst asked if there would be no more Zoom or remote; board members would have to be present.

Tim Theberge said that a board member could still attend remote if there were a quorum of the board physically present.

It would no longer be a Zoom meeting.

Keira Christian asked if a meeting could be recorded to allow it to be watched at a later date. Tim said that it could be explored, but meeting minutes are posted.

Rob Short, Jr. said that if we are going to do that, he suggested moving meetings back to a 7:00 start time. Tim confirmed the intent is to return to 7:00 meetings.

The proposal is to continue as present through June and live stream July 1st with no Zoom.

Rich Cahoon suggested that a statement that indicates that "the minutes are not a transcript of the meetings" should be posted on the live stream.

Kimberly Saunders suggested tracking how many people are watching to determine the longevity of live stream.

Stephen Ullman said that he preferred the 6:30 start time.

b. Budget Transfers (Board Vote Required) – Lori Schmidt

Lori Schmidt referenced a list of budget transfers with a zero net affect.

Janine Lesser moved to accept the budget transfers. Dick Dunning second. Unanimous.

c. July School Board Meetings – Waive Policy BEA (Board Vote Required)

Two meetings are requested in July and no committee meetings. The dates proposed are July 13th and July 20th both at 7:00 p.m. Confirmed.

d. Ice Hockey Co-op

John Reitnauer said that in 2015 we entered into an Ice Hockey Cooperative with Conant High School due to low enrollment in hockey. Last season, we were unable to have a boys' team skate. Other Co-op programs were looked into. Mr. Reitnauer said that he was in contact with Fall Mountain and Monadnock. Monadnock would be the lead school who would set up ice time and hire coaches.

Beginning 2022/2023 season, we would play for two years and then it would be evaluated. Participation fees would be approximately \$1,300 to participate. Approval from the board is asked to move forward so that Mr. Reitnauer can let the NHIAA know. We would have one more season in our current program.

Kevin Pobst asked what the comparative cost for participation at the district level and what is the comparative cost for the athletes.

John Reitnauer said that the boys program costs approximately \$27K to run a 16 game schedule with an estimated 20 players. There would be no district cost under the proposed co-op. ConVal participation fee is \$125.00. Conant fees would be \$800 a season or \$1,200 for a family.

Robert Short, Jr. asked why we wouldn't pick up the cost for athletes because we would still be saving.

John Reitnauer said that he does have a petition to move into the proposed arrangement for the upcoming year if approved.

Katherine Heck asked how it would be fair not to offer some level of district support for athletes. Are the stakeholders aware of this change should it occur this November and if so, what are their feelings. John reported that it has not been communicated with families and athletes yet.

Jim Fredrickson asked how much we have in the budget next year to subsidize players should we move next year. John said that \$27-28K is in the budget for next year.

Rich Cahoon moved that we provide our students to participate in the three school cooperative as soon as possible and that we cover participation to the same level we cover other sports. Dick Dunning second.

Katherine Heck asked about stakeholder input. Do we do it as soon as possible?

Rich said that should we not move, ConVal is not likely to play this year due to not enough players.

John Reitnauer said that he is unsure that there would be enough players this year.

Tim Theberge said that if this is the way that we allow kids to play hockey it is a consideration.

Katherine Heck said that hockey has a booster organization of their own so it is involved.

Dick Dunning asked if Conant was not asked to participate. John Reitnauer said that we were also looking to move away with the girl's co-op with Conant. We were able to get into the group for reclassification with the boys.

Rob Short asked if the girl's team would remain as is. John Reitnauer said that four teams cannot make up a coop and we have one more year with Conant. We were able to field a girls' team this past season.

In favor to move to new co-op and district pay everything except \$125 participation fee:

Stephen Ullman and Katherine Heck abstained.

All others in favor. Motion carried.

Mask Policy for Track and Field:

Rich Cahoon said that if this board changed policy on masks would our athletes be able to compete or would other schools refuse to compete against us. John Reitnauer said that all athletes participating in State tournaments, games, and meets are required to wear face masks. Division II A.D.'s agreed that all competitions in DII would require masks during competition. John said that we could go to an event and not wear a mask and told to go home and forfeit the contest.

Rich Cahoon asked if we could state that when required to wear a mask, we will as a condition. He does not want kids unable to compete.

Kevin Pobst said that he would be interested in a similar motion that athletes follow in competition, the host or sanctioning policy of the host. If they are required, athletes will wear them. If they are not required, they do not have to wear them. If the host declares the need, they have to wear a mask.

Tim Theberge said that our policy says that they are required on our property. New direction to administration would be required.

John Reitnauer shared who the other DII teams are. Masks are required when competing within DII in the regular season.

Rich Scheinblum was asked for input. Rich Scheinblum said that he attends the COVID Monitoring Team meetings daily. We have two physicians on the team, fire chiefs, hospital CFO, infection prevention person, four school district administrators, nurses etc. Rich said that infection prevention and physicians recommend that it is not a good idea not to wear a mask. A lot of effort has been put into this all year by many to have a plan. Recommendations have been made based on the safety of the kids and the staff. If the board votes something different, you send a message back to the committee who is working to keep the school open. We are still in high transmission. There are three weeks left of sports. This might be a question for next year based on guidelines then. Right now, guidelines do not recommend removing the mask. Mr. Scheinblum said that it is a slippery slope.

Robert Short, Jr. asked if the mask could be adjusted to allow one to breathe. If they adjust, are they disqualified? Is depriving an athlete of valuable oxygen not dangerous?

Tim Theberge said that this has been monitored; it decreases performance but does not deprive of oxygen. If there is a performance disadvantage, it is equal.

John Reitnauer said that the referee association will not be mask police. Asking that masks be properly placed has been asked. John said that he has had conversations with athletic directors where athletes from those schools were not properly wearing masks.

Katherine Heck asked if mask altering is happening on our campus. John confirmed that it did happen at a home meet last week. He has had conversations and hoped that things were addressed there as with another school this season.

Rich Cahoon said that CDC guidance says that masks should be worn but notes type and intensity of the exercise is unclear. He asked why referees do not enforce masks if they enforce chin straps for football.

Katherine asked if there was a sense from the track coach if this impacts the athletes. John Reitnauer said that our coach is following the guidelines he has been asked to follow.

Hearing no other discussion, the policy stands as currently stated.

11. Public Comment

Rich Scheinblum thanked the board for taking the discussion on masks during competition tonight and coming to the conclusion as the Covid Monitoring Team recommends.

12. Approval of Manifests (Board Vote Required)

Lori Schmidt certified that manifests listed have been reviewed by her and found to be proper charges against the Contoocook Valley School District for goods and/or services received and have been properly processed prior to their submittal to the School Board.

Dick Dunning moved to approve the manifests as presented. Jim Fredrickson second. Unanimous.

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

a. Negotiations

- b. Legal
- c. Personnel
- d. Student

Janine Lesser moved to enter into non-public session under RSA 91-A:3,II for matters of negotiation and personnel at 9:25 p.m. Dick Dunning second. Unanimous.

Dick Dunning moved to exit non-public session at 10:13 p.m. Robert Short, Jr. second. Unanimous.

Rich Cahoon moved to seal the minutes of both matters of non-public session for 10 years.
Katherine Heck second. Unanimous.

Keira Christian motioned to adjourn at 10:13 p.m. Dick Dunning second. Unanimous.

Respectfully submitted,

Brenda Marschok

OFFICE OF THE SUPERINTENDENT OF SCHOOLS
Peterborough, New Hampshire

CONTOOCOOK VALLEY SCHOOL DISTRICT

May 18, 2021

Personnel Agenda

Nominations – July 2021:

District:

Kara Schoen	Elementary School Counselor	\$48,460
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CVHS

Amanda Shaw	School Counselor	\$53,728
Rachel Montgomery	School Counselor	\$50,567

Resignations June 2021:

CVHS

Glenn Hammett	English Teacher
Griffin Kelley	Special Education Teacher
Barbara Bonatto	Spanish Teacher

SMS

Meaghan Kilban	Math Teacher
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GBS

Pete Ketchum	Physical Education Teacher
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May 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4 Policy Committee Mtg. @ SAU & Zoom @ 5:00 pm School Board Mtg. @ SAU & Zoom @ 6:00 pm	5	6	7	8
9	10	11 Strategic Plan Kick- Off Event @ CVHS Tents @ 6:00 pm	12	13 Budget & Property Committee Mtg. @ Zoom @ 5:30 pm Communication Committee Mtg. @ Zoom @ 7:00 pm	14	15
16	17 Education/Equity Committee Mtg. @ Zoom @ 5:30 pm	18 Policy Committee Mtg. @ SAU & Zoom @ 5:00 pm School Board Mtg. @ SAU & Zoom @ 6:00 pm	19	20	21	22
23	24	25	26	27 Selectmen's Advisory Committee Mtg. @ Zoom @ 7:00 pm	28	29
30	31 District Closed – Memorial Day					

June 2021

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

July 2021

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

DIA Fund Balance Policy

5/04/ 21 PROPOSED REVISION FOR CONSIDERATION

Purpose

The purpose of this policy is to establish guidelines for the District's fund balances in order to maintain and improve financial stability and to protect the District from unforeseen budgetary situations such as emergencies, natural disasters, major infrastructure failures, or unexpected litigation.

Definitions

Within governmental funds, net equity is reported as fund balance, which is the difference between fund assets and liabilities. It is computed by taking the prior year's ending fund balance and adding to that the current year's financial position (revenues less expenditures).

In accordance with GASB Statement No. 54, the school board recognizes the following categories of fund balance:

- **Restricted Fund Balance** – Amounts for which constraints have been placed on the use of the resources externally imposed by creditor, grantors, contributors, or laws/regulations of other governments. Any year-end balances in grant or food service funds are restricted fund balance.
- **Committed Fund Balance** – Amounts that can be used only for specific purposes pursuant to constraints imposed by formal action of the legislative body (School District Meeting) The School Board, as the governing body may commit fund balance by a formal vote prior to the government's fiscal year-end for that fiscal year. Future modification or rescission of committed funds must likewise be accomplished by a formal vote of the school board prior to fiscal year-end. These amounts cannot be used for any other purpose unless the legislative body or governing body removes or changes the specified use by taking the same type of action that was employed when the funds were initially committed. The district has committed fund balances which represent voted and accumulating capital reserves and trust funds.
- **Assigned Fund Balance** – Amounts that are constrained by the School District's intent to be used for a specific purpose but are neither restricted nor committed. This intent can be expressed by the School Board or through the Board delegating this responsibility to the Superintendent or their designee. Prior year encumbrances are considered assigned fund balance which reflects goods and services ordered or contracted for which will be received or rendered in the subsequent year. Assigned Fund Balance also includes various rebates received and designated for specific use.
- **Unassigned Fund Balance** – the portion of fund balance that has not been restricted, committed, or assigned for a specific purpose. Unassigned fund balance may be

designated for a specific purpose via a warrant article that was voted upon, such as funding capital reserves or trust funds using year-end unassigned fund balance during the next fiscal year.

It is healthy for an entity to end the year with fund balance and is not indicative of “over budgeting”. Auditors recommend that school districts aim to end a fiscal year with unassigned fund balance equal to 2-5% of actual expenditures. What is more important than one year’s stand-alone unassigned fund balance is the cyclical nature of the amount in order to avoid rises and falls in tax rates so that taxpayers have rates that are smooth.

Unassigned Fund Balance Retention

RSA 198:4-b, II allows a school district to retain up to 5% of the current fiscal year’s net assessment. The “Net Assessment” represents the amount to apportion to the communities of the ConVal District minus the Education Grant.

The Contoocook Valley School District voted to accept RSA 198:4-b, II at the March 9, 2021 meeting, as follows:

Warrant Article 12 – Beginning in fiscal year 2022/2023, shall the School District by this vote authorize, indefinitely until rescinded, to retain year-end unassigned general funds in an amount, in any fiscal year, not to exceed 5 percent of the current fiscal year’s net assessment, in accordance with RSA 198:4 b, II. Such fund balance retained may only be expended after conducting a public hearing by the governing body in accordance with RSA 198:4-b. The initial funding of this warrant article will begin with the June 30, 2023 fund balance.

As a result, beginning in Fiscal Year 24, the school board will have the ability to retain up to 5% of the June 30, 2023 unassigned fund balance. Please note that these are not funds that the District then holds. This is facilitated by then reducing the unassigned fund balance on the report of Estimated Revenue AFTER the school board votes to retain an amount up to 5% of the town’s net assessment.

Board Policy Statement

These policy guidelines will provide direction during the budget process and demonstrate a commitment to maintain adequate reserves for financial stability and for long term financial planning:

The District will maintain an unassigned fund balance, in the general fund, of no more than 2.5% of the net district assessment.

The Board may adjust retained levels of fund balance within the parameters of RSA 198:4-b, only by amending this written policy with a vote of the Board at a properly noticed meeting.

It is the intent of the Board to retain the minimum levels of reserves to meet the fiscal needs of the district.

It is the intent of the School Board to use retained fund balance for emergencies as determined by the School Board. It will always reflect a careful balance of the body's desire to maintain adequate reserves with its desire to maintain essential services..

Prior to expending retained general funds, the school board shall hold a properly noticed public hearing on the action to be taken with such funds.

If the District is required to use these funds, an annual accounting and report of the activities of the retained general funds shall be presented to the school board of the district and published in the annual report.

Category: R

Legal references:

RRSA 32, Municipal Budget Law Governmental

RSA 198:4-b Contingency Fund

Accounting Standards Board (GASB) Statement No. 54,

Fund Balance Report and Governmental Fund Type Definitions

1st Read:

2nd Read:

Adopted:

ConVal School District
Expense Encumbrance Report
April 2021

Object Code	AccountDescription	Budget Adjustments	Budget	MTD	YTD	Encumbrance	BudgetBal	% Available	Notes
110	REGULAR SALARIES	15,673,906	15,673,906	1,221,238	11,829,900	3,406,546	437,460	2.79%	
111	PARAPROFESSIONAL SALARIES	2,582,502	2,582,502	245,241	2,341,092	498,675	(257,266)	-9.96%	A
112	ADMIN ASSISTANTS	1,146,679	1,146,679	75,504	920,082	244,768	(18,172)	-1.58%	
113	CUSTODIAL/MAINTENANCE	536,494	536,494	39,973	430,529	102,196	3,769	0.70%	
114	ADMINISTRATOR	3,048,665	3,048,665	212,699	2,362,055	531,129	155,481	5.10%	
115	DEPARTMENT HEADS	25,000	25,000	1,987	19,539	5,461	-	0.00%	
119	SUPPORT SERVICES	904,664	904,664	62,577	688,890	162,787	52,988	5.86%	
120	TEMPORARY SALARIES	1,146,485	1,146,485	62,958	392,749	225,320	528,416	46.09%	
130	OVERTIME	34,500	34,500	999	35,899	162	(1,561)	-4.52%	A
211	HEALTH INSURANCE	5,495,630	5,495,630	486,503	4,554,409	813,241	127,980	2.33%	
212	DENTAL INSURANCE	197,440	197,440	22,029	207,955	37,722	(48,237)	-24.43%	A
213	LIFE INSURANCE	38,784	38,784	3,708	40,264	9,612	(11,092)	-28.60%	A
214	LONG TERM DISABILITY	53,947	53,947	5,183	50,662	13,724	(10,438)	-19.35%	A
220	FICA	1,871,540	1,871,540	138,692	1,372,256	369,292	129,993	6.95%	
231	NON - TEACH RETIRE	598,377	598,377	50,777	529,266	119,649	(50,538)	-8.45%	A
232	TEACHER RETIRE	3,109,454	3,109,454	239,474	2,420,095	679,624	9,735	0.31%	
250	UNEMPLOYMENT COMP	24,641	24,641	-	24,641	-	-	0.00%	
260	WORKERS' COMP	118,237	118,237	-	98,125	-	20,112	17.01%	
299	OTHER BENEFITS - LT CARE & ANNUITIES	7,005	7,005	578	14,914	750	(8,660)	-123.62%	B
320	PRESENTERS	17,000	17,000	-	150	-	16,850	99.12%	
321	PROF SERVICES	103,500	103,500	7,177	102,349	-	1,151	1.11%	
322	STAFF SERVICES	84,525	84,525	2,582	7,469	-	77,056	91.16%	
323	PUPIL SERVICES	761,880	761,880	65,941	460,009	344,453	(42,582)	-5.59%	C
330	PURCHASED/PROF	1,701,275	1,701,275	148,913	1,348,645	239,494	113,136	6.65%	
340	STATISTICAL SERVICES	34,060	34,060	21,500	21,500	-	12,560	36.88%	
380	PURCH SERVICES	162,500	162,500	38,838	192,120	11,203	(40,823)	-25.12%	D
411	WATER/SEWER	62,697	62,697	5,483	26,929	9,524	26,244	41.86%	
421	DISPOSAL	44,040	44,040	3,750	37,789	5,018	1,233	2.80%	
422	SNOW PLOWING	179,800	179,800	3,305	114,907	65,217	(324)	-0.18%	
430	REPAIR/MAINT	158,500	158,500	8,028	50,285	26,211	82,003	51.74%	E
431	STRUCTURAL REPAIRS & MAINTENANCE	95,800	95,800	5,095	15,869	1,764	78,166	81.59%	
432	ELECTRICAL REPAIRS & MAINTENANCE	125,400	125,400	(2,207)	50,764	16,892	57,745	46.05%	
433	MECHANICAL REPAIRS & MAINTENANCE	43,450	43,450	(727)	28,613	1,038	13,799	31.76%	
434	HVAC REPAIRS & MAINTENANCE	74,000	74,000	222	109,855	1,312	(37,166)	-50.22%	E
436	Copier Repairs	33,282	33,282	1,228	29,598	3,684	(0)	0.00%	
440	BUILDING RENTAL	3,500	3,500	-	-	-	3,500	100.00%	
442	Equip Rental: Charging Carts	4,218	4,218	-	3,240	-	977	23.17%	
443	Equip Rental: Copiers	53,232	53,232	4,131	41,007	12,215	9	0.02%	

ConVal School District
Expense Encumbrance Report
April 2021

Object Code	AccountDescription	Budget Adjustments	Budget	MTD	YTD	Encumbrance	BudgetBal	% Available	Notes
448	Equip Rental: Misc	-	-	-	228,490	234,540	(463,030)		E, G
449	Equip Rental - Postage Meter	3,876	3,876	747	3,654	969	(747)	-19.26%	
510	OTHER TRANSPORTATION	280,410	280,410	6,912	8,639	24,299	247,472	88.25%	
519	PUPIL TRANSPORTATION	2,545,543	2,545,543	231,650	1,762,725	588,746	194,072	7.62%	
520	INSURANCE	99,989	99,989	-	99,989	-	-	0.00%	
530	Telephone / Web access	380,794	380,794	31,295	319,845	73,667	(12,718)	-3.34%	E
531	Cellular Phones	20,600	20,600	1,528	10,626	6,566	3,408	16.54%	
534	POSTAGE	14,198	14,198	16	7,311	1,030	5,857	41.25%	
540	ADVERTISING	25,000	25,000	935	9,301	9,694	6,005	24.02%	
550	PRINTING	15,760	15,760	175	3,518	-	12,242	77.68%	
561	TUITION	734,949	734,949	34,545	356,806	191,253	186,890	25.43%	
580	MILEAGE	90,375	90,375	2,058	16,213	21,494	52,668	58.28%	
610	GENERAL SUPPLIES	658,466	658,466	27,333	459,819	106,480	92,167	14.00%	
615	TESTING SUPPLIES	19,080	19,080	394	9,309	913	8,858	46.43%	
622	ELECTRICITY	456,856	456,856	23,468	353,476	87,691	15,690	3.43%	
623	BOTTLED GAS	16,170	16,170	1,866	21,097	4,833	(9,760)	-60.36%	E
624	FUEL OIL	367,469	367,469	34,507	214,747	152,722	-	0.00%	
640	BOOKS	72,149	72,149	5,765	24,787	11,208	36,154	50.11%	
641	PERIODICALS	22,907	22,907	682	13,373	3,002	6,531	28.51%	
649	OTHER INFO SOURCES	2,750	2,750	-	123	97	2,530	92.02%	
650	SOFTWARE SUPPORT	356,110	356,110	8,430	339,876	17,423	(1,190)	-0.33%	E
656	GASOLINE	217,800	217,800	26,085	110,617	104,959	2,224	1.02%	
733	NEW FURNITURE	8,984	8,984	-	2,718	-	6,267	69.75%	
734	OTHER TECH EQUIPMENT	20,933	20,933	-	119	55	20,759	99.17%	
737	REPL FURNITURE	21,457	21,457	293	1,672	4,419	15,367	71.61%	
738	REPL EQUIPMENT	429,631	429,631	1,366	38,749	19,336	371,546	86.48%	
739	OTHER EQUIPMENT	125,248	125,248	44,466	92,708	73,742	(41,201)	-32.90%	F
810	DUES & FEES	220,919	220,919	9,965	84,310	28,846	107,763	48.78%	
830	DEBT SERVICE INTEREST	83,533	83,533	-	83,533	-	-	0.00%	
890	MISCELLANEOUS	135,000	135,000	-	-	100,000	35,000	25.93%	
910	DEBT SERVICE PRINCIPAL	540,000	540,000	-	540,000	-	-	0.00%	
930	TRUSTS/ IC	670,000	670,000	-	670,000	-	-	0.00%	
	Totals	49,013,568	49,013,568	3,677,861	36,862,570	9,826,669	2,324,329	4.74%	

ConVal School District
Expense Encumbrance Report
April 2021

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Notes

- A.** There have been several new hires based on student needs since the FY 21 budget was approved. (All hires have been approved.) This will be resolved with budget transfers request on June 1st and will factor in eligibility for ESSER or FEMA funds.
- B.** The Long Term Care benefit was not included in the budget. This will be fixed with the budget transfer request proposed to adjust salary and benefit lines.
- C.** This includes encumbrance for approximately \$160,000 of expenses covered by the \$1.6 million encumbrance. Each month there is an adjustment to move expenses incurred to offset the encumbrance.
- D.** The overage is due to increased legal expenses. A budget transfer will be presented for June 1 after expenses (as appropriate) are transferred to ESSER grants.
- E.** These lines include expenses that are eligible for either FEMA, ESSER II or Emergency Connectivity Fund (ECF) reimbursement and will be shifted in May as appropriate. Budget transfers if appropriate will be presented on June 1.
- F.** This object code was incorrectly used for technology equipment. The technology purchasing is being allocated as appropriate over multiple grants, general fund and ECF. We expect to be able to complete appropriate allocation in time to present budget transfer as needed on June 1.
- G.** This includes the encumbrance for the tent rental.