

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

**Public Hearing**  
**Tuesday, June 15, 2021**  
**6:00 p.m.**

**Physical Location: SAU 1 Board Room**

**Virtual Location:**

<https://us02web.zoom.us/j/81435642873?pwd=WjViNGhMaERaTUFMQWlvNjFneTNaUT09>

**Meeting ID: 814 3564 2873**

**Passcode: 4sriXc**

**Phone: +1 646 558 8656**

**Webinar ID: 814 3564 2873**

**Passcode: 430869**

In accordance with RSA 198:20-b, a public hearing will be held by the Contoocook Valley School Board for the purpose of expending funds from the CVHS Daniel's Fund for the 2021-2022 fiscal year.

**School Board Meeting**  
**Immediately Following Public Hearing**

**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
  - b. Negotiations
4. Points of Pride
5. Public Comment
6. Consent Agenda
  - a. Acceptance of School Board Meeting Minutes
    - 1) June 1, 2021 (pg. 3-7)
  - b. Personnel (pg. 8-9)
    - 1) Nominations
    - 2) Co-Curricular Notifications
7. Superintendent's Report and Presentation of Business
  - a. School Board Induction Series
    - Facilities/Technology
  - b. NESDEC Demographic Information (pg. 10-14)
  - c. Unreserved Fund Balance Estimate
  - d. Health Insurance Start Date
  - e. Recommendation for Administrative Structure at HES (pg. 15)
  - f. Research Project
8. Reports
  - a. Teacher Representative
  - b. Communication Committee – Alan Edelkind/Janine Lesser
  - c. Food Service Committee – Richard Dunning
  - d. Policy Committee – Katherine Heck
9. Old Business
  - a. Legislation
  - b. Livestream of Board Meetings
  - c. Reopening Plan (Board Vote Required)
  - d. Solar Project (Board Vote Required)
  - e. 2<sup>nd</sup> Read/Adoption (Board Vote Required)
    - ILD: Non-Educational/Non-Academic Questionnaires, Surveys, and Research (pg. 16-18)

**10. New Business**

**a. 1<sup>st</sup> Read Policy**

**1) IHAK: Character and Citizenship Education (pg. 19)**

**b. Deputy Treasurer (pg. 20)**

**c. Budget Transfers**

**d. Expense and Encumbrances (pg. 21-23)**

**e. Purchase Recommendations (pg. 24)**

**f. Final Encumbrances 2020-2021**

**g. Town Payment Schedule Draft (25-28)**

**h. Monthly Events Calendar – July 20<sup>th</sup> Board Goals Meeting (pg. 29-30)**

**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**



## CONVAL School District Justification for Track overlay at CVHS

**Present State:** In the summer of 2015 the track at CVHS was completely replaced. This replacement included removing the existing track, setting new level grade, paving 2 ½" of asphalt, applying ½" of Plexitrac rubber granules system and top coating with a highly pigmented black finish coat using Plexitrac® Coating /Surfacer. The coating/surfacer provides the track granules with additional long-term UV light stability and abrasion resistance.

**Recommended Addition/Change:** It is recommended by the manufacturer that the top coat/surfacer is reapplied every 5 years. Because of the processes put into place by CV Facilities and Athletics, which include traffic tarps to allow cleared athletes to access stadium field, rubber matting to drive equipment over the track and yearly reminding/training of coaches, we have been able to extend the top coating process requirement 1 year. being able to postpone the process one year was done at the recommendation of Maine Tennis and Track, the track installation company. The top coat is essentially a wear surface that protects the expensive rubber granular surface. This rubber granular surface is the middle layer in the track surface. Asphalt is below and the recommended plexitrac coating/surfacer is above.

**How does this request meet the needs and priorities of the District?** The track surface coating breaks down for a variety of reasons. We have mitigated most of those but can not do much with keeping harmful UV rays from the sun off the track. The track was a \$276,500 expense in the summer of 2015 and this recoating is a critical part of the routine maintenance process. This is considered routine maintenance.

**Cost and procurement:** The track project bid of 2015 was won and awarded to Maine Tennis and Track. Both bidders on the track project disclosed routine coating/surfacing maintenance was required every 5 years. The track is a Maine Tennis and Track surface and should be routinely maintained by them because Maine Tennis and Track will not guarantee any work done by other companies and the impact that could have on the base rubber granular surface. This expense also includes painting of all the lines and markings required on the track.



# Maine Tennis & Track

24 Mayall Road, Gray, Maine 04039

"Since 1968"

E-mail: [surfaces@mainetennisandtrack.com](mailto:surfaces@mainetennisandtrack.com)  
[www.mainetennisandtrack.com](http://www.mainetennisandtrack.com)

## PROPOSAL

PHONE (207) 657-2140  
 FAX (207) 657-4842

TO <b>Tim Grossi</b> <b>Facilities Director</b> <b>Contoocook Valley School District</b> <b>106 Hancock Road</b> <b>Peterborough, NH 03458</b>	PHONE (603) 831-8213	DATE 5/21/2021
	JOB NAME / LOCATION  Con Val High School Running Track	
	JOB NUMBER 21-067	JOB PHONE

We hereby submit specifications and estimates for:

### Respray Running Track Approx. 4,100SY

\*Presuming no repairs to be made...

After owner has thoroughly cleaned the track surface/removed all equipment we will perform the following:

We will air clean entire track surface.

We will Spray two coats of California Sports Black Top Coat to provide UV protection for the surface.

We will re-stripe track to match existing markings.

Budget: \$32,850.00

Target Date: Summer 2021

\*Owner to provide clean water source

\*Owner to provide access to a dumpster for the disposal of waste materials, drums, etc.

We ~~Propose~~ hereby to furnish material and labor – complete in accordance with the above specifications for the sum of:  
**Thirty-Two Thousand Eight Hundred Fifty Dollars and.....** dollars (\$ **32,850.00** ).

Payment to be made as follows:

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreement contingent upon strikes, accidents or delays beyond our control, Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Worker's Compensation Insurance.

Acceptance  
Signature

*B. A.*

MEMBER

AMERICAN  
SPORTS BUILDERS  
ASSOCIATION

Note: This proposal may be withdrawn  
by us if not accepted within 15 days.

**Acceptance of Proposal** – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Date of Acceptance \_\_\_\_\_

**OFFICE OF THE SUPERINTENDENT OF SCHOOLS**

**106 Hancock Road  
Peterborough, New Hampshire**

**CONTOOCOOK VALLEY SCHOOL BOARD**

**School Board Meeting**

**Tuesday, June 1, 2021**

**School Board Meeting**

**6:00 p.m.**

**Physical Location: SAU 1 Board Room**

**Virtual Location:**

**<https://us02web.zoom.us/j/84699190763?pwd=dnVLakN1eFNQNmBBSXZoeTFIRDhOQT09>**

**Meeting ID: 846 9919 0763**

**Passcode: 0ssDgk**

**Phone: +1 646 558 8656**

**Webinar ID: 846 9919 0763**

**Passcode: 590711**

**Minutes**

**BOARD**

Rich Cahoon, Keira Christian,  
Richard Dunning, Alan Edelkind,  
Jim Fredrickson, Katherine Heck,  
Janine Lesser, Robert Short, Jr.,  
Liz Swan, Dr. Stephen Ullman,  
Jerry Wilson

**ADMINISTRATION**

Dr. Kimberly Saunders, Supt.  
Dr. Ann Forrest, Asst. Supt.  
Lori Schmidt, B.A.  
Ben Moenter, Special Ed.  
Cari Christian-Coates, Student Serv.  
Carrie James, H.R.  
Kat Foecking, GBS  
Lexy Heatley, GBS  
Amy Janoch, HES

**1. Call to Order and Pledge of Allegiance**

Janine Lesser called the meeting to order at 6:02 p.m. The Pledge of Allegiance was recited.

**2. Right to Know for Public Meeting Emergency Declaration**

A physical quorum of the board was present; therefore, the declaration was not required.

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

**a. Legal**

**b. Negotiations**

None.

**4. Points of Pride**

Kimberly Saunders shared various points of pride as reported to her by administrators.

Stephen Ullman reported that Ben Pratt, Antrim, passed away last week. Mr. Pratt was an advocate for public education and this is an enormous loss for the community.

**5. Public Comment**

None.

**6. Consent Agenda**

**a. Acceptance of School Board Meeting Minutes**

1) May 18, 2021

**b. Personnel**

1) Nominations

2) Retirement June 2021

3) Resignations June 2021

4) Co-Curricular Notifications

### **c. Monthly Events Calendar**

**Dick Dunning moved to accept the Consent Agenda items as presented. Katherine Heck second.**

**Jerry Wilson abstained on the May 18 minutes.**

Jim Fredrickson asked if Budget & Property Committee could start the June 8<sup>th</sup> meeting an hour earlier. Several Budget & Property Committee members were opposed. The committee will advise a revision date.

Kimberly Saunders reported that a public hearing will be scheduled just prior to the next School Board meeting.

### **7. Superintendent's Report and Presentation of Business**

#### **a. School Board Induction Series**

##### **- Special Education/Student Services**

Cari Christian-Coates and Ben Moenter thanked the board for the opportunity to present this evening. They shared the various points that they hoped that the board will better understand and be aware of after the presentation.

The history of Student Services and Special Education was shared. Cari Coates shared the organization chart for Student Services. In addition, she outlined the roles and responsibilities of the department. One of the big pieces of the Director of Student Services includes the area of the McKinney Vento Act in the area of homelessness. This is a federal law that supports the attendance of students in school and addresses the challenges of homelessness and academic success. The duties are to be sure that students are identified as a result of outreach, that the barriers to access education are removed, to ensure that families receive referrals to appropriate services, and to ensure that parents are informed about opportunities, among others. Other duties include acting as District Court Liaison. Student Services contribute to the academic success of our students.

ConVal 2025 is a group that supports a system framework in the ConVal District. It drives a multi-tiered system of support. It provides targeted support for all learners.

Ben Moenter, Director of Special Education, shared information on the roles and responsibilities of Special Education department. He shared the organizational chart for his department. A role of his department is to protect student and family rights. He navigates the confidentiality of information under the Individuals with Disabilities Education Act. Board members should preserve the confidentiality of all student educational information. The Special Education Process is very complicated. His role is to assure that the process is followed. Duties of his department include the responsibility to find and evaluate students for special education services. Procedural Safeguards are tied into the work of the special education department. Mr. Moenter shared various timelines that must be followed. The IEP Team requirements were outlined. Mr. Moenter touched upon FAPE, Federal & State Compliance requirements, IDEA Grants, Medicaid to Schools, Special Education Aid, Chapter 402 (court ordered placements), District Budget, and his Special Education Leadership Team. The roles of paraprofessionals, physical therapists, and Transition Coordinators were shared. The role of the Director of Student Services with many other areas, including preschool, were shared. Equity is the basis for inclusion. The work is to support all students.

Rich Cahoon referenced the timeline representing changes in the ConVal model. The Federal Government committed to covering 40% of the costs and never has. The failure to fully fund IDEA is an outrage. The board has had difficulty discussing the cost of special education and the funding sources for it.

Dr. Stephen Ullman asked for an average of the overall spending for special education. Ben Moenter estimated that the annual cost is approximately \$11 million.

Kimberly Saunders said that we are spending \$11 million in addition to money we receive for these costs. The real cost for special education for our district ranges between \$11 million and \$15 million.

#### **b. Annual Financial Audit Report**

Lori Schmidt, provided a review of the types of audits that ConVal undergoes. Financial audits are required by NH RSA's and are required within a certain time frame. Auditors provide opinions. Single audits are required for organizations that expend \$750K or more in federal awards within a fiscal year. A higher level of testing is conducted. Lori Schmidt provided a report summary on the financial audit and single audit. Had the report been negative, the board would have been notified immediately. A federal review was conducted and no material weaknesses in internal controls were noted. Auditors are required to provide certain communications. Audit Letter General Points were shared.

Findings identify areas in need of improvement or correction. The report identified policy related, general and other area findings for review.

Next steps include work on policies and written procedures, naming a Deputy Treasurer, and addressing finance office procedures.

Rich Cahoon requested an administrative recommendation for Deputy Treasurer. Rich reported nine years of findings related to student activities.

Dr. Saunders said that student activities findings are not the same finding, they are findings every year.

Lori Schmidt said that a manual on student activities will be helpful.

**Katherine Heck moved that the board ask administration to bring forward a Deputy Treasurer candidate prior to July 1. Jerry Wilson second.**

Katherine Heck said that the board should make a commitment on policy review on internal controls. Robert Short, Jr. asked if the policies and procedures regarding deposits have been mitigated. Has this been addressed for this year so that we will not see a finding on deposits again? Lori Schmidt said that individual schools are responsible for making their deposits. A manual under development will be distributed that outlines the process and timeliness. Kimberly Saunders said that there is not supposed to be any money left in buildings overnight. Anything outside of daily deposits is considered late. Stephen Ullman shared his congratulations to Lori Schmidt on her outstanding work considering the time frame that she has been working under and in. Rich Cahoon noted turnover in the Business Office as a result of resignations. Kimberly Saunders responded that interviews are underway.

#### **c. Draft Reopening Plan**

Dr. Saunders asked the board for feedback on the plan. She would like to release the plan tomorrow to parents and community members and receive feedback. The goal is to approve it at the next board meeting. Kimberly Saunders said that the DOE will be looking for updates at 60- and 90-day intervals as well. Will the reopening plan require a Memorandum of Agreement (MOA)? Not as presented today. Katherine Heck asked for clarity on page 33 where it talks about in person, remote, and shifts. Kimberly Saunders said that discussion with the high school are underway for clarification. Jim Fredrickson asked what would happen with the need for a MOA should COVID spike again. Kimberly Saunders said that there are concerns about what might happen next winter. It will depend a lot on vaccination rates. We may need a MOA if shifts were needed. One may not be necessary.

#### **d. ConVal Lawsuit, total number of Districts joined**

Nineteen districts have currently joined the lawsuit. This suit represents 25% of the total districts, and every type of school and district is represented.

### **8. Reports**

#### **a. Teacher Representative**

None.

#### **b. Selectmen's Advisory Committee – Stephen Ullman**

Dr. Ullman reported that the tone of these meetings has changed. Last year, the board and town administration were more aggressive with concerns over what the district is doing with their money. At recent meetings, reports out from school committees are shared. Concerns were in the areas of the audit calendar to inform tax rates.

#### **c. Policy Committee – Katherine Heck**

Katherine Heck reported having met prior to tonight's board meeting. Policy IHAK was discussed with several modifications made. IHCD and LEB along with LCC were discussed. IHCD and LEB will merge and a version from the NHSBA will be brought forward. Work on the Superintendent evaluation tool and process and goal setting was discussed.

Two policies come to the board tonight for a first read.

### **9. Old Business**

#### **a. Legislation**

Katherine Heck reported waiting on two House Bills still being worked out. Janine Lesser said that Senate Bill 130 has been incorporated into the budget as well as divisive teachings legislation. Rich Cahoon also reported that the exemption from holding meetings in person will soon end if voted. HB220 was referenced and Rich Cahoon said that State imposed immunization freedoms may impact schools in the fall. Janine Lesser asked the board's feeling on HB220. Rich Cahoon said that it is ironic that local schools have always been able to require immunizations and now there is the intent to consider a significant step back. How many are in favor of taking a stand against this legislation: 5  
Opposed to taking a stand against: 5  
Janine Lesser broke the tie and voted in favor of taking a stand against that legislation. She will ask the Board Chair to write to legislators or do so herself.

#### **b. 2<sup>nd</sup> Read/Adoption (Board Vote Required)**

##### **- DIA: Fund Balance**

Katherine Heck moved to adopt with the following amendment to remove the sentence on page 10 "Please note...".

**Second. Unanimous.**

## **10. New Business**

### **a. 1<sup>st</sup> Read Policy**

#### **- ILD: Non-Educational/Non-Academic Questionnaires, Surveys, and Research**

Katherine Heck said that this policy is required by law. It was previously developed but there is no record of it. It is currently being followed. This is a housekeeping policy.

### **b. Accept Gift/Donation (Board Vote Required)**

1) ConVal High School requests authorization to accept from: The Carl J. Britton Sr. Memorial Fund, a check in the amount of \$2,270.00 for the purpose of purchasing equipment for the ConVal Music Department.

**Katherine Heck moved to accept the donation as presented with thanks. Dick Dunning second.**

Robert Short, Jr. said that he would like to see expense tracking to assure that restricted monies are being spent appropriately. Confirmed.

**Unanimous.**

### **c. Superintendent Authorization to Hire (Board Vote Required)**

Kimberly Saunders said that the board typically authorizes her to hire staff through mid-September. This will come to the board in notifications. These would normally be brought forward for nomination. This allows her to bring a letter of commitment to the candidate.

**Stephen Ullman moved to provide the Superintendent the authorization to write conditional letters of employment and hire staff.**

**Rich Cahoon opposed. All others in favor. Motion carried.**

### **d. Livestream Update**

Kimberly Saunders reported that we are in discussion with two vendors regarding live streaming meetings. Equipment and service costs are under development.

Robert Short, Jr. asked with all of the technology that we have in the classroom don't we have the necessary technology to do so.

Kimberly Saunders said that there is not the right type of audio in the board room and other needs to livestream meetings.

### **e. Research Proposal**

None.

### **f. Technology Purchase Recommendation**

Mark Schaub referenced four purchase recommendations that would require board approval due to the amount that they are. All four support the replacement cycles of hardware. These requests represent replacing existing equipment in classrooms or assigned to staff or students.

Recommendation #1 replaces SMARTBoard/Projectors in classrooms. Mr. Schaub noted technology advances. They would replace the oldest SMARTBoards in schools. WCA is the low bid recommended totaling \$53,144.00.

Robert Short, Jr. asked what would be done with existing technology. Are they used elsewhere or sold on a secondary market? Mark Schaub confirmed that if we can receive a higher price on technology then we pursue that option.

Have we received commitments that these vendors will be able to deliver? Mark Schaub confirmed having current stock and lead time information on each. It is more of a factor with laptops and chromebooks with delays in deliveries.

Are we expecting the chromebooks used for K-4 to still be needed in those grades or will they be used elsewhere? Mark Schaub said that they are part of the reopening plan and will remain in the elementary schools.

Rich Cahoon said that we have a detailed technology plan. A replacement cycle is embedded in that plan and this is in line with the technology plan and parts of the Strategic Plan.

**Rich Cahoon moved to adopt purchase recommendation number one to spend \$53,144.00 on interactive projectors. Katherine Heck second. Unanimous.**

Purchase Recommendation #2 – 500 11" Touchscreen Chromebooks to continue with the planned replacement cycle of student devices. The recommendation is to go with vendor SHI for Acer Chromebooks.

**Rich Cahoon moved to go with SHI in the amount of \$162,890.00. Katherine Heck second. Unanimous.**

Purchase #3– 60 Staff replacement laptops for a total of \$57,649.80 from CDWG as a result of cost and availability was recommended.

**Rich Cahoon moved to adopt the recommendation to purchase 60 laptops from CDWG in the amount of \$57,649.80. Katherine Heck second. Unanimous.**

Purchase #4 – 15 Point of Sale computers to replace aging point of sale devices in use in school cafeterias.

**Rich Cahoon moved to adopt the recommendation to spend \$15,465.00 from WCA for this purchase.**

**Dick Dunning second. Unanimous.**



**g. Budget Transfer (Board Vote Required)**

Lori Schmidt reported submitting a transfer request for items listed.

**Dick Dunning moved to approve transfers as listed.**

**Jim Fredrickson second.**

Robert Short, Jr. asked if bids will be forthcoming. Kimberly Saunders said that this is for repair for those that can be repaired.

Katherine Heck asked how many treadmills does this cover. Should we replace or repair?

Kimberly Saunders said that we can go out to bid but the dollars could still be transferred.

Rich Cahoon said that we could repair and replace some or repair. We will exceed the bid policy requirements.

Robert Short, Jr. asked if this is based on money available to transfer or do we have quotes.

Kimberly said that we are spending money as a result of safety concerns.

**Unanimous.**

**11. Public Comment**

None.

**12. Approval of Manifests (Board Vote Required)**

Lori Schmidt certified that manifests listed, totaling \$2,557,246.25, 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 shared.**

**Jim Fredrickson second. Unanimous.**

Rich Cahoon reported that he is happy to see that Amy Janoch will be taking on the Director of Learning Recovery position.

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

**a. Negotiations**

**b. Legal**

**c. Personnel**

Rich Cahoon moved to enter into non-public session in accordance with RSA 91-A:3,II at 8:40 p.m. for personnel. Stephen Ullman second. **Unanimous.**

Rich Cahoon moved to exit non-public session at 9:13 p.m.

Katherine Heck second. **Unanimous.**

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

Keira Christian motioned to adjourn at 9:14 p.m. Dick Dunning second. **Unanimous.**

Respectfully submitted,

Brenda Marschok

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

**CONTOOCOOK VALLEY SCHOOL DISTRICT**

**June 15, 2021**

**Personnel Agenda**

**Nominations – July 2021:**

**SMS**

Daniel Legro	Assistant Principal	\$82,000
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**CVHS**

Carol Young	Assistant Principal	\$95,000
Spencer Fetrow	English Teacher	\$52,674
Jessica Russ	School Counselor	\$55,835
Jacob Gray	Student Support Counselor	\$62,682

**GBS**

Whitney Wheeler	Special Education Teacher	\$68,897
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**CVSD**

Jennifer Vickers	Preschool Teacher	\$53,728
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**Co-Curricular Notifications:**

See Attached

## Notice of Stipend Positions

First	Last	DAC	Position	Stipend Amt	FTE
<b>Athletics</b>					
Kelly	Shirk	CVHS	Hockey Field - Varsity	\$ 4,376.04	1
Carrie	Whittemore	CVHS	Hockey Field - Assistant	\$ 2,846.20	1
Cassie	Anderson	GBS	Field Hockey Coach	\$ 2,134.65	1
Scott	Baldwin	GBS	Boys Soccer Coach	\$ 2,134.65	1
Riley	Beliveau	GBS	Girls Soccer Coach	\$ 2,134.65	1
Cheryl	Jessie	GBS	Cross Country Coach	\$ 1,778.88	1
Tod	Siligy	SMS	Director - Athletic 1st Half	\$2,430.00	1
Tod	Siligy	SMS	Director - Athletic 2nd Half	\$2,430.00	1
Tod	Siligy	SMS	Soccer - Girls	\$2,134.65	1
Tod	Siligy	SMS	Softball	\$2,134.65	1
Paul	Simpson	SMS	Volleyball	\$1,200.00	1


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## Affiliates

### Who is eligible to become a NESDEC affiliate?

Full affiliation is open to any public school district in New England with fees based upon student enrollment. All private schools as well as public schools located outside of New England may become associate affiliates for a nominal annual fee.

Affiliation is also available to other non-profit institutions such as schools within colleges or universities, the colleges or universities themselves, or businesses that serve the educational community.

The Initial Year Incentive Program permits school districts to affiliate at one-half the cost of regular affiliation for the first year.

### Benefits of NESDEC Affiliation:

- Free annual ten-year enrollment projections in enhanced electronic format
- Free annual Special Education Trend Report
- Free advertising of administrative vacancies on NESDEC's website
- Free subscription to *The Journal for Leadership and Instruction*
- Discounts on:
  - NESDEC's broad range of planning services
  - Attendance at informative regional conferences
  - NESDEC's highly regarded executive search service
  - Governance training for school board members and district leaders
  - Entry and Transition workshops for newly-hired superintendents
  - District-specific on-site professional development activities
  - Legal services, including Title IX audits

[List of Current Affiliates](#)

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**Title IX TRAINING and EDUCATION**

- Custom curriculum development
- Presentation to small or large groups of faculty, administrators, and students as part of a broader Title IX compliance program
- Topics include: Title IX Overview, Title IX Coordinator Duties, and Conducting Complaint Investigations

**AUDITS of Title IX Compliance Programs and Plans**

- Conduct audits for educational institutions to assess current Title IX compliance and readiness
- Facilitate audits/investigations with Department of Education/Office of Civil Rights

**INVESTIGATIONS of Title IX Violations**

Includes sexual harassment, sex discrimination, bullying, cyber-bullying, hazing, stalking, sexual assault, and other misconduct by students, faculty, employees, and visitors; and other related issues, both on- and off-campus.

- Prompt onsite investigations
- Written reports
- Testimony/presentation of findings to hearing and review panels
- Recommendations for remedial actions

**REMEDIATION ACTION IMPLEMENTATION**

One-on-one custom designed training for faculty members or students, as part of remedial action in response to investigation of misconduct allegations.

**POLICY DEVELOPMENT**

Draft, edit and revise educational institution policies related to Title IX requirements

**TITLE IX SCHOOL DISTRICT SELF-ASSESSMENT INVENTORY**

- Offered at no cost annually to NESDEC affiliates
- Designed to serve as a tool for the periodic examination of a school district's ongoing efforts to comply with the many requirements of Title IX

**TIMELY UPDATES and TOOLS**

- Periodic updates on the newest legal and policy developments impacting Title IX practitioners, including newsletters, webinars, etc.
- Helpful tools and checklists for implementing Title IX policy, conducting investigations, writing reports and other important functions

Visit our website, [www.nesdec.org](http://www.nesdec.org), for more information about NESDEC's benefits and services as well as a listing of our Board of Directors, upcoming events, current executive searches, and postings of educational leadership opportunities throughout New England.

Any public school district in New England may become an affiliate of NESDEC for an annual fee based upon student enrollment. The **Initial Year Incentive** (IYI) program permits school districts to affiliate at one-half the cost of regular affiliation in the first year, at 75% of the cost in year two, and at full cost in year three.

Associate affiliation is open to public school districts outside of New England, private schools, colleges, universities, non-profit corporations and other educational institutions.

For more information, please contact:



28 Lord Road  
Marlborough, MA 01752

Phone: (508) 481-9444  
Fax: (508) 481-5655  
URL: [www.nesdec.org](http://www.nesdec.org)  
Email: [nesdec@nesdec.org](mailto:nesdec@nesdec.org)

Arthur L. Bettencourt, Ed.D.  
Executive Director

Member of the National School Development Council



Planning & Management  
Services and  
Legal & HR Services



Planning and  
Management Support  
for High-Performance  
Organizations



New England School Development Council

Member: Association for Learning  
Environments (formerly CEPPI)

The New England School Development Council, a private, not-for-profit organization, was originally established at the Harvard Graduate School of Education in 1946. A regional, comprehensive, educational organization, NESDEC works with school districts in the six New England states, primarily in the areas of professional development, executive searching, planning/management and research/development.

NESDEC's mission is to assist schools and school districts in becoming high-performance organizations and to support continuous educational improvement.

## Planning Services

***We offer an array of services related to all aspects of the planning and analysis necessary for high-performance organizations.***

### Enrollment Projections

As a benefit of affiliation, NESDEC prepares more than 275 ten-year enrollment projections each year for school districts throughout New England. This service is free to affiliates.

### Special Education Trend Report

NESDEC affiliates are entitled to an annual Special Education Trend Report at no charge. Designed as a management tool for superintendents and educational leaders, the Special Education Trend Report offers statistics pertaining to student placements, personnel allocation, and special education costs.

### Demographic Report

When a more detailed analysis of enrollment is required, a NESDEC demographic study provides the information and insight needed for long-range planning.

### School Capacity and Best Use Studies

Knowing how best to utilize school facilities in support of 21st Century educational programs is always a high priority. NESDEC can provide important data and information about school building utilization and can provide alternatives for achieving optimal use of space.

### Long-Range School Facility Master Plan

NESDEC has long been a leader in assisting districts in determining future facilities needs. In a single comprehensive study, NESDEC can incorporate all of the elements necessary for successful educational program and facilities planning.

As an additional component, a separate capital asset assessment, performed by a licensed architect/engineer, can also be developed.

The final report, a Long-Range School Facility Master Plan, includes information and data about educational programs and facilities, as well as estimated costs and timelines for proposed options.

### Phased Facilities Planning

A school district may prefer to accumulate data and develop an understanding of issues impacting educational programs and facilities over an extended period. In these cases, NESDEC's Phased Facilities Planning Service is a good alternative. Phased Planning is also a way to spread the cost of a comprehensive planning project over time to make it more affordable for a school district.

### Strategic Planning / Action Planning

Strategic planning is an excellent way to develop a shared vision for a school system. NESDEC's Strategic Planning services are customized to meet the needs of a school district.

### Administration/Organization Studies

The allocation of human resources and management audits are critical for developing and maintaining a high-performing organization. NESDEC's team of highly trained professionals has the experience and expertise to study and provide options for school or school district staffing reorganization.

### Educational Specifications

NESDEC offers two levels of educational specification development:

- **Outline Educational Specifications:** Outline specifications detail the number and size of program areas and serve as a preliminary step in seeking state assistance for renovation or construction projects.
- **Pre-design Educational Specifications:** Pre-design specifications detail learning activities, number of pupils, size and shape of program spaces, relationship of spaces, auxiliary space, equipment, technology requirements and environmental considerations, as well as site considerations and community use potential.

### District Consolidation/Deconsolidation Studies

One of the more complex issues facing some school districts is whether or not to join with other school districts in a regional or cooperative arrangement. The reasons for exploring consolidation or deconsolidation can be many and varied. For over 70 years, NESDEC has been helping school districts in understanding and managing these difficult issues.

### Specialized Studies

Using a project team approach, NESDEC has the capacity to design studies to meet the individual needs of a district. Typical specialized project topics have included:

- School Staffing Studies
- Special Education Audits
- Capital Asset Assessments
- Job Description Development
- Policy Development
- School Accreditation Planning and Preparation
- School Culture and Climate Studies
- Dropout Studies
- Budget Reviews
- Management Audits
- Custodial and Maintenance Reviews
- Food Service Reviews



## **EXAMPLE**

### **TYPICAL SCOPE OF WORK INCLUDED IN A BEST USE OF EDUCATIONAL FACILITIES STUDY**

#### **I. SCOPE OF WORK: PHASE ONE**

**NESDEC would do the following:**

##### **Enrollment Projections and Demographic Analysis**

1. Gather and analyze federal census data (and updated estimates) on factors relevant to growth within the municipalities, including population size, household size and age composition.
2. Gather and review live birth data from the New Hampshire Division of Public Health Systems and from local municipal offices.
3. Interview (by telephone and/or videoconference) municipal officials (including the planning departments), as well as regional planning staff, selected realtors/developers, and other appropriate individuals in order to gather data on growth within the communities as measured by housing, zoning, and other factors which tend to limit or encourage growth.
4. To the extent data is available, analyze public school, non-public school, and vocational school enrollment data for the past ten years.
5. Prepare an analysis of the factors impacting past and future enrollments.
6. Prepare a ten-year SAU enrollment projection aggregated on a grade-by-grade and grade combination basis using the most recent historical data available.
7. Prepare an analysis of the enrollment projections including a discussion of the combined cohort (modified cohort survival) methodology used in their preparation.
8. Outline the assumptions upon which the enrollment forecast is based.

#### **II. SCOPE OF WORK: PHASE TWO**

##### **Capacity Analysis**

The public school facilities in the District would be surveyed to determine the current operational capacities (COC) and planned operational capacities (POC) of the buildings and the building utilization to identify deficiencies with the potential to impact the educational program.

The consultant(s) would comment upon the present educational programs housed in the facilities and would also provide general commentary regarding potential educational programs that might be housed in the facilities in the future. The consultant(s) would confirm or adjust the district's current student capacity of each school facility and comment upon the grade levels

most appropriate for each building as well as the appropriateness of the facilities to offer the educational program as envisioned by the district.

### **III. SCOPE OF WORK: PHASE THREE**

#### **Identify Alternatives**

If requested and feasible, alternatives based upon the foregoing studies would be prepared. The alternatives would provide for adequate school facilities at each educational level. Such alternatives would, to the extent feasible, attempt to provide for the equality of educational opportunities for all children in the school district.

Each alternative would reference:

- a. projected enrollments and operational building capacities
- b. grade organization
- c. accommodation of present/proposed education programs
- d. facility modification/closure/construction/alternative use

**Please note: This study does not include a capital asset and/or technology infrastructure assessment, nor does it include a security analysis, or a comprehensive student transportation analysis.**

### **IV. THE PREPARATION OF THE STUDY**

- A.** NESDEC would provide the staff for the conduct of the study. The Superintendent or designee would take such action as appropriate to facilitate the study. The Superintendent/designee would make necessary arrangements to:
- provide access to municipal and school reports and records;
  - make available such files and summaries of data as are collected and maintained by the municipalities and school system;
  - provide access to school buildings and classrooms; and
  - designate members of the school district staff to work with appropriate personnel of NESDEC.

#### **TIMELINE OF THE STUDY**

Typically, a project of this type can be completed within three to four months of the signing of an agreement or other agreed upon commencement date, contingent upon school vacation schedules; availability of school personnel, municipal officials, and other stakeholders; and availability of municipal and district documents and information.

May 18, 2021





## CONVAL School District Administrative Structure Recommendation Shared Principal HES/DCS

### **Present State:**

Presently Hancock Elementary School (HES) has a Principal/Literacy Coach model. Additionally, Dublin Community School(DCS) has a Teaching Principal. Presently, we have one principal position that shares two buildings (Pierce and FES). Having one principal across two buildings is not without its challenges, however experienced principals, particularly those that have experience moving between buildings with fewer students, have found success. Presently the geographic distance between Pierce and FES is approximately eight miles. The geographic distance between HES and DCS is approximately nine miles.

### **Recommended Addition/Change:**

The administration recommends that we shift to a shared principal model between HES and DCS and appoint Nicole Pease as the principal. Ms. Pease is an experienced principal who has balanced both principal and coaching responsibilities, as well as administrative and teaching responsibilities.

### **Estimated Financial Impact:**

**Savings** of approximately \$85,000

## **ILD – Non-Educational/Non-Academic Questionnaires, Surveys, & Research**

Separate federal and state laws require that written consent be obtained from a parent or guardian before a student participates in a non-educational survey or questionnaire that asks about information not directly related to a student's academics. While similar, the two laws are not co-extensive, with slightly different scope, procedures and exceptions.

### **A. General**

1. For the purpose of this policy, "non-academic survey" shall include a survey, questionnaire, analysis, evaluation or any other document which seeks any information in the categories listed in sections B (as to state law) or C (as to federal law), below. However, non-academic surveys should not be deemed to include questions directed to an individual student by a school counselor, nurse or appropriate personnel under circumstances indicating such questions are reasonably necessary for such person's compliance with applicable laws or regulations, and the discharge his or her duties.
2. All non-academic surveys must have the prior approval of the Superintendent or his/her designee.
3. Non-academic surveys conducted for other agencies, organizations or individuals must have both the recommendation of the Superintendent and the approval of the School Board as to content and purpose. The results of such approved non-academic surveys must be shared with the School Board.
4. No non-academic survey requesting sexual information will be administered to any student in kindergarten through grade six unless required by federal or state law or regulation. School personnel administering any such questionnaire or survey will not disclose personally identifiable information.
5. As used below, the consent and notification provisions apply to a child's parent/legal guardian(s), unless the student is an adult or an emancipated minor who consents.

### **B. New Hampshire Law.**

Under RSA 186:11, IX-d, prior notice and prior consent (opt-in) is required for any non-academic survey designed to elicit information about:

1. A student's social behavior;
2. family life;
3. religion;
4. politics;
5. sexual orientation;
6. sexual activity;
7. drug use;
8. or any other information not related to a student's academics.

## ILD – Non-Educational/Non-Academic Questionnaires, Surveys, & Research

### C. Federal Law.

#### 1. Protection of Pupil Rights Amendment. Under the federal Protection of Pupil Rights

Amendment, prior written consent is required only if the non-academic survey, analysis, or evaluation or its administration is paid for or in any way uses federal funds from the federal Department of Education and reveals information concerning the following:

- a. Political affiliations;
- b. Mental and psychological problems potentially embarrassing to the student or the family;
- c. Sexual behavior and attitudes;
- d. Illegal, anti-social, self-incriminating, and demeaning behavior;
- e. Critical appraisals of other individuals with whom respondents have close family relationships;
- f. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- g. Religious practices, affiliations, or beliefs of the student or student's parent/guardian; or
- h. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

#### 2. Federal Exception.

Non-academic surveys which do not require consent and notice under New Hampshire law (section B) but might otherwise require notice and consent under the federal law (section C.1 above). However, the federal requirement exempts to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:

- a. College or post-secondary education recruitment, or military recruitment;
- b. Book clubs, magazines, and programs providing access to low-cost literary products;
- c. Curriculum and instructional materials used by schools;
- d. Tests and assessments used by schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students, or to generate other statistical data for educational purposes;
- e. The sale of products or services to raise funds for school-related or education-related activities; and
- f. Student recognition programs.

**Caution:** This exception only applies if the non-academic survey is otherwise exempt under New Hampshire law (section B, above).

### D. Notification and Inspection.

When school personnel intend on administering a non-academic survey the school shall provide ten (10) day notice to parents/guardians. Included in the notice will be information regarding the purpose of the non-academic survey; how the survey will be administered; how it will be utilized; and the

## ILD – Non-Educational/Non-Academic Questionnaires, Surveys, & Research

persons or entities that will have access to the results of the completed survey. Parents or guardians wishing to inspect a non-academic survey will be able to do so in the school's administrative office. Parents/guardians may refuse to give consent for their student to participate, with or without first reviewing the non-academic survey. The school will not penalize students whose parents/guardians decline to provide written consent. The school will take reasonable precautions to protect student privacy during their participation in any non-academic survey.

### **E. Consent Exception for Youth Risk Behavior Survey Developed by the Centers for Disease Control and Prevention.**

Neither state nor federal law requires prior written consent for administration of the Youth Risk Behavior Survey developed by the Centers for Disease Control and Prevention. Guidance issued by the Center for Disease Control, United States Department of Health and Human Services, concludes that federal law, including the Protection of Pupil Rights Amendment, also does not require prior written consent from parents or guardians because students are not required to participate and the survey is not paid for by the United States Department of Education.

However, New Hampshire law nonetheless requires the District to provide parents/guardians with notice at least ten (10) days before the Youth Risk Behavior Survey is administered. Parents may inspect the Youth Risk Behavior Survey at the school's administrative office. Parents or guardians may opt their student out of participating in the Youth Risk Behavior Survey by providing the Principal with written notice. District staff administering the Youth Risk Behavior Survey shall insure students understand that participation is voluntary and that students who opt-out will not be penalized.

### **Legal References:**

20 U.S.C. § 1232h; 34 CFR Part 98, Protection of Pupil Rights Amendment  
 RSA 186:11, IX-d  
 2017 CDC YRBS Guidance Manual

**Category:** Priority - Required by Law

**See also** Appendix ILD-R

*First Read: June 1, 2021*

*Second Read:*

*Adopted:*

## IHAK - CHARACTER AND CITIZENSHIP EDUCATION

1st Read

*Category: Priority/Required By Law*

Those in charge of curriculum development will have the responsibility for integrating into the curriculum, as appropriate, the following principles:

1. Pursuant to Part 2, Article 83 of the New Hampshire Constitution, humanity, benevolence, and truth and honesty with self and others.
2. Fairness, integrity, and justice.
3. Respect, courtesy, and human worth.
4. Community service.
5. The rights and responsibilities of citizenship.
6. Each individual's dignity and worth.
7. Respect for persons, property, and self.
8. Each individual's right to learn and freedom to achieve.
9. Each individual's right to equal opportunity, regardless of age, gender, race, creed, color, religion, marital status, sexual orientation, gender identity, national or ethnic origin, and disability.
10. Each individual's right to personal liberties.
11. All individuals' responsibility for their own actions.
12. The obligation to exercise self-discipline, where and when appropriate.
13. Each individual's responsibility to the group as well as to society.
14. Democratic government based on the principles of majority rule and protection of individual rights.
15. Devotion to the rule of law.
16. Problem solving through reason and orderly processes.
17. Tolerance of others' beliefs and their freedom to express their own.
18. Each individual's right to work, to pursue an occupation, and to gain satisfaction from personal efforts.

Teaching in the area of character and citizenship will take place throughout the K-12 program.

### Legal References:

*NH Code of Administrative Rules, Section Ed 306.04(a)(5), Character and Citizenship*  
*NH Code of Administrative Rules, Section Ed 306.04(i), Character and Citizenship*  
Revised: September 2017

1st Read: June 15th, 2021

2nd Read:

Adopted:



## CONVAL School District Justification for Deputy Treasurer

### **Present State:**

The District operates with only a Treasurer and the auditors have included this as an audit finding. It is considered best practice to have a Deputy Treasurer to perform the tasks and duties of the Treasurer in the event the Treasurer is unavailable or unable. The Board has requested that the Administration make a recommendation to fill this position.

### **Recommended Addition/Change:**

We would like to recommend Judy Miskelly for the position of Deputy Treasurer.

### **Estimated Financial Impact: \*\***

We are recommending a stipend of \$2,000 to be paid in two equal installments.

ConVal School District  
Expense Encumbrance Summary  
May 2021

Object Codes	Description	Budget Adjustments	Budget	MTD	YTD	Encumbrance	Balance	% Available
100	SALARIES	25,098,896	25,098,896	2,033,676	21,054,952	3,300,920	743,024	2.96%
200	EMPLOYEE BENEFITS	11,515,056	11,515,056	1,011,028	10,323,616	1,054,283	137,158	1.19%
300	PURCHASED PROFESSIONAL & TECHNICAL SERVICES	2,865,350	2,865,350	(120,072)	2,006,603	787,858	70,889	2.47%
400	PURCHASED PROPERTY SERVICES	882,395	882,395	(287,831)	453,169	216,936	212,290	24.06%
500	OTHER PURCHASED SERVICES	4,207,619	4,207,619	212,127	2,807,100	633,668	766,851	18.23%
600	SUPPLIES	2,189,610	2,189,610	(70,937)	1,476,286	454,113	259,211	11.84%
700	PROPERTY	606,401	606,401	21,737	157,702	72,485	376,213	62.04%
800	OTHER OBJECTS	438,242	438,242	2,638	170,480	161,343	106,418	24.28%
900	OTHER USES OF FUNDS	1,210,000	1,210,000	-	1,210,000	-	-	0.00%
	Totals	49,013,568	49,013,568	2,802,366	39,659,908	6,681,605	2,672,055	5.45%

ConVal School District  
Expense Encumbrance Report  
May 2021

Object Codes	Description	Budget Adjustments	Budget	MTD	YTD	Encumbrance	Balance	% Available	Notes
110	REGULAR SALARIES	15,673,906.48	15,673,906.48	1,162,612.40	12,992,512.79	2,317,552.61	363,841.08	2.32%	A
111	PARAPROFESSIONAL SALARIES	2,582,501.51	2,582,501.51	277,992.90	2,619,085.00	213,335.27	(249,918.76)	-9.68%	A
112	ADMN ASSISTANTS	1,146,678.72	1,146,678.72	95,783.52	1,015,865.48	164,805.73	(33,992.49)	-2.96%	A
113	CUSTODIAL/MAINTENANCE	536,493.82	536,493.82	43,382.75	474,451.80	72,049.35	(10,007.33)	-1.87%	A
114	ADMINISTRATOR	3,048,665.43	3,048,665.43	212,698.92	2,574,754.05	339,197.47	134,713.91	4.42%	A
115	DEPARTMENT HEADS	25,000.00	25,000.00	1,987.20	21,525.82	3,474.18	-	0.00%	A
119	SUPPORT SERVICES	904,664.37	904,664.37	64,462.62	753,352.78	91,928.09	59,383.50	6.56%	A
120	TEMPORARY SALARIES	1,146,485.25	1,146,485.25	173,931.51	566,680.79	98,441.00	481,363.46	41.99%	A
130	OVERTIME	34,500.00	34,500.00	823.79	36,723.00	136.48	(2,359.48)	-6.84%	A
211	HEALTH INSURANCE	5,495,630.09	5,495,630.09	519,468.59	5,073,877.56	290,889.88	130,862.65	2.38%	A
212	DENTAL INSURANCE	197,440.02	197,440.02	23,469.16	231,424.28	14,249.22	(48,233.48)	-24.43%	A
213	LIFE INSURANCE	38,784.12	38,784.12	3,837.24	44,101.33	5,765.55	(11,082.76)	-28.58%	A
214	LONG TERM DISABILITY	53,947.43	53,947.43	5,324.02	55,986.00	8,461.10	(10,499.67)	-19.46%	A
220	FICA	1,871,540.42	1,871,540.42	146,555.32	1,518,811.18	238,198.32	114,530.92	6.12%	A
231	NON - TEACH RETIRE	598,377.49	598,377.49	57,882.18	587,148.17	65,667.79	(54,438.47)	-9.10%	A
232	TEACHER RETIRE	3,109,453.87	3,109,453.87	253,914.25	2,674,009.01	431,051.42	4,393.44	0.14%	A
250	UNEMPLOYMENT COMP	24,641.00	24,641.00	-	24,641.00	-	-	0.00%	A
260	WORKERS' COMP	118,237.00	118,237.00	-	98,125.04	-	20,111.96	17.01%	A
299	OTHER BENEFITS - LT CARE & ANNUITIES	7,005.00	7,005.00	577.58	15,492.00	-	(8,487.00)	-121.16%	A
320	PRESENTERS	17,000.00	17,000.00	-	150.00	-	16,850.00	99.12%	
321	PROF SERVICES	103,500.00	103,500.00	1,519.00	103,867.66	-	(367.66)	-0.36%	
322	STAFF SERVICES	84,525.00	84,525.00	1,413.00	8,882.28	-	75,642.72	89.49%	
323	PUPIL SERVICES	761,880.00	761,880.00	55,624.22	510,065.77	248,046.87	3,767.36	0.49%	
330	PURCHASED/PROF	1,701,884.77	1,701,884.77	(103,627.96)	1,245,017.11	228,607.40	228,260.26	13.41%	B
340	STATISTICAL SERVICES	34,060.00	34,060.00	-	21,500.00	-	12,560.00	36.88%	
380	PURCH SERVICES	162,500.00	162,500.00	(75,000.00)	117,120.00	311,203.37	(265,823.37)	-163.58%	A
411	WATER/SEWER	62,697.00	62,697.00	2,836.51	29,765.20	6,818.24	26,113.56	41.65%	
421	DISPOSAL	44,040.00	44,040.00	4,507.50	42,296.45	2,238.00	(494.45)	-1.12%	
422	SNOW PLOWING	179,800.00	179,800.00	350.00	115,257.25	-	64,542.75	35.90%	
430	REPAIR/MAINT	159,100.01	159,100.01	1,356.48	51,641.90	77,682.10	29,776.01	18.72%	
431	STRUCTURAL REPAIRS & MAINTENANCE	95,800.00	95,800.00	-	15,869.32	28,009.43	51,921.25	54.20%	
432	ELECTRICAL REPAIRS & MAINTENANCE	125,400.00	125,400.00	8,374.56	59,138.07	68,175.67	(1,913.74)	-1.53%	
433	MECHANICAL REPAIRS & MAINTENANCE	43,450.00	43,450.00	863.00	29,476.20	10,867.25	3,106.55	7.15%	
434	HVAC REPAIRS & MAINTENANCE	74,000.00	74,000.00	(81,982.68)	27,871.85	10,630.01	35,498.14	47.97%	B
436	Copier Repairs	33,282.41	33,282.41	-	29,598.14	3,684.28	(0.01)	0.00%	
440	BUILDING RENTAL	3,500.00	3,500.00	-	-	-	3,500.00	100.00%	
442	Equip Rental: Charging Carts	4,217.59	4,217.59	-	3,240.18	-	977.41	23.17%	
443	Equip Rental: Copiers	53,231.61	53,231.61	4,131.15	45,138.59	8,083.93	9.09	0.02%	
448	Equip Rental: Misc	-	-	(228,490.00)	-	-	-	-	B
449	Equip Rental - Postage Meter	3,876.24	3,876.24	222.42	3,876.24	746.64	(746.64)	-19.26%	



**ConVal School District  
Expense Encumbrance Report  
May 2021**

Object Codes	Description	Budget Adjustments	Budget	MTD	YTD	Encumbrance	Balance	% Available	Notes
510	OTHER TRANSPORTATION	280,409.96	280,409.96	4,083.76	12,722.80	12,026.00	255,661.16	91.17%	
519	PUPIL TRANSPORTATION	2,545,542.55	2,545,542.55	218,593.30	1,981,317.86	370,153.06	194,071.63	7.62%	
520	INSURANCE	99,989.00	99,989.00	-	99,989.00	-	-	0.00%	
530	Telephone / Web access	380,794.00	380,794.00	(37,619.16)	282,226.01	52,530.89	46,037.10	12.09%	B
531	Cellular Phones	20,600.00	20,600.00	-	10,626.41	6,925.59	3,048.00	14.80%	
534	POSTAGE	14,198.44	14,198.44	79.30	7,390.16	964.21	5,844.07	41.16%	
540	ADVERTISING	25,000.00	25,000.00	1,268.59	10,569.35	9,355.66	5,074.99	20.30%	
550	PRINTING	15,760.32	15,760.32	-	3,518.00	-	12,242.32	77.68%	
561	TUITION	734,949.24	734,949.24	23,914.40	380,720.41	163,188.90	191,039.93	25.99%	
580	MILEAGE	90,375.00	90,375.00	1,806.63	18,019.56	18,523.22	53,832.22	59.57%	
610	GENERAL SUPPLIES	655,945.41	655,945.41	(172,156.89)	287,661.98	135,546.92	232,736.51	35.48%	B
615	TESTING SUPPLIES	19,080.00	19,080.00	-	9,308.80	1,606.55	8,164.65	42.79%	
622	ELECTRICITY	456,856.00	456,856.00	37,947.61	391,423.46	52,654.39	12,778.15	2.80%	
623	BOTTLED GAS	16,170.00	16,170.00	1,930.96	23,028.39	4,832.73	(11,691.12)	-72.30%	C
624	FUEL OIL	367,469.00	367,469.00	21,296.08	236,043.11	131,425.89	-	0.00%	
640	BOOKS	72,148.74	72,148.74	1,430.36	26,217.05	10,252.68	35,679.01	49.45%	
641	PERIODICALS	22,988.74	22,988.74	81.75	13,455.21	2,837.13	6,696.40	29.13%	
649	OTHER INFO SOURCES	2,750.00	2,750.00	111.07	233.62	-	2,516.38	91.50%	
650	SOFTWARE SUPPORT	358,402.25	358,402.25	18,810.10	358,686.19	29,608.72	(29,892.66)	-8.34%	C
656	GASOLINE	217,800.00	217,800.00	19,611.49	130,228.30	85,347.83	2,223.87	1.02%	
733	NEW FURNITURE	8,984.49	8,984.49	-	2,717.94	673.05	5,593.50	62.26%	
734	OTHER TECH EQUIPMENT	20,933.43	20,933.43	55.34	174.29	846.49	19,912.65	95.12%	
737	REPL FURNITURE	21,603.96	21,603.96	2,850.40	4,522.41	1,714.82	15,366.73	71.13%	
738	REPL EQUIPMENT	429,630.97	429,630.97	15,574.58	54,323.09	32,661.93	342,645.95	79.75%	D
739	OTHER EQUIPMENT	125,247.78	125,247.78	3,256.98	95,964.61	36,588.98	(7,305.81)	-5.83%	C
810	DUES & FEES	219,709.35	219,709.35	2,637.74	86,947.77	26,343.15	106,418.43	48.44%	
830	DEBT SERVICE INTEREST	83,532.50	83,532.50	-	83,532.50	-	-	0.00%	
890	MISCELLANEOUS	135,000.00	135,000.00	-	-	135,000.00	-	0.00%	A
910	DEBT SERVICE PRINCIPAL	540,000.00	540,000.00	-	540,000.00	-	-	0.00%	
930	TRUSTS/ IC	670,000.00	670,000.00	-	670,000.00	-	-	0.00%	
	Totals	49,013,567.78	49,013,567.78	2,802,365.54	39,659,907.57	6,681,605.44	2,672,054.77	5.45%	

**Notes**

- A. Budget transfers previously discussed affect these lines.
- B. Adjustments were made to shift expenses to appropriate grant and this resulted in negative activity for the MTD column.
- C. These items are still being reviewed to determine if anything can be transferred to grants.
- D. Purchase recommendation for treadmills will impact this line.



## ConVal School District - Year End Encumbrance

### CVHS Level 100 HVAC system

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#### General Information

**Description:** This project proposes the installation, replacement and retrofit of HVAC equipment that supports 8 classrooms and 2 faculty offices in the original 1969 section of CVHS. Approximately 7,429 sq. ft. At this time we are unable to introduce any more fresh air than is currently being supplied to these rooms. Project consists of removing existing energy recovery ventilators, installing 1 York 25 ton HVAC unit, adapting and/or installing new supply and return ductwork, installing individual room CO2 sensors and thermostats, new HW heating coils for each space, balancing airflow and programming the new installation into our building controls system. This installation would allow up to 9,000 CFM of fresh air to be introduced into the space noted.

In the summer of 2019, ConVal High School completed a renovation project to our chemistry labs. Part of that renovation focused on a completely new HVAC system that now services approximately 6,589 sq ft of educational space. The engineering, HVAC equipment sizing, electrical, roofing and HVAC controls package for the work done in 2019 is almost a mirror image of this 2021 proposed project.

The estimated cost of materials and contracted labor for the project is \$100,000.

**Vendors:** The cost of the HVAC equipment exceeds \$15,000 and will be purchased from FW Webb. Sheet metal work for ducts will also exceed \$15,000 and we will use Alexander Sheet Metal. Roof work will be done by Melanson and the HVAC units will be installed by District personnel. These are the same vendors used for the 2019 project.

<b>Comments</b>	<p>This project is very likely eligible for ESSER funds reimbursement. However, the cost of contracted labor for the roof and sheet metal work will trigger additional compliance issues for Davis-Bacon and related acts (DBRA). We are concerned about the additional costs that will be incurred to monitor compliance and potential delays for the project to be reviewed and approved by the NHDOE</p> <p>For the size of the project, it would seem more prudent to utilize general funds and retain the ESSER money to support the learning recovery efforts.</p>
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**Contoocook Valley School District  
Schedule of Tax Payments to the School District**

The expenses of the Contoocook Valley School District payable in each fiscal year shall be apportioned as indicated in the Articles of Agreement, and paid to the District as listed here:

- 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 10<sup>th</sup> 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: \_\_\_\_\_

Amount to Apportion - MS22 \$ 54,131,076  
 LESS: Revenues (MS-26) REVIEWED BY BOARD DRAFT 6/15/2021

Tuition \$ 131,000  
 Interest \$ 10,000  
 Sped Aid \$ 38,000  
 Voc Aid \$ 25,000  
 Medicaid \$ 100,000  
 Food Service Sales (24) \$ 200,000  
 Child Nutrition - State (24) \$ 10,000  
 Child Nutrition - Federal (24) \$ 600,000  
 Title Grants (23) \$ 800,000  
 IDEA Grants (23) \$ 600,000  
 Special Revenue Fund (32) \$ 75,000  
 Total \$ 2,589,000  
 LESS: UFB (Anticipated To Reduce Taxes) \$ 1,800,000  
 Amount to Apportion \$ 49,742,076

	State Educ Grant	Educ Grants	Total State Aid
State Aid (FY22 Est - Adequacy Aid 11-15-20)			
Antrim	\$ 499,931	\$ 2,073,224.77	\$ 2,573,155.77
Bennington	\$ 233,482	\$ 1,180,961.62	\$ 1,414,443.62
Dublin	\$ 481,786	\$ 81,007.28	\$ 562,793.28
Francestown	\$ 396,907	\$ 528,651.66	\$ 925,558.66
Greenfield	\$ 370,549	\$ 947,599.86	\$ 1,268,148.86
Hancock	\$ 505,076	\$ 309,318.20	\$ 814,394.20
Peterborough	\$ 1,433,218	\$ 2,117,158.03	\$ 3,550,376.03
Sharon	\$ 97,524	\$ 135,320.60	\$ 232,844.60
Temple	\$ 291,251	\$ 352,379.96	\$ 643,630.96
Total	\$ 4,259,724	\$ 7,725,621.98	\$ 11,985,345.98

	ADM 19-20 (3/25/21)	ADM %	2019 Equil Value w/Utilities (6/19/20)	Equal Val %	Combined %
Apportionment Calculation					
Antrim	307.08	0.1471952	\$ 284,199,452	0.119412029	0.133303591
Bennington	199.83	0.0957861	\$ 130,016,520	0.054629016	0.075207577
Dublin	133.47	0.0639773	\$ 267,826,093	0.112532438	0.088254849
Francestown	171.17	0.0820483	\$ 221,062,592	0.092883827	0.087466067
Greenfield	195.87	0.0938880	\$ 178,972,295	0.075198755	0.084543357
Hancock	169.3	0.0811519	\$ 282,972,606	0.118896545	0.100024245
Peterborough	719.59	0.3449269	\$ 798,193,602	0.335376851	0.340151888
Sharon	46.5	0.0222892	\$ 54,220,065	0.022781634	0.022535429
Temple	143.4	0.0687371	\$ 162,526,923	0.068288906	0.068512957
Total	2,086.21	1.0000000	\$ 2,379,990,148	1.000000000	1.000000000

	Combined %	Allocation	Less: State Aid	Tax Assessment
Apportionment of Local Taxes:				
Antrim	0.133303591	\$ 6,630,797	\$ 2,573,155.77	\$ 4,057,641.58
Bennington	0.075207577	\$ 3,740,981	\$ 1,414,443.62	\$ 2,326,537.40
Dublin	0.088254849	\$ 4,389,979	\$ 562,793.28	\$ 3,827,186.12
Francestown	0.087466067	\$ 4,350,744	\$ 925,558.66	\$ 3,425,185.10
Greenfield	0.084543357	\$ 4,205,362	\$ 1,268,148.86	\$ 2,937,213.23
Hancock	0.100024245	\$ 4,975,414	\$ 814,394.20	\$ 4,161,019.41
Peterborough	0.340151888	\$ 16,919,861	\$ 3,550,376.03	\$ 13,369,485.04
Sharon	0.022535429	\$ 1,120,959	\$ 232,844.60	\$ 888,114.40
Temple	0.068512957	\$ 3,407,979	\$ 643,630.96	\$ 2,764,347.73
Total	1.000000000	\$ 49,742,076	\$ 11,985,345.98	\$ 37,756,730.02

OFFICE OF THE SUPERINTENDENT OF SCHOOLS  
CONTOOCOOK VALLEY SCHOOL DISTRICT  
SCHEDULE OF PAYMENT BASED ON APPROVED BUDGET  
ESTIMATE

FISCAL YEAR JULY 1, 2021 - JUNE 30, 2022

	<u>Antrim</u>	<u>Bennington</u>	<u>Dublin</u>	<u>Franeestown</u>	<u>Greenfield</u>	<u>Hancock</u>	<u>Peterborough</u>	<u>Sharon</u>	<u>Temple</u>	<u>Total</u>
July	\$ 379,797.71	\$ 213,334.95	\$ 359,081.01	\$ 318,507.67	\$ 271,480.19	\$ 388,841.28	\$ 1,233,558.59	\$ 82,136.53	\$ 254,633.23	\$ 3,501,371.17
Aug	\$ 379,797.71	\$ 213,334.95	\$ 359,081.01	\$ 318,507.67	\$ 271,480.19	\$ 388,841.28	\$ 1,233,558.59	\$ 82,136.53	\$ 254,633.23	\$ 3,501,371.17
Sept	\$ 379,797.71	\$ 213,334.95	\$ 359,081.01	\$ 318,507.67	\$ 271,480.19	\$ 388,841.28	\$ 1,233,558.59	\$ 82,136.53	\$ 254,633.23	\$ 3,501,371.17
Oct	\$ 379,797.71	\$ 213,334.95	\$ 359,081.01	\$ 318,507.67	\$ 271,480.19	\$ 388,841.28	\$ 1,233,558.59	\$ 82,136.53	\$ 254,633.23	\$ 3,501,371.17
Nov	\$ 379,797.71	\$ 213,334.95	\$ 359,081.01	\$ 318,507.67	\$ 271,480.19	\$ 388,841.28	\$ 1,233,558.59	\$ 82,136.53	\$ 254,633.23	\$ 3,501,371.17
Dec	\$ 379,797.71	\$ 213,334.95	\$ 359,081.01	\$ 318,507.67	\$ 271,480.19	\$ 388,841.28	\$ 1,233,558.59	\$ 82,136.53	\$ 254,633.23	\$ 3,501,371.17
Jan	\$ 379,797.71	\$ 213,334.95	\$ 359,081.01	\$ 318,507.67	\$ 271,480.19	\$ 388,841.28	\$ 1,233,558.59	\$ 82,136.53	\$ 254,633.23	\$ 3,501,371.17
Feb	\$ 379,797.71	\$ 213,334.95	\$ 359,081.01	\$ 318,507.67	\$ 271,480.19	\$ 388,841.28	\$ 1,233,558.59	\$ 82,136.53	\$ 254,633.23	\$ 3,501,371.17
Mar	\$ 379,797.71	\$ 213,334.95	\$ 359,081.01	\$ 318,507.67	\$ 271,480.19	\$ 388,841.28	\$ 1,233,558.59	\$ 82,136.53	\$ 254,633.23	\$ 3,501,371.17
Apr	\$ 379,797.71	\$ 213,334.95	\$ 359,081.01	\$ 318,507.67	\$ 271,480.19	\$ 388,841.28	\$ 1,233,558.59	\$ 82,136.53	\$ 254,633.23	\$ 3,501,371.17
May	\$ 379,797.71	\$ 213,334.95	\$ 359,081.01	\$ 318,507.67	\$ 271,480.19	\$ 388,841.28	\$ 1,233,558.59	\$ 82,136.53	\$ 254,633.23	\$ 3,501,371.17
June	\$ 379,797.71	\$ 213,334.95	\$ 359,081.01	\$ 318,507.67	\$ 271,480.19	\$ 388,841.28	\$ 1,233,558.59	\$ 82,136.53	\$ 254,633.23	\$ 3,501,371.17
<b>TOTAL</b>	<b>\$ 4,557,572.58</b>	<b>\$ 2,560,019.40</b>	<b>\$ 4,308,972.12</b>	<b>\$ 3,822,092.10</b>	<b>\$ 3,257,762.23</b>	<b>\$ 4,666,095.41</b>	<b>\$ 14,802,703.04</b>	<b>\$ 985,638.40</b>	<b>\$ 3,055,598.73</b>	<b>\$ 42,016,454.02</b>

Local Tax Assess	\$ 4,057,641.58	\$ 2,326,537.40	\$ 3,827,186.12	\$ 3,425,185.10	\$ 2,937,213.23	\$ 4,161,019.41	\$ 13,369,485.04	\$ 888,114.40	\$ 2,764,347.73	\$ 37,756,730.02
Retained Tax	\$ 499,931.00	\$ 233,482.00	\$ 481,786.00	\$ 396,907.00	\$ 320,549.00	\$ 505,076.00	\$ 1,433,218.00	\$ 97,524.00	\$ 291,251.00	\$ 4,259,724.00
Total	\$ 4,557,572.58	\$ 2,560,019.40	\$ 4,308,972.12	\$ 3,822,092.10	\$ 3,257,762.23	\$ 4,666,095.41	\$ 14,802,703.04	\$ 985,638.40	\$ 3,055,598.73	\$ 42,016,454.02

Monthly Payment

	1st Half of fy20	2nd Half of fy20	1st Half of FY21	2nd Half of FY21	1st Half of FY22	Variance
Antrim	\$ 344,247.17	\$ 297,974.90	\$ 336,575.52	\$ 373,966.07	\$ 379,797.71	\$ 5,831.64
Bennington	\$ 192,146.25	\$ 171,629.70	\$ 182,472.57	\$ 189,031.53	\$ 213,334.95	\$ 24,303.42
Dublin	\$ 343,994.33	\$ 328,948.05	\$ 361,140.17	\$ 335,971.48	\$ 359,081.01	\$ 23,109.53
Franeestown	\$ 283,677.92	\$ 269,264.06	\$ 302,174.66	\$ 313,221.96	\$ 318,507.67	\$ 5,285.71
Greenfield	\$ 264,976.00	\$ 244,533.00	\$ 251,554.03	\$ 246,297.01	\$ 271,480.19	\$ 25,183.18
Hancock	\$ 349,614.67	\$ 347,727.14	\$ 356,859.20	\$ 371,709.52	\$ 388,841.28	\$ 17,131.76
Peterborough	\$ 1,126,391.42	\$ 1,070,692.56	\$ 1,154,822.70	\$ 1,177,834.35	\$ 1,233,558.59	\$ 55,724.24
Sharon	\$ 75,991.42	\$ 74,321.14	\$ 79,126.21	\$ 79,285.50	\$ 82,136.53	\$ 2,851.03
Temple	\$ 223,914.00	\$ 218,833.17	\$ 240,023.90	\$ 267,041.28	\$ 254,633.23	\$ (12,408.05)
TOTAL	\$ 3,204,953.18	\$ 3,023,923.72	\$ 3,264,748.96	\$ 3,354,358.70	\$ 3,501,371.17	\$ 147,012.47

# June 2021

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

# 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