

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

**CONTOOCCOOK VALLEY SCHOOL BOARD**

**School Board Meeting**

**Tuesday, October 19, 2021  
7:00 p.m.**

**Physical Location: SAU #1 Board Room**

**Livestream Link: <https://www.youtube.com/watch?v=YQfNaI0dkSk>**

**Agenda**

- 1. Call to Order and Pledge of Allegiance**
- 2. Points of Pride**
- 3. Public Comment**
- 4. Non-Public Session: RSA 91-A:3,II**
  - a. Legal**
- 5. Consent Agenda**
  - a. Acceptance of School Board Meeting Minutes**
    - 1) October 5, 2021 (pg. 1-3)
  - b. Personnel (pg. 4-5)**
    - 1) Retirement – June 2022  
- Jahna Moncrief, Music Teacher
    - 2) Co-Curricular Notifications
- 6. Superintendent's Report and Presentation of Business**
  - a. Reopening Update**
  - b. Monthly Events Calendar (pg. 6-7)**
- 7. Reports**
  - a. Teacher Representative** – Cheryl Jessie
  - b. Budget & Property Committee** – Jim Fredrickson
  - c. Communication Committee** – Janine Lesser/Alan Edelkind
  - d. Education Committee** – Stephen Ullman
  - e. Policy Committee** – Katherine Heck
- 8. Old Business**
  - a. Legislative Update**
  - b. Policy 2<sup>nd</sup> Read/Adoption (Board Vote Required)**
    - DN: School Properties Disposal (pg. 8-9)
    - CBI/AFB: Evaluation of the Superintendent and Goal Setting (pg. 10)
- 9. New Business**
  - a. Expenditure and Encumbrance Report** – Lori Schmidt (pg. 11-13)
  - b. Budget Transfers** – Lori Schmidt (pg. 14)
  - c. Accept Gift/Donation (Board Vote Required) (pg. 15)**
    - 1) Dublin Consolidated School requests the authorization to accept from the Dublin Community Foundation, \$2,025 for the purpose of a spring NHDI residency for students.
- 10. Public Comment**
- 11. Approval of Manifests (Board Vote Required)**
- 12. Non-Public Session: RSA 91-A: 3, II (If Required)**
  - a. Negotiations**
  - b. Legal**
  - c. Personnel**

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**Minutes**

**BOARD**

Rich Cahoon, Keira Christian,  
Richard Dunning, Alan Edelkind,  
Jim Fredrickson, Greg Kriebel,  
Janine Lesser, Kevin Pobst,  
Liz Swan, Tim Theberge,  
Stephen Ullman, Jerome Wilson

**ADMINISTRATION**

Dr. Kimberly Saunders, Supt.  
Dr. Ann Forrest, Asst. Supt.

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

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

**2. Points of Pride**

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

**3. Public Comment**

None.

**4. Consent Agenda**

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

1) September 21, 2021

**b. Personnel**

1) Retirements

The Consent Agenda was adopted as presented.

**5. Superintendent's Report and Presentation of Business**

**a. Reopening Update**

Kimberly Saunders reported that the positive cases for COVID are being watched. Outside of one or two close contacts ConVal has not seen any develop into COVID-19.

Increased time outside has been a focus. Maximizing the use of tents is taking place. There is a significant decrease in the per one hundred thousand rates in the Greater Monadnock Area. There are no additional recommendations to be made at this time.

In terms of homebound instruction, we have been able to hire two tutors and are looking for the potential of two more. Based on the number of students homebound now, it is estimated that \$85,000 will be the cost.

Stephen Ullman suggested that the cost for the staff be separated out from the total \$85,000. Kimberly said that this cost is based on individuals working approximately 20 hours per week, which is estimated, for the remainder of the year. Greg Kriebel asked for confirmation that these are contracted hours without benefits. Confirmed.

**b. Monthly Events Calendar**

The calendar was reviewed. Communications will meet on Wednesday, November 17<sup>th</sup> at 6:30 p.m.

**c. October 1<sup>st</sup> Enrollment Update**

October 1<sup>st</sup> Enrollment data was reviewed.

## 6. Reports

### a. Teacher Representative – Cheryl Jessie

Cheryl Jessie recognized nurses for working so hard to assure that staff and students are kept safe. They have been overseeing a multitude of sending students and staff home. Ms. Jessie said that masks help keep students and staff safe. Staff are concerned with the increases in positive cases in the district and the low number of substitutes. Staff are stepping up and covering each other's classes.

### b. Selectmen's Advisory Committee – Tim Theberge

Tim Theberge reported that Kimberly Saunders shared a presentation on the ConVal lawsuit and how we got there at the recent SAC meeting. An update on budget guidance was also provided as well as a report out on recent committee meetings. A statement in support of the lawsuit was asked of the selectmen.

### c. Equity Committee – Rich Cahoon

Rich Cahoon reported discussion on the School Counseling goal K-12. The meeting was focused on sharing perceptions and realities related to counseling and scheduling. Narrowing the scope of the goal was requested. Assuring that the new School Counseling Director was aware of perceptions was a focus as well. Perceptions will either be validated or changed.

### d. Community Forum – Alan Edelkind

Alan Edelkind reported that approximately 34 people were in attendance with 235 online views. Technology is a positive piece with communication. Alan said that he has received a positive response as a result of the meeting afterward. It was noted that the decorum of the people was a positive.

Alan added that there were too many presentations in hindsight. The time available was more than filled up.

Alan reported receiving contact from NHPR asking to interview him about the forum. He will talk with them on Wednesday.

Janine Lesser asked if the Select board members were supportive about signing the statement about the lawsuit. Tim Theberge said that those in the room expressed no issue with it but he was unaware of the full select boards view.

Keira Christiaan thanked those present at the forum for participating in a thoughtful and kind way. It made the dialogue productive.

Stephen Ullman said that everybody was unified on two points; everybody wants ConVal students to be learning in person and everyone wants to maintain good health among staff and students. The disagreement is about the means to achieve these goals. It was a good night.

## 7. Old Business

### a. Legislative Update

Tim Theberge said that there are several hundred LSR's that directly impact public education in New Hampshire.

## 8. New Business

### a. Policy BCB: Board Members as Substitute Teachers

Tim Theberge reported that he requested that this policy be placed on the agenda because he expected that he might likely be substituting this week. This policy deals with conflict of interest for School Board Members. This policy might be considered for exception in the event board members might substitute in the future.

**Rich Cahoon moved to provide that carve out for the next 90 days to allow an exception for board members to substitute in the district.**

**Dick Dunning second.**

Kimberly Saunders reported that we have administrators substituting on a daily basis.

**Unanimous.**

### b. Policy GCQAB: Tutoring for Pay

Kimberly Saunders asked the board to waive this policy for the remainder of the school year so that we can have teachers tutor students in the instance for homebound students.

Rich Cahoon asked if the last sentence in the policy does not solve the issue.

Kimberly Saunders said that we cannot assign teachers to tutor outside of the day.

**Rich Cahoon moved to waive policy GCQAB from now to June 2022.**

**Keira Christian second.**

Greg Kriebel asked if this would be in addition to the tutors previously discussed.

Kimberly Saunders said that this will allow us to open it up to allow additional tutoring for the same money, not additional money.

Liz Swan asked if these teachers can be hired by individual families as well. Kimberly said that this is not what this waiver is for.

**Unanimous.**

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

**- DN: School Properties Disposal**

Tim Theberge referenced this policy for a first read.

**- CBI/AFB: Evaluation of the Superintendent and Goal Setting**

Tim Theberge referenced this policy for a first read.

Comments and questions should be directed to Katherine Heck and the Policy Committee.

Rich Cahoon referenced an email of audit results that also referenced specific policies. He asked if policies will be available in time for the spring. ConVal does not have some of the policies listed.

Kimberly Saunders said that she has never seen the entire board be emailed audit results.

Rich Cahoon said that there are model policies for those requested. Other school districts do not have all of the policies on the list as well.

Rich Cahoon reported that it is difficult to get a COVID test. At what point does that become a problem? Kimberly reported that she has a meeting scheduled on this topic but it is not for symptomatic testing. It would be great to have access to enough rapid tests to meet our needs.

Rich asked if we would be able to maintain our current policy if staff cannot get tested.

Dick Dunning said that he received the DOE letter and he read it. It was clear to him that the DOE was talking about the ConVal School District. He said that he was bothered about what he received today. It was intentional and deliberate.

**9. Public Comment**

None.

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

Kimberly Saunders certified that manifests listed totaling \$2,583,841.76 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.**

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

**a. Negotiations**

**b. Legal**

**c. Personnel**

**Stephen Ullman motioned to enter into non-public session in accordance with RSA 91-A:3,II at 7:37 p.m. for matters of negotiations and legal.**

**Janine Lesser second. Unanimous on a roll call vote.**

**Dick Dunning motioned to exit non-public session at 8:14 p.m. Kevin Pobst second. Unanimous.**

**Kevin Pobst motioned to seal the minutes of non-public session for 10 years. Stephen Ullman second. Unanimous.**

**Janine Lesser motioned to adjourn at 8:14 p.m. Dick Dunning second. Unanimous.**

Respectfully submitted,

Brenda Marschok

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

**CONTOOCOOK VALLEY SCHOOL DISTRICT**

**October 19, 2021**

**Personnel Agenda**

**Retirement June 2022:**

**GBS**

Jahna Moncrief

Music Teacher

**Co-Curricular Notifications:**

See Attached

## NOTICE OF STIPEND POSITIONS

First	Last	DAC	Position	Stipend Amt	FTE
<b>Athletic</b>					
Kevin	Carne	CVHS	Unified Basketball	\$ 1,071.61	1
Dick	Ellingwood	CVHS	Unified Basketball	\$ 1,071.61	1
Abe	Ewing	CVHS	Wrestling - Varsity	\$ 4,376.04	1
Matt	Harris	CVHS	Unified Basketball	\$ 1,071.61	1
Tyler	Mudrick	CVHS	Basketball - Boys Varsity Assistant	\$ 2,846.20	1
Kyle	Murray	CVHS	Basketball - Girls Varsity Assistant	\$ 2,846.20	1
Harry	Payne	CVHS	Hockey Ice - Girls Assistant	\$ 2,846.20	1
Kevin	Proctor	CVHS	Basketball - Girls Varsity	\$ 4,376.04	1
Christopher	Spingola	CVHS	Hockey Ice - Girls Varsity	\$ 4,376.04	1
Jason	Starr	CVHS	Basketball - Boys Varsity	\$ 4,376.04	1
Jessica	Weeks	CVHS	Basketball - Girls JV	\$ 3,557.75	1
Holly	Wilson	CVHS	Skiing - Varsity Alpine	\$ 2,846.20	1
<b>Non-Athletic</b>					
Karen	Fabianski	CVHS	Robotics	\$1,000.00	0.5
Gil	Morris	CVHS	Robotics	\$1,000.00	0.5

# October 2021

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

# November 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<b>1</b>	<b>2</b> Policy Committee Mtg. @ SAU @ 6:00 pm School Board Mtg. @ SAU @ 7:00 pm	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b> Budget Work Session – 8:30 am
<b>7</b>	<b>8</b>	<b>9</b> Budget & Property Committee Mtg. @ SAU @ 6:00 pm	<b>10</b>	<b>11</b> District Closed – Veteran's Day	<b>12</b>	<b>13</b>
<b>14</b>	<b>15</b> Education Committee Mtg. @ SAU @ 5:30 pm	<b>16</b> Policy Committee Mtg. @ SAU @ 6:00 pm School Board Mtg. @ SAU @ 7:00 pm	<b>17</b> Communication Committee Mtg. @ SAU @ 6:30 pm	<b>18</b> Strategic Plan Committee Mtg. @ SAU @ 6:00 pm	<b>19</b>	<b>20</b>
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b> District Closed – Thanksgiving Recess	<b>25</b> District Closed – Thanksgiving Recess	<b>26</b> District Closed – Thanksgiving Recess	<b>27</b>
<b>28</b>	<b>29</b>	<b>30</b> Equity Committee Mtg. @ SAU @ 5:30 pm				



# DN – School Properties Disposal Procedure

No equipment or supplies shall be disposed of until permission has been received from the Superintendent's office. Superintendent or designee will determine whether the material involved has salable value, and if such shall be the case, authorize the sale of the material. If the material does not have salable value, the proper disposal of the books, equipment, and/or supplies shall be determined by the Business Administrator and disposed of in such a way as to be environmentally safe.

- Single items up to \$500 in value may be sold by the Business Administrator.
- Single items, which may exceed \$500 in value, are to be sold by sealed bids presented to the Business Administrator.
- Items remaining unsold after advertising shall be declared non-salvageable and shall be disposed of in the most expeditious manner, and whenever possible items will be disposed of in an environmentally safe manner.

School District property in the form of instructional materials, furniture, equipment, and supplies other than capital holdings such as land, buildings, and major installations may be disposed of when declared surplus or obsolete on any one of the following criteria:

- The material in question exists in quantities exceeding the possibility of effective use by the District.
- The material is unsound, out-of-date, inaccurate, or in an unusable condition.
- The material is occupying space that could be otherwise be used for educational programs and the material is not in current demand or is not anticipated to be in demand in the foreseeable future.
- If the materials were originally purchased with federal grant money, its disposal must follow the procedures that were mandated by the federal grant.

## **School Properties Disposal Procedure**

The Board authorizes disposition of obsolete items according to the following priority actions:

- By selling to the highest bidder or whatever other business arrangement is in the best interest of the School District.
- When practicable, the District shall donate such items to charitable organizations and schools.
- By giving such items to local citizens.

- By removal to a town transfer station and/or environmentally safe facility.

Any monies received as a result of disposal shall be accounted for and be placed in the District funds as miscellaneous income for the current fiscal year to defray the costs of current year or to roll into surplus.

Fixed asset or Capital asset inventories, if affected, will be amended to reflect changes in value through disposal.

Sale of real estate will be by the vote of the electorate of the School District at an annual or special School District meeting.

**Legal Reference:**

*CFR 34, Sec. 80.32*

*Category: R*

First Read: October 5, 2021

Second Read: October 19, 2021

Adopted:

DN-R School Properties Disposal Procedure

DN-F Property Disposition Request Form

CROSS REFERENCE: DJE- Bidding Requirements

# AFB/CBI: Superintendent Evaluation

The School Board shall evaluate the Superintendent annually. The evaluation shall be guided by the definitions of purpose and foundational values stated below. Evaluation of the Superintendent shall be limited to the duties of the Superintendent as stated in School Board policy CB.

**Purpose.** The purpose of evaluation of the Superintendent is to provide the Superintendent with formative feedback to help the Superintendent improve performance. In addition, the process will enable the Board to provide specific support to the work of the Superintendent and to facilitate on-going communication between the Board and the Superintendent on progress toward goal achievement. The summative evaluation may serve as a basis for decisions about compensation and continued employment.

**Values.** The evaluation process shall be planned mutually. It should further the organization's goals as well as foster growth of the professional skills of the Superintendent. Improving student learning, the performance of the District's staff, and the efficient and effective management of the organization should form the primary subject matter of each year's evaluation process.

**Communication Timeline.** A committee of three members of the Board will represent the Board in formal communication with the Superintendent regarding evaluation. Those three members will be the Board Chair, Vice Chair, and the Chair of one of the other School Board Committees chosen by the Board Chairperson.

By the end of June each year the Board committee referenced above will meet with the Superintendent for a goal-setting conference.

By the end of November, the Board committee will meet with the Superintendent for a "check in" conference.

By the end of January each year, the Board committee will meet with the Superintendent to discuss, and summatively assess, the Superintendent's performance including goal-achievement.

**Structure of Goals and Evaluation.** At the goal-setting conference the Superintendent and the Board committee will agree on measurable goals for the Superintendent to pursue during the evaluation year. Those goals will be based on School Board goals set for the upcoming year.

**Forms and Data.** Appended to this policy is an Implementation Procedure.

**Board Review.** Following the Board committee's summative conference with the Superintendent, the Board committee will meet with the full Board and present a review of that conference. At this meeting, the Board may discuss a proposal for the Superintendent's compensation and future employment.

First Read: October 5, 2021

Second Read: October 19, 2021

Adoption:

ConVal School District  
Expense Encumbrance Report  
September 2021

Object Codes	Description	Budget	Adjustments	Adjusted Budget	MTD	YTD	Encumbrance	Balance	% Available
100	SALARIES	\$ 26,976,532	\$ (199,586)	\$ 26,776,946	\$ 1,887,716	\$ 2,755,514	\$ 22,251,127	\$ 1,770,304	6.61%
200	EMPLOYEE BENEFITS	12,863,068	22,230	12,885,298	959,288	1,472,350	10,616,984	\$ 795,964	6.18%
300	PURCHASED PROFESSIONAL & TECHNICAL SERVICES	2,534,357	69,187	2,603,544	197,776	386,146	2,115,714	\$ 101,684	3.91%
400	PURCHASED PROPERTY SERVICES	1,276,388	7,854	1,284,241	45,744	84,093	457,137	\$ 743,011	57.86%
500	OTHER PURCHASED SERVICES	4,034,891	24,060	4,058,951	301,946	519,391	2,602,749	\$ 936,811	23.08%
600	SUPPLIES	2,232,197	22,275	2,254,471	169,298	505,274	1,159,900	\$ 589,298	26.14%
700	PROPERTY	347,431	3,886	351,317	66,101	81,208	18,772	\$ 251,337	71.54%
800	DEBT INTEREST, FOOD SERVICE, TRANSFER, DUES & FEES	341,214	50,095	391,309	17,884	76,048	79,783	\$ 235,477	60.18%
900	DEBT SERVICE PRINCIPAL & TRUSTS	1,240,000	-	1,240,000	-	185,000	1,055,000	\$ -	0.00%
	TOTALS	\$ 51,846,076	\$ 0	\$ 51,846,076	\$ 3,645,754	\$ 6,065,025	\$ 40,357,165	\$ 5,423,886	10.46%

ConVal School District  
Expense Encumbrance Report  
September 2021

Object Codes	Description	Budget	Adjustments	Adjusted Budget	MTD	YTD	Encumbrance	Balance	% Available	Notes
110	REGULAR SALARIES	17,283,976	(199,586)	17,084,390	1,225,168	1,330,411	15,036,424	717,554	4.20%	
111	PARAPROFESSIONAL SALARIES	2,988,485	-	2,988,485	222,498	222,498	2,721,523	44,464	1.49%	
112	ADMIN ASSISTANTS	1,175,080	-	1,175,080	88,316	192,448	972,434	10,197	0.87%	
113	CUSTODIAL/MAINTENANCE	534,342	-	534,342	42,043	125,924	420,253	(11,835)	2.21%	A
114	ADMINISTRATOR	2,960,110	-	2,960,110	206,774	620,171	2,071,568	268,370	9.07%	
115	DEPARTMENT HEADS	25,000	-	25,000	900	900	23,766	334	1.34%	
119	SUPPORT SERVICES	888,144	-	888,144	64,054	159,393	663,978	64,773	7.29%	
120	TEMPORARY SALARIES	1,080,896	-	1,080,896	31,058	94,559	339,648	646,689	59.83%	
130	OVERTIME	40,500	-	40,500	6,954	9,209	1,533	29,757	73.47%	
211	HEALTH INSURANCE	5,707,106	1,208	5,708,314	438,202	580,829	4,643,584	483,901	8.48%	
212	DENTAL INSURANCE	221,807	576	222,383	17,754	22,700	191,560	8,123	3.65%	
213	LIFE INSURANCE	41,952	5,384	47,336	3,631	6,486	40,850	-	0.00%	
214	LONG TERM DISABILITY	57,852	-	57,852	5,225	7,335	60,836	(10,318)	-17.84%	A
220	FICA	1,940,142	3,910	1,944,052	136,314	208,800	1,562,484	172,769	8.89%	
231	NON TEACH RETIRE	810,724	-	810,724	62,232	116,018	640,765	53,941	6.65%	
232	TEACHER RETIRE	3,934,456	10,750	3,945,206	293,806	412,732	3,444,925	87,549	2.22%	
250	UNEMPLOYMENT COMP	24,641	-	24,641	-	-	24,641	-	0.00%	
260	WORKERS' COMP	107,584	-	107,584	-	107,584	-	-	0.00%	
299	OTHER BENEFITS - LT CARE & ANNUITIES	16,805	402	17,207	2,125	9,867	7,340	-	0.00%	
321	PROF SERVICES	110,400	-	110,400	8,288	20,192	-	90,208	81.71%	
322	STAFF SERVICES	92,000	-	92,000	1,155	3,029	-	88,971	96.71%	
323	PUPIL SERVICES	457,557	-	457,557	18,944	24,931	913,665	(481,038)	-105.13%	B
330	PURCHASED/PROF	1,642,352	65,270	1,707,622	162,977	325,332	1,012,295	369,995	21.67%	
340	STATISTICAL SERVICES	33,548	-	33,548	-	-	-	33,548	100.00%	
380	PURCH SERVICES	198,500	3,917	202,417	6,413	12,663	189,754	-	0.00%	
411	WATER/SEWER	61,093	-	61,093	-	6,794	45,881	8,418	13.78%	
421	DISPOSAL	44,067	-	44,067	4,682	12,182	25,598	6,287	14.27%	
422	SNOW PLOWING	172,855	-	172,855	-	-	83,265	89,590	51.83%	
430	REPAIR/MAINT	154,216	-	154,216	7,490	21,452	39,166	93,598	60.69%	
431	STRUCTURAL REPAIRS & MAINTENANCE	198,600	-	198,600	4,372	4,383	13,863	180,354	90.81%	
432	ELECTRICAL REPAIRS & MAINTENANCE	109,060	-	109,060	390	2,037	5,801	101,222	92.81%	
433	MECHANICAL REPAIRS & MAINTENANCE	338,200	-	338,200	1,083	3,526	173,087	161,587	47.78%	
434	HVAC REPAIRS & MAINTENANCE	102,465	-	102,465	17,978	19,366	7,495	75,604	73.79%	
435	SAFETY REPAIRS & MAINT	19,600	-	19,600	-	-	-	19,600	100.00%	
436	Copier Repairs	16,000	7,635	23,635	1,265	1,265	22,370	-	0.00%	
440	BUILDING RENTAL	2,000	-	2,000	-	-	-	2,000	100.00%	
443	Equip Rental: Copiers	53,232	(3,658)	49,574	8,262	12,393	37,180	-	0.00%	
449	Equip Rental - Postage Meter	-	3,876	3,876	222	445	3,431	-	-	
450	RENTAL	5,000	-	5,000	-	250	-	4,750	95.00%	
510	OTHER TRANSPORTATION	197,438	22,810	220,248	2,108	2,108	88,742	129,398	58.75%	
519	PUPIL TRANSPORTATION	2,514,618	-	2,514,618	199,866	259,222	1,636,294	619,102	24.62%	
520	INSURANCE	106,988	-	106,988	-	106,988	-	-	0.00%	

ConVal School District  
Expense Encumbrance Report  
September 2021

Object Codes	Description	Budget	Adjustments	Adjusted Budget	MTD	YTD	Encumbrance	Balance	% Available	Notes
530	Telephone / Web access	330,310	-	330,310	23,415	67,707	298,222	(35,619)	-10.78%	C
531	Cellular Phones	20,600	-	20,600	2,163	3,785	16,815	-	0.00%	
534	POSTAGE	16,428	-	16,428	257	2,257	5,279	8,892	54.13%	
540	ADVERTISING	25,000	-	25,000	-	1,602	16,798	6,600	26.40%	
550	PRINTING	8,850	-	8,850	-	-	-	8,850	100.00%	
561	TUITION	750,018	-	750,018	72,439	72,589	507,214	170,215	22.69%	
580	MILEAGE	64,642	1,250	65,892	1,699	3,132	33,385	29,374	44.58%	
610	GENERAL SUPPLIES	591,116	10,933	602,049	65,082	130,285	126,592	345,173	57.33%	
615	TESTING SUPPLIES	21,141	-	21,141	929	929	7,851	12,361	58.47%	
622	ELECTRICITY	481,074	-	481,074	66,393	106,631	332,528	41,915	8.71%	
623	BOTTLED GAS	23,120	-	23,120	3,113	3,113	12,952	7,054	30.51%	
624	FUEL OIL	326,974	-	326,974	320	320	326,655	-	0.00%	
640	BOOKS	68,865	11,222	80,087	8,326	17,205	4,118	58,765	73.38%	
641	PERIODICALS	20,822	206	21,028	3,125	11,116	3,331	6,580	31.29%	
649	OTHER INFO SOURCES	4,319	(86)	4,233	-	-	-	4,233	100.00%	
650	SOFTWARE SUPPORT	476,965	-	476,965	15,785	228,307	138,597	110,062	23.08%	
656	GASOLINE	217,800	-	217,800	6,224	7,369	207,276	3,155	1.45%	
733	NEW FURNITURE	7,120	386	7,506	592	1,105	5,220	1,182	15.74%	
734	OTHER TECH EQUIPMENT	21,800	-	21,800	5,092	5,092	993	15,715	72.09%	
737	REPL FURNITURE	14,440	-	14,440	1,631	1,631	6	12,803	88.67%	
738	REPL EQUIPMENT	272,670	3,500	276,170	11,899	26,285	9,433	240,452	87.07%	
739	OTHER EQUIPMENT	31,401	-	31,401	46,888	47,096	3,120	(18,815)	-59.92%	D
810	DUES & FEES	175,221	50,095	225,316	17,884	45,693	54,146	125,477	55.69%	
830	DEBT SERVICE INTEREST	55,993	-	55,993	-	30,355	25,638	-	0.00%	
890	MISCELLANEOUS	110,000	-	110,000	-	-	-	110,000	100.00%	
910	DEBT SERVICE PRINCIPAL	540,000	-	540,000	-	185,000	355,000	-	0.00%	
930	TRUSTS/ IC	700,000	-	700,000	-	-	700,000	-	0.00%	
		51,846,076	0	51,846,076	3,645,754	6,065,025	40,357,165	5,423,886	10.46%	

NOTES

- A. Budget transfer request #2 cleans up these balances.
- B. During the budget process \$197,298 was moved out of the budget from pupil services to be covered by the trust. Additional needs have arisen since the budget was prepared. Need to schedule public hearing to seek reimbursement from trust.
- C. This includes \$106k for hot spots that wasn't included in the budget.
- D. During budget prep \$42,000 for purchasing as truck was shifted from the budget to be covered by the trust. Need to schedule public hearing to seek reimbursement from trust.

## Budget Transfers

### October 19, 2021

21.000.2620.70.113	DIST MAINTANCE SALARIES	7,344.48	
21.000.2630.70.113	DIST GROUNDS SALARIES	1,341.80	
21.221.2620.70.113	SMS CUSTODIAL SALARIES	1,355.00	
21.330.2620.70.113	CVHS CUSTODIAL SALARIES	1,793.72	
21.000.2620.70.120	DIST MAINT TEMP SALARIES		11,835.00

To move money from unused summer help to salary lines.

21.xxx.xxxx.xx.214	LONG TERM DISABILITY	10,318.00	
21.xxx.xxxx.xx.211	HEALTH INSURANCE		10,318.00

To transfer money between benefit lines. Budgeted at building level but allocation of benefit project completed and expenses are tracked at building, function and subject level.

21.000.1100.18.390	Special Tutoring	100,000.00	
21.102.1100.18.110	CVERS - TEACHER SALARIES		100,000.00

To transfer money to appropriate line to cover the \$100,000 approved by the board for tutoring service for homebound students.

NEW HAMPSHIRE PUBLIC SCHOOLS  
SCHOOL ADMINISTRATIVE UNIT #1

CONTOOCCOOK VALLEY SCHOOL DISTRICT  
OFFICE OF THE SUPERINTENDENT OF SCHOOLS  
106 Hancock Road, Peterborough, NH, 03458-1197

Telephone: 603-924-3336

Fax: 603-924-6707

Kimberly Saunders  
Superintendent of Schools  
[k Saunders@conval.edu](mailto:k Saunders@conval.edu)

Dr. Ann Forrest  
Assistant Superintendent of Schools  
[aaltwarden@conval.edu](mailto:aaltwarden@conval.edu)

TO: Contoocook Valley School Board  
FROM: Nicole Pease  
DATE: Oct 6<sup>th</sup> 2021  
RE: REQUEST TO ACCEPT A GIFT OR DONATION

The Dublin Consolidated School requests authorization to accept from:

Name/Address: Dublin Community foundation  
P.O. Box 1036, Dublin, NH 03444

the following gift/donation of: a check valued at \$ 2025.00

for the purpose of: a Spring NHD residency for students

Nicole Pease  
Teaching/Supervising Principal's Signature

SAU OFFICE USE ONLY: Date Received \_\_\_\_\_

Date Approved by School Board \_\_\_\_\_

Date Not Approved by School Board/Reason: \_\_\_\_\_