

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

**School Board Meeting**  
**Tuesday, December 21, 2021**  
**7:00 p.m.**

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

**Livestream Link:** <https://www.youtube.com/watch?v=E7aThvg3Xd0>

**Agenda**

- 1. Call to Order and Pledge of Allegiance**
- 2. Non-Public Session: RSA 91-A: 3, II**
- 3. Points of Pride**
- 4. Public Comment**
- 5. Consent Agenda**
  - a. Acceptance of School Board Meeting Minutes**
    - 1) December 7, 2021 (pg. 1-8)
  - b. Personnel**
    - 1) Co-Curricular Nominations (pg. 9-10)
- 6. Superintendent's Report and Presentation of Business**
  - a. Reopening Update**
  - b. Education Freedom Accounts (EFA's)**
  - c. Monthly Events Calendar (pg. 11-12)**
  - d. ATC Renovation State Timeline and Presentation**
  - e. December 1<sup>st</sup> Enrollment Update (pg. 13-14)**
- 7. Reports**
  - a. Teacher Representative** – Cheryl Jessie
  - b. Communication Committee** – Janine Lesser/Alan Edelkind
  - c. Strategic Plan Committee** – Tim Theberge
  - d. Budget & Property Committee** – Jim Fredrickson
  - e. Policy Committee** – Katherine Heck
  - f. Student Representative** – Abby Kamieniecki
- 8. Old Business**
  - a. Legislative Update**
  - b. School Board Requests**
  - c. Revised Budget Discussion (pg. 15-22)**
  - d. Policy 2<sup>nd</sup> Read/Adoption (Board Vote Required)**
    - JRA: Student Records, Privacy, Family, Student Rights (pg. 23-32)
    - GBEF: Acceptable use Policy: Staff (pg. 33-36)
- 9. New Business**
  - a. Expenditure and Encumbrance Report** – Lori Schmidt (pg. 37-39)
- 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**

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

**School Board Meeting**  
***Immediately Following Public Hearings***

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

**Livestream Link: <https://www.youtube.com/watch?v=AwxtMA2Z-k>**

**Minutes**

**BOARD**

Rich Cahoon, Tom Burgess,  
Keira Christian, Richard Dunning,  
Alan Edelkind, Jim Fredrickson,  
Katherine Heck, Greg Kriebel,  
Janine Lesser, Kevin Pobst,  
Liz Swan, Tim Theberge,  
Stephen Ullman

**ADMINISTRATION**

Dr. Kimberly Saunders, Supt.  
Dr. Ann Forrest, Asst. Supt.  
Lori Schmidt, B.A.  
Cari Christian-Coates, Student Serv.  
Ben Moenter, Special Ed.  
Carrie James, H.R.  
Heather McKillop, CVHS  
Deb Riley, CVHS  
Tim Conway, SMS  
Stephanie Syre-Hager, AES  
Colleen Roy, GES  
Dianne Fitch, Pre-K  
Jackie Colaneri, Pre-K

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

**Tim Theberge called the meeting to order at 7:03 p.m. The Pledge of Allegiance was recited.**

**2. Points of Pride**

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

**3. Public Comment**

None.

**4. Consent Agenda**

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

1) November 16, 2021

On page 1, under agenda item 5, "CLEO" was amended to read "CLIA" waiver.

**b. Personnel**

1) Co-Curricular Nominations

Co-Curricular Nominations were reviewed.

The consent agenda was accepted as amended.

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

**a. Reopening Update**

Dr. Saunders reported that a permission slip was sent to parents and staff members to conduct COVID testing. If you have not done so, please complete the permission form to be tested. Thirty-five tests were given just yesterday; with one positive. That is thirty-five students who would be symptomatic who would have had to stay home rather than remain at school.

Numbers are continuing to be watched. Concern with a spread in school has been voiced. Close contacts are traced.

Kimberly Saunders will be putting out, as part of the requirements for ESSER, a press release about the reopening plan.

Alan Edelkind asked the response to consent to testing. Kimberly Saunders said that she does not have information yet.

When re-evaluating the reopening plan, will measurement criteria be looked at for decision making related to positivity?

Kimberly Saunders said that the State has made it clear that any remote days due to COVID do not count as school days. As long as we continue our mitigation strategies there is no reason to make a change.

Kevin Pobst asked about the practices that would be followed regarding athletics that take place indoors during the winter.

Kimberly said that if you are on the field of play you do not need to wear a mask. If you are a spectator, you are required to wear a mask.

## **b. Monthly Events Calendar**

### **1) Deliberative Session & Snow Date**

A Budget Hearing needs to take place by January 18<sup>th</sup>.

Deliberative Session must be held between Saturday, February 5<sup>th</sup> and Saturday, February 12<sup>th</sup>. A snow date also needs to be set.

Tuesday, February 8<sup>th</sup> was the date proposed for Deliberative Session with a snow date of Thursday, February 10<sup>th</sup>. Start time is 6:00 p.m. in the CVHS Gym. Confirmed.

## **c. Preschool Presentation**

Kimberly Saunders turned the meeting over to Cari Christian-Coates and Ben Moenter to provide a preschool presentation and provide background about what is taking place.

Ben introduced himself, Cari Coates, Dianne Fitch, Jackie Colaneri, and Katie Ayers, parent.

Ben reported that the board adopted the goal of developing universal preschool. It provides early intervention for three-year old children and expanded opportunities for four-year old children.

Anecdotal data was shared from teachers. A day in the life of a preschool student was referenced as well as the smart goal moving to a broader ownership in the district.

The goal last year was to increase to six classrooms. One classroom was added to offset the need for related service staff. The next phase would require additional related service staff.

The program is about access; getting students into the classroom and optimizing the access to learning opportunities.

The RAND Study reflects that an investment in early education has an offset later on.

Dianne Fitch said that providing preschool benefits the entire education of a student. The preschool program focuses on the holistic development of a student. They offer modeling of skilled interventions among others. Opportunity for deeper connections with peers through play is valuable. Connections are being made every day.

Katie Ayers reported that this program is the first point of contact for students. The transition period from preschool to kindergarten was substantial as a result of familiar faces. She provided other information to support gains her children have experienced as a result of preschool.

Jackie Colaneri shared information from current kindergarten teachers. Students have better social and emotional skills. Transitions have come easier for students who attend preschool. Other positives were shared.

Cari Christian-Coates spoke about the referral process. There are requirements that must be followed. The Preschool referral team start conducting meetings when students are involved at the age of 30 months. The team needs to understand the complex needs of each student, evaluate them, write an IEP, and be ready to implement the IEP on their third birthday. There is as specific timeline to respond to referrals. Cari referred to information on how many students were presently attending, how many were in referral, and how many places were necessary for incoming students. Based on the criteria of who needs to be serviced, the five programs are full. Once a spot opens up, the spot is offered to the next person on the waiting list. That spot might not be in the home school or they may wait for another spot. There is a constant juggling.

Placement is determined by the composition of the current students in the program. Individual student needs are looked at.

If the district were to add another program, we would be spreading resources thinner without related services added.

An understanding of the model is important when moving forward. If additional information is needed, it can be provided. Expanding to eight classrooms is the next step. It is based on the census. One of the main reasons for the program is to get to those families who would not have otherwise had access or could not afford a program enrolled.

Rich Cahoon thanked the group for coming. He said that the last discussion had specific asks that he did not hear addressed. When will those be addressed?

Kimberly Saunders heard the question about why the program is not at capacity. The explanation of that is that we have five classrooms with only so many spots. We have students in referral. They don't begin preschool just in September. We need to assure spots for them anytime between September and June when they reach their third birthday.

The other question hears was "why do we need to expand related services". We are running a five-classroom program with four classrooms worth of staffing.

Are we meeting our obligation of providing those three-year old students now? Confirmed, by shoestrings.

Rich Cahoon said that therefore, we would be providing spots for children not referred.

Cari Christian-Coates said that the point of the integrated program has been that we want to do something for both typical and special education students. Typical students benefit incredibly from related services as well. They are getting a boost of support services that will not follow them up through.

Janine Lesser said that there was a significant number of students entering kindergarten lacking the skills necessary at that level. Academic gains require an investment in the early years. This is targeting children and offering related services.

Kevin Pobst said that if we are currently addressing the needs of all three-year-old students and we have a 50/50 ratio would we be expanding so that we could maintain that ratio. Is that what we are doing?

Cari Coates said that not looking at students as special education students or not special education students is important.

Kevin Pobst said that the ratio was brought up which causes the question.

Cari Christian-Coates said that the reason for the expansion is part of a two phased process. The process was slowed due to budgetary restrictions. At the start, based on the census, the basis of eight programs was identified as part of the original proposal.

Janine Lesser said that part of the expectation was to enroll students who are not special education but would not be able to access preschool due to socio-economic reasons.

Stephen Ullman asked if in the budget workshop materials, there were three proposals submitted. The 2B at \$744K, 2B alt 1 at \$496K, and 2B alt 2 at \$337K. Is the board still trying to decide among those alternatives? Where are we?

Tim Theberge said that those are the three options presented. Discussion is if the model presented should go forward or was there a model of expansion that changed the level of services to go forward. Access was the focus. If what we are hearing is that there is a demand on these services, why is the focus not on the demand for those services? Does access matter?

Kimberly Saunders said that high quality preschool programs are those that look at the whole child. The Rand study projects every dollar spent will save \$6 over the next several years. Kimberly said that in order to maintain the integrity of our present program and expand it to an additional classroom, they must have additional staffing. Not just teachers. If we attempt to add a classroom without additional staffing except a teacher, we are watering the program down for all six classrooms.

How many OT's in the program? One. Rich Cahoon said that we are proposing to add two OT's for one additional classroom.

Cari Christian-Coates said that we want two OT's, two speech for the 8 classrooms. We have gone from four staffed programs and want to add four more. We need another set of staff. In order to address the cost factor, it was agreed to expand to five and put related services on hold. If we expand to six, we would water the program down without related services added. The ultimate goal is to add eight programs. If the board wants to change the direction and not go to eight programs that is also the discussion.

Rich Cahoon said that it looks like we are staffing a program with mostly no special needs with services as if it were.

Dick Dunning said that we should go to eight. It might be helpful for the board to understand how the staff help non-coded students. He said that he understands having the resources available for the entire student body.

Greg Kriebel asked what the difference between 2B choice 1 and 2B choice 2 is?

Cari said that the first proposal is for three teachers, the second is two teachers, and the third is one teacher.

Tim Theberge said that the fixed cost is the OT and the speech pathologist.

Jim Fredrickson said that his concerns are how many classes that are added. If we incur the cost, how do we know that we can fill the classroom? What if the ratio cannot be met?

Greg Kriebel said that the lowest phase option of \$337K is for one classroom or \$20K per student. If we go to three, it brings it down to \$16.5K. He did not disagree with the importance of this. He knows that people cannot pay their taxes. We need to be mindful of the taxpayer. It is a big cost to ask.

Katherine Heck asked how the cost of the current program are backed out; is it backed out to town of residence?

Lori Schmidt said that cost is considered a district wide program and cost is allocated across all of the buildings.

Katherine Heck shared her concern about additional costs and that we continue to cut programs for students currently in the buildings. She supports the program but needs to weigh the cost.

Kevin Pobst said that he does not question the quality of the preschool program. He questions the staffing. He said that in terms of related services, we are currently understaffed with related services. If we add someone and don't go to eight classrooms, we will be over staffed. If we fill eight classrooms with students that are not special education we would still be overstaffing with related services. Kevin said that he is interested in not being over staffed.

Kimberly said that Kevin was correct but added that we would be significantly understaffed if we added the classrooms but not the staff. The only other option would be professional service providers, which are more expensive.

Kevin said that if you add students with special needs you would not be overstaffed. But if kids without special needs are added then you would be over staffed.

Rich Cahoon said that 15% of the student population of that age group would be served. He cannot support adding staff without the need.

Jackie Colaneri spoke about the responsibility of evaluating new students and consulting by traveling throughout the district to determine so. Support services done by specialists is important. One OT is traveling to five different preschools right now.

**Rich Cahoon moved to add all three classrooms this year with associated staff. Dick Dunning second.**

Katherine Heck said that she would vote no because she has district concerns. She needs the whole budget package. She cannot decide. Something might need to be cut.

Stephen Ullman clarified the decision framework. He understands that there are four concrete proposals include one to do nothing. Add one classroom, two, or three as well.

Tim Theberge said that the motion on the floor is to go with option one. This would finish the final implementation of the preschool program in the district.

Rich Cahoon said that this is a gut check on whether the board is willing to jeopardize the budget for this.

Kimberly said that the only other option is to contract services.

Rich said that he has supported this program. Universal Preschool was backed out of because it would not be everywhere. He cannot see where the kids with actual identified needs would come from.

Dianne Fitch said that it is not just three-year-old students but also referrals from other programs for three and four-year-old students as well. We have a waiting list for the general education population. Children who come in as general education rise to the level that they become referred in a program. Issues are being addressed early on so that they might not be identified later on.

**Rich Cahoon withdrew his motion.**

**Dick Dunning withdrew his second.**

Jim Fredrickson said that if we do nothing, \$1.5M would be the increase. If we add option 1, \$2.25M is the increase

Kimberly asked that the Business Administrator provide information.

Lori Schmidt said that revised budget would be \$52,223,192 or an increase that is 2.11%, not including the collective bargaining agreement.

2.11% would be the result with full preschool added in. We asked for no more than 2% increase.

Rich Cahoon suggested that next year's presented budget ought to include the preschool number and not a separate discussion. If the guidance is 2% increase, it should not be a separate discussion.

Katherine Heck said that the budget guidance was to include every single thing with the exception of the CVEA. At the time of the budget presentation we were under the guidance. Is that still correct? Confirmed.

Dick Dunning said that going to eight classrooms and staffing with those means \$744,112.

**Dick Dunning moved to go with Preschool option 1.**

**Stephen Ullman second.**

Stephen said that the gross spending by district would only exceed instructions by \$40K not including CVEA.

**The motion is to add in option 1.**

**In favor of option 1: 7**

**Opposed: 6.**

**Motion carried.**

Rich Cahoon said that more information was asked to present to the community.

Kimberly Saunders asked for confirmation that there has been a change.

Rich said that the board at the time made the argument that this was an access proposal.

Janine Lesser said that it is still about access.

Rich said that the argument originally was related to capacity as a result of other local preschools closing.

**6. Reports**

**a. Teacher Representative – Cheryl Jessie**

None.

**b. Communication Committee – Janine Lesser/Alan Edelkind**

Alan Edelkind reported that four items were discussed; the high school communication tree, communication from the October budget meeting and what to communicate. A video on discretionary spending in the budget was suggested. Strategic Planning updating information was discussed. The community forum and planning were discussed. It will be held in January and will be online and in person as well. In person and remote questions will be possible. Two moderators; one at the computer and one on the floor. The moderator should not answer all of the questions. Two subject matters will be discussed. One focus will be the proposed budget.

**c. Strategic Plan Committee – Tim Theberge**

Tim Theberge reported that work on breaking out the questions that were received as a result of the SWOT analysis to develop the survey took place.

**d. Selectmen's Advisory Committee – Stephen Ullman**

Stephen Ullman reported that Select board members were interested in standardized test results. Benefits and costs of smaller and large schools was discussed. Consolidation was briefly discussed.

**e. Equity Committee – Rich Cahoon**

Rich Cahoon reported discussion on elementary and middle school schedules and their impact on assessment results. Does the schedule impact math assessment results? Not enough information is available.

Second, equity impact of assessment results prompted the question of what constitutes equity in the delivery of math. What best serves students in the delivery of math education?

**f. Policy Committee – Katherine Heck**

Katherine Heck reported that two first reads and two second reads come before the board tonight. Work on other policies is underway. Work on federal grant administration policy and procedure is underway. DGA is under review.

**7. Old Business**

**a. Legislative Update**

Tim Theberge reported sending the board a list of LSR's. House Bill 1058 establishes minimum times for students to eat lunch.

Answering questions of Public Comment is proposed. Minutes should reflect so.

HB 1137 addresses the duty of the school board to provide an education.

Other bills were highlighted.

Rich Cahoon said that HB1329 should be monitored. It would radically change the high school graduation requirements.

Katherine said that we should invite State Representatives to a meeting as well a State Senator.  
Rich said that it should be important to first discuss what our positions are.

#### **b. School Board Requests**

Kimberly Saunders said that there is one outstanding request on EFA's (Educational Freedom Accounts). EFA's as they are being budgeted are coming from the Education Trust Fund currently. This will change. Tom Burgess said that local vote with 60% passing would be required.  
The removal of the 300% of poverty level expands this to everyone without a local vote.

#### **c. Revised Budget Discussion**

Kimberly Saunders reported that the proposed unreserved fund balance needs consideration. We typically return approximately \$800k. The board might consider \$500K.  
Katherine Heck spoke about the possibility of retaining some of these funds. Having a fund balance is preferential to have as an offset.  
Tim Theberge said that the expectation of budgeting as close to a specific number with the reserve has been a work in process.  
Rich Cahoon spoke about the years put in to squeeze this number down. He cautioned not to reverse drastically.  
Jim Fredrickson spoke about balancing this with the larger return this year.  
Katherine Heck said that returning \$7.5M due to unanticipated funds may run out. Lori is balancing that for the first year. It is a false amount that does not reflect our budget spending. We did not over budget, we received federal dollars.  
Rich said that there is a value in planning for the towns. He suggested sticking with the proposed return of \$250K.  
Katherine said that the conversation to understand the estimated payment schedule and why it will vary with the towns would be valuable. The education needs to happen.  
Adequacy and SWEPT figures have changed. Adequacy increased. ESSER in the amount of \$1.5M is built in as well.  
Rich Cahoon asked for an estimate on the plus or minus costs of adding or subtracting a student. Confirmed.  
  
Jim Fredrickson said that deciding on trust fund warrant article priorities are still needed.  
The difference between the proposed gross and operating is \$3.5M.

Order of trust warrants: Energy first.

Default numbers will be needed. Lori Schmidt said that now that decisions have been made she can develop the default budget.

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

- IMC: Controversial Speakers and Programs

**Janine Lesser moved to adopt policy IMC: Controversial Speakers and Programs with some slight editorial changes.**

**Dick Dunning second. Unanimous.**

Kevin Pobst will send changes to Kimberly and Brenda.

- JICD: Student Behavior, Conduct, Discipline and Due Process

**Janine Lesser moved to accept as presented.**

**Greg Kriebel second. Unanimous.**

### **8. New Business**

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

- JRA: Student Records, Privacy, Family, Student Rights

- GBEF: Acceptable use Policy: Staff

Tim Theberge referenced the two policies for a first read.

#### **b. Town Apportionment**

Lori Schmidt referenced the District Apportionment. The schedule has been updated. Payments are flat through December.

Peterborough payments are the same through December. Based on the Peterborough audit and funds available discussion took place.

Tim Theberge said that they had money in the bank and could pay us what was due.

Lori Schmidt said that she took the total of assessed value for the year and adjusted it from January going forward. We could ask for the difference in January.

Kimberly Saunders said that if the board wants to get the payment caught up by a certain date that needs to be identified.

Tim Theberge said that he understood that the town was looking to spread out the payment. We agreed for three months and then to revisit. Funds are available for the balance.

Lori Schmidt reported how the payment schedule was applied.

Katherine Heck said that we are dealing with how the current payment schedule works and spreading out the balance owed over time was implemented. If the cash flow can sustain it, it should move forward.

The situation was recapped.

**Dick Dunning moved to take the revised payment schedule funding for Peterborough. Rich Cahoon second. Unanimous.**

Lori said that towns have asked that the schedule be emailed. She prefers to mail it to them as a result. Confirmed.

Kimberly said that the reason that the board vote on this is that the board decides how the district will be paid. The board sets the payment schedule for the towns.

Dick Dunning said that we have struggled for years about looking at the advantages and disadvantages of restructuring.

**Dick Dunning moved that the board to request that the Superintendent put a request for a proposal from an unbiased consulting firm for advantages and disadvantages educationally and financially and that this would move forward without additional burden on administration as soon as possible.**

**Kevin Pobst second.**

Rich Cahoon asked which class of consulting firms would be sought. He suggested casting the net wider for this work.

Dick said that we would be better serving our students by bringing them closer together.

Katherine Heck said that a motion to allow funding for this purpose was made several years ago.

Kimberly said that a request for proposal requires specifics on what is being looked for. It is not a promise for work.

Rich Cahoon said that a request for information could also be asked. Sample output would be the result. The RFI could direct the RFP.

**The motion now stands as a Request for Information. Kevin confirmed his second.**

Janine Lesser spoke about looking at the impacts will be important to bring back to the community.

Placing all of the work in this area on a shared drive will take place.

Alan Edelkind asked if the responsibility of the firm would be a recommendation or to provide information. The RFI will inform the RFP.

Liz Swan clarified that this would cover the social emotional impacts as well. She read the past warrant article on this topic.

Confirmed.

Kevin Pobst said that the key first step is crafting the request. How do we craft the RFI request?

Members of the board would begin work on a draft RFI.

Tim Theberge said that he would like the board to draft the RFI.

Rich suggested an ideal configuration is what is being asked. Strategic Planning would come in after that.

**Stephen Ullman asked if a three to five-person committee could be formed for this purpose.**

**In favor: Unanimous.**

## **9. Public Comment**

None.



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

Lori Schmidt certified that manifests listed totaling \$3,473,179.60 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**

**Janine Lesser moved to enter into Non-Public Session in accordance with RSA 91-A:3,II at 9:56 p.m. for purposes of Negotiations, Legal, and Personnel. Liz Swan second. Unanimous on a roll call vote.**

**Stephen Ullman moved to exit non-public session at 10:18 p.m. Katherine Heck second. Unanimous.**

**Janine Lesser moved to seal the minutes of non-public session for personnel for a period of five years. Greg Kriebel second. Unanimous.**

**Janine Lesser moved to seal the minutes of non-public session for legal for a period of five years. Greg Kriebel second. Unanimous.**

**Dick Dunning motioned to adjourn at 10:20 p.m. Stephen Ullman second. Unanimous.**

Respectfully submitted,

Brenda Marschok

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

**CONTOOCOOK VALLEY SCHOOL DISTRICT**

**December 21, 2021**

**Personnel Agenda**

**Co-Curricular Notifications:**

See Attached

## Notice of Stipend Positions

First	Last	DAC	Position	Stipend Amt	FTE
<b>ATHLETIC</b>					
Mark	Proietto	CVHS	Freshman Boys Basketball	\$ 2,846.20	1
Julie	Anderson	SMS	Winter Special Olympics	\$ 1,071.61	1
Jen	Greenough	SMS	Spring Special Olympics	\$ 1,071.61	1
<b>Non-Athletic</b>					
William	Pills	GBS	D & D	\$ 800.00	1

# December 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7 Policy Committee Mtg. @ SAU @ 6:00 pm  Public Hearing to Expend Trust Funds @ 7:00 pm  School Board Mtg. @ SAU immediately following Board Mtg.	8	9 Communication Committee Mtg. @ SAU @ 6:30 pm	10	11
12	13	14 Budget & Property Committee Mtg. @ SAU @ 6:00 pm	15	16 Strategic Plan Committee Mtg. @ SAU @ 6:00 pm	17	18
19	20	21 Policy Committee Mtg. @ SAU @ 6:00 pm  School Board Mtg. @ SAU @ 7:00 pm	22	23 District Closed – Holiday Recess	24 District Closed – Holiday Recess	25
26	27	28	29	30 District Closed – Holiday Recess	31 District Closed – Holiday Recess	

# January 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						<b>1</b>
<b>2</b>	<b>3</b>	<b>4</b> Policy Committee Mtg. @ SAU @ 6:00 pm School Board Mtg. @ SAU @ 7:00 pm	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b>9</b>	<b>10</b> Education Committee Mtg. @ SAU @ 5:30 pm	<b>11</b> Budget Hearing @ SAU @ 6:00 pm Budget & Property Committee Mtg. @ SAU @ Immediately following Budget Hearing	<b>12</b>	<b>13</b> Communication Committee Mtg. @ SAU @ 6:30 pm	<b>14</b>	<b>15</b>
<b>16</b>	<b>17</b> District Closed – Martin Luther King Day	<b>18</b> Policy Committee Mtg. @ SAU @ 6:00 pm Snow Date – Budget Hearing @ SAU @ 7:00 pm School Board Mtg. @ SAU @ 7:00 pm	<b>19</b>	<b>20</b> Strategic Plan Committee Mtg. @ SAU @ 6:00 pm	<b>21</b>	<b>22</b>
<b>23</b>	<b>24</b>	<b>25</b> Community Forum @ LHT @ 7:30 pm	<b>26</b>	<b>27</b> Selectmen's Advisory Committee Mtg. @ SAU @ 7:00 pm	<b>28</b>	<b>29</b>
<b>30</b>	<b>31</b>					

Grade	Total	65	140	145	136	142	158	786
SCHOOL	Preschool	Kindergarten	1st Grade	2nd Grade	3rd Grade	3rd & 4th	4th Grade	Total
AES	# of Students 26 2 13.0	26 2 13.0	22 2 11.0	27 2 13.5	16 1 16.0	9 1 15.0	18 1 18.0	150
BES	# of Students # of Sections Ratio	18 2 9.0	14 1 14.0	12 1 12.0	10 1 10.0	16 1 16.0	70	
DCS	# of Students # of Sections Para Ratio	10 1 10.0	11 1 11.0	7 1 7.0	13 1 13.0	6 1 19.0	47	
FES	# of Students # of Sections Ratio	9 1 9.0	13 2 15.0	8 1 8.0	8 1 9.0	10 2 9.0	48	
GES	# of Students # of Sections Ratio	11 1 11.0	20 1 20.0	12 1 12.0	14 1 14.0	18 1 18.0	89	
HES	# of Students # of Sections Ratio	11 1 11.0	9 1 9.0	19 1 19.0	10 1 10.0	10 1 10.0	71	
PES	# of Students # of Sections Ratio	14 1 14.0	50 3 16.7	41 3 13.67	54 3 18.0	64 4 16.0	270	
TES	# of Students # of Sections Para Ratio	7 1 7.0	6 1 6.0	10 1 10.0	8 1 8.0	10 1 10.0	41	
		Total Elem. Students PreK-4						786

**December 1, 2021**

[illegible]

**CONVAL School District Trust Fund Summary**

2021-2022 School Year									
Special Education	Building Capital Reserve	Athletics/CoCurricular	Health Maintenance	Equipment	Energy Project & Efficiency Fund	Technology	Notes		
\$ 717,494.04	\$ 1,919,965.75	\$ 398,537.70	\$ 495,334.88	\$ 372,657.91	\$ 70,021.61			\$	3,984,011.89
Completed Transfers									
Transfers In	-	-	-	-	-			\$	-
Net Income	-	-	-	-	-			\$	-
Transfers Out	-	-	-	-	-			\$	-
Current Balance	717,494.04	1,919,965.75	495,334.88	372,657.91	70,021.61			\$	3,984,011.89
Projected Transfers									
Transfers In	-							\$	-
Warrant Articles (If Approved)	100,000.00	500,000.00	-	50,000.00	25,000.00		5	\$	700,000.00
Net Income	-	-	-	-	-			\$	-
Transfers Out	197,298.00	1,232,592.00	100,000.00	133,753.00	-			\$	1,698,843.00
Estimated June 30, 2022 Balance	630,196.04	1,187,373.75	388,337.70	288,904.91	95,021.61			\$	2,985,168.89
Target Balance	500,000.00	1,000,000.00	100,000.00	50,000.00					
2022-2023 School Year									
Special Education	Building Capital Reserve	Athletics/CoCurricular	Health Maintenance	Equipment	Energy Project & Efficiency Fund	Technology	Notes		
\$ 630,196.04	\$ 1,187,373.75	\$ 388,337.70	\$ 395,334.88	\$ 288,904.91	\$ 95,021.61	\$ -		\$	2,985,168.89
Completed Transfers									
Transfers In	-	-	-	-	-			\$	-
Net Income	-	-	-	-	-			\$	-
Transfers Out	-	-	-	-	-			\$	-
Current Balance	630,196.04	1,187,373.75	388,337.70	288,904.91	95,021.61			\$	2,985,168.89
Projected Transfers									
Transfers In	-							\$	-
Warrant Articles (If Approved)	-	750,000.00	-	-	100,000.00	100,000.00		\$	1,000,000.00
Net Income	-	-	-	-	-	-		\$	-
Transfers Out	-	394,000.00	29,000.00	117,945.00	-			\$	685,945.00
Estimated June 30, 2022 Balance	630,196.04	1,543,373.75	359,337.70	170,959.91	195,021.61	100,000.00		\$	3,299,223.89
Target Balance	500,000.00	1,000,000.00	200,000.00	150,000.00	650,000.00	250,000.00		\$	3,050,000.00
Priority	1 - \$500,000		2	3		5	raise & appropriate		



CONVAL School District Trust Fund Summary

2022-2023 Expenditure Plan					
Fund	Purpose	Total \$\$	Public Hearing	ACTUAL COST/\$ reimbursed	Status
Bldg Capital Reserve	CVHS Boilers	394,000			
	CVHS Hallway	189,000			
		205,000			
Equipment	4 Season Mower	117,945			
	Truck	50,188			
	Dump Trailer	48,000			
		19,757			
Health	To reduce premium	145,000			
		145,000			
Athletic/Co Curricular	PES Field	29,000			
		29,000			
SPED		-			
2021-2022 Expenditure Plan					
Fund	Purpose	Total \$\$	Public Hearing	ACTUAL COST/\$ reimbursed	Status
Bldg Capital Reserve	SMS Atrium Classroom Roof Panels	1,232,592			
	GBS Atrium Classroom Roof Panels	505,400	12/7/2021		
	3 story wing roof	101,300	12/7/2021		
	security enhancements - CVHS	140,000			
	replace 2 boilers - GBS	19,000			
	Engineering Study for SMS	186,600	9/7/2021		
	Engineering Study for GBS	100,000			
	LED Plan for SMS & GBS	60,000			
		120,292			
Equipment	2 Mowers	133,753			
	Truck	35,000			
	GBS Chromebooks	42,841	12/7/2021		
	GBS Interactive Projectors	21,000			
	SMS Chromebooks	6,912			
Health	Offset GMR	28,000			
		100,000			
Athletic/Co Curricular	Track Overlay	100,000			
	PES Softball Field	35,200			
	CVHS Replacement Equip & Uniforms	-			
		35,200			
SPED	Professional Services	197,298	12/7/2021		
		197,298			

CONVAL Capital Improvement Plan

Sum of \$	Column Labels							Grand Total
Row Labels	2022	2023	2024	2025	2026	2027	2028 TBD	
AES	\$ 21,000	\$ 27,000				\$ 133,000		\$ 181,000
BES			\$ 37,000	\$ 19,000		\$ 133,000		\$ 189,000
CVHS	\$ 19,000	\$ 572,000	\$ 7,565,500		\$ 97,200	\$ 96,700		\$ 8,350,400
DCS			\$ 83,000		\$ 30,000			\$ 113,000
District	\$ 77,841	\$ 117,945	\$ 26,000					\$ 221,786
FES			\$ 98,000	\$ 123,000				\$ 221,000
GBS	\$ 504,192	\$ 27,000	\$ 120,000				\$ 6,214,000	\$ 6,865,192
GES			\$ 67,000		\$ 128,000			\$ 195,000
HES			\$ 58,000	\$ 172,000				\$ 230,000
PES	\$ 317,000	\$ 29,000	\$ 192,000	\$ 32,000			\$ 99,600	\$ 669,600
SMS	\$ 648,700	\$ 231,000	\$ 150,000				\$ 10,504,000	\$ 11,533,700
TES			\$ 109,000	\$ 123,000				\$ 232,000
Grand Total	\$ 1,587,733	\$ 1,003,945	\$ 8,505,500	\$ 469,000	\$ 255,200	\$ 362,700	\$ 99,600	\$ 16,718,000
								\$ 29,001,678

Sum of \$	Column Labels							Grand Total
Row Labels	2022	2023	2024	2025	2026	2027	2028 TBD	
AHU/Ventilation	\$ 21,000	\$ 27,000						\$ 27,000
Building Controls/HVAC			\$ 22,000					\$ 43,000
Classroom Renovations		\$ 36,000	\$ 5,638,000					\$ 5,674,000
Electrical							\$ 104,000	\$ 104,000
Engineering Study	\$ 160,000							\$ 160,000
Fields		\$ 29,000	\$ 75,000					\$ 104,000
Flooring		\$ 27,000	\$ 80,000	\$ 72,000			\$ 500,000	\$ 679,000
Hallway Renovations		\$ 205,000						\$ 205,000
Infrastructure							\$ 14,800,000	\$ 14,800,000
Infrastructure (Erate)			\$ 1,102,500	\$ 28,000				\$ 28,000
Infrastructure/LHT Reno								\$ 1,102,500
Kitchens							\$ 32,000	\$ 32,000
Lighting	\$ 120,292						\$ 56,000	\$ 176,292
Mechanical	\$ 363,600	\$ 385,000		\$ 369,000	\$ 128,000	\$ 266,000	\$ 165,000	\$ 1,676,600
Parking Lots			\$ 1,562,000					\$ 1,562,000
Roofing	\$ 746,700				\$ 97,200	\$ 96,700	\$ 99,600	\$ 2,101,200
Security	\$ 98,300							\$ 98,300
Vehicles	\$ 77,841	\$ 117,945	\$ 26,000					\$ 221,786
Windows/Doors		\$ 177,000			\$ 30,000			\$ 207,000
Grand Total	\$ 1,587,733	\$ 1,003,945	\$ 8,505,500	\$ 469,000	\$ 255,200	\$ 362,700	\$ 99,600	\$ 16,718,000
								\$ 29,001,678

Sum of \$	Column Labels							Grand Total
Row Labels	2022	2023	2024	2025	2026	2027	2028 TBD	
Budget	\$ 277,300	\$ 463,000						\$ 740,300
TBD			\$ 7,610,500	\$ 469,000	\$ 255,200	\$ 362,700	\$ 99,600	\$ 25,515,000
Trust Funds	\$ 1,310,433	\$ 540,945	\$ 120,000					\$ 1,971,378
Bond			\$ 775,000					\$ 775,000
Grand Total	\$ 1,587,733	\$ 1,003,945	\$ 8,505,500	\$ 469,000	\$ 255,200	\$ 362,700	\$ 99,600	\$ 16,718,000
								\$ 29,001,678

Sum of \$	Column Labels				Grand Total
Row Labels	2022	2023	2024	2025	
Trust Funds	\$ 1,310,433	\$ 540,945	\$ 120,000	\$ 1,971,378	
Athletic		\$ 29,000		\$ 29,000	
Capital	\$ 1,232,592	\$ 394,000	\$ 94,000	\$ 1,720,592	
Equipment	\$ 77,841	\$ 117,945	\$ 26,000	\$ 221,786	
Grand Total	\$ 1,310,433	\$ 540,945	\$ 120,000	\$ 1,971,378	

**CONVAL Capital Improvement Plan**

School	Year	Trade	\$\$	Funding	Trust	Comments	Aggregate Need	Need vs Want
AES	2022	Building Controls/HVAC	\$ 21,000	Budget	Capital	2 new HVAC Units	B - Facility Condition	1 - Required by Law
CVHS	2022	Security	\$ 19,000	Trust Funds	Capital	front entry security enhancement	B - Facility Condition	2 - Public Health & Safety
District	2022	Vehicles	\$ 35,000	Trust Funds	Equipment	replace 2 mowers	B - Facility Condition	3 - Improve productivity / services / a
District	2022	Vehicles	\$ 42,841	Trust Funds	Capital	Replace Maint Vehicles	B - Facility Condition	3 - Improve productivity / services / a
GBS	2022	Mechanical	\$ 186,600	Trust Funds	Capital	replacement boiler	A - Education Adequacy & Equity	2 - Public Health & Safety
GBS	2022	Security	\$ 36,000	Budget	Capital	security cameras	B - Facility Condition	2 - Public Health & Safety
GBS	2022	Roofing	\$ 101,300	Trust Funds	Capital	atrium roof panels	B - Facility Condition	2 - Public Health & Safety
GBS	2022	Lighting	\$ 120,292	Trust Funds	Capital	GBS & SMS	B - Facility Condition	5 - Reduces Operating Costs
GBS	2022	Engineering Study	\$ 60,000	Trust Funds	Capital		B - Facility Condition	4 - Support Plans, Goals, Policies
PES	2022	Mechanical	\$ 177,000	Budget	Capital	replacement boiler	A - Education Adequacy & Equity	2 - Public Health & Safety
PES	2022	Roofing	\$ 140,000	Trust Funds	Capital	new roof - 3 story wing	B - Facility Condition	4 - Support Plans, Goals, Policies
SMS	2022	Engineering Study	\$ 100,000	Trust Funds	Capital		B - Facility Condition	2 - Public Health & Safety
SMS	2022	Roofing	\$ 505,400	Trust Funds	Capital	atrium classroom roof panels	B - Facility Condition	2 - Public Health & Safety
SMS	2022	Security	\$ 43,300	Budget	Capital	security cameras	B - Facility Condition	2 - Public Health & Safety
AES	2023	Flooring	\$ 27,000	Budget	Capital	VCT flooring library/classrooms 2022	B - Facility Condition	6 - Improve obsolete facility
CVHS	2023	Classroom Renovations	\$ 36,000	Budget	Capital	classroom renovations 3 per year	A - Education Adequacy & Equity	4 - Support Plans, Goals, Policies
CVHS	2023	Hallway Renovations	\$ 205,000	Trust Funds	Capital	ceilings, LED lighting, paint, flooring in 1969 section	B - Facility Condition	6 - Improve obsolete facility
CVHS	2023	Mechanical	\$ 196,000	Budget	Capital	replacement boiler	A - Education Adequacy & Equity	2 - Public Health & Safety
CVHS	2023	Windows/Doors	\$ 135,000	Budget	Capital	link glass	B - Facility Condition	6 - Improve obsolete facility
District	2023	Vehicles	\$ 48,000	Trust Funds	Equipment	Replace Maint Vehicles	B - Facility Condition	3 - Improve productivity / services / a
District	2023	Vehicles	\$ 19,757	Trust Funds	Equipment	Replace Dump Trailer	B - Facility Condition	3 - Improve productivity / services / a
District	2023	Vehicles	\$ 50,188	Trust Funds	Equipment	Replace 4 season mower	B - Facility Condition	3 - Improve productivity / services / a
GBS	2023	AHU/Ventilation	\$ 27,000	Budget	Capital	middle hallway HVAC	B - Facility Condition	1 - Required by Law
PES	2023	Fields	\$ 29,000	Trust Funds	Athletic	softball field installation	B - Facility Condition	6 - Improve obsolete facility
SMS	2023	Mechanical	\$ 189,000	Trust Funds	Capital	replacement boiler	B - Facility Condition	6 - Improve obsolete facility
SMS	2023	Windows/Doors	\$ 42,000	Budget	Capital	SAU exterior/door replacements	A - Education Adequacy & Equity	2 - Public Health & Safety
BES	2024	Parking Lots	\$ 37,000	TBD	Capital	paving	B - Facility Condition	6 - Improve obsolete facility
CVHS	2024	Classroom Renovations	\$ 5,600,000	TBD	Capital	educational space renovations	A - Education Adequacy & Equity	4 - Support Plans, Goals, Policies
CVHS	2024	Classroom Renovations	\$ 38,000	TBD	Capital	classroom renovations 3 per year	A - Education Adequacy & Equity	4 - Support Plans, Goals, Policies
CVHS	2024	Fields	\$ 75,000	Trust Funds	Capital	consessions stand	B - Facility Condition	6 - Improve obsolete facility
CVHS	2024	Infrastructure/LHT Reno	\$ 1,102,500	TBD	Capital	LHT Renovation	A - Education Adequacy & Equity	4 - Support Plans, Goals, Policies
CVHS	2024	Parking Lots	\$ 750,000	TBD	Capital	paving	B - Facility Condition	6 - Improve obsolete facility
DCS	2024	Flooring	\$ 19,000	Trust Funds	Capital	VCT flooring bathrooms	B - Facility Condition	6 - Improve obsolete facility
DCS	2024	Parking Lots	\$ 64,000	Bond	Capital	paving	B - Facility Condition	6 - Improve obsolete facility
District	2024	Vehicles	\$ 26,000	Trust Funds	Equipment	Food Service Van	B - Facility Condition	6 - Improve obsolete facility
FES	2024	Flooring	\$ 23,000	TBD	Capital	VCT Flooring bathrooms	B - Facility Condition	6 - Improve obsolete facility
FES	2024	Parking Lots	\$ 75,000	Bond	Capital	paving	B - Facility Condition	6 - Improve obsolete facility
GBS	2024	Parking Lots	\$ 120,000	Bond	Capital	paving	B - Facility Condition	6 - Improve obsolete facility
GES	2024	Flooring	\$ 19,000	TBD	Capital	VCT Flooring bathrooms	B - Facility Condition	6 - Improve obsolete facility
GES	2024	Parking Lots	\$ 48,000	Bond	Capital	paving	B - Facility Condition	6 - Improve obsolete facility
HES	2024	Parking Lots	\$ 58,000	Bond	Capital	paving	B - Facility Condition	6 - Improve obsolete facility
PES	2024	Building Controls/HVAC	\$ 22,000	TBD	Capital	kindergarten wing HVAC	B - Facility Condition	6 - Improve obsolete facility
PES	2024	Parking Lots	\$ 170,000	Bond	Capital	paving	B - Facility Condition	6 - Improve obsolete facility
SMS	2024	Parking Lots	\$ 150,000	Bond	Capital	paving	B - Facility Condition	6 - Improve obsolete facility
TES	2024	Flooring	\$ 19,000	TBD	Capital	VCT flooring bathrooms	B - Facility Condition	6 - Improve obsolete facility
TES	2024	Parking Lots	\$ 90,000	Bond	Capital	paving	B - Facility Condition	6 - Improve obsolete facility
BES	2025	Flooring	\$ 19,000	TBD	Capital	VCT flooring - bathrooms	B - Facility Condition	6 - Improve obsolete facility
FES	2025	Mechanical	\$ 123,000	TBD	Capital	replacement boiler	B - Facility Condition	6 - Improve obsolete facility
HES	2025	Flooring	\$ 21,000	TBD	Capital	VCT Flooring	A - Education Adequacy & Equity	2 - Public Health & Safety
HES	2025	Infrastructure (Erate)	\$ 28,000	TBD	Capital		B - Facility Condition	6 - Improve obsolete facility
HES	2025	Mechanical	\$ 123,000	TBD	Capital	replacement boiler	A - Education Adequacy & Equity	2 - Public Health & Safety
PES	2025	Flooring	\$ 32,000	TBD	Capital	3 story wing hallways	B - Facility Condition	6 - Improve obsolete facility
TES	2025	Mechanical	\$ 123,000	TBD	Capital	replacement boiler	A - Education Adequacy & Equity	2 - Public Health & Safety
CVHS	2026	Roofing	\$ 97,200	TBD	Capital	roof over SE addition	B - Facility Condition	6 - Improve obsolete facility
DCS	2026	Windows/Doors	\$ 30,000	TBD	Capital	replace 2 entryways & 8 windows	B - Facility Condition	6 - Improve obsolete facility
GES	2026	Mechanical	\$ 128,000	TBD	Capital	replacement boiler	A - Education Adequacy & Equity	2 - Public Health & Safety
AES	2027	Mechanical	\$ 133,000	TBD	Capital	replacement boiler	A - Education Adequacy & Equity	2 - Public Health & Safety

**CONVAL Capital Improvement Plan**

School	Year	Trade	\$\$	Funding	Trust	Comments	Aggregate Need	Need vs Want
BES	2027	Mechanical	\$ 133,000	TBD		replacement boiler	A - Education Adequacy & Equity	2 - Public Health & Safety
CVHS	2027	Roofing	\$ 96,700	TBD			B - Facility Condition	2 - Public Health & Safety
PES	2028	Roofing	\$ 99,600	TBD		new roof - cafeteria and hallway section.	B - Facility Condition	2 - Public Health & Safety
GBS	TBD	Electrical	\$ 28,000	TBD		LED lighting	B - Facility Condition	5 - Reduces Operating Costs
GBS	TBD	Infrastructure	\$ 5,800,000	TBD		building wide renovation 58,000 sq.ft. @ \$100/sq ft	A - Education Adequacy & Equity	4 - Support Plans, Goals, Policies
GBS	TBD	Kitchens	\$ 32,000	TBD		kitchen equipment	B - Facility Condition	6 - Improve obsolete facility
GBS	TBD	Mechanical	\$ 165,000	TBD		replacement boiler	A - Education Adequacy & Equity	2 - Public Health & Safety
GBS	TBD	Roofing	\$ 102,000	TBD		atrium panel roof replacement	B - Facility Condition	2 - Public Health & Safety
GBS	TBD	Roofing	\$ 87,000	TBD		gym roof	B - Facility Condition	2 - Public Health & Safety
SMS	TBD	Electrical	\$ 76,000	TBD		LED Lighting	B - Facility Condition	5 - Reduces Operating Costs
SMS	TBD	Flooring	\$ 500,000	TBD		asbestos abatement/new VCT flooring	B - Facility Condition	6 - Improve obsolete facility
SMS	TBD	Infrastructure	\$ 9,000,000	TBD		building wide renovation 90,000 sq.ft. @ \$100/sq ft	A - Education Adequacy & Equity	4 - Support Plans, Goals, Policies
SMS	TBD	Lighting	\$ 56,000	TBD		led lighting	B - Facility Condition	2 - Public Health & Safety
SMS	TBD	Roofing	\$ 785,000	TBD		new roof	B - Facility Condition	2 - Public Health & Safety
SMS	TBD	Roofing	\$ 87,000	TBD		gym roof	B - Facility Condition	2 - Public Health & Safety

**ConVal - Projected Costs FY23**[illegible]

## FY23 REVENUE FORECAST

Account	Revenue Code	Description	Proposed 2022-2023	Approved 2021-2022	Difference Increase (Decrease)	Percent
	<b>1000</b>	<b>Revenue from Local Sources</b>				
21.000.1311.00.000		Regular Ed, Preschool, Sped Tuition	\$ 115,000	\$ 115,000	\$ -	0.00%
21.000.1342.00.000		Voc Ed Tuition	\$ 16,000	\$ 16,000	\$ -	0.00%
		<b>Total Tuition</b>	<b>\$ 131,000</b>	<b>\$ 131,000</b>	<b>\$ -</b>	<b>0.00%</b>
21.000.7700.00.000		Unreserved Fund Balance	\$ 250,000	\$ 250,000	\$ -	0.00%
21.000.0770.00.000		Transfer to Building Capital Reserve	\$ -	\$ 500,000	\$ (500,000)	-100.00%
21.000.0770.00.000		Transfer to Sped Trust Fund	\$ -	\$ 100,000	\$ (100,000)	0.00%
21.000.0770.00.000		Transfer to Health Maintenance Trust Fund	\$ -	\$ -	\$ -	#DIV/0!
21.000.0770.00.000		Transfer to Athletic Trust	\$ -	\$ 25,000	\$ (25,000)	-100.00%
21.000.0770.00.000		Transfer to Equipment Trust	\$ -	\$ 50,000	\$ (50,000)	0.00%
21.000.0770.00.000		Transfer to Energy Trust	\$ -	\$ 25,000	\$ (25,000)	-100.00%
21.000.1510.00.000		Earned Interest	\$ 10,000	\$ 10,000	\$ -	0.00%
32.000.0000.00.000		Special Revenue Fund	\$ 75,000	\$ 75,000	\$ -	0.00%
		Child Nutrition - Sales	\$ 200,000	\$ 200,000	\$ -	0.00%
		<b>Total Local Sources</b>	<b>\$ 666,000</b>	<b>\$ 1,366,000</b>	<b>\$ (700,000)</b>	<b>-51.24%</b>
	<b>3000</b>	<b>Revenue from State Sources</b>				
21.000.3120.00.000		Adequacy Grant	\$ 9,234,564	\$ 7,725,622	\$ 1,508,942	19.53%
21.000.3250.00.000		Special Education Aid	\$ 50,000	\$ 38,000	\$ 12,000	31.58%
21.000.3220.00.000		Vocational Aid	\$ 25,000	\$ 25,000	\$ -	0.00%
		Child Nutrition	\$ 12,000	\$ 10,000	\$ 2,000	20.00%
21.000.3110.00.000		Medicaid	\$ 170,000	\$ 100,000	\$ 70,000	70.00%
		<b>Total State Sources</b>	<b>\$ 9,491,564</b>	<b>\$ 7,898,622</b>	<b>\$ 1,592,942</b>	<b>20.17%</b>
	<b>4000</b>	<b>Revenue from Federal Sources</b>				
		All Special Ed	\$ 600,000	\$ 600,000	\$ -	0.00%
		Title I & II	\$ 550,000	\$ 550,000	\$ -	0.00%
		Child Nutrition	\$ 600,000	\$ 600,000	\$ -	0.00%
		ESSER	\$ 1,500,000	\$ -	\$ 1,500,000	
		Other Federal Sources	\$ 250,000	\$ 250,000	\$ -	0.00%
		<b>Total Federal Sources</b>	<b>\$ 3,500,000</b>	<b>\$ 2,000,000</b>	<b>\$ 1,500,000</b>	<b>75.00%</b>
	<b>5000</b>	<b>Revenue from Other Sources</b>				
		Bond Sales	\$ -	\$ -	\$ -	0.00%
		<b>Total Other Sources</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>
21.000.3121.00.000		State Education Tax	\$ 3,053,932	\$ 4,281,725	\$ (1,227,793)	-28.68%
		<b>TOTAL ESTIMATED REVENUES</b>	<b>\$ 16,711,496</b>	<b>\$ 15,546,347</b>	<b>\$ 1,165,149</b>	<b>7.49%</b>
		<b>PROPOSED GROSS BUDGET</b>	<b>\$ 55,723,192</b>	<b>\$ 52,583,177</b>	<b>\$ 3,140,015</b>	<b>5.97%</b>
		Less Revenues	\$ 16,711,496	\$ 15,546,347	\$ 1,165,149	
		<b>DISTRICT ASSESSMENT</b>	<b>\$ 39,011,696</b>	<b>\$ 37,036,830</b>	<b>\$ 1,974,866</b>	<b>5.33%</b>

## **B & P Prioritized Recommendations for Funding Trusts**

*Article 01: Operating Budget-School District-SB2*

*Article 02: Accept the Collective Bargaining Agreement*

*Article 03: Special Meeting for Defeated/Amended Collective Bargaining Agreement*

### **Article 04: Establish and Appropriate to Technology Fund**

Shall the Contoocook Valley School District vote to establish an expendable trust fund under the provisions of RSA 198:20-c, to be known as the Technology Fund, for the purpose of XXXXXXXXX, and shall it raise and appropriate the sum of \$100,000 to be placed in the fund; further to name the school board as agents to expend from this fund. (The ConVal School Board designates this article as a SPECIAL warrant article.) (The ConVal School Board RECOMMENDS adoption of this article by a unanimous vote.)

### **Article 05: Appropriate to the Building Capital Reserve Fund from Fund Balance**

Shall the Contoocook Valley School District vote to raise and appropriate the sum of \$500,000 to be added to the Building Capital Reserve Fund, previously established? This sum to come from June 30, 2022 fund balance available for transfer on July 1, 2022, with no amount to be raised from taxation. (The ConVal School Board designates this article as a SPECIAL warrant article.) (The ConVal School Board RECOMMENDS adoption of this article.)

### **Article 06: Appropriate to Health Trust Fund from Fund Balance**

Shall the Contoocook Valley School District vote to raise and appropriate the sum of \$50,000 to be added to the Health Trust Fund as previously established? This sum to come from June 30, 2022 fund balance available for transfer on July 1, 2022 with no amount to be raised from taxation. (The ConVal School Board designates this article as a SPECIAL warrant article.) (The ConVal School Board RECOMMENDS adoption of this article by a unanimous vote.)

### **Article 07: Appropriate to the Energy Trust Fund from Fund Balance**

Shall the Contoocook Valley School District vote to raise and appropriate the sum of \$25,000 to be added to the Contoocook Valley School District Energy Trust Fund, previously established? This sum to come from June 30, 2021 fund balance available for transfer on July 1, 2021, with no amount to be raised from taxation. (The ConVal School Board designates this article as a SPECIAL warrant article.) (The ConVal School Board RECOMMENDS adoption of this article.)

### **Article 08: Appropriate to the Building Capital Reserve Fund from Fund Balance**

Shall the Contoocook Valley School District vote to raise and appropriate the sum of \$250,000 to be added to the Building Capital Reserve Fund as previously established? This sum to come from June 30, 2022 fund balance available for transfer on July 1, 2022, with no amount to be raised from taxation. In the event that Article 05 passes, this appropriation shall be in addition to any appropriation to the Building Capital Reserve pursuant to Article 05. (The ConVal School Board designates this article as a SPECIAL warrant article.) (The ConVal School Board RECOMMENDS adoption of this article.)

## JRA - Student Records, Privacy, Family and Adult Student Rights

### Possible Revisions

- ~~Clarify when student data becomes an educational record? No, this is covered in "Education Record" section.~~
- Clarify accessing and securing student data being collected and maintained by applications, digital tools, and extensions?
- Based on Dean's presentation on FERPA, should we revise the section on "Maintenance of Student Records" to include a record keeping exception for staff who have an educational interest?

**A. General Statement.** It is the policy of the School Board that all school district personnel will follow the procedures outlined herein as they pertain to the maintenance of student records. Furthermore, it is the policy of the School Board that all school district personnel will follow the provisions of the Family Educational Rights Privacy Act (FERPA) and its corresponding regulations as well as all state statutes pertaining to the student records, record confidentiality and access thereto.

**B. "Education Record".** For the purposes of this policy and in accordance with FERPA, the term "educational record" is defined as all records, files, documents and other material containing information directly related to a student; and maintained by the school district; or by such other agents as may be acting for the school district. Such records include, but are not limited to, completed forms, printed documents, handwriting, videotape, audiotape, electronic or computer files, film, print, microfilm and/or microfiche. Educational records do not include records of instructional, supervisory, and administrative personnel and educational personnel ancillary thereto which are in the sole possession of the maker thereof and which are not accessible or revealed to any other person except a substitute.

**C. "Directory Information".** For the purposes of this policy, and in accordance with the provisions of FERPA and New Hampshire RSA 189:1-e, the term "directory information" means:

1. Students' name(s), address(es), telephone number(s), and date(s) of enrollment;
2. Parents'/guardians' name(s) and address(es);
3. Students grade levels, enrollment status and dates of attendance;
4. Student photographs;
5. Students participation in recognized school activities and sports;



6. Weight and height of members of athletic teams;
7. Post-high school career or educational plans; and
8. Students' diplomas, certificates, awards and honors received.

Except for elements of a student's directory information which the student's parents or an eligible student has notified the District not to disclose, the District may release or disclose student directory information without prior consent of the student's parents/eligible students. Within the first three weeks of each school year, the District will provide notice to parents/eligible students of their rights under FERPA and that the District may publish directory information without their prior consent. Parents/eligible students will be given until *September 30th* to notify the District in writing of any or all directory information items that they refuse to permit the District to release or disclose. Notice from a parent/eligible student that any or all directory information shall not be released will only be valid for that school year and must be re-issued each school year.

**D. "Personally Identifiable Information".** "Personally identifiable information" is defined as data or information which makes the individual who is the subject of a record known, including a student's name; the student's or student's family's address; the name of the student's parent or other family members; a personal identifier such as a student's Social Security number; the student's date of birth, place of birth, or mother's maiden name. "Personally identifiable information" also includes other information that, alone or in combination, is linked or linkable to a specific student, that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with a reasonable certainty or other information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

**E. Annual Notification/Rights of Parents and Eligible Students.** Within the first *four weeks of each school year*, the District will annually publish notice to parents and eligible students of their rights under State law, Federal law, and this policy ["the Notice," or "Notice"]. The District will send the Notice listing these rights home with each student. The Notice will include:

1. The rights of parents or eligible students to inspect and review the student's education records, and the process set forth in this policy JRA whereby a request is made for review and inspection;
2. The intent of the District to limit the disclosure of information in a student's record, except: (a) by the prior written consent of the parent or eligible student; (b) as directory information; or (c) under certain, limited circumstance, as permitted by law;

3. The right of a student's parents or an eligible student to seek to correct parts of the student's educational records which he/she believes to be inaccurate, misleading, or in violation of student rights; and the process for doing such, which includes a hearing to present evidence that the records should be changed if the District decides not to alter them according to the parent's or eligible student's request;
4. The right to provide written consent before the District discloses personally identifiable information, except to the extent the law permits disclosure without consent;
5. The right of any person to file a complaint with the United States Department of Education if the District violates FERPA; and
6. The procedure that a student's parents or an eligible student should follow to obtain copies of this policy.

**F. Procedure To Inspect Education Records.** Parents or eligible students may inspect and review that student's education records. In some circumstances, it may be more convenient for the record custodian to provide copies of records. In accord with RSA 91-A:5, student records are exempt from disclosure under the Right-to-Know Law and access to student records will be governed by FERPA and state law.

Since a student's records may be maintained in several locations, the school Principal may offer to collect copies of records or the records themselves from locations other than a student's school, so that they may be inspected at one site. If parents and eligible students wish to inspect records where they are maintained, school Principals will determine if a review at that site is reasonable.

Although not specifically required, in order that a request is handled in a timely manner, parents/eligible students should consider submitting their request in writing to the school Principal, identifying as precisely as possible the record or records that he/she wishes to inspect. The Principal will contact the parents or the eligible student to discuss how access is best arranged for their inspection or review of the records (copies, records brought to a single site, etc.).

The Principal will make the needed arrangements as soon as possible and notify the parent or eligible student of the time and place where the records may be inspected. **This procedure must be completed within fourteen (14) days that the request for access is first made.**

If for any valid reason such as the parent's working hours, distance between record location sites or the parent or student's health, a parent or eligible student cannot

personally inspect and review a student's education records, the Principal may arrange for the parent or eligible student to obtain copies of the records. The Superintendent shall set a reasonable charge for providing copies, and may waive the requirement at his or her discretion.

When records contain information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the records of the other students. If such records do contain the names of other students, the Principal will seek consultation with the Superintendent and/or the District's attorney to determine how best to proceed. ***Where practicable, it may be necessary to prepare a copy of the record which has all personally identifiable information on other students redacted, with the parent or eligible student being allowed to review or receive only a copy of the redacted record. Both the original and redacted copy should be retained by the District.***

**G. Procedures To Seek To Correction of Education Records.** Parents of students or eligible students have a right to seek to change any part of the student's records which they believe is inaccurate, misleading or in violation of student rights. FERPA and its regulations use both "correct/ion" and "amend". For the purposes of this policy, the two words (in all of their respective forms) shall mean the same thing unless the context suggests otherwise. To establish an orderly process to review and correct (amend) the education records for a requester, following processes are established.

**1. First-level decision.** When a parent or eligible student finds an item in the student's education records that he/she believes is inaccurate, misleading or in violation of student rights, he/she should submit a written request asking the building Principal to correct it. If the records are incorrect because of clear error and it is a simple matter to make the change, the Principal should make the correction. If the records are changed to the parent's/eligible student's satisfaction, both parties shall sign a document/form stating the date the records were changed and that the parent/eligible student is satisfied with the correction.

If the Principal believes that the record should not be changed, he/she shall:

1. Provide the requester a copy of the questioned records at no cost;
2. Ask the parent/eligible student to initiate a written appeal of the denial of the request for the change, which will be forwarded to the Superintendent;
3. Forward the written appeal to the Superintendent; and

4. Inform the parents/eligible student that the appeal has been forwarded to the Superintendent for a decision.

2. **Second-level decision.** If the parent/eligible student wishes to challenge the Principal's decision to not change the student record, he/she may appeal the matter to the Superintendent. The parent/eligible student shall submit a written request to the Principal asking that the matter be appealed to the Superintendent. The Principal will forward the appeal to the Superintendent.

The Superintendent shall, within ten (10) business days after receiving the appeal:

1. Review the request;
2. Discuss the request with other school officials;
3. Make a decision whether or not to make the requested correction to the educational record;
4. Schedule a meeting with the parents/eligible student if the Superintendent believes such a meeting would be necessary; and
5. Notify the parents/eligible student of the Superintendent's decision on their request to correct the student's educational record.

If the Superintendent determines the records should be corrected, he/she will make the change and notify the parents/eligible student in writing that the change has been made. The letter stating the change has been made will include an invitation for the parent/eligible student to inspect and review the records to verify that the records have been corrected and the correction is satisfactory. If the records are changed to the parent's/eligible student's satisfaction, both parties shall sign a document/form stating the date the records were changed and that the parent/eligible student is satisfied with the correction.

If the Superintendent determines the records will not be corrected, he/she will notify the parents/eligible student in writing of his/her decision. Such a letter will also notify the parents/eligible student of their right to an appeal hearing before the School Board.

3. **Third-level decision.** If the parents or eligible students are not satisfied with the Superintendent's decision, they may submit a written request for a hearing before the School Board. The parents/eligible student shall submit the request for a hearing with the Superintendent within ten (10) business days of the date of the Superintendent's written decision in level-two. The Superintendent will inform the School Board of the request for a hearing and will work with the School Board to schedule a hearing within forty five (45) days of receipt of the request. Once the meeting is scheduled, the

Superintendent will inform the parents/eligible student in writing of the date, time and place of the hearing.

The hearing will be held in a non-public session consistent with the provisions of RSA 91-A:3, unless the parent/eligible student requests that the hearing be held in public session. The School Board will give the parent/eligible student a full and fair opportunity to present evidence relevant to the issues raised under their request. The parents/eligible students may be assisted or represented by one or more individuals of their own choice, including an attorney.

The School Board will issue its final decision in writing within thirty (30) days of the hearing, and will notify the parents/eligible student thereof via certified mail, return receipt requested. The School Board will base its decision solely on the evidence presented at the hearing. The School Board's written decision will include a summary of the evidence and the reasons for its decision.

If the School Board determines that the student record should be corrected, it will direct the Superintendent to do so as soon as possible. The Superintendent will then contact the parents/eligible student for a meeting so they can review and inspect the records to verify that they have been corrected. At this meeting, both parties shall sign a document/form stating the date the records were corrected and that the parent/eligible student is satisfied with the correction.

The School Board's decision will be final.

**4. Parent/Eligible Student Explanation to be Included in Record.** Notwithstanding the resolution of any request to correct a student's record(s), in accordance with section (a)(2) of FERPA, a parent or eligible student may insert into that student's educational record a written explanation respecting the content of the record.

**H. Disclosure of Student Records and Student Information.** In addition to directory information, the District may disclose student records and student information without consent to the following parties on the condition that the recipient agrees not to permit any other party to have access to the released information without the written consent of the parents of the student, and under the conditions specified.

1. *School officials with a legitimate educational interest.* School officials with a legitimate educational interest may access student records. "Legitimate education interest" refers to school officials, contractors, consultants, or employees who need to know information in a student's education record in

order to perform their employment, contracting, or consulting responsibilities and duties; all as more fully specified in Section 99.31 of the FERPA regulations.

2. *Other schools into which a student is transferring or enrolling*, upon condition that the student's parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record. This exception continues after the date that a student has transferred
3. *Officials for federal and state audit or evaluation purposes.*
4. *Appropriate parties in connection with financial aid for a student*
5. *Organizations conducting certain studies for, or on behalf of the School District.* Student records or student information will only be provided pursuant to this paragraph if the study is for the purpose of: developing, validating or administering predictive tests; administering student aid programs; or improving instruction. The recipient organization must agree to limit access to the information and to destroy the information when no longer needed for the purpose for which it is released.
6. *Accrediting organizations.*
7. *Judicial orders, or lawfully issued subpoenas*, upon condition that parents and the student are notified of all such orders, statutory disclosures or subpoenas in advance of compliance therewith by the District, except when a parent is a party to a court proceeding involving child abuse or neglect or dependency. The Principal shall consult with the Superintendent and legal counsel as needed to ensure compliance with the judicial order and applicable law.
8. *Health and safety emergencies.*
9. *Information designated as directory information*
10. *Disclosures to the Secretary of Agriculture or authorized representatives of the Food and Nutrition services for purposes of conducting program monitoring, evaluations and performance measurements.*

**I. Maintenance of Student Records and Data.** The Principal of each building is responsible for record maintenance, access and destruction of all student records. All school district personnel having access to records shall place great emphasis upon privacy rights of students and parents.

All entries into student records must be dated and signed by the person accessing such records in a log or other record-keeping process.

The principal will ensure that all records are maintained in accordance with applicable retention schedules as may be established by law and District policy.—Student records may be maintained in either electronic or paper files. Those documents which are

required to be retained by law or are designated by the district for retention from year-to-year are considered to be maintained by the District.

**J. Disclosures Made From Education Records.** The District will maintain an accurate record of all requests for it to disclose information from, or to permit access to, a student's education records and of the information it discloses and persons to whom it permits access, with some exceptions listed below. This record is kept with, but is not a part of, each student's cumulative school records. It is available only to the record custodian, the eligible student, the parent(s) of the student or to federal, state or local officials for the purpose of auditing or enforcing federally supported educational programs.

The record includes:

1. The name of the person who or agency which made the request;
2. The interest which the person or agency has in the information;
3. The date on which the person or agency made the request;
4. Whether the request was granted and, if it was, the date access was permitted or the disclosure was made; and
5. In the event of a health and safety emergency, the articulable and significant threat to the health or safety of a student or other individuals that formed the basis for the disclosure; and the parties to whom the agency or institution disclosed the information.

The District will maintain this record as long as it maintains the student's education record. The records do not include requests for access or information relative to access which has been granted to parent(s) of the student or to an eligible student; requests for access or access granted to officials of the District who have a legitimate educational interest in the student; requests for, or disclosures of, information contained in the student's education records if the request is accompanied by the prior written consent of a parent/eligible student or if the disclosure is authorized by such prior consent or for requests for, or disclosures of, directory information designated for that student.

The records of a request for the correction of an educational record, including any appeal of a denial of that request, if the educational record is ultimately corrected shall not be treated as part of the educational record of the student and shall be preserved separately.

#### **K. Military Recruiters and Institutions of Higher Learning**

Military recruiters or institutions of higher learning shall have access to secondary school students' names, addresses, and telephone listings unless an adult student or the parent of the minor student requests that such information not be released without prior written consent. The district shall notify parents of the option to make such a request and shall comply with any requests received.

#### **L. Law Enforcement and Reporting Agencies**

Consistent with RSA193-D:7, it shall be permissible for any law enforcement officer and any school administrator to exchange information relating only to acts of theft, destruction, or violence in a safe school zone regarding the identity of any juvenile, police records relating to a juvenile, or other relevant information when such information reasonably relates to delinquency or criminal conduct, suspected delinquency or suspected criminal conduct, or any conduct which would classify a pupil as a child in need of services under RSA 169-D or a child in need of protection under RSA 169-C.

#### ***Legal References:***

RSA 91-A:5, III, Exemptions, Pupil Records

RSA 189:1-e, Directory Information

RSA 189:66, IV, Data Inventory and Policies Publication

20 U.S.C. §1232g, Family Educational Rights and Privacy Act

34 C.F.R. Part 99, Family Educational Rights and Privacy Act Regulations

#### ***Related Policies: EHB & JRC***

**Category: Recommended**

1st Read: August 20, 2019

2nd Read: September 3, 2019

Adopted: September 3, 2019



**1st Read: December 7, 2021**

**2nd Read: December 21, 2021**

**Adopted:**

- Possible Revisions
  - Clarify responsibilities related to collecting, maintaining, and securing student and staff data?
  - Clarify responsibility to immediately report if there is reason to believe confidential information has been disclosed to an unauthorized person?
  - Clarify responsibilities related to researching and using online services or applications?

**GBEF – Acceptable Use Policy: Staff**

1. For purposes of this policy, the term “staff” refers to Contoocook Valley School District employees, including administrative staff, teachers, paraprofessionals, maintenance personnel, food services employees, student teachers, methods students, interns, contracted service personnel, and any volunteers working within the school district.
2. It is the responsibility of the individual staff member to familiarize him/herself with and abide by the rules of this Acceptable Use Policy, any applicable Staff Handbook, and all other relevant school policies.

**Introduction**

1. Pursuant to New Hampshire Revised Statutes Annotated 194:3-d and the guidelines issued by the New Hampshire Department of Education, this Acceptable Use Policy shall serve as a statement on the appropriate use of the technology resources available to all staff of the school district.
2. These technology resources include, but are not limited to, the District network, including cabling, routers, wireless access points, and switches; the District's electronic e-mail and voice mail systems; computer hardware in the form of desktops, laptops, and other mobile devices, including District owned cellular phones; digital peripheral devices, such as printers, scanners, digital still and digital video cameras; projection devices, such as interactive whiteboards, projectors, televisions/displays; as well as all software applications and web access tools.
3. The primary purposes of these technology resources are:
  - o to support the educational mission of the Contoocook Valley School District;
  - o to provide improved avenues of communication between staff, parents, guardians, and other stakeholders;
  - o to establish a web presence for the Contoocook Valley School District.
4. As such, the technology resources have a designated educational purpose and are not intended for recreational and entertainment use.

## **Privileges and Responsibilities**

1. The use of the technology resources of the Contoocook Valley School District is a revocable privilege and not a right. All use of technology resources must be consistent with the District's contractual obligations, including limitations defined in software and other licensing agreements, including End User License Agreements (EULAs).
2. Every member of the staff is responsible for appropriate and professional behavior when using technology resources, just as they are in the classroom, in offices, or at any District function. Every member of the staff shall be responsible for promptly reporting any known loss of District electronic information or records to the District's Chief Information Security Officer [CISO].
3. Every member of the staff that will have District-owned equipment loaned to them must sign and date an Agreement for Authorized Use of District-Owned Equipment (GBEF-F).

## **Expectations of Privacy**

1. While the school district recognizes the importance of maintaining confidentiality and privacy of student records in accordance with the Family Educational Rights and Privacy Act (FERPA), staff members do not have any expectation of privacy of any information stored or transmitted through district-owned communication systems or other technology resources. Student identifying information should not be included in electronic communications, except as permitted by FERPA.
2. District technology resources owned by the District are intended to be used for educational purposes and District business only. Staff members shall have no expectation of privacy when using the internet or electronic communications. The District reserves the right to monitor, inspect, copy, review, and store (at any time and with and/or without prior notice) all usage of District technology resources, including all internet and electronic communications access and transmission/receipt of materials and information. All material and information generated through district technology resources shall remain the property of the District.
3. Electronic records shall be maintained and secured in accord with the District's Data Privacy and Governance Plan as amended from time-to-time, as well as state and federal law regarding student and personnel records maintenance, privacy and security.
4. Staff are expected to comply with all password protection and two-factor authentication requirements and should not disclose passwords or authentication information to any third party without permission from the District's CISO or his/her designee.

## **Use of Technology Resources**

The Contoocook Valley School District's technology resources are intended for staff to conduct research, gather information, and communicate with others for educational

purposes. The specific uses of these technology resources are broadly categorized as follows:

1. Approved – Approved uses of District technology resources are those uses that are related to a staff member's employment duties or are expressly approved by the Superintendent or designee.
2. Allowed – Allowed uses of District technology resources are those uses that are infrequent and de minimis and which do not interfere with the staff member's job duties and are not otherwise prohibited by this Policy or applicable law.
3. Prohibited – Prohibited uses of District technology resources are those uses that violate this Policy or applicable law, including but not limited to use in connection with employment outside of the District or other business activity, personal use that would exceed that which is reasonably considered de minimis, any use intended to harass, intimidate, or threaten another person, any use that interferes with another employee's ability to perform his/her job or that creates a hostile work environment for another employee, and any use that involves accessing, downloading, storing or sending sexually explicit material or any material or communication that is derogatory or offensive based on an individual's gender, race, religion, national origin, age, or sexual orientation. Use of District technology resources by staff members to communicate with students for any purpose other than legitimate educational purposes is considered a prohibited use.
4. Staff are expected to seek prior approval of new technology, software or web-based resources before utilization of the same.

### **Disciplinary Action**

1. Engaging in prohibited use shall constitute a violation of this Acceptable Use Policy and result in appropriate disciplinary action, up to and including termination.
2. Such discipline will be administered consistent with Board policies and/or all applicable provisions of the Master Agreement/Collective Bargaining Agreement.

### **Disclaimer**

1. The Contoocook Valley School District makes no warranties of any kind, whether expressed or implied, for the technology services it is providing. While the District will make every effort to preserve data, the responsibility for it lies with the staff, except in those cases where web-based services are employed (e.g. EasyIEP, PowerSchool, etc.) and/or data are stored externally.

2. The District will not be held responsible for any damages staff may suffer, including but not limited to, loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions.

3. The District will not be responsible for personal property used to access District computers or networks or for District-provided Internet access.

***Legal References:***

*RSA 194:3-d, School District Computer Networks*  
*<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>*

***Category: P***

1st Read: September 5, 2017

2nd Read: September 19, 2017

Adopted: September 19, 2017

1st Read: December 7, 2021

2<sup>nd</sup> Read: December 21, 2021

Adopted:

ConVal School District  
Expense and Encumbrance Report  
November 2021

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Object Codes	Description	Budget	Adjustments	Adjusted Budget	MTD	YTD	Encumbrance	Balance	% Available	Notes
100	SALARIES	\$ 26,976,532	\$ (370,901)	\$ 26,605,631	\$ 1,935,894	\$ 6,777,878	\$ 18,005,662	\$ 1,822,092	6.85%	
200	EMPLOYEE BENEFITS	12,863,068	105,315	12,968,383	1,067,969	3,562,076	8,363,343	\$ 1,042,964	8.04%	
300	PURCHASED PROFESSIONAL & TECHNICAL SERVICES	2,534,357	169,928	2,704,285	274,087	957,179	1,861,522	\$ (114,417)	-4.23%	A
400	PURCHASED PROPERTY SERVICES	1,276,388	(94)	1,276,294	70,346	175,972	530,486	\$ 569,836	44.65%	
500	OTHER PURCHASED SERVICES	4,034,891	17,978	4,052,868	280,375	1,065,943	2,325,668	\$ 661,257	16.32%	
600	SUPPLIES	2,232,197	24,816	2,257,012	173,490	764,932	1,003,670	\$ 488,411	21.64%	
700	PROPERTY	347,431	3,039	350,470	8,746	95,596	14,412	\$ 240,462	68.61%	
800	OTHER OBJECTS	341,214	49,920	391,134	7,059	87,780	75,374	\$ 227,979	58.29%	
900	OTHER USES OF FUNDS	1,240,000	-	1,240,000	-	185,000	1,055,000	\$ -	0.00%	
		\$ 51,846,076	\$ (0)	\$ 51,846,076	\$ 3,817,966	\$ 13,672,356	\$ 33,235,137	\$ 4,938,583	9.53%	

**Notes**

A Students needs that didn't exist when budget was prepared. Seeking \$197,298 from trust fund.

ConVal School District  
Expense and Encumbrance Report  
November 2021

Object Codes	Description	Budget	Adjustments	Adjusted Budget	MTD	YTD	Encumbrance	Balance	% Available	Notes
110	REGULAR SALARIES	\$ 17,283,976	\$ (370,901)	\$ 16,913,075	\$ 1,223,402	\$ 3,824,043	\$ 12,361,817	\$ 727,215	4.30%	
111	PARAPROFESSIONAL SALARIES	2,988,485	-	2,988,485	254,895	731,330	2,058,439	198,716	6.65%	
112	ADMIN ASSISTANTS	1,175,080	-	1,175,080	103,944	399,841	734,224	41,014	3.49%	
113	CUSTODIAL/MAINTENANCE	534,342	11,835	546,177	41,978	209,880	336,334	(37,09)	-0.01%	
114	ADMINISTRATOR	2,960,110	-	2,960,110	208,663	1,035,558	1,661,290	263,262	8.89%	
115	DEPARTMENT HEADS	25,000	-	25,000	1,800	4,500	19,551	949	3.80%	
119	SUPPORT SERVICES	888,144	-	888,144	64,204	287,990	534,079	66,075	7.44%	
120	TEMPORARY SALARIES	1,080,896	(11,835)	1,069,061	33,078	267,728	297,035	504,298	47.17%	
130	OVERTIME	40,500	-	40,500	3,930	17,007	2,894	20,599	50.86%	
211	HEALTH INSURANCE	5,707,106	25,230	5,732,336	532,502	1,600,030	3,535,413	596,893	10.41%	
212	DENTAL INSURANCE	221,807	1,728	223,535	21,380	64,927	145,794	12,814	5.73%	
213	LIFE INSURANCE	41,952	4,570	46,522	3,724	13,915	32,607	-	0.00%	
214	LONG TERM DISABILITY	57,852	9,078	66,930	5,422	18,153	48,778	-	0.00%	
220	FICA	1,940,142	15,331	1,955,474	141,152	496,126	1,272,385	186,963	9.56%	
231	NON - TEACH RETIRE	810,724	-	810,724	67,499	251,891	498,571	60,262	7.43%	
232	TEACHER RETIRE	3,934,456	36,331	3,970,787	294,568	997,925	2,799,574	173,287	4.36%	
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	1,720	11,527	5,581	100	0.58%	
321	PROF SERVICES	110,400	-	110,400	-	38,302	-	72,098	65.31%	
322	STAFF SERVICES	92,000	-	92,000	1,722	7,508	-	84,492	91.84%	
323	PUPIL SERVICES	457,557	-	457,557	99,937	191,627	867,799	(601,868)	-131.54%	A
330	PURCHASED/PROF	1,642,352	69,928	1,712,280	136,062	642,749	822,493	247,037	14.43%	
340	STATISTICAL SERVICES	33,548	-	33,548	-	-	-	33,548	100.00%	
380	PURCH SERVICES	198,500	4,791	203,291	30,166	70,793	135,430	(2,932)	-1.44%	B
390	SPECIAL TUTORING	-	100,000	100,000	6,200	6,200	35,800	58,000	58.00%	
411	WATER/SEWER	61,093	-	61,093	6,971	14,122	38,553	8,418	13.78%	
421	DISPOSAL	44,067	-	44,067	4,568	21,571	16,335	6,160	13.98%	
422	SNOW PLOWING	172,855	-	172,855	-	-	170,343	2,512	1.45%	
430	REPAIR/MAINT	154,216	(94)	154,122	9,774	38,391	28,826	86,905	56.39%	
431	STRUCTURAL REPAIRS & MAINTENANCE	198,600	-	198,600	18,444	26,427	5,370	166,803	83.99%	
432	ELECTRICAL REPAIRS & MAINTENANCE	109,060	-	109,060	809	4,406	7,140	97,514	89.41%	
433	MECHANICAL REPAIRS & MAINTENANCE	338,200	-	338,200	9,039	14,065	171,354	152,781	45.17%	
434	HVAC REPAIRS & MAINTENANCE	102,465	-	102,465	3,214	22,580	31,248	48,638	47.47%	
435	SAFETY REPAIRS & MAINT	19,600	-	19,600	-	-	10,849	8,751	44.65%	
436	Copier Repairs	16,000	7,635	23,635	9,265	13,059	18,118	(7,542)	-31.91%	C
440	BUILDING RENTAL	2,000	-	2,000	-	-	-	2,000	100.00%	
443	Equip Rental: Copiers	53,232	(3,658)	49,574	8,262	20,656	28,918	-	0.00%	
449	Equip Rental - Postage Meter	-	3,876	3,876	-	445	3,431	-	0.00%	
450	RENTAL	5,000	-	5,000	-	250	-	4,750	95.00%	

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510	OTHER TRANSPORTATION	197,438	16,728	\$	214,165	23,038	44,742	68,604	100,819	47.08%
519	PUPIL TRANSPORTATION	2,514,618	-	\$	2,514,618	186,434	641,997	1,511,530	361,091	14.36%
520	INSURANCE	106,988	-	\$	106,988	-	106,988	-	-	0.00%
530	Telephone / Web access	330,310	(1,260)	\$	329,050	22,602	106,117	209,032	13,901	4.22%
531	Cellular Phones	20,600	1,260	\$	21,860	2,748	7,480	14,020	360	1.65%
534	POSTAGE	16,428	-	\$	16,428	1,247	3,842	3,839	8,746	53.24%
540	ADVERTISING	25,000	-	\$	25,000	634	3,134	15,266	6,600	26.40%
550	PRINTING	8,850	-	\$	8,850	-	-	-	8,850	100.00%
561	TUITION	750,018	-	\$	750,018	38,832	139,828	469,828	140,362	18.71%
580	MILEAGE	64,642	1,250	\$	65,892	4,841	11,816	33,549	20,527	31.15%
610	GENERAL SUPPLIES	591,116	11,775	\$	602,891	46,946	216,534	101,742	284,616	47.21%
615	TESTING SUPPLIES	21,141	-	\$	21,141	402	9,965	-	11,176	52.86%
622	ELECTRICITY	481,074	-	\$	481,074	72,158	184,462	254,697	41,915	8.71%
623	BOTTLED GAS	23,120	-	\$	23,120	4,241	7,355	8,711	7,054	30.51%
624	FUEL OIL	326,974	-	\$	326,974	2,868	3,315	323,659	-	0.00%
640	BOOKS	68,865	11,222	\$	80,087	3,009	21,160	12,683	46,244	57.74%
641	PERIODICALS	20,822	305	\$	21,127	1,621	15,430	367	5,329	25.23%
649	OTHER INFO SOURCES	4,319	(86)	\$	4,233	220	220	-	4,013	94.81%
650	SOFTWARE SUPPORT	476,965	1,600	\$	478,565	14,076	257,307	136,350	84,908	17.74%
656	GASOLINE	217,800	-	\$	217,800	27,950	49,184	165,460	3,155	1.45%
733	NEW FURNITURE	7,120	386	\$	7,506	(430)	5,291	1,128	1,087	14.49%
734	OTHER TECH EQUIPMENT	21,800	-	\$	21,800	1,316	6,878	2,202	12,720	58.35%
737	REPL FURNITURE	14,440	-	\$	14,440	79	1,710	3,382	9,348	64.74%
738	REPL EQUIPMENT	272,670	6,114	\$	278,784	5,371	31,656	3,902	243,226	87.25%
739	OTHER EQUIPMENT	31,401	(3,461)	\$	27,940	2,410	50,062	3,798	*(25,920)	-92.77%
810	DUES & FEES	175,221	49,920	\$	225,141	7,059	57,425	49,737	117,979	52.40%
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	\$ 3,817,966	\$ 13,672,356	\$ 33,235,137	\$ 4,938,583	9.53%

### Notes

- A. Students needs that didn't exist when budget was prepared. Seeking \$197,298 from trust fund.
- B. Received a late bill from town for election services and trust management fee increase.
- C. Need to further analyze this account.
- D. This includes the purchase of a new truck. Public hearing held 12/7 to request reimbursement from trust funds.