

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

106 Hancock Road

Peterborough, New Hampshire

CONTOOCCOOK VALLEY SCHOOL BOARD

School Board Meeting

Tuesday, April 16, 2024

7:00 p.m.

Physical Location: SAU #1 Board Room

Livestream Link: <https://www.youtube.com/c/ConValEvents>

Agenda

1. Call to Order and Pledge of Allegiance
2. Points of Pride
3. Approval of Manifests (Board Vote Required)
4. Public Comment
5. Reports
 - a. Student Representative – Lucy Jackson
 - b. Budget & Property Committee – Jim Fredrickson
6. Consent Agenda
 - a. Acceptance of School Board Meeting Minutes
 - 1) April 2, 2024 (pg. 1-6)
 - b. Personnel (pg. 7-8)
 - 1) 2023-2024 Resignation
 - 2) 2024-2025 Leave of Absence Request
 - 3) 2023-2024 Co-Curricular Notifications
7. Superintendent's Report and Presentation of Business
 - a. Attorney, Dean Eggert Presentation – Board Responsibilities, Right to Know, & Feasibility Studies
 - b. Audit Presentation – Plodzik & Sanderson, P.A.
 - c. Monthly Events Calendar (pg. 9-10)
 - d. School Board Requests (pg. 11-18)
 - e. Nominations – SY²⁰²⁴⁻²⁰²⁵
 - 1) Annual to Annual Contract
 - 2) Annual to Continuing Contract
 - 3) Continuing to Continuing Contract
8. Old Business
 - a. Support Staff Sick Bank (Board Vote Required)
9. New Business
 - a. Request to Accept Gift/Donation (Board Vote Required) (pg. 19)
 - 1) ConVal High School requests authorization to accept \$500.00 from the Peterborough Retirement Community for the purpose of sponsoring the 5K race for "Break the Stigma".
 - b. Request to Accept Gift/Donation (Board Vote Required) (pg. 20)
 - 1) The ConVal Facilities Director requests authorization to accept a donation of \$50,000 from the NH Charitable Foundation/Monadnock Betterment Fund for the purpose of ConVal Athletics Fields under the direction of Timothy Grossi, Facilities Director.
 - c. Field Trip Request Approval (Board Vote Required) (pg. 21)
 - 1) Great Brook School, grade 8, students request to travel to Chattanooga, TN, from May 15-19 for the Aerial Drone Group to compete in what is the equivalent to the World Championship for the VEX Robotics Group.
 - d. Expense and Encumbrances (Board Vote Required) (pg. 22-25)
 - e. Budget Transfers (Board vote Required)
 - f. General Assurances
10. Public Comment
11. Non-Public Session: RSA 91-A: 3, II
 - a. Negotiations
 - b. Personnel
 - c. Student
 - d. Legal
12. Adjourn

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106 Hancock Road
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School Board Meeting

Tuesday, April 2, 2024

7:00 p.m.

Physical Location: SAU #1 Board Room

Livestream Link: <https://www.youtube.com/c/ConValEvents>

Minutes

BOARD

William Bryk, Tom Burgess,
Richard Dunning, Alan Edelkind,
Jim Fredrickson, Dan Harper,
Michael Hoyt, James Kingston,
Thomas Kirlin, Greg Kriebel,
Erin Pils-Martin

Lucy Jackson, Student Rep.

ADMINISTRATION

Dr. Kimberly Saunders, Supt.
Dr. Ann Forrest, Asst. Supt.
Brian Cisneros, B.A.
Mike Hatfield, H.R.
Mark Schaub, Tech.
Tim Grossi, Facilities
Heather McKillop, CVHS
Tim Conway, SMS
Adam Caragher, SMS
Larry Pimental, PES

1. Call to Order and Pledge of Allegiance

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

Jim Fredrickson moved to enter Non-Public Session in accordance with RSA 91-A:3,II at 7:00 p.m.

Greg Kriebel second. Unanimous on a roll call vote.

Erin Pils-Martin motioned to exit Non-Public Session at 7:31 p.m. William Bryk seconded. Unanimous.

Greg Kriebel moved to seal the minutes of Non-Public Session for a period of 10 years. Erin Pils-Martin seconded. Unanimous.

Public Comment:

Dick Dunning opened public comment for a period of 30 minutes; each speaker has 2 minutes. Please state your name and town. Please conduct yourself in a respectful manner. Citizens are to discuss ideas, policy, and not make attacks.

Anyone disrupting the business of the meeting will be warned first and escorted out the second time.

The boards role is to listen and not comment and that should not be misconstrued. Hence the board will not comment on staff or student matters.

Kate Taylor, said that when she got the email that Kevin is not being renewed, her stomach turned and she felt sick. We can buy another athletic director but we cannot buy another Kevin Proctor. People make mistakes and we can all take that mistake and turn it around. This is an amazing opportunity to change your mind. Kevin has the kids backs. She asked why we would spend energy on what is good.

Steve Dreher, Peterborough, said that he has consistently voted in favor of the ConVal budget. Educators can make a difference in students' lives. He had the pleasure of teaching with Kevin Proctor and he knows what he brings to kids. He said that you are setting up whoever follows Kevin for failure because of how loved Kevin is. You have made a mistake. Souhegan is saying that maybe he'll come back there. You should reconsider this decision.

Charlie Savage, Sharon, senior student and acting body student President said that his words are of his peers as well as his own. If you believe that Mr. Proctor does not exemplify character, look at how many students are present. He said that Mr. Proctor is the sole reason for my success because he was the only one who listened so

that goals could be achieved. What Mr. Proctor did was shared. Charlie said that Mr. Proctor is an asset to the district and asked that this grave error be fixed.

Amanda Perry, Antrim, implored the board to reconsider Kevin's position. She shared what she has seen what Kevin does while contributing to the district. Let's send a positive message that we hear the community's passion for this leader and that this mistake can be reconciled.

Emily Daniels, Hancock, former student assistance counselor at ConVal and parent. She said that Kevin has played a pivotal role in the broader athletic community. This community is not just about sports, it is the fabric that threads together families across the district. Sports has been the primary way that our kids have connected with the broader community. We are proud to have Kevin Proctor tie us together. She pleaded to renew Kevin Proctor as Athletic Director.

Eliza Bohl, Frankestown, spoke on behalf of the girls' soccer team. She said that while we do not know all of the details, Kevin coordinates and manages all of the athletics and co-curricular activities. He has shown support and that the team matters. Every morning, he greets everyone at the door. Letting him go would be a mistake.

Savannah, Antrim, spoke on behalf of the girls' basketball team. She woke up to a petition. She said that if she were Kevin, she would not want to come back. Kevin has grown up with most of these students teaching them at different levels. Taking him away will ruin that bond for so many people.

Raisa West, Hancock, spoke about safe sports and NHIAA policy. She asked about the evaluation rubric to evaluate the Athletic Directors job, and the culture and community.

She shared her experiences with gymnastics. If there has been a violation, she hopes that it is communicated with the community. If not, that should be made crystal clear.

In terms of the rubric, she is confused for Kevin. Where is the public comment in the rubric?

Jacques Benniton, Antrim, gave Raisa his ten minutes of time to allow her to further speak.

Raisa said that she agrees that we all make mistakes and it seems as so there has been a miscommunication.

The devotion to Coach Proctor is no surprise to anybody that knows him. She hopes that we can do a better job.

Scott Daniels, Hancock, said that when he learned of this it took time to digest. He said that he had expressed his disappointment to Hancock Rep, Dan Harper. It seems that too many have been let go without cause. He understands that cause does not have to be shared. To many, Kevin was seemed as the perfect candidate for this position. He understands ConVal. Many athletes did not feel the support prior to Kevin's appointment to the position. He connected and supported organizations outside of the school district. He has tried to find and hire coaches who want to be long term. In his experience, his vision was similar to Mark Swasey's. Decisions like this do not garner support of other proposals. He asked that the ground swell be recognized.

Kerry Close, Peterborough, spoke about when things are not seen. Finding respect is important. She wants to make sure that this is more than what is reflective.

Mr. Boyce, Peterborough, asked reconsideration of Kevin's contract as A.D. of ConVal. Students are upset and confused. He has had the opportunity to know Kevin and his calm and collective manner while making students feel important. Helping students show their talents is a strong point for Kevin.

Ben Michaud, Sophomore student from Peterborough, said that he plays baseball and is an actor. Spring season is tough for him. It is a lot and would not be possible if it were not for Kevin Proctor. He implored the board to reinstate Kevin Proctor as athletic director. He shared an experience with Kevin while filming athletics as a freshman student. Kevin is a great man and he asked for reinstatement.

Maddy, Antrim, spoke about how Mr. Proctor has helped the community. She loves seeing him in the morning and it makes a student's day. He has made welcoming freshman a point. We hope that you take this under consideration. She said that she supports KPROC.

Michelle Dano, Antrim, said that she lives next to Kevin Proctor and has only been in the district for three years. She heard about Kevin before moving in. He was very welcoming to them new to the area. He has energy and a presence to invite everyone in to be a part of everything.

JP Bernier, Hancock, said that Kevin is ConVal. It seems that over the past while, ConVal has become a shadow of what it once was. We have lost many administrators and teachers that were important to the community. It starts with leadership at the top and he said that it is time that was examined.

Dick Dunning asked if anyone else would like to come forward. Hearing none, he moved to the board agenda.

2. Points of Pride

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

3. Approval of Manifests (Board Vote Required)

Brian Cisneros certified that manifests totaling \$1,530,025.49 have been reviewed by him 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.

Jim Fredrickson moved to approve the Manifests as read. Erin Pils-Martin seconded. Unanimous.

4. Public Comment

The first Public Comment took place earlier on the agenda.

5. Reports

a. Student Representative – Lucy Jackson

Lucy Jackson reported that next Monday is the Solar Eclipse at 2:38 p.m. Glasses have been donated by UNH. 13 scholars were recently honored.

A boy's baseball scrimmage and girl's tennis match recently took place.

b. Selectmen's Advisory Committee

Dick Dunning reported that the voting results were discussed as well as representation on the feasibility study committee at the last meeting.

6. Consent Agenda

a. Acceptance of School Board Meeting Minutes

1) March 19, 2024

b. Personnel

c. April 1st Enrollment Update

7. Superintendent's Report and Presentation of Business

a. Attorney, Dean Eggert Presentation – Board Responsibilities

This agenda item was moved to take place at the April 16th School Board meeting.

c. Monthly Events Calendar

Kimberly asked when first committee meetings will take place. Kimberly asked that Wednesday's be held sacred not to hold meetings.

d. School Board Requests

Kimberly Saunders reported that that are no outstanding requests.

e. Ed306

Tomorrow is the Ed306 hearing at the State. Talking points were shared that were included in the packet. The Ed306's is the backbone of education and this is an attempt to drastically lower the standards.

f. Feasibility Study – Initial meeting and letter

Kimberly Saunders shared a letter with recommended language from counsel. The board needs to identify the date for the first Feasibility Study meeting. It is not a drawn-out process, it is fast.

Jim Fredrickson said that it has to happen by May 20th.

Dick Dunning asked for a recommendation. Kimberly suggested not past the first week in May.

Dan Harper asked if all of the Selectman and all Board members are expected to participate.

Kimberly said that one board member and one Selectperson from each town is required.

April 25th at 6:00 pm was set as the date of the first meeting.

Towns will be asked to provide members by April 25th.

Alan Edelkind asked if the two studies could be combined. Kimberly said that she is seeking an answer to this question.

8. Old Business

a. CTE Job Description – 2nd Read Adoption (Board Vote Required)

Jim Kingston asked to understand more about the position.

Kimberly Saunders said that we have a generic teacher description and then more is added. It is not the same as a teacher.

William Bryk moved to adopt the job description as read. Erin Pils-Martin seconded. Unanimous.

b. Strategic Organization Committee (SOC) Update and Discussion

Alan Edelkind said that the vote was not positive on the changes to the Articles of Agreement. We did not get the two-third's vote needed. SOC will take a back seat to the Feasibility Study because we cannot do the work of both. Alan said that the work done by SOC was fantastic. It was an interesting time. Mistakes were made but we had a lot of community input.

Jim Kingston said that it is important to recognize that this is not the first discussion on this topic. He said that he believes that there is a violation of the Right to Know law. He submitted a memorandum on the topic about the communications going on.

Jim Kingston said that he was troubled by the series of emails that went out among the School Board from March 20-27th.

Kimberly Saunders asked Jim Kingston if he has the emails.

Jim Kingston confirmed that they were attached to his memorandum.

He further said that Mr. Edelkind's emails were addressed to the entire body; It constitutes a two-way communication.

Information about conversations with other board members on this subject would constitute a quorum. The spider webbing out of the discussion were a quorum. It is unlawful communications outside of meeting.

The board should be presented with remedial training on Right to Know law and what constitutes a meeting and what does not.

Dick Dunning thanked Jim Kingston.

Kimberly Saunders said that she has not seen this yet nor is she sure that she was copied on the communication. She will make sure that counsel will present on this matter more thoroughly.

9. New Business

a. Committee Assignments

Dick Dunning said that Communication and the Strategic Organization Committee were ad-hoc.

He asked permission of the board to disband those committees.

Erin Pils-Martin moved to dissolve both committees. William Bryk seconded. Unanimous.

b. MS-22 Signing

Brian Cisneros passed the MS-22 around for the Board to sign.

c. Single-Tier Busing

Kimberly Saunders said that Brian Cisneros worked with our transportation provider to discuss single-tier busing. Student Transportation of America estimates that the additional expense would be \$799,510.20. They feel it would be a challenge with the need for additional drivers. Single tier would allow us to move the start time for the high school to a more reasonable time. We have had discussions about the start time and concerns of small children on the back roads in the dark.

The board asked us to bring that forward. We are getting ready to do a bus RFP for transportation. She suggests that this be added to the RFP.

Greg Kriebel said that he understands that routed software was not used to determine best routes. Was software used for this evaluation?

Kimberly Saunders said that we could contract with someone to do that work.

Greg Kriebel asked that we put that in the RFP for future use to get the best bang for our dollar. They stop at every driveway now and it is not efficient.

Kimberly Saunders said that she can make sure that this is part of the RFP. We can bring someone in to do this work with software.

Dick Dunning said that he has a problem with the price. He suggested authorizing having the Superintendent to have someone else look at this and come up with a quote.

Jim Kingston said that it is a shocking number. \$800K will soon be one million dollars. In the 24/25 school year making it part of the RFP makes sense. Making single-tier quoting so that it is an option should be part of the RFP.

Mike Hoyt said that his concern is that we are paying extra money now because the bus company cannot get enough drivers to do the routes now.

Kimberly Saunders said that we don't get charged for routes that do not run. We get charged because of the price in the contract and the cost that we pay to contract out.

Erin Pils-Martin asked if there were savings.

The current contract expires in 25/26. The numbers are a result of the numbers of students that are supposed to be transported.

d. Last Day of School

Kimberly Saunders said that she has a proposal date in mind that works with one more snow day; two will not work. Dick Dunning recommended waiting until the next board meeting.

Jim Kingston asked that the last date be stated with a contingency on additional snow days.

Mike Hoyt said that his concern is more about Friday if there is no power. He suggested waiting until the next meeting.

Erin Pils-Martin agreed to waiting as well.

Jim Kingston moved to authorize the Superintendent to set the last day of school contingent upon not having two snow days between now and Monday.

Kimberly Saunders said that on Monday, she will set the date for the last day of school.

Tom Burgess seconded. Unanimous.

e. Food Service Recommendation (Board Vote Required)

Brian Cisneros said that we bid Food Service every five years by law.

Two bids were received from Fresh Picks and the Abbey Group. The bids came back and Fresh Picks came back with a smaller subsidy and an investment in kitchen equipment and a vehicle.

Greg Kriebel moved to accept the Business Administrator's recommendation of Fresh Picks. Erin Pils-Martin seconded. Unanimous.

f. Request to Accept Gift/Donation (Board Vote Required)

- 1) Greenfield Elementary School requests authorization to accept \$1,560.04 from the Greenfield Elementary School PTO for the purpose of paying half portion of the NHDl residency program.

Erin Pils-Martin moved to accept the gift as read. Mike Hoyt seconded. Unanimous.

g. Field Trip Request Approval (Board Vote Required)

- 1) ConVal High School, grades 11-12, students request to travel to Washington DC, from June 27 – July 1, 2024, to participate in the Educators Rising National Conference.

Erin Pils-Martin moved to approve the field trip as read. William Bryk seconded.

Tom Burgess asked about one staff member taking five students.

Kimberly said that policy requires one staff for every ten students.

Tom Burgess spoke about the potential that the staff member gets incapacitated that another be available.

It is all girls going on this trip. Tom asked that this be revisited to reconsider with Policy.

Unanimous.

h. Purchase Recommendation (Board Vote Required)

Mark Schaub, Technology Director, said that this recommendation is for 150 access points to replace a model. They were bid out through the E-Rate process. It allows us a reimbursement based on our free and reduced numbers. It is around 40-50% reimbursement.

WCA is the low vendor and is the recommendation.

Greg Kriebel moved to go with WCA as recommended, in the amount of \$45,450.00.

Erin Pils-Martin seconded.

Mark Schaub said that we would request expenditure of E-Rate funds for this purchase.

Unanimous.

Kimberly asked for authorization of use of E-Rate funds.

Greg Kriebel moved to authorize the use of E-Rate funds for this purchase. Jim Fredrickson seconded Unanimous.

10. Public Comment

John Wood, Dublin, said that the April 25th Feasibility Study Committee meeting is during the week of vacation.

In addition, RSA 189:6 says that students K-8 should be transported to school.

Moving grades 5 and 6 to elementary puts more students in the radius of elementary school.

The RSA does not specify that school bus stops cannot be set up at central locations. Spending \$800K seems ludicrous to save an hour of time in the morning. He said that there has to be a better way.

Wil McPhee, Peterborough, said that he is a former player of Kevin Proctor and he hoped that the decision to non-renew can be overturned. He fosters care for young people in the district as seen by the number of young people in attendance tonight.

Nathan Cornell, Greenfield, referenced an article in the Monadnock Ledger Transcript about a longer statement being released tonight. He asked when that will be released.

Kimberly said that she emailed Jessica Timmons, from the Transcript, asking where that comment came from.

Jesseca Timmons said that she spoke with John Guilfoil, publicist for the district.

Kimberly said that she will reach out to him, that is not a statement that she was aware of.

Mike Hoyt, Bennington, read a note from Amanda Hinton, high school teacher and coach. He read that she has been a math teacher and coach in multiple areas. No other athletic director has put as much time and effort as Kevin Proctor. He steps in to make sure that everything runs smoothly. He has attended numerous games and stood on the sideline in support of ConVal athletics. He attends as many senior nights as possible. He is passionate about ConVal athletics and its growth. She hopes for reconsideration of keeping Kevin Proctor on.

Doug McPhee, Peterborough, said that he has coached at the high school level. He has seen A.D.'s come and go. He has learned what to look for. Kevin is an outstanding man of character who is the kind of person that should be exposed to our children. He exemplifies a good person, coach, and leader.

Letting him go is a blow to the community.

Dick asked if anyone else would like to speak. There were none.

11. Non-Public Session: RSA 91-A: 3, II

a. Negotiations

b. Personnel

c. Student

d. Legal

William Bryk moved to enter into Non-Public Session in accordance with RSA 91-A: 3,II at 8:56 p.m. Greg Kriebel seconded. Unanimous on a roll call vote.

Greg Kriebel moved to exit Non-Public Session at 9:10 p.m. Erin Pils-Martin seconded. Unanimous.

Erin Pils-Martin moved to seal minutes for personnel for ten years and for student matters for infinity. Greg Kriebel seconded. Unanimous.

12. Adjourn

Erin Pils-Martin motioned to adjourn at 9:11 p.m. William Bryk seconded. Unanimous.

Respectfully submitted,

Brenda Marschok

OFFICE OF THE SUPERINTENDENT OF SCHOOLS
Peterborough, New Hampshire

CONTOOCOOK VALLEY SCHOOL DISTRICT

April 16, 2024
Personnel Agenda

2023-24 Resignation:

AES

Victoria DiFolco

Grade 1 Teacher

2024-25 Resignations:

CVHS

Kristen Knarr

School Counselor

2024-25 Parental Leave of Absence:

FES

Ashley Bosquet

Grade K/1 Teacher

2023-2024 Co-Curricular Notifications:

See Attached

First Name	Last Name	School	Position	Stipend	FTE	School Year
Athletics						
Kevin	Carne	CVHS	Lacrosse - Girls Varsity	\$3,557.75	1	23-24
Taylor	Montgomery	CVHS	Lacrosse - Girls Assistant	\$2,846.20	1	23-24

April 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 School Board Mtg. @ 7:00 p.m. @ SAU	3	4	5	6
7	8	9	10	11	12	13
14	15	16 Budget & Property Committee Mtg. @ 5:45 p.m. @ SAU School Board Mtg. @ 7:00 p.m. @ SAU	17	18	19	20
21	22	23 Policy Committee Mtg. @ 6:30 p.m. @ SAU	24	25 Feasibility Study Mtg. @ 6:00 p.m. @ SAU Selectmen's Advisory Committee Mtg. @ 7:00 p.m. @ SAU	26	27
28	29	30				

May 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7 School Board Mtg. @ 7:00 pm. @ SAU Office	8	9	10	11
12	13	14	15	16	17	18
19	20	21 Budget & Property Committee Mtg. @ 5:45 p.m. @ SAU School Board Mtg. @ 7:00 pm. @ SAU Office	22	23 Selectmen's Advisory Committee Mtg. @ 7:00 p.m. @ SAU Office	24	25
26	27	28 Policy Committee Mtg. @ 6:30 p.m. @ SAU	29	30	31	

School Board Requests:

From: **Kimberly Rizzo Saunders** <ksaunders@conval.edu>

Date: Thu, Apr 11, 2024 at 11:56 AM

Subject: Re: School Board Requests Policy on paying for school meals.

To: <boardrequests@conval.edu>

Good afternoon,

Attached please find the applicable policy required by federal guidelines. I will place this and the Board request email in the packet, with the policy and this response so that the Board can decide if additional work is necessary at the April 16th meeting.

There is no need to reply to this email.

Best,
Kimberly

On Thu, Apr 11, 2024 at 9:22 AM Mike Hoyt <mhoyt@conval.edu> wrote:

A member of the high school food service team, who is also a constituent of mine, emailed me about a concern. Some high school students come up and purchase meals without paying and have run up large bills. The concern is that they also get Ala carte food and pay for it as they are required to do. Should they be able to do that?

I don't know if the policy committee needs to look at this or something internally can be done.

Thank you,

Mike

The Right-To-Know Law provides that most e-mail communications, to or from ConVal School District employees regarding the business of the School District, are government records available to the public upon request. Therefore, this e-mail communication may be subject to public disclosure. This e-mail is intended solely for the person or entity to which it is addressed and may contain confidential and/or privileged information. Any review, dissemination, copying, printing, or other use of this e-mail by persons or entities other than the addressee is strictly prohibited. If you receive this e-mail in error, please notify the sender immediately and delete the material from any computer.

EFAA – Meal Charging

The District encourages all parents and guardians (hereinafter “parents”) to provide a healthy breakfast and lunch for their student(s). Parents are welcome to send students to school with a “brown bag/lunch box” meal. The District provides the opportunity to purchase (breakfast and) lunch (as well as after school snacks) from the school cafeteria. Each meal meets or exceeds the federal nutrition standards. Payment is expected no later than when the meal is served. Payment may be in cash (check) or as a debit against funds deposited into an established student lunch account.

The school lunch program is required by federal law to operate as a non-profit which must end each fiscal year without a negative balance. Uncollected debt must be paid to the school lunch program from other funds. Therefore, parents of students required to pay the full or reduced price for meals must ensure that the school lunch program is paid for their student’s meals. The District’s policy is to quickly escalate efforts to bring student meal accounts into positive balance, to avoid circumstances where these accounts build significant debt.

Student Meal Accounts

The District uses a point-of-sale computerized meal payment system which has an account for all students. Parents of students who will be purchasing meals using this system are required to establish and maintain a positive balance in the student’s meal account.

Funds may be deposited into a student lunch account by cash, check, or on-line payment. Cash or checks made out to ConVal Food Service should be presented to the Cashier at the cafeteria, the Principal’s Office, or the Food Service Office). A check may also be mailed to: 106 Hancock Road, Peterborough NH 03458. The District utilizes the services of K12PaymentCenter.com. The use of checks or on-line payments is encouraged, as each provides a record. Parents are responsible for any fees charged by the on-line service. In accordance with United States Department of Agriculture (“USDA”) guidance SP 02-2015, there will be no processing fee for deposits to a student meal account made by cash or check.

Bank fees incurred on any check returned for insufficient funds will be charged to the parent. The fee may not exceed \$25.00, RSA 358-C:5, I.) In accordance with RSA 358-C:5, notice of the fee charged for a check that is returned for insufficient funds shall be included in any letter sent to a Parent seeking payment because the student meal account has a negative balance.

Each notice to parents will include information on how to verify a student meal account balance, to resolve concerns regarding the accuracy of the account balance, or to obtain information on the school meal program, including the name, title, hours when available, phone number, and e-mail address of an appropriate member of the District staff.

Parental Restrictions on Use of Student Meal Account

Parents who establish a meal account for their student are responsible for establishing with their student any restrictions the parent chooses to place on use of the account. Unless restricted by the parent, a student may purchase a la carte items in addition to the regular meal choices. Some students purchase more than one meal at one sitting. (After school snacks may be purchased.) Parents must monitor the student's use of the meal account to ensure that a sufficient balance is available at all times for their student to charge meals. (The District's on-line payment system K12PaymentCenter.com allows a parent to check their students balance at any time.)

The District's policy is to ensure that students have access to healthy meals and that no student will be subject to different treatment from the standard school meal or school cafeteria procedures. Therefore, the District will allow students to purchase a meal, even if the student's meal account has insufficient funds. This policy applies to all meal offerings generally available at the cafeteria, breakfast, lunch, and after school snacks.

Balance Statements

The Superintendent shall establish a procedure at each school requiring that a low balance statement be sent to parents whenever the balance in a student's meal account falls to or below a set amount that approximates the amount typically necessary to pay for one week of meals.

The notices will be sent by e-mail when practical, otherwise by a note, sealed in an envelope, sent home with the student. Notice prior to the account reaching zero is intended to reinforce the requirement that a positive balance be maintained in the student meal account. If a student meal account falls into debt, the initial focus will be on resuming payments for meals being consumed to stop the growth of the debt. The secondary focus will be on restoring the account to routinely having a positive balance. Only[CA1] those District staff who have received training on the confidentiality requirements of federal and state law, including the United States Department of Agriculture's ("USDA") guidance for school meal programs, and who have a need to access a child's account balance and eligibility information may communicate with parents regarding unpaid meal charges. Volunteers, including parent volunteers will not be used to communicate with parents regarding unpaid meal charges. 42 U.S.C. 1758(b)(6).

Free or Reduced Price Meals

The District participates in the federally supported program to provide free or reduced price meals to students from families whose economic circumstances make paying for meals difficult. Income guidelines for eligibility are based on family size and are updated each year by the USDA. The District will ensure parents are informed of the eligibility requirements and application procedures for free or reduced cost meals as well as the requirements of this policy.

Parents shall be provided with a copy of this policy and an application for free or reduced cost meals annually at the start of the school year through a mailing or in the parents' handbook, upon enrollment of a transfer student during the school year, and as a component of all notices sent to parents seeking payment to correct a negative balance in the student meal account. The communication explaining the availability of the free or reduced price meals shall include all the elements required by federal regulation, 7 C.F.R. 245.5. Each notice shall also identify a member of the District staff, with contact information, who is available to answer questions or assist the parents with applying for free or reduced price meals.

As required by the Civil Rights Act of 1964 and USDA guidance, parents with Limited English Proficiency ("LEP") will be provided with information on this policy and the free and reduced price meal program in a language the parents can understand. The District will utilize USDA and community resources to fulfill this requirement. This policy and links to application materials for the free or reduced price meal program will be posted on the school web site and made available to parents at each school.

The District will proactively enroll students found to be categorically eligible into the free or reduced price meal program. The District will seek to enroll eligible students in the free or reduced price meal program upon learning from any source of the student's potential eligibility. When eligibility is established, the District will apply the earliest effective date permitted by federal and state law.

The District will provide a copy of this policy and application materials for free or reduced price meals to town welfare offices/human services offices and other local social service agencies who may have contact with parents who are confronting layoffs or other financial hardship.

Students Without Cash in Hand or a Positive Account Balance

Regardless of whether a student has money to pay for a meal or has a negative balance in the student meal account, a student requesting a meal shall be provided with a meal from among the choices available to all students. The only exception will be where the student's parents have provided the District with specific written direction that the student not be provided with a school lunch program meal, the student has a meal sent from home, or otherwise has access to an appropriate meal. Under no circumstances will a student's selected meal be thrown away because of the status of the student's meal account.

It is the parents' responsibility to provide their student with a meal from home or to pay for school prepared meals. Therefore, the District's policy is to direct communications to parents about student meal debt. When parents chose to provide meals sent from home, it is the parents' responsibility to explain to their student the necessity of the student not using the school meal program.

Initial efforts to contact parents will be by e-mail or phone, however if those efforts are unsuccessful, letters to parents may be sent home in sealed envelopes with the student. Resolution of the problem should seek to ensure the student has ongoing access to an

appropriate meal.

Should the student's meal account balance fall below zero, a balance statement requesting immediate payment shall be sent to parents no less than once each month.

If the student's meal account balance debt grows to \$50.00 or more a letter demanding immediate payment shall be sent by US Mail to the parent or the parent shall be contacted by the Principal or designee by phone or in person. Where warranted, the Principal or designee may arrange a payment schedule to address current meal consumption and arrearages while the school continues to provide the student with meals.

If the student's meal account debt grows to \$50.00 or more the parents will be requested to meet with the principal. When appropriate, the Principal or designee should explore with the parents whether an application for free or reduced cost meals is warranted. Where extenuating circumstances of financial hardship exist and the family is not eligible for free or reduced cost meals, the District will work with the parents to identify and engage governmental and private charitable resources which are available to assist the family.

If a student with a negative balance in his or her meal account seeks to purchase a meal with cash or check, the student will be allowed to do so. There is no requirement that the funds be applied first to the debt.

Unresolved Debt

If the Principal determines that the best available information is that the parents are able to pay the expenses of the student's meals and the parents decline to cooperate with resolving the debt in a timely manner, the Principal shall send a letter to the parents directing them to have their student bring meals from home and cease utilizing the school meal program. The student may resume using the school meal program when a positive account balance is restored in the student's meal account. Note: this does not apply to free or reduced priced meals.

If the student continues to use the school meal program, a second letter shall be sent to the parents using certified mail, return receipt requested. Note: this does not apply to free or reduced priced meals.

If parents continue to fail to provide the student with a meal sent from home, continue to fail to provide funds for their student to use the school lunch program, continue to refuse to cooperate with reasonable requests by District staff to address the overdue debt, and the parent is believed to have the ability to pay, the Superintendent may pursue payment through civil legal action, including filing a claim in small claims court pursuant to RSA Chapter 503. The Superintendent is delegated authority to assess the likelihood that civil action will lead to payment, the resources required to pursue collection, and to pursue such action only when doing so is in the best interest of the District. Note: this does not apply to free or reduced priced meals.

The Superintendent shall try to identify non-profit charities that are willing to contribute funds to the district to assist in keeping a positive balance in the meal account of students whose parents do not qualify for free meals and who due to financial hardship are unable to consistently keep the student meal account in a positive balance. If at the end of the fiscal year uncollected debt in student meal accounts must, as a last resort to fulfill federal requirements, be paid to the school meal program from other District funds, the parents' debt for unpaid meal charges shall be owed to the District. Note: this does not apply to free or reduced priced meals.

Applying the policy set forth above, the Superintendent shall determine if further collection efforts are in the best interest of the District. Any payments collected on debt that has been offset with District funds, shall be credited to the District. All debt collection efforts shall comply with RSA Chapter 358-C, New Hampshire's Unfair, Deceptive or Unreasonable Collection Practices Act.

Staff Enforcement of Policy/Training

A copy of this policy and refresher training shall be provided annually to all food service and school staff responsible for serving student meals or enforcing this policy. New staff with these responsibilities shall be provided with a written copy of the policy and training on the policy during their initial training or orientation. In accordance with federal requirements, a record shall be maintained documenting that new staff receive the policy and training. The record must also document that all applicable staff receive a copy of the policy and refresher training annually.

Student with Special Dietary Needs

Nothing in this policy prohibits providing an appropriate meal to a student with special dietary needs such as, but not limited to, diabetes, provided these needs have been documented in a health plan, Section 504, or IEP. If the meal is medically required, and the student has a negative student meal account balance, or does not have cash to purchase the meal, the necessary dietary needs will be met.

To request meal accommodations for students whose dietary needs qualify them for accommodation under law or to file a school meal program complaint with the District, contact ConVal Food Service at phone number 603 924-3336, ext. 2060.

To file a program complaint of discrimination with the USDA, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at:

http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

This District is an equal opportunity provider.

Nondiscrimination

It is the District's policy that in the operation of child feeding programs, no child will be discriminated against because of race, sex, color, national origin, age, or disability. 7 C.F.R. 245.5(a)(1)(viii). Students will not be denied meals due to the existence of other unpaid charges at the school or for disciplinary reasons.

Assessment for Neglect Reporting

If a student who has been determined to be ineligible for free or reduced cost meals or whose parents have refused to cooperate with filing an application for free or reduced cost meals is consistently not provided with meals, either through a meal sent from home or the payment for a meal through the school meal program, the Principal will assess whether a report of child neglect is warranted to the New Hampshire Department of Health and Human Services, Division for Children, Youth, & Families, as required by RSA 169-C:29-31.

Legal References:

15 U.S.C. § 1692-1695 federal Fair Debt Collection Practices Act (FDCPA)

42 U.S.C. 1758(b)(6), Use or disclosure of information

Civil Rights Act of 1964 & 7 C.F.R. Part 15, Subpart A & B

2 C.F.R. §200.426

7 C.F.R §210.09

7 C.F.R §210.10

7 C.F.R §210.15

7 C.F.R. §245.5

USDA SP 46-2016 – No later than July 1, 2017, all SFA's operating the Federal school meal program are required to have a written meal charge policy.

USDA Guidance SP37-2016: Meaningful Access for Persons with Limited English Proficiency (LEP) in the School Meal Programs

RSA 189:11-a

RSA 358-C , New Hampshire's Unfair, Deceptive or Unreasonable Collection Practices Act; NH Dept. of Education Technical Advisory – Food and Nutrition Programs

Category: Priority

See also:

JLCF – Wellness

EF – Food Service Management

EFA – Availability and Distribution of Healthy Foods

EFE – Vending Machines

First Read: March 6, 2018

Second Read: March 20, 2018

Adopted: March 20, 2018

< EFA - Availability And Distribution Of Healthy Foods

EFC - Free and Reduced-Price Lunch Policy (<https://schoolboard.convalsd.net/district-policies/efc-free-and-reduced-price-lunch-policy/>)

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

Dr. Kimberly Saunders
Superintendent of Schools
ksaunders@conval.edu

Dr. Ann Forrest
Assistant Superintendent of Schools
afortrest@conval.edu

TO: Contoocook Valley School Board
FROM: Amy Bush Ford
DATE: 4/2/24
RE: REQUEST TO ACCEPT A GIFT OR DONATION

The ConVal High School School requests authorization to accept from:

Name/Address: Peterborough Retirement Community
150 River Mead Rd., Peterborough, NH 03458

the following gift/donation of: a check valued at * \$ 500

for the purpose of: sponsoring the 5K race for Break The Stigma.

*All checks, upon receipt, should be sent to Accounts Receivable at the SAU Office.

Teaching/Supervising Principal's Signature

.....
SAU OFFICE USE ONLY: Date Received _____

Date Approved by School Board _____

Date Not Approved by School Board/Reason: _____

Date Check Received by SAU: _____

Form Updated: April 2019

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

Dr. Kimberly Saunders
Superintendent of Schools
ksaunders@conval.edu

Dr. Ann Forrest
Assistant Superintendent of Schools
afortrest@conval.edu

TO: Contoocook Valley School Board
FROM: NH Charitable Foundation
DATE: 3/28/24
RE: REQUEST TO ACCEPT A GIFT OR DONATION

The Facilities Director School requests authorization to accept from:

Name/Address: NH Charitable Foundation / Monadnock
Betterment Fund

the following gift/donation of: funds valued at * \$ 50,000

for the purpose of: Conval athletics fields under the
direction of Timothy Grassi

*All checks, upon receipt, should be sent to Accounts Receivable at the SAU Office.

Teaching/Supervising Principal's Signature

.....

SAU OFFICE USE ONLY: Date Received _____

Date Approved by School Board _____

Date Not Approved by School Board/Reason: _____

Date Check Received by SAU: _____

Form Updated: April 2019

FIELD TRIP PROPOSAL

1. Name: Aerial Drone Group Grade: 8th School: GBS
 2. Destination: Chattanooga Tennessee
 3. Date(s) of Trip: May 15th - May 19th Time(s): From _____ to _____
 4. Description of Trip: Competition is May 16th + 17th

The "Mavericks" team (2 students) have qualified to compete at the competition in Tennessee. This is equivalent to the World Championship for the VEX Robotics group.

5. How will this trip relate to your program and/or curriculum?
This is something they have been toward all season by competing and placing in smaller competitions.

6. Transportation will be by: Bus Co. _____ Private Car _____ Other x plane
 (Private cars require completion of District Use of Private Vehicle Form by individual drivers)

7. Ratio of Adults: 1 to Number of Students: 1

Catrina Young 3/21/24 [Signature] 3/21/24
 Staff Signature Date Principal Signature Date

SCHOOL USE ONLY: All items must be checked before the Principal/Assistant Principal will sign

- | | |
|--|--|
| <input type="checkbox"/> Bus Form If Necessary | <input type="checkbox"/> Kitchen Notified If Lunches Would Be Affected |
| <input type="checkbox"/> Fee Paid By _____ | <input type="checkbox"/> UA Team Notified |
| <input type="checkbox"/> Chaperones Listed On The Reverse | <input type="checkbox"/> Posted on Events Calendar |
| <input type="checkbox"/> Permission Slips To Parents/Guardians Prepared | <input type="checkbox"/> Notified Nurse to prepare Medicine |
| <input type="checkbox"/> Office Notified With Accurate Lists of Students | <input type="checkbox"/> CPR/First Aid Trained: _____
_____ (Name) |

SCHOOL BOARD APPROVAL REQUIRED FOR TRIPS OF MORE THAN TWO (2) DAYS (REFER TO FIELD TRIP POLICY IJOA).

Proposal forms must be submitted to the Principal by April 1st, to the Superintendent by May 1st and approved by the School Board no later than the August meeting for trips during the new school year

Date Received at SAU Office _____ Date Approved/Not Approved by School Board _____
 (Please Circle One)

Superintendent/Board Chairman Signature _____

Adopted: May 1, 2001
 Form Updated: April 2019

ConVal School District
Expense and Encumbrance Report
March 2024

Object Code	Account Description	Adjusted Budget	MTD	YTD	Encumbrance	Balance	% Available	Notes
100	SALARIES	\$27,742,241.46	\$2,586,106.86	\$17,756,810.58	\$8,161,468.20	\$1,823,962.68	6.57%	
200	EMPLOYEE BENEFITS	\$12,902,715.54	\$1,146,834.25	\$8,513,490.82	\$588,998.65	\$3,800,226.07	29.45%	
300	PURCHASED PROFESSIONAL & TECHNICAL SERVICES	\$3,716,895.93	\$385,437.92	\$2,885,193.31	\$1,687,042.22	(\$855,339.60)	-23.01%	A
400	PURCHASED PROPERTY SERVICES	\$1,094,495.75	\$37,700.03	\$720,433.18	\$197,565.68	\$176,496.89	16.13%	
500	OTHER PURCHASED SERVICES	\$4,152,152.64	\$372,810.27	\$3,106,304.64	\$2,883,130.60	(\$1,837,282.60)	-44.25%	A
600	SUPPLIES	\$3,123,458.98	\$187,565.51	\$1,816,083.46	\$778,148.78	\$529,226.74	16.94%	
700	PROPERTY	\$554,856.00	\$59,971.79	\$195,604.98	\$22,766.63	\$336,484.39	60.64%	
800	DEBT & FOOD SERVICE	\$347,466.00	\$11,638.98	\$103,901.56	\$31,470.29	\$212,094.15	61.04%	
900	OTHER USES OF FUNDS	\$1,180,000.00	\$0.00	\$1,180,000.00	\$0.00	\$0.00	0.00%	
Totals:		\$54,814,282.30	\$4,788,065.61	\$36,277,822.53	\$14,350,591.05	\$4,185,868.72	7.64%	

Notes:

A Contracted services where all projected expenses were encumbered for the year

ConVal School District
Detailed Expense and Encumbrance Report
March 2024

Object Code	Account Description	Adjusted Budget	MTD	YTD	Encumbrance	Balance	% Available	Notes
110	REGULAR SALARIES	\$17,535,653.27	\$1,838,193.22	\$10,993,435.98	\$5,511,134.81	\$1,031,082.48	5.88%	
111	PARAPROFESSIONAL SALARIES	\$3,218,240.03	\$232,808.42	\$1,827,405.79	\$920,814.18	\$470,020.06	14.60%	
112	ADMIN ASSISTANTS	\$1,340,397.93	\$99,571.83	\$934,129.41	\$421,629.18	(\$15,360.66)	-1.15%	A
113	CUSTODIAL/MAINTENANCE	\$632,015.32	\$46,029.33	\$436,162.30	\$184,109.23	\$11,743.79	1.86%	
114	ADMINISTRATOR	\$2,894,239.00	\$238,429.79	\$2,253,271.63	\$815,937.53	(\$174,970.16)	-6.05%	B
115	DEPARTMENT HEADS	\$28,500.00	\$3,039.60	\$15,767.64	\$8,732.36	\$4,000.00	14.04%	
119	SUPPORT SERVICES	\$1,076,789.98	\$75,563.58	\$681,782.79	\$267,468.73	\$127,538.46	11.84%	
120	TEMPORARY SALARIES	\$976,405.93	\$50,567.75	\$593,839.67	\$31,185.13	\$351,381.13	35.99%	
130	OVERTIME	\$40,000.00	\$1,903.34	\$21,015.37	\$457.05	\$18,527.58	46.32%	
211	HEALTH INSURANCE	\$5,639,785.33	\$482,997.16	\$3,826,271.01	\$324,590.21	\$1,488,924.11	26.40%	
212	DENTAL INSURANCE	\$214,017.81	\$16,771.52	\$136,530.57	\$9,587.79	\$67,899.45	31.73%	
213	LIFE INSURANCE	\$51,422.65	\$4,314.73	\$31,872.00	\$1,829.29	\$17,721.36	34.46%	
214	LONG TERM DISABILITY	\$71,190.59	\$6,869.38	\$47,841.53	\$2,739.50	\$20,609.56	28.95%	
220	FICA	\$2,038,790.07	\$192,366.74	\$1,312,714.68	\$74,342.95	\$651,732.44	31.97%	
231	NON - TEACH RETIRE	\$798,194.54	\$66,476.02	\$582,273.44	\$34,293.93	\$181,627.17	22.75%	
232	TEACHER RETIRE	\$3,952,398.55	\$375,839.66	\$2,439,516.39	\$137,829.38	\$1,375,052.78	34.79%	
250	UNEMPLOYMENT COMP	\$21,924.00	\$0.00	\$24,501.00	\$0.00	(\$2,577.00)	-11.75%	
260	WORKERS' COMP	\$96,882.00	\$0.00	\$96,882.00	\$0.00	\$0.00	0.00%	
291	OTHER BENEFITS - 403(B) MATCH	\$5,000.00	\$1,620.87	\$16,650.00	\$825.00	(\$12,475.00)	0.00%	C
299	OTHER BENEFITS - LT CARE & ANNUITIES	\$18,110.00	\$1,199.04	\$15,088.20	\$3,785.60	(\$763.80)	-4.22%	
321	PROF SERVICES	\$114,900.00	\$4,256.38	\$51,226.88	\$0.00	\$63,673.12	55.42%	
322	STAFF SERVICES	\$93,835.00	\$927.00	\$12,146.86	\$208.43	\$81,479.71	86.83%	
323	PUPIL SERVICES	\$1,160,598.61	\$221,760.15	\$1,116,413.00	\$953,327.60	(\$909,141.99)	-78.33%	D
330	PURCHASED/PROF	\$2,048,818.32	\$141,472.58	\$1,483,440.38	\$615,486.88	(\$50,108.94)	-2.45%	E
340	STATISTICAL SERVICES	\$28,744.00	\$0.00	\$27,180.00	\$0.00	\$1,564.00	5.44%	
380	PURCH SERVICES	\$270,000.00	\$17,021.81	\$194,786.19	\$118,019.31	(\$42,805.50)	-15.85%	
411	WATER/SEWER	\$70,056.00	\$0.00	\$23,098.51	\$33,396.75	\$13,560.74	19.36%	
420	ENVIRONMENTAL DISPOSAL	\$1,800.00	\$0.00	\$0.00	\$0.00	\$1,800.00	100.00%	
421	DISPOSAL	\$53,028.00	\$10,306.00	\$42,770.00	\$11,747.60	(\$1,489.60)	-2.81%	
422	SNOW PLOWING	\$138,720.00	\$8,892.50	\$83,405.00	\$51,781.00	\$3,534.00	2.55%	
430	REPAIR/MAINT	\$268,824.00	\$9,933.00	\$403,282.74	\$29,358.41	(\$163,817.15)	-60.94%	F
431	STRUCTURAL REPAIRS & MAINTENANCE	\$112,630.00	\$3,193.34	\$25,124.96	\$23,250.66	\$64,254.38	57.05%	
432	ELECTRICAL REPAIRS & MAINTENANCE	\$23,379.00	\$24.43	\$7,469.92	\$7,924.42	\$7,984.66	34.15%	
433	MECHANICAL REPAIRS & MAINTENANCE	\$231,890.00	(\$2,395.71)	\$18,586.59	\$5,912.43	\$207,390.98	89.44%	
434	HVAC REPAIRS & MAINTENANCE	\$32,028.00	\$2.09	\$35,011.46	\$8,680.52	(\$11,663.98)	-36.42%	
435	SAFETY REPAIRS & MAINT	\$57,690.75	\$2,271.42	\$11,019.18	\$7,006.56	\$39,665.01	68.75%	
436	Copier Repairs	\$37,400.00	\$1,341.81	\$31,991.19	\$5,367.24	(\$258.43)	-0.70%	
443	Equip Rental: Copiers	\$64,150.00	\$4,131.15	\$37,180.35	\$12,393.45	\$14,576.20	22.72%	
449	Equip Rental - Postage Meter	\$3,200.00	\$0.00	\$1,493.28	\$746.64	\$960.08	30.00%	
510	OTHER TRANSPORTATION	\$251,253.53	\$36,602.26	\$220,428.85	\$135,644.47	(\$104,819.79)	-41.72%	G
519	PUPIL TRANSPORTATION	\$2,606,994.00	\$240,173.26	\$1,758,572.99	\$1,974,304.63	(\$1,125,883.62)	-43.19%	G

ConVal School District
Detailed Expense and Encumbrance Report

March 2024

520	INSURANCE	\$126,956.00	\$0.00	\$126,956.00	\$0.00	\$0.00	0.00%
530	Telephone / Web access	\$237,160.00	\$14,672.00	\$130,826.59	\$105,928.73	\$404.68	0.17%
531	Cellular Phones	\$28,400.00	\$2,510.23	\$19,604.77	\$8,795.23	\$0.00	0.00%
534	POSTAGE	\$15,560.20	\$40.49	\$10,177.82	\$4,879.71	\$502.67	3.23%
540	ADVERTISING	\$45,000.00	\$2,764.45	\$41,083.81	\$3,499.24	\$416.95	0.93%
550	PRINTING	\$15,300.00	\$3,812.94	\$19,083.40	\$2,306.75	(\$6,090.15)	-39.80%
561	TUITION	\$732,186.41	\$66,797.65	\$750,026.69	\$616,066.33	(\$633,906.61)	-86.58%
580	MILEAGE	\$85,027.50	\$5,300.95	\$27,930.65	\$30,762.22	\$26,334.63	30.97%
581	TRAVEL	\$8,315.00	\$136.04	\$1,613.07	\$943.29	\$5,758.64	69.26%
610	GENERAL SUPPLIES	\$724,268.32	\$46,752.23	\$390,278.93	\$125,066.07	\$208,923.32	28.85%
615	TESTING SUPPLIES	\$28,290.00	\$0.00	\$9,120.80	\$1,166.50	\$18,002.70	63.64%
622	ELECTRICITY	\$713,634.00	\$33,088.91	\$433,475.72	\$280,517.42	(\$359.14)	-0.05%
623	BOTTLED GAS	\$23,950.00	\$216.81	\$11,160.99	\$20,633.01	(\$7,844.00)	-32.75%
624	FUEL OIL	\$567,200.00	\$84,032.62	\$376,925.28	\$190,274.72	\$0.00	0.00%
640	BOOKS	\$72,426.60	\$5,112.76	\$38,521.42	\$19,121.24	\$14,783.94	20.41%
641	PERIODICALS	\$19,572.35	\$693.94	\$22,903.10	\$1,139.33	(\$4,470.08)	-22.84%
649	OTHER INFO SOURCES	\$4,690.00	\$0.00	\$1,488.67	\$1,000.00	\$2,201.33	46.94%
650	SOFTWARE SUPPORT	\$554,427.71	\$4,863.62	\$433,363.99	\$20,325.05	\$100,738.67	18.17%
656	GASOLINE	\$415,000.00	\$12,804.62	\$98,844.56	\$118,905.44	\$197,250.00	47.53%
733	NEW FURNITURE	\$500.00	\$525.00	\$709.94	\$0.00	(\$209.94)	-41.99%
734	NEW TECH EQUIPMENT	\$8,400.00	\$0.00	\$134.38	\$3,680.62	\$4,585.00	54.58%
737	REPL FURNITURE	\$20,774.00	\$199.88	\$3,917.56	\$132.00	\$16,724.44	80.51%
738	REPL EQUIPMENT	\$496,805.00	\$55,025.15	\$176,305.75	\$7,651.55	\$312,847.70	62.97%
739	NEW EQUIPMENT	\$28,377.00	\$4,221.76	\$14,537.35	\$11,302.46	\$2,537.19	8.94%
810	DUES & FEES	\$217,876.00	\$11,638.98	\$99,061.56	\$31,470.29	\$87,344.15	40.09%
830	DEBT SERVICE INTEREST	\$4,590.00	\$0.00	\$4,590.00	\$0.00	\$0.00	0.00%
890	TRANSFER TO FOOD SERVICE	\$125,000.00	\$0.00	\$250.00	\$0.00	\$124,750.00	99.80%
910	DEBT SERVICE PRINCIPAL	\$180,000.00	\$0.00	\$180,000.00	\$0.00	\$0.00	0.00%
930	TRUSTS/ IC	\$1,000,000.00	\$0.00	\$1,000,000.00	\$0.00	\$0.00	0.00%
	Totals:	\$54,819,282.30	\$4,789,686.48	\$36,294,472.53	\$14,351,416.05	\$4,173,393.72	7.61%

Notes:

- A AA's were hired at amounts above that were budgeted for plus extra hours for projects/Audit of positions are in progress
- B Moved Guidance Counselors to their correct lines which differed from the budget
- C Benefit not budgeted for
- D Contracted services to cover open positions - Offset by open positions showing in summary lines - All projected expenses are encumbered
- E Consultant services
- F Engineering costs - \$200k still to be transferred from fund balance

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- G** Additional SPED transportation costs for this year that were unbudgeted - all projected costs were encumbered
- H** Mailers/District Reports
- I** Tuitioned students
- J** Price volatility
- K** Increase in costs of subscriptions