

# WILTON-LYNDEBOROUGH COOPERATIVE SCHOOL DISTRICT

## 2018-19 SCHOOL CALENDAR

<b>AUGUST- 2 days</b>	M	T	W	T	F
New Teacher Orientation 22-23	13	14	15	16	17
Aug 27-29 Teacher Wkshp	20	21	22	23	24
First Day of School 8/30	27	28	29	30	31

<b>SEPTEMBER- 19 days</b>	M	T	W	T	F
Sept. 3- Labor Day	3	4	5	6	7
	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	28

<b>OCTOBER- 21 days</b>	M	T	W	T	F
Oct. 5- Non Work Day	1	2	3	4	5
Oct. 8- Columbus Day	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26
Oct. 30 Early Release	29	30	31		

<b>NOVEMBER- 18 days</b>	M	T	W	T	F
				1	2
	5	6	7	8	9
Nov 12- Veterans Day Obs.	12	13	14	15	16
Nov. 21-23 Thanksgiving Recess	19	20	21	22	23
	26	27	28	29	30

<b>DECEMBER- 15 days</b>	M	T	W	T	F
	3	4	5	6	7
Dec. 10 Early Release	10	11	12	13	14
	17	18	19	20	21
Dec. 24- Dec 31 Holiday Recess	24	25	26	27	28
	31				

2019

<b>JANUARY- 21 days</b>	M	T	W	T	F
Jan 1- New Years Day		1	2	3	4
	7	8	9	10	11
	14	15	16	17	18
Jan 21- MLK Day	21	22	23	24	25
	28	29	30	31	

### AUGUST through JANUARY (96 Days)

Aug. 22-23	New Teacher Orientation
Aug. 27-29	Teacher Workshop Days
August 30	First Day for Students
Sept. 3	Labor Day-No School
Oct. 5	Non Work Day-No School
Oct. 8	Columbus Day Obs.-No School
Oct. 30	Early Release
Nov. 12	Veterans Day Obs.-No School
Nov. 21-23	Thanksgiving Recess-No School
Dec.10	Early Release
Dec. 24-31	Holiday Break
Jan. 1	New Years Day-No School
Jan. 21	MLK-No School

<b>FEBRUARY- 15 days</b>	M	T	W	T	F
Feb. 1 Teacher Wkshp					1
	4	5	6	7	8
	11	12	13	14	15
	18	19	20	21	22
Feb. 25-March 1	25	26	27	28	
Mid-winter Break					

<b>MARCH- 20 days</b>	M	T	W	T	F
End of Mid-winter Break					1
	4	5	6	7	8
	11	12	13	14	15
	18	19	20	21	22
	25	26	27	28	29

<b>APRIL- 17 days</b>	M	T	W	T	F
	1	2	3	4	5
	8	9	10	11	12
	15	16	17	18	19
April 22-26 Spring Break	22	23	24	25	26
	29	30			

<b>MAY- 22 days</b>	M	T	W	T	F
			1	2	3
	6	7	8	9	10
	13	14	15	16	17
	20	21	22	23	24
May 27 Memorial Day	27	28	29	30	31

<b>JUNE- 4 days</b>	M	T	W	T	F
June 13- Last day of school with 5 snow days	3	4	5	6	7
	10	11	12	13	14
Last day of school early release	17	18	19	20	21
	24	25	26	27	28

### February through JUNE (78 Days)

Feb. 1	Teacher Workshop Day
Feb. 25-March 1	Mid-winter Break
April 22-26	Spring Break
May 27	Memorial Day-No School
June 13	Last Day/Early Release

**Wilton-Lyndeborough Cooperative School District**  
**School Administrative Unit #63**

192 Forest Road Lyndeborough, NH 03082  
603-654-8088

Bryan K. Lane  
Superintendent of Schools

Betty Moore, M.Ed.  
Director of Student Support Services

Lise Tucker  
Business Administrator

TO: Brian Bagley  
FROM: Bryan Lane  
DATE: 10/1/17  
RE: Reorganization of grades 6 through 8

As we continue to decline in enrollment a plan is needed to adjust staffing and still meet the needs of students.

Using enrollment numbers as of today next year the class size by grades are as follows:

Grade 1	45	Grade 7	32
Grade 2	45	Grade 8	41
Grade 3	44	Grade 9	43
Grade 4	41	Grade 10	50
Grade 5	39	Grade 11	34
Grade 6	47	Grade 12	38

This plan maintains the concept of middle school for grade 6 and 7. One teacher from each major discipline will teach 2 sections of 6<sup>th</sup> grade and 2 sections of 7<sup>th</sup> grade. They will have a fifth period in which they can plan remediation, homework catch up, and accelerated topics 5 days per week.

Eighth grade would be blended in to the high school schedule where appropriate.

- The eighth grade would share classes in math and foreign language as they do now. This would expand into physical education, technical education, computers, art, band and chorus.
- We would look to hire a dual certified English/Social Studies teacher to handle the two sections of 8<sup>th</sup> grade English and Social Studies. The fifth period would be blended in with the middle school teachers to help with remediation and accelerated activities.
- The second math teacher from the middle school would teach 8<sup>th</sup> and 9<sup>th</sup> grade math and help with remediation and accelerated activities with the middle school or high school students.
- We would have a reduction in force of two middle school teachers.
- Depending on retirements and a teacher returning from a leave of absence teachers who are currently on our staff and meet the needs of the district could be retained.

Using current staff this creates a reduction of approximately \$111,000 to the 2018-19 budget.

Using this year's schedule as a mirror to determine whether or not we can satisfy student needs with this schedule teachers schedules might look like this depending on student course selection:

**Belanger**  
Hon US Government  
US Government  
US Government

**Provost**  
US History  
Hon US History  
US History

**Dupont**  
World History  
Honors World History  
World History

Am Mil. His/Street Law  
Holocaust/ Psychology

Sports and Society/Street Law  
Philosophy/Psychology

Academic Extension  
VHS

**Contarino**

Hon American Literature  
Am Literature  
Am Literature  
Hon English 9  
Debate/Hero's Journ.

**Morshed**

Eng 9  
Eng 9  
World Literature  
World Literature  
Hon. World Literature

**Wider**

College Comp/Sci. Fi  
AP English Literature  
British Literature  
Creative Writing/Poetry  
Yearbook/Poetry

**Schneider**

Hon Algebra 1  
Pre-Calculus  
Hon Pre Cal  
Hon Calc/Cons Math  
Intro Stat/ Hon Calc. II

**Shelsky**

Basic Algebra B  
Algebra 1  
Algebra 2  
Algebra 2  
Hon Algebra 2

**Warden**

Basic Algebra A  
Hon. Geometry  
Applied Geom/Trig  
Hon. Geometry  
Geometry

**Kalsi**

Biology  
Hon Biology  
Biology  
AnatPhys NCC  
AnatPhys1/ Anat Phys 2

**Rolke**

Chemistry  
Chemistry  
Hon Chemistry  
Hon Physics  
Astronomy/Astrobiology

**Galatzer-Levy**

Physical Science  
Physical Science  
8<sup>th</sup> grade Science  
8<sup>th</sup> grade Science  
Conceptual Physics

**Nolin**

**French 4**

French 3  
French 2  
French 1  
MS Electives

**Humphreys**

**Spanish 3/4**

Spanish 2  
Spanish 1  
Spanish 1  
MS Electives

**Wing**

Exploring Art/3D  
2D/3D  
2D/Comp Art  
MS Elec/ **HS Elec**  
MS Elec/MS Elec

**Clark**

Creative Arts/ Creative Cooking  
Creative Cooking/ Creative Arts  
Leftovers/ Parenting  
MS Electives/ **HS Elective**  
MS Elective/MS Elective

**Cordileone**

Comp Ap. /Comp Ap.  
Comp Ap. / Desktop  
Film & Video/ Dig Media  
MS Electives/**HS Elective**  
MS Electives/MS Elective

**Finch**

PE 8 & 9/ PE 8 & 9  
Fit for life/ HS PE  
Health/ Fit for Life  
PE 8 & 9/ Fit for Life  
Woods/**PE 8 & 9**

**Miller**

HS Health/HS Health  
HS PE/Racquet Sports  
HS PE/HS PE  
MS Health/MS Health  
8 Health/8 Health

**Kane**

Wood 1/ Wood 1  
Around House/ Wood 1  
Wood 1/ Wood 1  
MS Electives/ **HS Electives**  
MS Electives/ MS Elective

**Schneider**

Chorus  
Concert Band  
Strings Keys/Rock and Roll  
MS Elective/**HS Elective**  
MS Elective/MS Elective

**Fox**

6<sup>th</sup> Grade Science  
6<sup>th</sup> Grade Science  
7<sup>th</sup> Grade Science  
7<sup>th</sup> Grade Science  
Intervention

**Moore**

6<sup>th</sup> Grade Soc. Studies  
6<sup>th</sup> Grade Soc. Studies  
7<sup>th</sup> Grade Soc. Studies  
7<sup>th</sup> Grade Soc. Studies  
Intervention

**Bujak**

6<sup>th</sup> Grade English  
6<sup>th</sup> Grade English  
7<sup>th</sup> Grade English  
7<sup>th</sup> Grade English  
Intervention

**Withee**

6<sup>th</sup> Grade Math  
6<sup>th</sup> Grade Math  
7<sup>th</sup> Grade Math  
7<sup>th</sup> Grade Math  
Intervention

	Period 1	Period 2	Period 3	Period 4		Period 5	Period 6	Period 7			
Bujak	Team 6-1	Team 6-2	Team 7-1	Team 7-2		Remediation	Prep	Prep	SEER		
Lhotsky	Team 6-2	Team 6-1	Team 7-2	Team 7-1		Remediation	Prep	Prep	SEER		
Fox	Team 7-1	Team 7-2	Team 6-1	Team 6-2		Remediation	Prep	Prep	SEER		
Withee	Team 7-2	Team 7-1	Team 6-2	Team 6-1		Remediation	Prep	Prep	SEER		
Moore	Remdial 7		Remeidal 6	8th grade		Remediation		8th grade	SEER		
Moore	8th Eng	8th Eng		8th Soc.		Remediation		8th Soc.	SEER		
Health, PE, Music and World Language in 6th 7th grade will meet in two sections for all.											
Comp Tech, FACS, Tech Ed and Art will meet in three sections for grade 6											
	Period 6					Period 7					
	Q1	Q2	Q3	Q4		Q1	Q2	Q3	Q4		
Nolan- WLD LANG	Team 6-1	Team 6-2	HS ELECTIVE			FRENCH					
Humphreys- WLD LANG	SPANISH					Team 7-1	Team 7-2	HS ELECTIVE			
Schneider	Team 7-1	Team 7-2	Team 6-2	Team 6-1		FULL YEAR CHORUS					
Health/PE MILLER	Team 6-2	Team 6-1	Team 6-1	Team 6-2		Team 7-2	Team 7-1	Team 7-1	Team 7-2		
Wing	HS ELECTIVE		FREE	Team 7-1		Team 6-1	Team 6-3	Team 7-2	Team 6-2		
Clark	Team 7-2	Team 7-1	HS ELECTIVE			Team 6-2	FREE	Team 6-3	Team 6-1		
Kane	HS ELECTIVE		Team 7-1	Team 7-2		FREE	Team 6-2	Team 6-1	Team 6-3		
Cordileone	HS ELECTIVE		Team 7-2	FREE		Team 6-3	Team 6-1	Team 6-2	Team 7-1		
Team 7-1	Music	Art	FACS	ART		Wld Lang	PE	Health	Comp Ed		
Team 7-2	FACS	Music	Comp Ed	Tech Ed		PE	Wld Lang	Art	Health		
Team 6-1	Wld Lang	PE	Health	Music		Art	COMP ED	TECH ED	FACS		
Team 6-2	PE	Wld Lang	Music	Health		FACS	TECH ED	COMP ED	Art		
Team 6-3						COMP ED	ART	FACS	TECH ED		

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Bryan K. Lane  
Superintendent of Schools

Betty Moore, M.Ed.  
Director of Student Support Services

Lise Tucker  
Business Administrator

TO: The WLC Strategic Planning Committee  
FROM: Bryan Lane  
DATE: 7/24/18  
RE: Longitudinal Testing Data

The committee requested data on standardized testing with information prior to and after going to counting hours versus days. Numbers indicate the % of students who scored proficient on the test. The District went to an hours vs. days schedule in the 2010-11 school year.

Grade 3	Reading State	Reading District	Math State	Math District
NECAP				
08-09	78	No data	72	No data
09-10	80	No data	76	No data
10-11	80	74	76	67
11-12	81	88	76	84
12-13	78	95	74	44
13-14	77	67	70	61

**SMARTER BALANCED**

14-15	55	41	53	50
15-16	56	52	57	52
16-17	54	79	55	74
17-18				

Grade 4	Reading State	Reading District	Math State	Math District
NECAP				
08-09	58	No data	73	No data
09-10	59	No data	75	No data
10-11	64	33	74	54
11-12	64	73	76	83
12-13	59	54	77	76
13-14	75	78	73	76

**SMARTER BALANCED**

14-15	56	54	49	31
15-16	57	53	51	41
16-17	56	63	51	53
17-18				

Grade 5	Reading State	Reading District	Math State	Math District
NECAP				
08-09	76	No data	73	No data
09-10	79	No data	75	No data
10-11	78	76	73	73
11-12	77	74	76	73
12-13	77	83	74	69
13-14	79	74	73	81

#### SMARTER BALANCED

14-15	63	61	45	52
15-16	63	53	48	19
16-17	61	68	47	38
17-18				

Grade 6	Reading State	Reading District	Math State	Math District
NECAP				
08-09	54	No data	69	No data
09-10	56	No data	43	No data
10-11	77	90	71	59
11-12	80	88	72	83
12-13	79	67	74	66
13-14	77	76	70	60

#### SMATER BALANCED

14-15	57	46	46	28
15-16	59	59	47	45
16-17	57	58	46	28
17-18				

Grade 7	Reading State	Reading District	Math State	Math District
NECAP				
08-09	77	No data	66	No data
09-10	77	68	66	51
10-11	72	72	66	63
11-12	77	67	68	55
12-13	77	64	69	54
13-14	77	55	69	56

#### SMATER BALANCED

14-15	62	51	44	37
15-16	62	65	47	43
16-17	66	70	44	40
17-18				

Grade 8	Reading State	Reading District	Math State	Math District
NECAP				
08-09	71	59	58	57
09-10	76	49	65	50
10-11	78	72	66	35
11-12	82	82	68	65
12-13	82	69	68	57
13-14	78	69	64	51

#### SMARTER BALANCED

14-15	58	63	44	37
15-16	62	74	47	46
16-17	58	57	45	31
17-18				

Grade 11	Reading State	Reading District	Math State	Math District
NECAP				
08-09	72	77	28	18
09-10	73	72	32	27
10-11	74	78	33	40
11-12	77	71	36	26
12-13	77	64	27	22
13-14	77	75	36	36

#### SMARTER BALANCED

14-15	59	60	37	26
15-16	66	68	40	32
16-17	66	67	44	45
17-18				

**Wilton-Lyndeborough Cooperative School District**  
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192 Forest Road Lyndeborough, NH 03082  
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Bryan K. Lane  
Superintendent of Schools

Betty Moore, M.Ed.  
Director of Student Support Services

Lise Tucker  
Business Administrator

TO: The WLC Strategic Planning Committee  
FROM: Bryan Lane  
DATE: 7/30/18  
RE: Food service

**REFUSING FDA FUNDING**

The annual budget for food service is \$219,600. This is a self-funded program that is running an annual deficit. The federal government provides approximately \$71,000 in funds as long as we follow the federal nutritional guidelines. If the district chose to refuse the funds from the federal government would need to increase by \$135 for every student in the school district. If lunches cost \$2.90 each student would need to purchase 46 lunches annually which would be about 25% of the year. There is little if any data that would indicate that we would increase our participation at this level regardless of any changes in offerings.

**OUTSOURCING FOOD SERVICE**

I have put out a request for information on other districts that have outsourced food service programs. With Superintendent's being on vacation, I am still waiting for more data.

**PRICING INFORMATION**

The information on pricing for meals is attached.

**REDUCING NON-PAYMENT AMOUNTS**

In 2011, the Department of Education put out an advisory requiring schools to provide equitable meals for students regardless of their financial standing with the given school district. This means that regardless of the amount of the financial obligation a student has incurred we cannot deny them a full meal.

We do have policy and procedures in place to help us try to recoup student debt.

The response from our attorney is included.





Food and  
Nutrition  
Service

Park Office  
Center

3101 Park  
Center Drive  
Alexandria  
VA 22302

DATE: December 15, 2016

MEMO CODE: SP 11-2017

SUBJECT: Paid Lunch Equity: School Year 2017-2018 Calculations and Tool

TO: Regional Directors  
Special Nutrition Programs  
All Regions

State Directors  
Child Nutrition Programs  
All States

Regulations at 7 CFR 210.14(e) require school food authorities (SFAs) participating in the National School Lunch Program to ensure sufficient funds are provided to the nonprofit school food service account for meals served to students not eligible for free or reduced price meals. There are two ways to meet this requirement: either through the prices charged for "paid" meals or through other non-Federal sources provided to the nonprofit school food service account.

This memorandum provides guidance on the calculations SFAs must make in order to ensure they are in compliance with these requirements for School Year (SY) 2017-18. In addition, attached is the SY 2017-18 Paid Lunch Equity (PLE) Tool to assist SFAs as they make these required calculations.

#### **SY 2017-18 Paid Lunch Equity Calculations**

For SY 2017-18, SFAs which, on a weighted average, charged less than **\$2.86** for paid lunches in SY 2016-17 are required to adjust their weighted average lunch price or add non-Federal funds to the non-profit school food service account. The amount per meal increase will be calculated using 2 percent rate increase plus the Consumer Price Index (2.64 percent), totaling **4.64 percent**.

SFAs are reminded that they must use their unrounded adjusted average paid lunch price requirement from SY 2016-17 when calculating the weighted average lunch price increase for SY 2017-18. For example, if the unrounded SY 2016-17 requirement was \$2.28 but the SFA opted to round down to \$2.25, the calculation of the SY 2017-18 requirement is based on the \$2.28 unrounded SY 2016-17 requirement.

If an SFA raised its weighted average paid lunch price above the required amount in SY 2016-17, that excess paid lunch price increase may be subtracted from the total SY 2017-18 paid lunch price increase requirement. SFAs must keep sufficient records to document and carry forward the weighted average price calculations. Additionally, if an SFA did not raise its weighted average adjusted paid lunch price sufficiently to meet the required amount in SY 2016-17, the shortfall must be added to the total SY 2017-18 average weighted paid lunch price adjustment requirement.

#### Use of Non-Federal Sources Calculation

SFAs that choose to contribute non-Federal sources to the nonprofit school food service account in lieu of raising paid lunch prices must calculate the appropriate amount to contribute. To determine the amount of required revenue in lieu of a paid lunch price increase, the SFA determines the total number of paid reimbursable lunches claimed for the previous school year and multiplies by the difference between the SY 2016-17 weighted average paid lunch price requirement and the SY 2016-17 weighted average paid lunch price.

#### Sources of Non-Federal Funds

For SY 2013-14, SY 2014-15, SY 2015-16, and SY 2016-17, FNS expanded the definition of a non-Federal source to include all paid meals to help SFAs meet the PLE requirement and to acknowledge the continuing support by States and locals to improve access to and participation in the breakfast program. FNS has received positive response to this flexibility.

Therefore, for SY 2017-18, SFAs may continue to count as a non-Federal source:

1. Per-meal non-Federal reimbursement for *any paid* meal (breakfast, lunch, etc.)
2. Any funds provided by organizations for *any paid* meal
3. Any proportion attributable to *paid meals* from direct payments made from school district funds to support lunch service

#### Credit for Excess Non-federal Funds

If an SFA's SY 2016-17 estimate of the required contribution exceeded the actual level, that excess contribution may be subtracted from the total SY 2017-18 contribution requirement. Further, if the SY 2016-17 estimate was less than required, additional funds from non-Federal sources must be added. The non-Federal Calculator tab in the PLE Tool for determining the estimated amount of non-Federal source contributions will allow for

making these calculations using the same rationale as used for paid lunch prices (i.e. credit any extra funds contributed and account for any shortfalls when determining the amount of non-Federal funds requirement for the next school year).

### **SY 2017-18 PLE Tool**

The first tab of the SY 2017-18 PLE Tool includes detailed instructions on how to use the tool and what information is needed to complete the appropriate calculations. It is recommended that each user print and read the instructions before attempting to complete the calculations.

To assist SFAs making these required PLE calculations, the attached SY 2017-18 PLE Tool makes the following calculations:

- Weighted average paid lunch price for SY 2016-17
- Required average weighted paid lunch price increase for SY 2017-18
- Required non-Federal source contribution required for SY 2017-18

The PLE Tool takes into account adjustments to paid lunch prices made by the SFA in SY 2016-17 to calculate any credit or shortfall the SFA may have accrued for SY 2017-18. For SFAs that opted to contribute non-Federal funds, the PLE Tool also calculates credits and shortfalls for the SY 2017-18 required non-Federal contribution.

Additionally, the SY 2017-18 PLE Tool includes a feature that makes calculations for SFAs that wish to split the SY 2017-18 requirement by both raising prices and contributing non-Federal funds. This option may be attractive to SFAs that do not want to raise the weighted average paid lunch price the entire amount that is required.

To use the attached SY 2017-18 PLE Tool, SFAs need the following information:

**ALL SFAs need the following data to calculate the Weighted Average Price for SY 2017-18:**

- SY 2016-17 Unrounded Price Requirement OR SY 2010-11 Weighted Average Price
- All paid lunch prices for October 2016
- Number of paid lunches served associated with each paid lunch price in October 2016

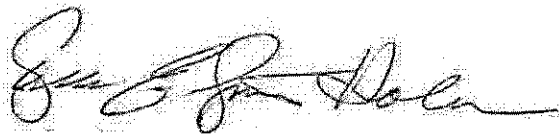
Regional and State Directors  
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SFAs that have opted to contribute non-Federal sources also need:

- Total number of paid lunches served in SY 2015-2016
- The total dollar amount of SY 2011-12, SY 2012-13, SY 2013-14, SY 2014-15, SY 2015-16, and SY 2016-17 non-Federal contribution

SFAs that wish to split the SY 2017-18 requirement by both raising paid lunch prices and contributing non-Federal sources will need all of the above information. Additionally, the PLE Tool includes a report that SFAs can use to track the information they will need to make their SY 2018-19 calculations. SFAs can print the report and keep it in their records.

State agencies are reminded to distribute this memo to program operators immediately. SFAs should contact their State agencies for additional information. State agencies may direct any questions concerning this guidance to the appropriate FNS Regional Office.



Sarah E. Smith-Holmes  
Director  
Program Monitoring and Operational Support Division  
Child Nutrition Programs

Attachment



# SOULE, LESLIE, KIDDER, SAYWARD & LOUGHMAN

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June 20, 2018

## Confidential Attorney Client Communication

### Via email

[b.lane@sau63.org](mailto:b.lane@sau63.org)

Bryan K. Lane  
Superintendent of Schools  
Wilton-Lyndeborough Cooperative School District  
192 Forest Road  
Lyndeborough, NH 03082

Re: Overdue Meal Accounts

Dear Superintendent Lane:

This letter is in response to your email of June 14, 2018, regarding collection of student debt for food services. In your email, you asked whether the District is allowed to stop a student from participating in a graduation ceremony due to having an overdue meal account. You also asked about collections generally, the small claim process, and whether pursuing actions in small claims court would be a worthwhile endeavor. This letter summarizes the law and our firm's opinion regarding your presented questions.

### **A. Denying a Student's Participation in a Graduation Ceremony**

Courts have generally held that although a School District may not deny a student his/her diploma, a District may deny a student participation in commencement exercises/graduation as a sanction. This is because a graduation ceremony is not within the scope of any property right as it is only symbolic of an educational end result, not an essential component of it. *See Khan v. Fort Bend Independent School District*, 448 F. Supp. 497 (W.D.N.C. 1978).

As a result, we believe the District may prohibit a student with an overdue meal account from walking at a graduation ceremony. However, as you mentioned in your email, the District should not prohibit a student from participating in school sports due to overdue meal account balances as the New Hampshire Supreme Court has recognized the right of a student to

Bryan K. Lane  
Superintendent of Schools  
Wilton-Lyndeborough Cooperative School District  
Page 2  
June 20, 2018

participate in interscholastic athletics as one entitled to protections of procedural due process. See *Duffley v. New Hampshire Interscholastic Athletic Ass'n, Inc.*, 122 N.H. 484 (1982).

## **B. Classification of Student Debt**

The United States Department of Agriculture Food and Nutrition Service (FNS) requires districts to adopt policies for collection of unpaid meal charges, recognizing that such unpaid charges represent a difficult and complex issue impacting districts.

In its July 2016 memo, the FNS stated that unpaid meal charges are considered "delinquent debt" when payment is overdue, as defined by State or local policies. The debt is classified as delinquent as long as it is considered collectable and efforts are being made to collect it. Unpaid meal charges may be carried over at the end of the school year as a delinquent debt and collection efforts may continue into the new school year and beyond.

The FNS stated that districts must make reasonable efforts to collect unpaid meal charges classified as delinquent debt and the cost of these efforts is an allowable use of nonprofit food service account funds (NFSFA). The FNS encourages Districts to consider whether the benefits of potential collections outweigh the costs which would be incurred to achieve those collections. See SP-47, Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments, July 8, 2016.

When local officials determine that further collection efforts for delinquent debt are useless or too costly, the debt must be reclassified as "bad debt." Federal Regulations at 2 CFR 200.426 define bad debts as "debts which have been determined to be uncollectable...." Debts are considered assets because they represent money due to the NSFSA. However, once a delinquent debt is reclassified as a bad debt it is no longer considered an asset because it is, by definition, uncollectable. Therefore, the FNS requires that bad debts be written off as operating losses.

## **C. Meal Charge Policies**

Policies regarding the collection of unpaid meal charges should be included in the written meal charge policy that is required of all Districts participating in the Federal school meal programs no later than July 1, 2017. See SP-46, Local Meal Charge Policies, July 8, 2016. In establishing policies regarding collection of delinquent debt, Districts should ensure that efforts do not have a negative impact on the children involved, but focus primarily on the parents or guardians responsible for providing funds for meal purchases.

Additionally, in 2016, the New Hampshire legislature added RSA 189:11-a, VII, requiring that a school lunch meal payment policy ensure that all students have access to a healthy school lunch, that the school district will make every reasonable effort to inform parents of the policy, and that no student will be subject to different treatment from the standard school lunch meal or school cafeteria procedures.

Bryan K. Lane  
Superintendent of Schools  
Wilton-Lyndeborough Cooperative School District  
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June 20, 2018

The FNS has published policy considerations for districts developing meal charge policies. I have attached the FNS considerations to this letter. We have worked with other districts in the past on development of these policies. If the District has not yet developed or is interested in revising its meal charge policy, we would be happy to work on this for you.

#### **D. Small Claims**

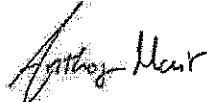
The New Hampshire Circuit Court District Division has jurisdiction of small claims matters with damages of \$10,000.00 or less. The filing fee is \$90.00 if the claim does not exceed \$5,000.00. If the claim exceeds \$5,000.00, the filing fee is \$145.00. If the plaintiff is successful in receiving a judgment, the filing fee is typically included in that judgment and payable by the defendant. The small claims process in New Hampshire is now entirely electronic and cases must be filed through the court's e-filing system. Small claims court is less formal than traditional litigation and the rules of evidence do not apply. As a result, litigants do not always use the services of an attorney when trying small claims cases. Courts typically do not award legal fees in small claims matters. Small claims court typically requires two court appearances, an initial pre-trial and a final hearing.

We are happy to help you with all or any individual part of your debt collection efforts. However, paying an attorney to prosecute a small claims matter in its entirety may not be strictly cost effective, as an attorney's hourly rate at the conclusion of a trial may well exceed the amount of debt owed on a student's meal account. As a result, collections through small claim action should be determined on an account by account basis. It may be more cost effective to have an attorney in our office draft the initial small claims complaint for filing for the District and having a District employee appear in small claims court on the District's behalf. Alternatively, I would be happy to walk a District employee through the filing of an initial complaint as the e-filing process can be difficult to use.

Our firm has also had success in sending out debt collection letters to individuals as a final attempt at settlement of accounts prior to filing a small claims action. The cost of sending out such letters is minimal compared to small claims litigation and sometimes receiving a letter from an attorney can be enough to move parents toward payment. At a minimum, we suggest trying this approach as a potentially cost effective solution before pursuing judgments in small claims court.

Please do hesitate to contact me if you have any questions, concerns, or would like me to elaborate on anything discussed in this letter.

Best Regards,



Anthony M. Muir

Enclosures