

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

**CONTOOCOOK VALLEY SCHOOL BOARD**

**Tuesday, January 19, 2016**

**School Board Meeting  
SAU #1  
Immediately following Public Hearings**

**BOARD**

Rich Cahoon, Richard Dunning,  
Butch Estey, Janine Lesser,  
David Martz, Stephan Morrissey,  
Linda Quintanilha, Pierce Rigrod,  
Crista Salamy, Myron Steere,  
Fiona Tibbetts, Jerome Wilson

Patrick Cogan, CVEA  
River Marmorstein, Student Rep.

**ADMINISTRATION**

Dr. Brendan Minnihan, Supt.  
Kimberly Saunders, Asst. Supt.  
Marian Alese, B.A.  
Tim Markley, H.R.  
Dr. Rick Matte, Student Services  
Tim Grossi, Facilities  
Niki McGettigan, TES  
Dr. Ann Allwarden, AES/Pierce  
Amy Janoch, HES  
Nicole Pease, DCS  
Jim Elder, GBS  
Anne O'Bryant, SMS  
Ben Loi, PES  
Gib West, CVHS  
Nicola Fraley, FES  
Colleen Roy, GES

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

**Chairman Estey called the meeting to order at 7:45 p.m.**

**2. Minutes (Board Vote Required)**

**a. January 5, 2016**

**Myron Steere moved to accept the minutes of January 5, 2016. Stephan Morrissey second.  
Unanimous.**

**3. Points of Pride**

Dr. Minnihan shared Points of Pride as reported to him from principals. Among them included the recognition of Brian Pickering as NH Secondary School Principal of the Year from the NH Association of School Principals.

**4. Public Comment**

None.

**5. Consent Agenda**

**a. Personnel**

**1) Resignations**

Tim Markley referenced an amended Personnel Agenda to include the resignations of Ben Loi, PES Principal, and Holly Wilson at GBS.

**Myron Steere motioned to accept the resignations as read. Stephan Morrissey second.  
Unanimous.**

**MISSION STATEMENT**

*The ConVal Regional School District, in partnership with its member communities, will inspire all learners to achieve academically, contribute to the global community, and thrive as independent and productive citizens.*

## 2) Notice of Stipend Positions

Tim Markley referenced the notice of stipend positions for board notification.

## 6. Superintendent's Report and Presentation of Business

### a. Monthly Events Calendar

Strategic Plan Committee will meet on Thursday, February 4<sup>th</sup> at 6:30 p.m. at the SAU Office.  
Budget & Property Committee will meet on Tuesday, February 9<sup>th</sup> at 6:30 p.m. at the SAU Office.

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

- 1) Great Brook School requests the authorization to accept a gift/donation totaling \$1,400.00 from a resident of Bennington for the purpose of purchasing choir dresses.

**Stephan Morrissey motioned, with gratitude, to accept the donation as read. Myron Steere second.**  
**Unanimous.**

- 2) South Meadow School requests the authorization to accept a gift/donation totaling \$ 1,000.00 from the Morgan Stanley – The Daniels Foundation, for the purpose of educational and outreach programs at the SMS Library.

**Stephan Morrissey motioned, with gratitude, to accept the donation as read. Myron Steere second.**  
**Unanimous.**

### c. Policy BDBA – Board Officer Reminder

Dr. Minnihan referenced this policy as a reminder to board members interested in running for the positions of School Board Chair or Vice-Chair. Interested Board members should declare their candidacy at the first Board meeting in February.

### d. Notification of book chapter

Dr. Brendan Minnihan reported that one of our teachers, Liz Lawler, had a professor observe her class for several days and has written a chapter based on the observations. There is a description of her class, names have been changed, and will be included as a chapter in a book.

## 7. Assistant Superintendent's Report

### a. Professional Evaluation Program (Board Support Requested)

Kimberly Saunders reported that implementation of a new evaluation model has been underway for over a year. Ms. Saunders shared survey results of this work. Of the 225 professional employees, 170 responded to the survey. 76% of the respondents felt the rubrics were appropriate and that the new evaluation program provided opportunities for reflection. Other survey data points were shared. Based on the survey results, further communication on the overall plan is viewed as needed.

The Professional Evaluation Committee will review data and develop a recommendation. Based on feedback, the committee recommends that in order to make feedback more meaningful that the end date be moved from March 1<sup>st</sup> to April 1<sup>st</sup>. The number of mini observations was recommended for change as well.

Butch Estey said that work has been done to develop the evaluation process over the years. This is exactly what was hoped for; that it would evolve.

Dr. Minnihan confirmed that flexibility is important. At the onset, it was not known if 10 mini observations was the appropriate number. It was found to be too many.

**Myron Steere moved to accept the recommendations of the Assistant Superintendent. Stephan Morrissey second.**

Richard Dunning asked if the numbers are more in line with what is reasonable. Dr. Minnihan reported that an administrator is on the committee and shares information on the impact. This resulted in some of the recommended change.

Kimberly Saunders shared that administrators have been working to define what "Basic" looks like and other designations such as "Proficient".

Tim Markley reported that the April 1<sup>st</sup> date is an absolute drop dead date for purposes of contracts and non-renewals.

**Chairman Estey called the question.**

**Rich Cahoon opposed**

**Crista Salamy abstained.**

**All else in favor.**

**Motion carried.**

## **8. Reports**

### **a. Student Representative- River Marmorstein**

River Marmorstein reported that finals week is underway. River shared his pride for Brian Pickering as recipient of the Secondary School Principal of the Year.

Further River reported attending a meeting with the Chamber of Commerce speaking about the budget with fellow students.

### **b. Teacher Representative – Patrick Cogan**

Patrick Cogan and Linda Compton reported that this is the last week of second quarter. Mr. Cogan reported that Gil Morris's robotic team ranked 15 of 43 at a competition in MA.

### **c. Budget & Property Committee Meeting – Myron Steere**

Myron Steere reported that the expense report was reviewed at the last meeting, discussion about work on roofs, which will result in three bids forthcoming, security discussion and bidding, and a discussion on organizational structure all took place. This discussion was forwarded to Strategic Plan Committee. In addition, discussion took place about taking the cost of an elementary school, divided by the number of students, less special education and transportation costs and having individual towns paying.

Linda Quintanilha asked if administration was not asked to develop recommendations about possible configuration. It was confirmed, this would be one option of which they might choose.

Kimberly Saunders spoke about comparison scores with respect to QUEST information. The numbers reflected the percentages of those students who participated.

### **d. Education Committee Meeting – Crista Salamy**

Crista Salamy reported that three topics were discussed; Title I and School Wide Services which allowed for school wide Title I services. Currently, the only students who can be serviced by Title I are those who qualify for services. The School Wide opportunity would allow all students to receive Title I services.

Linda Quintanilha asked that Education Committee be involved in the process. It is likely that this go to all of the committees.

A presentation on Impact Monadnock, a screening of awareness for ages 0-5 in the areas of immunization and nutrition was discussed. Impact Monadnock is looking for space to meet.

Lastly, a final discussion on the information regarding adding 30 minutes of free time to a total equivalent of 60 minutes took place.

**Crista Salamy said that it is the recommendation to the full board not to add more free time to the school day from bell to bell and that it be left to the discretion of the schools. Rich Cahoon second.**

Crista added that there is one school that potentially needs readjusting and is being reviewed.

Butch Estey asked if all schools have the same amount of time. Crista reported that they all have 30 minutes and some more. Butch asked if it was changed would it be across all schools. Crista said that if we restrict the time even more by adding another 30 minutes of free time, a teacher would be restricted from adding additional breaks.

Butch Estey asked if we added 30 minutes, the day would have to be longer. Crista said that was not the intent of the group that came forward. The request was to find the time within the current schedule.

Rich Cahoon said that some kindergarten students at PES have recess during the last half hour of the day and we asked them to look at that.

**Unanimous.**

### **e. Strategic Plan Committee – Pierce Rigrod**

Pierce Rigrod reported that potential vendors to edit and format the plan was discussed which would result in a polished product. A boiled down fact sheet will be developed for distribution at specific locations in our communities i.e. realty offices.

Reorganization was discussed and will be one of the priorities moving forward.

In other news, Richard Dunning said that he sat on the Drug Task Force at the high school. He has been very impressed with the work that took place.

## **9. Old Business**

### **a. Expenditure Report – Marian Alese**

Marian Alese reported no big surprises. She has not yet contacted the trustees for transfers for line 66 for the tractor. Line 3 reflects adjustments made previously by the board. The health insurance line reflects the unreserved fund balance.

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

- DFEA: Free Admissions

Rich Cahoon distributed a slight adjustment in the policy. The change reflected the addition of “Normal ticketing and seating capacity procedures apply” and the word “School” within the policy.

**Rich Cahoon moved this policy for adoption. Myron Steere second. Unanimous.**

## **10. New Business**

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

- FBB: Enrollment Projections
- IJOA: K-12 Field Trip Policy

Rich Cahoon referenced these as first reads.

- IKG: Awards and Scholarships

Tabled.

### **b. Petition Warrant Articles**

The Petition Warrant Article submitted was discussed. A note of recommendation or not for warrant purposes was discussed. Richard Dunning said that he cannot support this. It makes it practically impossible for change.

Butch Estey said that this would allow for a school to actually have 10 children in it but no change could come for three years. Mr. Estey sensed that this might be intended to stop people to come forward.

Rich Cahoon shared that he reads the petition warrant differently; it requires that all research must have been conducted within a period of three years.

Butch Estey also referenced the requirement that an impact study be conducted on all towns.

David Martz said that he did not support the article either but cited the 2/3's requirement to pass.

Rich Cahoon said that we want people to have this conversation and feel comfortable having it. Any decision should be made on research and careful thought. He said that we should recommend it.

**Rich Cahoon moved to recommend this article. Janine Lesser second.**

Linda Quintanilha asked if the district attorney has reviewed the article. Marian Alese confirmed that he has indirectly seen the article. A public hearing on this article is required. It has to go on the warrant because it is a petition warrant article.

Janine Lesser said that it gives another dimension for consideration of closing or consolidating schools. It requires people to look more than at just the budget and she shared her appreciation for that.

Linda Quintanilha agreed that a study should be conducted.

Rich Cahoon said that he does not think that the impact of this article is great. It requires that an impact study be conducted within three years.

Pierce Rigrod said that it is a philosophical warrant article. He said that it says that we are committing to a process that includes an independent evaluation that includes certain factors. Mr. Rigrod said that he believes that this would send a message that the board is serious.

Fiona Tibbetts said that she cannot support this article.

**In favor: Rich Cahoon, Janine Lesser**

**Opposed: Linda Quintanilha, Jerome Wilson, Richard Dunning, Fiona Tibbetts, Myron Steere, David Martz, and Stephan Morrissey.**

**Abstained: Crista Salamy**

**Motion failed to support the petition warrant article.**

**c. Acceptance of Warrant (Board Vote Required)**

**Myron Steere moved to accept the warrant. Rich Cahoon second.**

Discussion took place about the lack of a Special Education Trust Fund Warrant Article. Marian said that if something happened, a deficit appropriation could take place in the subsequent year.

David Martz spoke about Article 10 – does the MOU cover this? Confirmed. If money never gets transferred into this, an article would be placed on the warrant to discontinue the trust fund. There is a provision in the MOU that speaks about how money gets dispensed.

Rich Cahoon said that money was placed in the facilities trust fund and moved.

**Rich Cahoon moved to increase to \$150K (Article 4).**

Marian alese said that we were charged with getting the budget to a certain level. In order to do that, we needed to remove \$1M+. To Rich's point, if we want to stay on the plan, we need to put money in the trust fund.

**Linda Quintanilha called the question.**

**In favor of increasing Article 4 to \$150K:**

**Linda Quintanilha opposed.**

**All else in favor.**

**Motion passed.**

**Linda Quintanilha moved to add back the special education trust fund warrant in the amount of \$50,000. Rich Cahoon second.**

**In favor: seven (7) board members.**

**Opposed: four (4) board members.**

**Motion passed.**

**Linda Quintanilha moved to make the Special Education Trust Fund Article article 6.**

**In favor: 3**

**Opposed: 7**

**Motion failed.**

This will be placed at end of trust funds – Article #8.

Rich Cahoon said that the rationale changing the order of the Special Education Trust Fund on the warrant is because there is already a half million dollars in the fund.

Vote on the warrant with the additions:

**Dick moved the warrant as amended. Myron Steere second. Unanimous.**

**d. Signing of MS26, Warrant, and Default Budget Posting**

Board members signed the appropriate documents.

**11. Public Comment**

Kristen Reilly introduced herself to the Board. She reported that she was one of the parents who came and spoke to the Education Committee about adding unstructured free time in the school day to relieve some of the pressure that students feel. Ms. Reilly urged board members to schedule time in the individual schools and spend an entire day to understand the day.

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

Marian Alese certified that manifests totaling \$489,469.71 and payroll 14 totaling \$810,720.30 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.

**Myron Steere moved to accept the manifests as read. Stephan Morrissey second. Unanimous.**

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

None.

**Motion to adjourn at 9:14 p.m. Second. Unanimous.**

Respectfully submitted,

Brenda Marschok

Minutes were amended at the February 2, 2016 School Board Meeting.