

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

CONTOOCCOOK VALLEY SCHOOL BOARD

Tuesday, June 7, 2016
SAU Office

School Board Meeting
Immediately Following Public Hearing

BOARD

Rich Cahoon, Dick Dunning
Bend Foecking, Janine Lesser
David Martz, Stephan Morrissey
Kristen Reilly, Pierce Rigrod
Crista Salamy, Myron Steere

ADMINISTRATION

Dr. Brendan Minnihan, Supt.
Kimberly Saunders, Asst. Supt.
Marian Alese, B.A.
Tim Markley, H.R.
Dr. Rick Matte, Student Services
Jim Elder, GBS
Anne O'Bryant, SMS
Brian Pickering, CVHS
Ann Allwarden, AES/Pierce
Amy Janoch, HES
Nicola Fraley, FES
Nicole Pease, DCS
Colleen Roy, GES

1. Call to Order and Pledge of Allegiance

Myron Steers called the meeting to order at 7:18 p.m. The Pledge of Allegiance was recited.

2. School Board Chairman's Recognition

There were no recognitions to present.

3. Acceptance of School Board Meeting Minutes (Board Vote Required)

a. **May 17, 2016** (pg. 1-4)

Stephan Morrissey moved to accept the Minutes of May 17, 2016. Dave Martz seconded. One abstention.

4. Points of Pride

Dr. Minnihan shared Points of pride as reported by building administrators. River was recognized for his contribution to the Board and District.

5. Public Comment

Myron Steere reported that anyone from the public may speak for 2 minutes. There was no public comment.

6. Consent Agenda

a. **Personnel** (pg. 5-7)

1) Staff Nominations

Tim Markley referenced the list of nominations.

Dick Dunning moved to accept the nominations as listed. Seconded by Stephan Morrissey with question.

Will there be two German and two Spanish full-time teachers? Motion to accept unanimous.

Move to nominate John Reitnauer for ATC Director made by Stephan Morrissey, seconded by Dick Dunning.

Salary at \$80,000.00 and is in Alt Plan program to complete certification.

Dave Martz asked what happened to 1/3 teaching position.

Brian Pickering indicated they will hire an anatomy/physiology teacher.

There was a reminder that no vote had occurred after the ATC Director motion. Vote: unanimous.

2) Notice of Stipend Positions

A simple notification to Board; no vote required.

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.

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3) June 2016 Resignations

Approval of two resignations.

With regret Dick Dunning moved to accept the resignations of Leah Felegara and Christine Morris; Stephan Morrissey seconded. Unanimous.

4) Approval for Summer hire(s) – **(Board Vote Required)**

Request for Board to give Kimberly Saunders the authority to extend job offers.

Motion made by Stephan Morrissey and seconded by Dick Dunning. Unanimous.

5) Job Description Approval – Culture Monitor **(Board Vote Required) HS position**

Mr. Markley indicated that this is a new job description only and not new position. Dick Dunning moved to accept the job description; seconded by Stephan Morrissey. Unanimous.

7. Superintendent's Report and Presentation of Business

a. Monthly Events Calendar (pg. 8-9)

b. June 1, 2016 Enrollment Update

Tim Markley referenced the Enrollment numbers in the packet. One change at FES. Due to enrollment numbers they are going back to a Kindergarten/Grade 1 combined class.

Dave Martz inquired about current Kindergarten registration enrollment numbers for 2016/2017.

Mr. Markley indicated they are close to 104.

Stephan Morrissey asked if this will require another teaching position. Mr. Markley indicated no.

Rich Cahoon asked if the same thing will occur at DCS, as they also have a small Kindergarten class. Kimberly Saunders spoke to this indicating we are still watching these numbers.

Rich Cahoon asked if there a point when combining classes become difficult due to the grade 5 being present.

c. John Vance/RiverMead

Mr. Vance spoke about living in the District and RiverMead. He has been a resident of the District for 25 years. He is very interested in community development. His self-appointed mission is to bring back District news to the residents of RiverMead. He would also like to bring some other residents to School Board meetings to become involved and participate in the District happenings. Dr. Minnihhan indicated that John Vance is the impetus behind our Dollar for Scholars program, and has been doing good work for us for many years. John thanked the Board for the opportunity to speak.

8. Reports

a. Student Representative – River Marmorstein

River reported on a full page of events. Highlights included: CVHS Band teacher was recognized as NH Band Director of the Year by the NH Band Director's Association Executive Board; Social Studies teacher Chris Heider was recognized as the 2016 Rotary Teacher of the Year; ConVal students received a \$3,000 grant for YES project; Prom was extremely successful and there are pictures on website; ConVal's German classes won 2nd place in a contest by the Worldwide Cultural Institute; Envirothon; ConVal hosted Field Day for the elementary school students – as fun time was had by all.

River expressed his profound gratitude to everyone in the room; he is proud to be part of ConVal. He is grateful for community and school culture that he sees each and every day. He is grateful for the staff who is there making each student feel so important; so many helping hands. He is proud of this District and of how supportive the Board is and what the Board has done to support our schools.

b. Teacher Representative – Patrick Cogan

Patrick Cogan reported that his phone battery died just before the meeting and he lost all notes. Several recollections included Carol Storro being accepted into master's program, as well as a High school teacher Beth Wallace who taught a course in partnership with NH Ball Bearing.

c. Strategic Plan Committee – Pierce Rigrod

Chair Pierce Rigrod reported the committee met on May 19th to discuss communications and a plan to seek a consultant to help develop our plan. We expect a proposal. He also spoke about the configuration discussion. The

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plan is to have Primex attend a future meeting as they offer profession facilitation. We will look at their proposal. Considerations to address include facilitation options, structural options, and housekeeping with timelines/adjustment needed due to staffing. At our upcoming retreat we will discuss consolidation issues, the bond, science labs, ATC space, and using Hutter to develop concepts.

d. Budget & Property Committee – Richard Dunning (pg. 10-12)

Dick Dunning reported that B&P moved the facilities fee schedule forward to Policy. Tonight there are three votes required:

1) Capital Projects – Request to transfer funds **(Board Vote Required)**

Stephan Morrissey moved to accept as requested. Dave Martz seconded. No discussion: Unanimous.

2) Authorize to expend security funds up to \$225,000 **(Board Vote Required)** to move forward:

Stephan Morrissey moved to authorize \$ 225,000 as authorized, Dave Martz seconded.

Dave Martz recognized “up to \$225,000”, as final cost might come in lower. Vote: Unanimous.

3) Authorize use of Capital Reserve funds **(Board Vote Required)**

Dick Dunning indicated B&P is looking at the use of Capital Reserve funds (discussed at Public hearing). The Board will ask B&P to transfer funds (\$143,000). Stephan Morrissey moved to authorize expending the capital reserve for the indicated projects. Dave Martz seconded the motion.

Rich Cahoon asked if the thermal envelope might role into the bond. Possibly. We need to make the decision soon. We are asking to authorize the \$143,000 of work, as we need to make decision soon or risk having to put forward a bond, which may not pass. These moves will save us money.

Stephan Morrissey moved to amended vote. Dave Martz seconded. Vote was unanimous.

e. Selectmen’s Advisory Committee – John Jordan

Bernd Foecking reported on the discussion of a possible bond; do we make people aware there may be a bond but don’t know how high it will be, possibly \$2 million. Potential return to tax payers could be up to \$700,000.00, depending upon Board action to encumber additional funds.

f. Education Committee – Crista Salamy –

The decision was made to move the plans for science labs to Budget & Property. Ed Committee to work on accreditation compliance issue, as well as goals for upcoming year 16-17, including curriculum renewal, SWIFT, ATC program, etc.

g. Policy Committee – Rich Cahoon –

Rich Cahoon reported that tonight we have no first reads and two second reads.

9. Old Business

a. 2nd Read/Adoption (Board Vote Required)

- BDB: Board Officers

Stephan Morrissey moved this policy for adoption. Dick Dunning seconded. Dave Martz indicated the policy contained a typo. After review, it was agreed no typo existed. Vote unanimous.

- JLCE: Emergency Care and First Aid

Stephan Morrissey moved this policy for adoption. Dick Dunning seconded. Unanimous.

10. New Business

a. Board Representation on VPAC Design Committee

Marian Alese discussed the revised facility fee schedule. Revisions were made at Budget & Property and included fund raisers for ConVal Schools. This is the schedule we will publish. No comments.

b. Request to transfer balance (\$27K) of 15/16 Technology Funds (Board Vote Required)

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Budget & Property met with Brian Pickering and the theater group members; we are ready to begin Phase 1. Looking for two School Board members, one from Peterborough, and one from another town. We need these members soon, by June 17 if possible.

(Transfer unencumbered funds into infrastructure area. (\$27K) from 15/16 tech funds to replacement equipment.

Stephan Morrissey moved to transfer requested funds. Dick Dunning seconded the motion. All in favor.

c. 2016/2017 Payment Schedules – Marian Alese

State has not published equalized amounts so will we ask towns to submit their data. It will be the same payment in July as in June.

Dave Martz asked if things change, would this will be readjusted. Marian Alese indicated it would.

d. Professional Evaluation System (Board Vote Required) – Kimberly Saunders

Kimberly Saunders discussed requested edits to the Professional Evaluation System.

Dave Martz moved to accept the changes. Stephan Morrissey seconded.

The question was raised as to whether this addresses how to get off Pathway 3.

Ms. Saunders indicated that there is a separate document which discusses that issue.

Dave Martz asked if the Pathways document identify the timeframe needed to come off Pathway 3.

Ms. Saunders responded that there are no time frames but there are plans that call for steps, which when met, would to move one to Pathway 2.

Dick Dunning clarified how the process works. There are 3 levels: awareness, no plan required; assistance, should have plan; action.

Tim Markley indicated there is no formalized plan but issues are identified; if not met, then plan comes into play.

Stephan Morrissey asked why there is not a time frame for a review.

Tim Markley responded that different issues can take varying times to resolve or address. This is a flexibility.

Dr. Minnihan offered several examples of both short and long term resolutions.

Rich Cahoon asked if there is not a formal plan, can the conversation be documented.

Ms. Saunders inquired if are there questions around the list of Program Changes that were received at last meeting.

Stephan Morrissey responded not if there is some type of recording of the issues that were first identified, and if the teacher has ability to get off of plan if steps are completed.

Dr. Minnihan indicated that would not exist in the overall Evaluation.

Rich Cahoon asked if doing fewer steps would get a person off specific stage/pathway (3).

Ms. Saunders described the separate processes/steps that are involved for each of the pathways.

Dave Martz asked how long for administrator to create an evaluation.

Ms. Saunders indicated the time commitment can be anywhere from 45 minutes to 2.5 hours. It is a large investment of time.

Dave Martz asked if not performing duties as specified in a job description (specific job), but is do everything else right, can they still get a good assessment?

Kimberly Saunders response was no.

Dave Martz indicated he believes they can and can even receive a proficient rating.

Dick Dunning indicated the system requires a great deal of time. This can make it difficult to focus on the neediest teachers. Would like to see timeframes built into Pathway 3. The bigger issue is when there is a lot more involved in an evaluation...becoming a formal evaluation. The ability to clearly see the timeframe between each step in the process of the system.

Rich Cahoon would like to see in the documents.

Stephan Morrissey would like to see a process like this. Where would it go?

Kimberly Saunders indicated this would go into a pathway.

Bernd Foeking stated he is unclear on what we need to vote on. Changes to minis, rubrics, time line associated with evaluation so it is a yearlong process?

Stephan Morrissey motioned to vote on this at this time.

Crista Salamy asked state it.

Myron Steere seconded the motion to vote.

Dick Dunning opposed and changed to abstention.

Bernd Foeking abstained.

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Crista Salamy abstained.

Stephan Morrissey moved to have administration provide another document that describes the process as identified tonight. One June 21 packet, see pathway 3 narrative.

Pierce Rigrod discussed that the previous handout does identify a follow-up step, but not in the detail described by Mr. Dunning during this discussion.

Dave Martz seconded the motion. All in favor.

Abstention: Bernd Foecking, Dick Dunning, Crista Salamy.

Follow-up question from Dick Dunning: Is the doc we voted on in a regular review cycle?

Kimberly Saunders indicated that this is the 1st year of implementation. We probably will have an annual cycle for the next 3 years. This is an ongoing program.

Ms. Saunders will provide a draft of potential performance criteria: an informational handout to the Board for the June 21 Board meeting.

11. Rescind Policies

- JK: Employment of Students –

Motion to rescind policy JK; moved and seconded. Unanimous.

12. Public Comment – Board Chair Myron Steere took several moments to thank Dr. Minnihan for his years of service to the District.

13. Approval of Manifests (Board Vote Required)

Marian Alese certified that manifests listed totaling \$887,392.88 and Payroll 24 & 303 totaling \$1,902,987.87 have been reviewed by her and found to be proper charges against Contoocook Valley School District for goods and/or services received and have been properly processed prior to their submittal.

Stephan Morrissey oved to pay the bills. Dick Dunning seconded. Unanimous.

14. Non-Public Session: RSA 91-A:3,II (If Required) moved to go into nonpublic. Roll call.

Moved out of nonpublic and moved into public, moved to seal minutes. Approved.

Motion to adjourn at 9:04 PM.

All in favor.

Upcoming Meetings:

Policy Committee Mtg. – Tues., June 21st @ 6:00 p.m. @ SAU

School Board Mtg. – Tues., June 21st @ 7:00 p.m. @ SAU

School Board Retreat – Tues., June 21st immediately following the regular School Board Mtg. @ SAU

Education Committee – Monday, July 25, @ 5:30 p.m.

Respectfully Submitted:

Carol Hills