

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

CONTOOCOOK VALLEY SCHOOL BOARD

Tuesday, October 21, 2014

**School Board Meeting
Temple Elementary School
Library
6:30 p.m.**

BOARD

Gary Backstrom, Rich Cahoon,
Tom Ferenc, Joel Green,
David Martz, Stephan Morrissey,
Linda Quintanilha, Pierce Rigrod,
Crista Salamy, Myron Steere,
Fiona Tibbetts

Gil Morris, CVEA

ADMINISTRATION

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

1. Call to Order and Pledge of Allegiance

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

2. Temple Elementary School Welcome- Niki McGettigan

Niki McGettigan welcomed everyone to Temple School. The children cooked dinner and apple crisp for everyone tonight. Students shared a museum type presentation at different stations so that board members could meet with students and learn more about what they have been learning.

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

a. October 7, 2014

Myron Steere moved to accept the minutes of October 7, 2014. Stephan Morrissey second.

A motion to amend agenda 8c. to change the sentence that reads "The net impact was a savings of..." to read "The net impact was an additional expense of..."

Stephan Morrissey motioned to accept the amendment. Myron Steere second. Unanimous.

Myron Steere moved to accept the minutes as amended. Stephan Morrissey second. Crista Salamy abstained. Motion carried.

4. Points of Pride

GES

GES celebrated our Annual Read-a-thon with a Family Reading Night. Greenfield town librarian, Kristen Readel and Mrs. Roy read a favorite story to a packed room of students and their families. Everyone enjoyed coming to school in their PJ's, hearing stories, trading books and creating bookmarks. We had a great turnout!

South Meadow School

200 pumpkins were carved by the 5th and 6th graders last week for the Keene Pumpkin Festival through the Industrial Arts and Physical Ed classes.

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.

NHDI Students danced at the Pumpkin Festival on Saturday.

Thanks to the many parents who helped with the event. Jodie Cutter, SMS Para, delivered all pumpkins on Friday.

Great Brook and SMS had a motivational speaker, Ed Gerety; speak to the students and student leaders about attitude, gratitude, and setting goals.

GBS

Due to the overwhelming participation of GBS students in the "21 day challenge", the whole school went on a hike up North Pack on Friday. The 21 day challenge required students to: do all their homework, fully participate in their class work, put maximum effort into tests and assignments, attend school every day, do a full 30 minutes of reading (or more), and to limit their screen time. Over 85 % of students participated! Mr. Elder was pleased to note that there was no misbehavior on the trip.

Also, 52 of 60 GBS 7th graders exceeded the yearly growth (5.4 points) in our Fall MAPS math test recently.

Lastly, Dr. Minnihan reported that the high school football team won their first game in two years against Hollis-Brookline. Rich Cahoon added that ConVal beat Hanover in soccer, #1 team in state.

5. Public Comment

None.

6. Consent Agenda

a. Personnel

1) Notice of Co-Curricular Positions

Tim Markley referenced the notice of co-curricular positions included in tonight's packet.

Myron Steere asked about the Block 5 Director position; he felt it inappropriate.

Marian Alese reported that this position does scheduling and registrations. Myron suggested that this position not be approved.

Myron Steere moved to eliminate this position. Crista Salamy shared that she does not feel that it can be eliminated at this time but requested additional information. Fiona Tibbetts noted that this individual would receive \$10K in stipend positions between summer positions and Block 5. She recommended that these responsibilities be absorbed elsewhere. **Rich Cahoon second.**

Dr. Minnihan asked about the process; co-curricular is supposed to go through the Education Committee and will be discussed at tomorrow's Education Committee.

Stephan Morrissey noted that there is concern that some of the supplementals are growing and that we need to cut back. Balance is needed.

Linda Quintanilha moved to table this discussion further until it gets through Education Committee and Budget & Property Committee. Joel Green second.

Tim Markley suggested that this be discussed at Ed Committee. Gary Backstrom said that all of the positions need to be looked at so that the board understands what the role and function is.

Fiona Tibbetts abstained. Crista Salamy opposed. All else in favor. Motion carried.

7. Superintendent's Report and Presentation of Business

a. Monthly Events Calendar

Policy Committee will meet on November 5th at 6:00 p.m. Policy Committee members include Jon Ingram, Gary Backstrom, Rich Cahoon, Linda Quintanilha, Myron Steere.

A budget work meeting was scheduled for Wednesday, November 19th at 6:00 p.m. at the SAU.

b. Field Trip Request (Board Vote Required)

ConVal High School – grade 10-12 students will travel by airplane to Salzburg, Austria from April 15th – 25th, 2015 (tentative) to exchange with our partner school to complete the exchange cycle.

Myron Steere motioned to approve the field trip request as presented. 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.

8. Reports

a. Student Representative – Grace Bowman

River Marmostein reported that next week is the Week of Kindness at CVHS. Jay Asher, author of *Thirteen Reasons Why*, will speak to students during the week. Healthy relationships will be discussed as well as healthy differences.

b. Teacher Representative – Gil Morris

Mr. Morris reported that PES is participating in Nature's workshop once each week.

On Oct. 14, Dorene Decibus held the first ever Science Club with 30+ students. Engineering design challenges among other topics will be explored.

Mr. Morris reported that he met with a student tonight about programming a robot who reported that he cannot because he lacks a computer. A computer will be made available for this purpose.

c. Budget & Property Committee – Myron Steere

Myron Steere reported out on the last Budget & Property Committee (see attached).

Three food service vendors visited last week in response to the RFP. Mr. Steere requested volunteers to test the food that the prospective vendors serve. David Martz, Crista Salamy, Rich Cahoon, Stephan Morrissey, and Myron Steere volunteered.

Myron Steere moved to approve an extension of seven days for the food service proposals to come in. Gary Backstrom second. Unanimous.

d. District Study Committee – Tom Ferenc

Tom Ferenc reported that the Articles of Agreement were reviewed. Wordsmithing and interpretation was discussed. School consolidation was discussed. Mr. Ferenc noted a motion that was made at the SAC meeting to consider educating K-8 and consider closing the middle schools, selling the property and exercising soft borders.

Crista Salamy reported that she was not in favor. Myron Steere said that new proposals would not be considered for several years and voted. If we took on any proposal, we would have to rescind our vote from March or April. Rich Cahoon noted that the vote was on May 6th.

Fiona Tibbetts moved to rescind the May 6th decision. David Martz second. Rich Cahoon called Point of Order; it is not noticed on the agenda and requires 2/3's decision.

Myron Steere shared that starting this process again would lead to great difficulty. He would be opposed.

David Martz said that it is too sensitive an issue and we should not rescind.

Stephan Morrissey agreed with Mr. Martz.

In favor of rescinding May 6th vote: Fiona Tibbetts. All else opposed. Motion failed.

Rich Cahoon reported that this is not a mandate of the District Study Committee as voted. This is not the proper venue for consolidation discussion.

e. Strategic Plan Committee – Pierce Rigrod

Pierce Rigrod reported that the committee met with John Kennedy from NESDEC, who described the assistance that he could provide in the development of a strategic plan. Services would assure an unbiased plan. An Office 365 site was developed for this purpose. Local meetings will be conducted. Information on developing a survey will be a next step as well as establishment of the committee makeup. NESDEC is not writing the plan; they would assist as a technical advisor.

f. Education Committee – Crista Salamy

Crista Salamy reported that Camp Quest representatives shared information about this year's camp experience. They did one week because ConVal could not fund the second week. Students worked on qualities such as kindness. Test score results of Camp Quest students will be reviewed. Camp Quest will meet with the Budget & Property Committee. Dr. Minnihan reported that they would meet with the full Board.

Linda Quintanilha requested that the presentations go to the subcommittees and the subcommittee report to the full board. Pierce Rigrod suggested a case-by-case basis.

Myron Steere asked if the board wanted a food service presentation to a committee or to the full board.

Crista Salamy asked for a side by side summary.

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.

Crista Salamy reported that the block schedule committee has received surveys from staff. Staff likes block scheduling. Crista will send Pierce the Google survey.

9. Old Business

a. Expenditure Report – M. Alese

Marian Alese reported that one transfer is for \$193K taken from line 10 and moved to the support services line for special education coordinator lines. They are support services; not administrators. The para line includes several vacancies that still exist. Line 5 is the Admin community school model impact. Net impact is \$93K. Health insurance is \$155K moved to the food service line. \$129K moved to equipment as a result of a vote at end of the school year. Tuition is a result of a new placement; line 63 is for new equipment.

Myron Steere moved to approve the transfers. Rich Cahoon second. Unanimous.

b. Cougar Cubs – Mark Swasey

Tabled.

c. Superintendent Evaluation - Pierce Rigrod

Pierce Rigrod shared the evaluation document. The references for merit based on scores have been removed.

Myron Steere moved to accept the Superintendent Evaluation document. Joel Green second. Unanimous.

10. New Business

a. GMR Health Rates – Marian Alese

A GMR of between 4% and 7% increase in rates is being discussed. LGC will vote tomorrow. 14 employees have opted out of health insurance. Marian Alese proposed carrying 10 extra health plans over what we have now in case buyouts that we have this year do not occur next year. As a result of the buyouts we are not spending approximately \$190K. Marian Alese further reported that line 33 reflects a transfer from prior year encumbrances.

b. Primex Unemployment and Property and Liability – Marian Alese

Marian Alese referenced a document from Primex requesting that the agreement we have with them be extended for two years. Marian Alese recommended that the board do this. It is not only property it is people as well. Unemployment is \$43K; property liability and workers comp is \$195K.

Rich Cahoon moved to accept Marian's recommendation to extend the Primex agreement as requested. Second. Unanimous.

11. Approval of Manifests (Board Vote Required)

Marian Alese certified that manifests 21-24 and 23T1006-1007, T010, and F008 totaling \$523,541.37 and Payroll 8 totaling \$786,809.05 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. Gary Backstrom second. Unanimous.

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

a. Negotiations

b. Student

Myron Steere motioned to enter into non-public session in accordance with RSA 91-A:3,II at 8:11 p.m. for matters of negotiation. Unanimous on a roll call vote.

Linda Quintanilha moved to exit non-public session at 8:28 p.m. David Martz second. Unanimous.

Myron Steere moved to seal the minutes of non-public for 5 years. David Martz second. Unanimous.

Motion to adjourn at 8:28 p.m. Second. Unanimous.

Respectfully submitted,

Brenda Marschok

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.

Budget & Property Subcommittee Report Out

Date: October 9, 2014

Members Present: Myron Steere-Chair, Fiona Tibbetts, Pierce Rigrod and David Martz; Others: Marian Alese, John Jordan, Steve Osienski and Brendan Minnihan.

Item/Objective	Status	Decisions	Remaining Issues	Next Steps
Budget Savings	Reviewed potential areas of savings - -Special Ed students on regular buses, -Special Ed Director at SAU and Special Ed Department Head at HS, -Dept. Head for ATC and ATC Director, -Stipends - Block 5, "Summer Academy, Stipends for athletics - increase pay to play, etc.	Information reviewed and research stipends at other schools. Research pay to play costs at other schools.	Use research for assessing direction going forward.	Evaluation of proposals.
Non Profit Foundation	Potential to help fund sports and other activities.	Research possibilities.	Determine if we should move forward.	Depends on findings.
Program evaluation.	Discussed a number of programs for evaluation.	Research areas for discussion.	None.	Board review.
Food Service activities.	Three vendors responded to RFP.	Vendors to tour kitchen facilities.	Proposals due 10/27 - note a request for one week delay - approved by Business Mgr.	Await and evaluate proposals.
Staffing Update	Marian reviewed staffing update and associated expenses.	Information only - should be reviewed with Board.	None.	None.

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

Brendan F. Minnihan, Ed.D.
Superintendent of Schools
bminnihan@conval.edu

Kimberly Saunders
Assistant Superintendent of Schools
ksaunders@conval.edu

Instructions for Completing the Superintendent Evaluation: By the last day of February each year the Superintendent will present a self-assessment of progress toward completion of his/her yearly goals, the School Board goals and an overview of his/her efforts to execute his/her duties and responsibilities as the SAU Superintendent. Following this presentation each sitting Board member will fill out, via Survey Monkey or other suitable electronic polling device, the ConVal Superintendent Evaluation. This evaluation shall be completed through the use of an online survey tool, Survey Monkey, by all Board members by no later than the end of the first full business week of March.

This document will be updated annually by the Vice-Chair and final digital copies will be maintained and kept by the SAU District (District). Survey Monkey surveys will be prepared by the SAU Main Office that reflect this evaluation document. The Superintendent shall, by **July 1st** of each year, submit for the Board's consideration and adoption a list of goals based on annual priorities for the District. Progress on the final Superintendent's goals approved by the Board shall be an important area upon which the Superintendent's performance will be reviewed and evaluated. It is the responsibility of each Board member to make an independent assessment of the Superintendent's ability to execute his/her responsibilities using the assessment below.

There are two sections of the assessment; Section 1 and 2 each have a general description of performance areas and specific performance indicators. Section 1, weighted at 70%, evaluates the Superintendent's performance in the following areas:

Section 1 - Weighted 70%

Leadership and Culture 10%
Communications and Community Relations 10%
Financial Management 10%
Planning and Organizational Management 10%
Curriculum and Instructional Management 10%
Human Resources Management 10%
Policy 10%

Section 2, weighted at 30% evaluates the Superintendent's performance in terms of attainment of annual goals:

Section 2 - weighted at 30%,

School Board Goals 15%

Superintendent Yearly Goals 15%

Each performance area (beginning on page 3) has a "standard" with associated performance indicators related to the standard. Major work performed by the Superintendent and related to the performance indicators should be summarized by the Superintendent and available to the Board during presentation of his/her self-assessment or beforehand.

Choose the score (1-5) that most closely represents your assessment of performance for the indicator under each standard.

1. Strongly disagree, 2. Disagree, 3. Neither agree nor disagree, 4. Agree, 5. Strongly agree.

The final cumulative evaluation score will be the weighted average of all performance standards scores received from each Board member for each performance indicator. Weighted average scores for Section 1 will be weighted 70% while weighted average scores for Section 2 will be weighted 30% to arrive at a final weighted average performance score. Please make sure to put your name and the date at the end of this evaluation.

ConVal School Board Superintendent Evaluation

The Vice Chair shall bring all completed evaluations and tabulated scores to the Board in non-public session and the Board shall review completed evaluations and summary results at a Board meeting by no later than May 1, or at its next regularly scheduled meeting and shall discuss the results with the Superintendent before May 15, or its next regularly scheduled meeting after that date.

ConVal School Board's Superintendent Evaluation

Section I Weighting=70%

1. Leadership and Culture: This Standard measures the superintendent's performance in leadership and culture through empowerment of others, creation of a culture of accountability, transparency and openness. It also measures the Superintendent's ability to effectively lead and manage the District.

Performance Indicators:

- The Superintendent delegates authority to others
- The Superintendent creates and fosters an environment where all individuals feel it is safe to speak up without consequence
- The Superintendent establishes good communication that encourages listening and promotes diversity of opinion.
- The Superintendent demonstrates good judgment and common sense.

1. Strongly disagree
2. Disagree
3. Neither agree nor disagree
4. Agree
5. Strongly agree

Comments:

2. Communications and Community Relations: This standard emphasizes the skills necessary to establish trust, effectively communicate to all stakeholders the vision, goals and challenges of the District. It also measures the Superintendent's ability to be the face of the District.

Performance Indicators:

- The Superintendent develops a working relationship built on mutual trust, respect, cooperation and honesty between the District, Board and the Community.
- The Superintendent demonstrates an on-going commitment to improve school-community relations and lives the vision of the SAU.
- The Superintendent visits schools on a regular basis.

The Superintendent demonstrates effective communication skills and assists the Board to achieve its 2014-15 objectives on communications.

1. Strongly disagree
2. Disagree
3. Neither agree nor disagree
4. Agree
5. Strongly agree

Comments:

3. Financial Management: This standard emphasizes the Superintendent's ability to provide fiscal management and leadership by developing a budget that supports the needs of our students while balancing the fiscal realities our member Towns.

Performance Indicators:

- The Superintendent prepares budgets that conform to guidance provided by the Board and develops working documents in consultation with the Business Administrator
- The Superintendent develops a budget focusing on value that will benefit the education of the students using sound budget management including forecasting, planning, auditing and monitoring.
- The Superintendent works to provide timely reports and information to help the Board form consensus on financial matters and articulates educational priorities within the budget.
- The Superintendent, in cooperation with the Board, creates a budget that aligns resources with identified District and Board priorities.
- The Superintendent develops useful cost-comparison benchmarks in cooperation with the Board and Business Administrator based on information from similar school districts.

1. Strongly disagree
2. Disagree
3. Neither agree nor disagree
4. Agree
5. Strongly agree

Comments:

4. Planning and Organizational Management: This standard emphasizes the Superintendent's ability to effectively organize, analyze and make decisions, that manage the day to day operations and long range planning of the District

Performance Indicators:

- The Superintendent develops performance objectives, for Administrators and reports to the Board a summary of those objectives and general progress toward meeting them as they pertain to institutional and academic progress. (Reports on objectives are not expected to detail attainment of those objectives by specific Administrators.)
- The Superintendent develops and monitors long range plans for the District, and advises the Board on a process that seeks public input and feedback.
- The Superintendent demonstrates knowledge of school facilities and develops a process that builds internal and public support for facility needs, including bond issues.
- The Superintendent assists Board Committees to make salient reports to the full Board using a standard template format.

1. Strongly disagree
2. Disagree
3. Neither agree nor disagree
4. Agree
5. Strongly agree

Comments:

5. Curriculum and Instructional Management: This Standard measures the Superintendents ability to create, manage and monitor a curriculum that is relevant, research based, and supports District and State Goals and is measurably more in alignment with the Common Core State Standards, and other relevant curricular and instructional standards. It also emphasizes the need to provide support for the ongoing development of employees

Performance Indicators:

- The Superintendent has a plan with a timeline for curriculum development and renewal.
- The Superintendent collaboratively develops, implements and monitors processes to improve student and staff learning.
- The Superintendent formulates a plan to assess appropriate teaching methods, classroom management and strategies for all learners.
- The Superintendent establishes instructional strategies that reflect alignment to the Common Core State Standards toward other instructional standards in science (e.g., Next Generation), social studies, and foreign language, with an approach that takes

into account differences in learning styles.

1. Strongly disagree
2. Disagree
3. Neither agree nor disagree
4. Agree
5. Strongly agree

Comments:

6. Human Resources Management: This standard measures the Superintendent's ability to develop and implement a staff performance evaluation system

Performance Indicators:

- The Superintendent demonstrates the use of a system of staff evaluation that supports career growth and professional development.
- The Superintendent identifies and applies appropriate processes for employee recruitment, selection, retention and separation of personnel with attention to how these processes result in employees that demonstrate excellence.

1. Strongly disagree
2. Disagree
3. Neither agree nor disagree
4. Agree
5. Strongly agree

Comments:

7. Policy: This standard measures the superintendent's ability to work with the Board to ensure good school governance of staff, students and the community at large

Performance Standards:

- The Superintendent provides guidance to School Board on policy issues
- The Superintendent understands and articulates the system of public school governance and differentiates between policy making and administrative roles

1. Strongly disagree
2. Disagree
3. Neither agree nor disagree
4. Agree
5. Strongly agree

Comments:

Section II: Yearly Goal Attainment Weighting=30%

1. School Board Goals: This standard measures the superintendent's ability to support and provide guidance to the Board with the execution of their yearly goals

Performance Indicators:

The Superintendent works closely with the Board to support and execute yearly Board Goals

School Board Goal 1 – Pass a Budget with unanimous support among the Board.

School Board Goal 2 – Have a fair and equitable contract with the CVEA approved by the voters.

School Board Goal 3 – Through the process of writing a new Strategic Plans, develop a planning process for the District. (detailed blueprint on how to get from current position to a better position)

School Board Goal 4 – Effective Communications by Board

School Board Goal 5 – Become a high-performing, data-driven Board

1. Strongly disagree
2. Disagree
3. Neither agree nor disagree
4. Agree
5. Strongly agree

Comments:

2. Superintendent's Yearly Goals: The Superintendent develops 3-5 Goals, agreed upon by the Board that supports the vision of the District and the development of the Superintendent. See attached document with Superintendent's goals for 2014-15.

Performance Indicators:

The Superintendent demonstrates effective completion of yearly goals

Superintendent Goal 1 (see attached)

Superintendent Goal 2

Superintendent Goal 3

Superintendent Goal 4

Superintendent Goal 5

1. Strongly disagree
2. Disagree

3. Neither agree nor disagree

4. Agree

5. Strongly agree

Comments:

School Board Representative Name and Date _____

Revised Oct 17th, 2014