

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

CONTOOCOOK VALLEY SCHOOL BOARD

Tuesday, December 16, 2014

School Board Meeting

Fracestown Elementary School

**Library
6:30 p.m.**

BOARD

Rich Cahoon, Butch Estey,
Jon Ingram (electronically), 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
Anne O'Bryant, SMS
Dr. Ann Allwarden, AES/Pierce
Nicky Fraley, FES
Ben Loi, PES
Colleen Roy, GES
Amy Janoch, HES
Brian Pickering, CVHS
Jim Elder, GBS

1. Call to Order and Pledge of Allegiance

Butch Estey called the meeting to order at 6:30 p.m.

2. Fracestown Elementary School Welcome- Nicola Fraley

Principal Fraley invited those present to visit some of the classrooms so that students could share examples of their learning experiences.

Students led the Pledge of Allegiance both verbally and using sign language.

Mrs. Fraley welcomed everyone to Fracestown Elementary School tonight and introduced teachers and staff.

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

a. December 2, 2014

Myron Steere moved to accept the minutes of December 2, 2014. Pierce Rigrod second. Linda Quintanilha abstained. All else in favor. Motion carried.

4. Points of Pride

PES

At PES, there were many happenings this month. One of the activities at the December Nature's Workshop was designing pine cone ornaments for the PES Tree at the Peterborough Holiday Tree Festival. PES won "Best Handmade Ornament."

Lynn Compton, PES Music Teacher has been running a Caroling Club after school for the past several weeks. Over 50 students signed up to participate in the club. The students performed at Peterborough's First Night Celebration and at the Peterborough Holiday Tree Festival.

Rebecca Dunn, the School Counselor, and Amy Lavoie, a 4th grade teacher, recently worked with 4th graders on developing a student leadership team. A number of students wrote and delivered speeches last week in front of their

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4th grade peers. The students then held an election to select members for the Student Leadership Team. Nine members were elected to represent the school. Their first assignment will be to working with students on Cafeteria expectations.

John Szep, PES Physical Education Teacher, has been running an Exercise Club since the start of the school year for 4 mornings a week before school. John regularly has over 45 students who attend to increase their physical activity. Students play cooperative games while working on aerobic exercise

Marcia de Steuben, PES Library Media Specialist, has been running a Knitting Club in library on Mondays after school. Marcia has several students who have been working on knitting projects since the fall.

GES

GES 4th graders have been warming up their vocal chords in preparation for their annual trip to Greenfield Commons to sing holiday carols with the residents on Friday.

Third graders have been doing weather experiments and building weather instruments as part of their study of extreme weather. Our 2nd graders visited Mariposa Museum to learn about the Festival of Lights.

Dr. Minnihan reported that Assistant Superintendent, Kimberly Saunders, and Susie Spikol, Harris Center, and others presented before the State Board of Education on the partnership between the ConVal School District and the Harris Center today.

Dr. Minnihan reported that early acceptances to colleges and universities have been coming in at CVHS.

5. Public Comment

None.

6. Consent Agenda

a. Personnel

Tim Markley referenced a revised Personnel agenda which included the nomination of Meredith Desaulniers as a district Speech Pathologist.

Rich Cahoon moved to accept the nomination as read. Pierce Rigrod second. Unanimous.

1) June 2016 Retirements

Myron Steere moved to accept the June 2016 retirements of Margaret Blackburn, Melanie Pinard, and Nina Boyle. Rich Cahoon second. Unanimous.

2) June 2015 Retirements

Myron Steere moved to accept the June 2015 retirement of Noreen Kilbride as read. Rich Cahoon second. Unanimous.

January 2015 Resignation:

Myron Steere moved to accept the resignation of Ian West. David Martz second. Myron Steere noted based on the policy does anything have to be waived or forfeited.

Tim Markley reported that he has sent a letter of 1% penalty for breaking contract. **Unanimous.**

3) Notice of Co-Curricular Positions

The Notice of Co-Curricular Positions was included in the agenda packet for reference.

7. Superintendent's Report and Presentation of Business

a. Monthly Events Calendar

No additions were made to the Monthly Events Calendar.

8. Reports

a. Student Representative – River Marmorstein

River Marmorstein, CVHS student, reported that shadowing is underway at the high school. Teachers will shadow students. Board members were invited to shadow students as well; contact Mr. Pickering if interested.

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River read a statement on behalf of students with regard to the budget (see attached). The students at CVHS do not support major budget cuts in any areas of the district budget understanding it might result in increased taxes. Students cannot accurately prioritize areas within the budget as priorities therefore, they reported that they will not do so. The statement reminded the board that students do not believe that the board is actively living by their policy of first and greatest concern must be the educational welfare of the students attending the public schools. Students will assist in helping to pass the district's budget and believe this will occur for future years as well.

Jon Ingram commended the students for their effort. He asked how they can assure that their comments moving forward are representative of the entire school body. River Marmorstein said that is why a statement was not made in terms of a list of priorities. They are seeking input from various groups throughout the district to more accurately depict the needs and wants.

Which student groups are shepherding this effort? River reported that groups include regular students that want to be involved and SALT, Student Council, National, Student Leadership Team, and Class Advisories. Documenting the process moving forward for subsequent student groups was cited as important as part of the process.

b. Teacher Representative – Gil Morris

Gil Morris, CVEA Rep, reported on recent success in world language poetry competition. Mr. Morris reported that the CVHS Winter Concert is tomorrow night.

c. Budget & Property Committee – Myron Steere

Myron Steere reported out on the most recent Budget & Property Committee meeting (see attached). Mr. Steere shared that one food service vendor will be selected for further review as well as our in-house food service program.

The Transportation Contract was reviewed which proposed an extension to their contract. B&P would like to proceed with a propane contract moving forward.

A finalized budget is prepared and awaiting final vote.

Butch Estey asked the Board if they would prefer the Food Service Presentation come before B&P or the full board. B&P was the consensus. The full board is encouraged to attend.

d. District Study Committee – Tom Ferenc

Tabled.

e. Strategic Plan Committee – Pierce Rigrod

Pierce Rigrod reported a meeting is scheduled for Thursday where the committee will look at a profile of the district to collect demographic data. From a capital perspective, the strategic plan will be surveyed. The plan will be based on the input from the survey and focus groups. Samples from other studies will be reviewed. Goal statements will develop in the future.

f. Education Committee – Crista Salamy

Dr. Minnihan reported out on the most recent Education Committee meeting.

Discussion and recommendations were made with respect to athletic fees and the Arts Integration Program.

9. Old Business

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

DIA: Fund Balance

Linda Quintanilha moved to adopt policy DIA as presented. Rich Cahoon second. Unanimous.

KHB: Advertising on School Property by Community or Outside Groups

Linda Quintanilha moved to adopt policy KHB as presented. Rich Cahoon second. Unanimous.

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b. Athletic Fees

Jon Ingram reported discussion on athletic fees and historical information on the topic at the recent Education Committee. The suggestion was not to charge fees but ask administration to share a statement of rationale for this request. Further, that it be reviewed in two years to learn more on the impact. Pierce Rigrod confirmed that this information was accurate from the last meeting.

Jon Ingram moved to suspend charging athletic participation fees and to review the impact of this decision in two years.

Dr. Minnihan shared a statement from administration to support the request to eliminate athletic fees.

Rich Cahoon asked for baseline numbers on participation rates by sport. Linda Quintanilha said that it will be looked at as a percentage of enrollments.

David Martz said that if we vote to eliminate; is it possible to eliminate for this year as well. Dr. Minnihan said that if students know that this will be the approach in the fall; he hopes students in need of a waiver will ask this year. Dr. Minnihan said that it would be cleaner starting July 1st.

Second. David Martz abstained. Motion carried.

c. Warrant Articles

Marian Alese referenced a draft of the warrant. In addition, a fund balance retention warrant article was shared for consideration.

Ms. Alese reviewed the articles as proposed.

Articles 4, 5, and 6 are in no particular order other than if passed money would be placed in the funds in the order placed on the warrant. Consideration for order was asked; not needed tonight.

There is not a warrant to place funds in the Special Education Trust Fund because it approximates \$410,000. Maximizing this fund at this level was discussed.

Linda Quintanilha said that she did not feel that \$400K was enough as a safety net.

Myron Steere said that if we need to fund it we will be required to by law. He suggested a cap on the fund that would grow with the size of the budget. He was not in favor for simply placing money in it every year.

Rich Cahoon favored the idea of a cap. A policy that states money would not be withdrawn was suggested.

Fiona Tibbetts asked Dr. Matte to speak on the topic. Dr. Matte said that he is grateful for a trust fund. \$400K is a lot of money however anything could happen at any given point.

Linda Quintanilha moved to place a warrant article to appropriate \$100K in the fund if available.

Butch Estey asked if it was possible to fast track the policy as Rich suggested.

Myron Steere second. David Martz opposed. Motion carried.

Myron Steere moved to fast track the policy. Rich Cahoon second. Unanimous.

David Martz moved to allow a special meeting to occur between September and June if needed. Second. Unanimous.

Rich Cahoon moved to take Article 6 and make it Article 4. Second. Unanimous.

Linda Quintanilha moved to place the Special Education Trust Fund article after the Capital Reserve Trust Fund (Article #5). Second. Unanimous.

Myron Steere moved for consideration of a new Capital Reserve for vehicles and equipment for future years without funding it this year. Rich Cahoon second.

Rich Cahoon asked of any other funds that have gone unfunded. Marian will review if there were any for equipment.

Unanimous.

d. Budget Calendar

Butch Estey noted the public hearing on the budget for January 13th.

Marian Alese reviewed the SB2 calendar and noted important dates in terms of turnaround time for the Annual Report. The budget must be finalized by January 13th.

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e. Expenditure Report – M. Alese

Marian Alese reported a vacancy in Line 1. Line 2 includes a transfer. Line 11 reflects a significant amount remaining due to a health insurance rate reduction and a plan buyout by employees. This reflects partial payment for the HRA.

Marian Alese also reported pre-buying some oil. The price is still going down. The proposed budget has \$2.87 per gallon; yesterday it was \$2.50. Ms. Alese reports potential savings with the bus contract. The pre-purchase would reduce next year's proposed budget.

g. Budget Finalization

Myron Steere reported that the budget is essentially settled with adjustments as mentioned with fuel oil.

10. New Business

a. Transportation Contract Extension

Myron Steere reported a proposal to extend the bus contract. New buses would be purchased with propane.

Ms. Alese recommended extending the contract. This company knows our kids and our parents. Moving to propane would also be a positive. The contract includes a yearly 3% increase. Propane would be more expensive however at the moment it is cheaper than diesel and is cleaner than diesel. Buses warm up more quickly with propane. Buses would have GPS on them.

Myron Steere moved to accept the extension on the bus contract.

Marian Alese shared cost offsets from diesel to propane. Over a six year period, \$145K more for mainly equipment costs. There would have been a 3% increase anyway. Marian will lock propane once voted. Bottom line is \$70,000 less than what is there now.

David Martz asked if this was required to be bid out. Marian Alese reported that the contract includes language allowing an extension.

David Martz amended the motion to add the removal of the clause from this contract to allow this to go out to bid. Rich Cahoon second.

Four in favor; four opposed.

The motion to extend contract and then a motion to remove the clause to renegotiate an extension.

Jon Ingram opposed removing the clause. Amendment fails.

Motion to accept extension with propane. Second. Unanimous.

Rich Cahoon asked if a motion was needed to allow a pre-purchase program

Rich Cahoon moved to allow a pre-purchase program. Myron Steere second. Unanimous.

David Martz moved to amend motion to allow Marian to pre-buy for remainder of year. Second.

Unanimous.

b. Food Services

Discussed earlier under B&P.

11. Approval of Manifests (Board Vote Required)

Marian Alese certified that manifests T013 through 37 totaling \$436,421.82 and Payroll 12, 121, and 122 totaling \$1,279,311.42 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. Rich Cahoon second. Unanimous.

A Franconia community member asked the board about the budget process last year where the School Board voted for the budget and SAC voted against. Has there been conversation bringing the two sides together?

Myron Steere shared that positive meetings with SAC have been long underway.

Scott Carbee commended the district for the work done on the budget and agreed.

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Discussion took place about getting word out on the budget to promote vote.
A joint Board/SAC statement was suggested.
Communication Committee meetings were discussed.
Marian Alese will make changes to the budget for fuel resulting in Version 5.

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

a. Negotiations

Myron Steere moved to enter into non-public session at 8:14 p.m. for matters of personnel. Unanimous on a roll call vote.

Myron Steere moved to exit non-public at 8:20 p.m. Rich Cahoon second. Unanimous.

**Myron Steere moved to waive the \$264.63 penalty. David Martz second. Unanimous.
David Martz moved to seal the minutes of non-public session for 3 years. Rich Cahoon second. Unanimous.**

Myron Steere moved to enter into non-public session at 8:21 p.m. for matters of negotiation. Unanimous on a roll call vote.

Myron Steere moved to exit non-public session at 8:25 p.m. David Martz second. Unanimous.

Linda Quintanilha moved to adjourn at 8:26 p.m. David Martz second. Unanimous

David Martz moved to seal the minutes of non-public session (#2) for 3 years. Second. Unanimous.

Respectfully submitted,

Brenda Marschok

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