

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

CONTOOCOOK VALLEY SCHOOL BOARD

**Tuesday, April 1, 2014
School Board Meeting**

**7:00 p.m.
SAU Office**

BOARD

Rich Cahoon, Butch Estey,
Tom Ferenc, Joel Green,
Jon Ingram, David Martz,
Stephan Morrissey (7:16 p.m.),
Linda Quintanilha, Pierce Rigrod,
Crista Salamy, Myron Steere,
Fiona Tibbetts

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
Kim Chandler, CVHS
Gib West, CVHS
Brian Pickering, CVHS
Dr. Ann Allwarden, AES/Pierce
Dr. Noreen McAloon, FES/GES/HES
Niki McGettigan, TPS
Ben Loi, PES

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. Policy BDBA Suspended (2/3 School Board Vote Required per Policy BGF)

Mr. Rigrod reported that Policy BDBA regarding Board Officers was suspended at the last meeting. It governs how the Board elects its own officers.

Myron Steere moved to suspend Policy BDBA. Linda Quintanilha second. Unanimous.

3. Call for Election of Officers – Superintendent

Mr. Rigrod reported that because the policy is suspended, anyone can consider themselves a candidate for School Board Chair. No one showed interest.

A roll call vote in favor of Butch Estey or Myron Steere resulted in:

Butch Estey: Joel Green, Crista Salamy, Pierce Rigrod, Linda Quintanilha, Butch Estey, Tom Ferenc

Myron Steere: Jon Ingram, Fiona Tibbetts, Myron Steere, David Martz, Rich Cahoon

Butch Estey was elected School Board Chair.

Pierce Rigrod stepped aside for Butch Estey to take his position as Chair.

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

a. March 20, 2014

Myron Steere moved to accept the minutes of March 20, 2014. Linda Quintanilha second.

Dr. Minnihan amended the minutes to reflect that Joel participated electronically because he was at work. David Martz noted that the minutes should reflect that electronic communication took place and to correct a second. .

Joel Green abstained. Motion carried as amended.

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5. Points of Pride

CVHS

ConVal High School student, Sarah Hurley, has been accepted into St. Paul's Advanced Studies Program and will be studying Ancient Greece there over the summer. Miss Hurley recently shared her thanks and appreciation for the recommendations and support she received from ConVal staff. She shared that she would not have this spectacular opportunity without it!

ConVal was selected to advance to the State portion of the Educational Theatre Guild Festival! Actors Ben Carne and Sarah Hurley were awarded recognition as well as Maggie Forrest for lighting. This is the fourth year in a row that ConVal has advanced.

SMS/Student Transportation of America

Catherine Forrest, RN, South Meadow School recently shared information on the very positive experience that she has been witness to with Student Transportation of America recognizing their work for the children of our community. Among the positives noted were the driver/student interactions, the radio dialogue among drivers, and general willingness to go above and beyond in making students comfortable and placing their overall safety first.

Tom Ferenc reported that he went to a well attended Peterborough PTO Breakfast. It was a good use of facilities with soccer and breakfast taking place.

6. Public Comment

None.

7. Consent Agenda

a. Personnel

1) Resignations/Retirements

Tim Markley referenced the retirement of Claudia Sysyn included in tonight' packet effective June 2014.

Myron Steere moved to approve the retirement. Second. Unanimous.

Tim Markley referenced the retirement of Sally Keller included in the agenda.

Myron Steere moved to approve the retirement. David Martz second. Unanimous.

Two resignations were cited:

Stacey McCartney, Pierce School, and Ryan McCartney, CVHS.

Myron Steere moved to accept the resignations. David Martz second. Unanimous.

Tim Markley referenced the retirement of Pamela Campbell in June 2014.

David Martz moved to accept the retirement. Myron Steere second. Unanimous.

2) Job Descriptions – (Board Approval)

Library Media Assistant

Linda Quintanilha moved to approve the job description as read. Myron Steere second. Unanimous.

District Electrician

Linda Quintanilha moved to approve the job description as read. Myron Steere second. Unanimous.

8. Superintendent's Report and Presentation of Business

a. Monthly Events Calendar

1) School Board Induction Dates – Legal Roles & Responsibilities

The School Board Induction Series on Legal Roles and Responsibilities was set for Thursday, May 1st at 6:00 p.m. at the SAU.

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Rich Cahoon asked if the presentation could be adapted to be more free form. Board members could read through the materials in advance of the meeting. Confirmed.

2) School Board Retreat: Goal Setting

The School Board goal setting meeting was scheduled for Tuesday, May 20th at 6:00 pm. at the SAU.

3) School Board Meeting with State Representatives

A School Board meeting to meet with NH State Representatives and Senators was scheduled for Wednesday, April 9th at 7:00 p.m. at the SAU Office.

b. April 1, 2014 Enrollment

Tim Markley that two kindergarten registrations have been held with one remaining; 76 students are anticipated to enroll in these three registrations. This number is reflected in the enrollment projection.

Last year, at this time, we had 102 students enrolled with 152 by the time we opened the doors. The year before we had 94 and had 141 enter kindergarten when the doors opened. Our current numbers are approximately 20 fewer students.

Hancock has one kindergarten student enrolled. Summer enrollments occur, but we need to anticipate if we will have enough students enroll. Mr. Markley was concerned that if decisions on multi-age occur; cuts need to be noticed by April 15th.

Discussion took place about the timeline in terms of the need for a teacher or the RIF of one by the deadline.

Rick Matte stated that three additional students have enrolled since Friday.

Dr. Minnihan recommended that we leave it as it is and wait to see what the numbers are. Projections show it should be the same. We can deal with the two positions when we know more.

Discussion took place about the possibility that more than two positions become not needed if numbers do not come in. Currently two positions; one at DCS and one at FES could go unfilled until we know more. Additional positions aside from these two were cited as possibilities.

Pierce Rigrod asked the window of time for advertising for K registration.

Rick Matte said that advertising is done strategically according to the dates.

Rich Cahoon moved to accept the Superintendent's recommendation. Second. Unanimous.

9. Reports

a. Student Representative – Zach Letourneau

Zach Letourneau, CVHS Student Rep, reported that Spirit Week is the Week of April 15. In addition, he reported that a recent blood drive drew over 50 donors.

The board wished Zach the best of luck in Indianapolis with his upcoming speech competition.

b. Teacher Representative – Gil Morris

None.

c. Education Committee – Crista Salamy

Crista Salamy reported that goals were discussed in terms of revisiting and revising the Curriculum Renewal Cycle. Developing a "Top 5" for high performing district was discussed. Rtl was discussed as well as co-curricular reporting out to Ed Committee.

10. Old Business

a. Default Budget Discussion

Dr. Minnihan reported that after the last board meeting; personnel and non-personnel potential items were discussed. Legal Council shared that a list of reductions should be shared and reaffirmed.

John Kieley, Temple, reported that he attended the last meeting for this discussion. It occurred under non-public session which was slated for personnel and negotiations. A vote in public took place; it was not appropriate. Public bodies must deliberate in public. Mr. Kieley suggested that the clock be restarted.

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He suggested that the board hold deliberations on the non-personnel in public as required by law. The voters expect more.

Dr. Minnihan said that he could restate and deliberate and vote.

Rich Cahoon said that there was no intent to hide this. Mr. Kieley said that there is no suggestion of intent.

Pierce Rigrod said that Quest, maintenance, technology, health conversion, and supplies are costs that are of a lower priority. Mr. Rigrod asked if anyone had thoughts on the question of priority.

Mr. Estey asked if anyone had concern with the cuts in supplies.

Mr. Ingram asked about the substitute funds of \$50,000 proposed for cut. He asked if they were tied to a vision for professional development. Kimberly Saunders confirmed.

Rich Cahoon asked Marian Alese about the maintenance proposed cut. Marian Alese said that we have a building aid plan that outlines what will happen through 2017/2018.

Tom Ferenc asked for information about Quest. Dr. Minnihan outlined the intent of the Quest Program.

Technology includes iPads slated for student use.

John Kieley shared concern that the high school program was cut heavily. Capital items were in the budget that was not a part of the Strategic Plan. He raised the question that much had changed since the Strategic Plan was developed. New capital plans and old capital plans were not discussed. Mr. Kieley suggested that this board look at the plans for change in the budget and prioritize. What can be put off in order to put iPads in the hands of kids? Mr. Kieley noted 67 devices for Special Education staff that could go away in order to put these computers at the high school. Mr. Kieley asked the board to go through a prioritization process.

Linda Quintanilha clarified that the 67 devices are often used in therapeutic situations with students. They look like they are going to staff but are often used by students.

Rich Cahoon said that the conversation on the maintenance side did occur in public session. The initial budget guidance was fixed costs with priority one items.

Tom Ferenc said that if we do an environmental scan we could leverage technology for classes through virtual courses.

Pierce Rigrod reported that the technology that we are replacing is 5 years or older. Fixed labs were moved to mobile labs. These discussions took place. The use of the Strategic Plan as a focal point is out of step. It is not updated every 6 months.

Rich Cahoon said that a prioritization of the "stuff" took place in non-public giving permission to the Superintendent the authority to refund the tech line if monies became available.

David Martz moved to accept this plan. Rich Cahoon second.

Marian Alese reported that the majority of items in the proposed budget are a direct result of the Strategic Plan and can be traced back to 2004. Items were deferred repeatedly. The maintenance item as proposed was close to the default.

Jon Ingram opposed. All else in favor. Motion carried.

Rich Cahoon said that a proposed budget was shared with the voters; it included revenue and expenses. He believes that when the voters did not support the budget that they did not support the trust funds. In the future we should make it more clear.

Marian Alese said that proposed revenues were shared. She will confirm with the DRA; less could be taken.

11. New Business

a. Strategic Plan Process – Marian Alese

Marian Alese shared a narrative on the Strategic Plan process. There is a Steering Committee. Each member is charged with review of the documents on facilities and assessment. Building Aid Plans, NEAS&C Plan, CBA, NESDEC Projections, applicable policies, annual reports, and other relevant documents are reviewed. The goal is to coordinate what we are asking for with what is happening in all of our towns. When all documents are reviewed, a reprioritization of deficiencies takes place. Once all of the data is collected, a draft plan will be shared with the board.

Pierce Rigrod asked the process once the draft is complete. Marian Alese reported forums to share the direction and priorities for discussion would take place.

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Rich Cahoon said that the Strategic Plan should be kept a living document so that one can identify what is actually affected.

Joel Green asked the desired outcome; how will we know it is a successful plan. The response was that there is an assessment piece in place around students, staff, efficiencies, community buy-in etc.

b. Authority to Negotiate Electricity Contract (Board Vote Required)

Marian Alese reported that it will soon be time to negotiate electricity with bidders and asked for the authority to negotiate a contract.

David Martz moved to allow a contract on electricity to be negotiated. Myron Steere second. Unanimous.

c. ConVal 2014-2015 School District Calendar (Board Vote Required)

Kimberly Saunders shared a draft proposed school calendar. The calendar is aligned as best possible with Jaffrey-Rindge; they do not align on November 10, March 10, and last day of school.

Myron Steere moved to accept the school calendar as proposed. David Martz second. Unanimous.

d. 2014-2015 Health Insurance Rates (if released)

Marian Alese reported that our health insurance rates are going down 5.6% which is more of a decrease than shared in November. This has potential to save approximately \$300,000.

In other news, Dr. Minnihan reported that he has had someone come forward to ask about naming a part of our facilities after someone. He asked the Board their approach on this. Dr. Minnihan shared that he could then bring this forward at a future Board meeting once he knows the approach.

Jon Ingram said that this should go to policy for development with a first and second read to give clarity to process.

A five minute break was taken.

e. Communication Committee Discussion – Rich Cahoon

Rich Cahoon reported that athletics and co-curricular should have a home. The Superintendent is indifferent to where the home is so long as it is consistent. His argument for Education Committee is that they are part of our educational program.

Myron Steere moved that co-curricular and sports go through Education Committee. Second. Unanimous.

Mr. Cahoon shared a Communications Committee Proposal. He shared his experience stating that there should be a reason for it to exist. This document was modeled from Concord. Grievances go to Communications.

Myron Steere moved to accept the proposal as made.

Rich Cahoon said that it would be nice to hear about things in advance of the Board meeting by first going to the Communication Committee.

Linda Quintanilha second.

Marian Alese noted that this would require policy change. Confirmed.

Unanimous.

Butch Estey asked for three people to serve on the Communications Committee.

Kimberly Saunders said that it is important that those volunteering for this committee must be available 48-72 hours from the time of the call.

David Martz, Myron Steere, Stephan Morrissey, and Crista Salamy volunteered. David Martz offered to be an alternate.

Rich Cahoon suggested an interim committee.

Pierce Rigrod suggested staying with the discipline committee as in place. Confirmed that Crista and Pierce will continue on discipline. Stephan Morrissey will be the third member.

Butch asked for a vote to empower them to make discipline decisions on behalf of the board.

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Myron Steere moved. David Martz second. Crista Salamy and Fiona Tibbetts abstained. Motion carried.

12. Approval of Manifests (Board Vote Required)

Marian Alese certified that manifests 77 through 79 totaling \$443,298.90 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. Pierce Rigrod second. Unanimous.

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

a. Negotiations

b. Personnel

Myron Steere moved to enter into non-public session in accordance with RSA 91-A:3,II at 9:07 p.m. for matters of negotiations and personnel.

David Martz moved to exit non-public session at 9:58 p.m. Myron Steere second. Unanimous.

Myron Steere moved to seal minutes for 20 years. Second. Unanimous.

Myron Steere moved to accept the buyout discussed. Second. Unanimous.

Myron Steere moved to allow Tim Markley to negotiate a maximum of 90 days for carryover purposes as discussed. David Martz second. Linda Quintanilha abstained. Motion carried.

Motion to adjourn at 10:01 p.m. Second. Unanimous.

Respectfully submitted,

Brenda Marschok

Minutes accepted as amended at the April 15, 2014 School Board meeting.

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