

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

CONTOOCOOK VALLEY SCHOOL BOARD

Tuesday, September 16, 2014

School Board Meeting

SAU #1

Board Room

7:05 p.m.

BOARD

Gary Backstrom, Rich Cahoon,
Butch Estey, Jon Ingram,
David Martz, Stephan Morrissey,
Linda Quintanilha, Pierce Rigrod,
Crista Salamy, Myron Steere,
Fiona Tibbetts

Gil Morris, CVEA

ADMINISTRATION

Dr. Brendan Minnihan, Supt.
Tim Markley, H.R.
Marian Alese, B.A.
Anne O'Bryant, SMS
Ben Loi, PES
Jim Elder, GBS
Amy Janoch, HES
Nicola Fraley, FES

1. Call to Order and Pledge of Allegiance

Butch Estey called the meeting to order at 7:02 p.m. The Pledge of Allegiance was recited.

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

a. September 2, 2014

Stephan Morrissey moved to accept the minutes of September 2, 2014. Rich Cahoon second. Unanimous.

3. Points of Pride

Dr. Minnihan reported the following Points of Pride:

DISTRICT

Donna Reynolds, Food Service Director, has been recognized by the School Nutrition Association for having demonstrated the fundamental knowledge required for competency in her profession and is hereby awarded the designation of "School Nutrition Specialist".

PIERCE SCHOOL

On Tuesday, September 9th, the second graders at Pierce School had the wonderful opportunity to meet with Attorney John Cronin who is also Bennington's Town Moderator. John spoke with the students about the voting process, and then students had the opportunity to observe their teacher, Chris McClure, as she went through the voting process. With voting being held right at Pierce School, Mrs. McClure and Attorney Cronin were able to present a real life civics lesson.

AES

On Friday, September 12th AES students and staff hiked through McCabe Forest in their Eagle Groups. Eagle Groups are multi-age groups that mix students from grades K through 4. Eagle Groups promote cross-grade relationships and provide important opportunities for the older students to assume leadership roles. Overall, Eagle Groups foster a strong sense of community and contribute to what is unique and special about AES.

On Saturday, September 13th a group of staff, students, and parents representing AES marched in the parade at Antrim's Annual Home and Harvest event.

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On Friday, September 12th staff, students, and parents of Pierce School met for their first all-school assembly of the 2014-2015 school year. All-school assemblies allow staff and students to share recently completed work, as well as current projects. They also provide an important forum for building community through drama, song, and dance, as well as reinforcing the school's core values of being safe, being kind, and doing the right thing.

DUBLIN CONSOLIDATED

John Kaufhold and his employee, Nick, came to DCS from Peterborough Marble and Granite Works to deliver and set an 800 pound piece of Goshen Stone atop the base of our bread oven, which a group of family volunteers had built in August. This represents step 2 of the three step process - next is all of our students working with a potter to create the clay oven on top of the stone. Enclosed is a photo of the stone being lowered in its sling with DCS kids watching. The Dublin Community Foundation and John Kaufhold provided the donations necessary to purchase and lay this stone.

CVHS

We just received a letter from the College Board's Advanced Placement Program. Arianna Zrzavy is a recipient of the 2014 AP Scholar Award "in recognition of exemplary college-level achievement on Advanced Placement Program Examinations." The AP Scholar designation is "granted to students who receive scores of 3 or higher on three or more AP Exams." Arianna was a 2014 graduate of ConVal High School and is currently a student at John Carroll University in Ohio.

4. Public Comment

None.

5. Consent Agenda

a. Personnel

1) Notice of Co-Curricular Positions

Tim Markley referenced co-curricular nominations included in tonight's agenda.

In addition, Michael Young, CVHS Golf Club and Jan Buonanno, SMS 4-H Advisor were also nominated.

Discussion took place about the NEASC position nomination. The question asked was if a high school staff member or assistant principal could oversee this responsibility instead.

Discussion took place about the PBIS Assistant nomination. Why isn't this part of someone's normal job? Great Brook School does not have an assistant principal.

6. Superintendent's Report and Presentation of Business

a. Monthly Events Calendar

Budget & Property Committee – Sept. 18th at 6:30 p.m.

Selectmen's Advisory Committee – Sept. 25th at 7:00 p.m.

School Board Budget Prep Meeting – Saturday, November 1st – 9:00 a.m. to 3:00 p.m.

7. Assistant Superintendent's Report

a. Youth Risk Survey

Tabled until October meeting.

8. Reports

a. Student Representative – River Marmostien

CVHS Student, River Marmostien, reported that everything is off to a good start. School wide rubrics include a self-management rubric, which reviews staying on task, getting to class on time, as well as academic components. A citizenship rubric is being developed where administrators, teachers, and students will be assessed on citizenship. This ties into PBIS.

b. Teacher Representative – Gil Morris

Gil Morris reported a successful homecoming weekend. German students have become pen pals with special education students in Germany.

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GBS, Patrick Cogan, has obtained a color coded keyboard to allow a nonverbal student to play keyboard.

c. Budget & Property Committee – Myron Steere

Myron Steere reported out on the most recent Budget & Property Committee meeting (see attached).

d. Education Committee – Crista Salamy

Crista Salamy reported out on a recent Block Schedule Committee meeting.

Crista Salamy reported out on the most recent Education Committee meeting which included multiage discussion, class size discussion, process for new positions, and curriculum renewal cycle backlog discussion. Science and Social Studies as a priority was discussed. Education Committee goals were decided at this meeting. Co-curricular and summer program were discussed and will be reviewed.

e. Communications Committee – Myron Steere

Myron Steere reported out on the most recent Communication Committee meeting and discussed purpose of the committee. Budget communications were planned. Letters will be sent to the entire board before submitting to the newspaper. Discussions took place about introducing home-school parents to the services available in the district and introduce them to principals in the school to discuss opportunities.

Butch Estey reminded board members to connect with the Superintendent before meeting with principals as a matter of protocol.

9. Old Business

a. Budget Assumptions – Marian Alese

Marian Alese referenced budget assumption information included in tonight's packet. Procedural, Financial, and Programmatic assumptions were listed. Information will begin to populate the district website. Discussion on non-discretionary items will be started with first.

10. New Business

a. Lion' Club Eye Screening – Richard Loveland

Sarah Edwards, President of Antrim/Bennington Lions Club introduced Linda Ward and John Conklin to talk about the Lion's Club Eye Screening.

Linda Ward reported that the Antrim/Bennington Lion's Club screens in Antrim, Bennington, Hancock, Frankestown, and Greenfield.

The Lion's Club is seeking approval of the Board for this to be a "School Sponsored Activity" and actively promoted. There are no hands on touching of children. Each exam takes mere seconds with results given to the school nurse. Abnormal readings are mailed home to parents. There is no long-term retention of the data.

Dr. Minnihan reported that the flyer that goes home includes a "not a school sponsored activity" statement and the Lion's Club would like the support of the district.

Marian Alese shared that she was unsure if our insurance company would allow us to sponsor this activity because of liability. Other language might be considered.

David Martz moved to allow for the SAU to develop supportive language on the flyer. Second.

Dr. Minnihan asked if the Red Cross wants the same language, shall they come before the board. Antrim Recreation? Healthy Teeth to Toes?

Other organizations should report to the appropriate committee and then to the board.

Unanimous.

11. Approval of Manifests (Board Vote Required)

Marian Alese certified that manifests 11 through 15 totaling \$561,539.85 and Payroll 5 and 510 totaling \$790,540.85 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 approve the manifests as read. Greg Backstrom second. Unanimous.

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Butch reported that a non-public on personnel is the only non-public session tonight.

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

- a. Negotiations**
- b. Personnel**
- c. Student**

Myron Steere moved to enter into non-public session in accordance with RSA 91-A:3, II for matters of personnel. Unanimous on a roll call vote.

Myron Steere moved to exit non-public session at 8:41 p.m. Gary Backstrom second. Unanimous.

Myron Steere moved to approve the contracts as amended. David Martz second. Unanimous.

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

Linda Quintanilha motioned to adjourn at 8:42 p.m. Second. Unanimous.

Respectfully submitted,

Brenda Marschok

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Budget & Property Subcommittee Report Out

Date: September 4, 2014

Members Present: Myron Steere-Chair, David Martz, Pierce Rigrod, and Fiona Tibbetts; Others: Marian Alese, Dr. Brendan. Minnihan, Donna Reynolds, Janis Cox and Gail Cromwell.

Item/Objective	Status	Decisions	Remaining Issues	Next Steps
Sample Food Service Contract	Reviewed RFP going out & another District's contract.	RFP must use State DOE format & content. RFP will be advertised in newspaper and on web site; notice sent to primary vendors. Sample contract reviewed for informational purposes.	District Food service to prepare proposal as part of process to determine our vendor.	Return and analysis of vendor and District proposals for recommendation to Board for decision.
15-16 Budget Assumptions	Discussed need for further clarification of budget process.	Assumptions and initial work underway B&P to refine process over the next month in reviewing material prior to the November full Board budget review.	Completing review of non-discretionary budget material and putting together stuff for review.	Continue budget preparation process and material.

Communications Subcommittee Report Out

Date: September 11, 2014

Members Present: Myron Steere-Chair, Pierce Rigrod, Stephan Morrissey, Gary Backstrom, and Davis Martz (Alt); Others: Dr. Brendan. Minnihan.

Item/Objective	Status	Decisions	Remaining Issues	Next Steps
Reviewed purpose of Committee.	Reviewed Communications purpose.	Agreed on statement of purpose as contained in meeting minutes.	None.	None.
Plan for Budget communications.	Starting process in September -	Letters to newspaper - to be reviewed by Committee, Board Chair and Superintendent prior to release. Discussions with Select Boards. Discussions with PTOs and other local organizations. Use of District web site for info only. Determine use of any other social media.	Monthly thru December? Recommend Board members schedule meetings with Select Boards and other organizations. How to inform? How and whether to use?	Preparation of letters. Board members action. Assess methods.
Other regular communications.	Under review.	To be determined.	N/A.	N/A.