

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

CONTOOCOOK VALLEY SCHOOL BOARD

Tuesday, September 2, 2014

School Board Meeting

SAU #1

Board Room

7:00 p.m.

BOARD

Gary Backstrom, Rich Cahoon,
Butch Estey, Tom Ferenc,
Joel Green, David Martz,
Stephan Morrissey, 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
Anne O'Bryant, SMS
Dr. Ann Allwarden, AES/Pierce
Amy Janoch, HES
Jim Elder, GBS
Ben Loi, PES
Brian Pickering, CVHS
Colleen Roy, GES
Nicola Fraley, FES (7:20 p.m.)

1. Call to Order and Pledge of Allegiance

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

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

a. August 19, 2014

Myron Steere moved to accept the minutes of August 19, 2014. Stephan Morrissey second. Unanimous.

3. Points of Pride

FES

All students returned to school on Thursday excited and ready to be back in school. The students are settling in well, learning about their classmates and teachers. Members of the PTO have been hard at work over the last week weeding and tiding up the gardens in front of the school. A special thanks goes out to Chandee Palmer, Heather Whipple-Simard and Karen Morrison for making the school grounds so welcoming.

CVHS

ConVal Regional High School continues to make improvements in its school-parent communications. The school's opening newsletter, shared via Constant Contact, had a 67% unique open rate. A unique open is measured by one email open per contact, i.e. if one person goes back to an email multiple times, it still counts only as one open. The industry average in education for unique opens of Constant Contact email campaigns is 20.5%.

4. Public Comment

None.

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.

5. Consent Agenda

a. Personnel

1) Nominations

Tim Markley referenced nomination information included in the agenda packet for Stephen Sherman, Physical Ed/Health Teacher at AES.

Rich Cahoon motioned to accept the nomination as read. Myron Steere second. Unanimous.

Brian Pickering, CVHS Principal, reported that two internal candidates expressed interest in the position of Interim ATC Director. Mr. John Reitnauer is nominated as the interim .67 ATC Director while maintaining a .33 teaching load. The hiring of a consultant, Rosie Deloge, to work 10 hours per week to assure the necessary DOE work and requests are met as well as provide guidance.

Crista Salamy moved to accept the nomination as read. Second.

Myron Steere asked if time, other than tonight, can be provided on this topic.

Dr. Minnihan provided background information on these two candidates.

Fiona Tibbetts said that the Board should move forward with this nomination; the nominations are for known people. The contract is for one year; we should move forward.

Stephan Morrissey asked if the intent is for Mr. Reitnauer to move into this position. Mr. Pickering reported that the intent is to find the best possible person to fill the position moving forward.

Tom Ferenc reported that this is a solid proposal. It is good for the kids and will provide continuity.

Rich Cahoon asked the value of the consultant contract. Mr. Pickering reported \$60.00 an hour for 10 hours per week for the remainder of the year.

Unanimous.

b. Enrollment - August 28, 2014

Mr. Markley referenced updated enrollment information for both September 1st and August 28th attendance on the first day of school. September 1st reflects registered students. The majority of absences reflect preschool students who did not begin until the following day.

6. Superintendent's Report and Presentation of Business

a. Monthly Events Calendar

The Strategic Plan Committee will meet on Wed., September 24th at 6:30 p.m. at the SAU

The School Board Induction Series on Finance will take place on Tues., October 7th at 5:00 p.m. @ SAU.

Negotiations will meet on Mon., Sept. 22nd Thurs., Oct. 9th, Mon., Oct. 27th from 5:00 to 7:00 p.m.

7. Assistant Superintendent's Report

a. Annual Bullying Report

Kimberly Saunders shared annual bullying report data (attached). She reported that the numbers are down significantly from prior years.

8. Reports

a. Teacher Representative – Gil Morris

None.

b. Budget & Property Committee – Myron Steere

Myron Steere reported out on the discussions that took place at the last Budget & Property Meeting (attached).

David Martz requested a Peterborough School Board Representative assist him with the task of working on the Peterborough Recreation Agreement. Joel Green volunteered.

Marian Alese shared budget process information and budget assumptions (attached). The process will be different than that of other years as outlined.

The SAU will take care of the initial budget and principals will be asked to weigh in on proposed changes.

Budget Assumptions include the continuation of looking at class size guidelines. Education Committee will be asked to review multiage classes. Staffing will continue to be reviewed. The new community schools administration model will continue. Procedural, Financial, and Programmatic assumptions were outlined in the document.

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Myron Steere moved to move forward with the plan as presented. David Martz second.

Kimberly Saunders spoke about science curriculum and the expense of materials. The cost is dependent upon the grades affected.

\$37 million of the budget is essentially fixed cost with \$8 or \$9 million discretionary.

Sense of the board on the direction.

Crista Salamy opposed. All else in favor. Motion carried.

9. Old Business

a. Antrim Agreement Update – David Martz

David Martz referenced a letter of agreement for the Antrim Memorial Gymnasium. Mr. Martz thanked Ann Allwarden and Rich Cahoon for their assistance that resulted in the completion of this agreement. Mr. Martz reported that the Antrim Selectmen have approved the agreement.

Myron Steere moved to approve the Antrim Agreement. Stephan Morrissey second.

Crista Salamy opposed. Motion carried.

Marian Alese reported status quo with the Peterborough Recreation until an agreement is reached.

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

FEH: Change Orders Procedures

Myron Steere moved to adopt as read. Second. Unanimous.

GCQC: Resignation of a Staff Member

Myron Steere moved to amend the policy to include “upon recommendation of the Superintendent”

Second. Unanimous as amended.

JICD: Student Discipline and Due Process

Pierce Rigrod moved to adopt as read. Myron Steere second. State statute comes into play in the policies per RSA. **Gary Backstrom opposed. All else in favor. Motion carried.**

10. New Business

a. 1st Read Policy

DFA: Investment

JICA: Student Dress Code

KDA: Public Information Program

KDCA: Use of Students in Public Information Program

KI: Visitors in Schools

Questions or comments on the five policies listed above should be sent to Jon Ingram.

b. DOE 25 School Board Signing – Marian Alese

Marian Alese reported the return of approximately \$681,000. Auditors will be here in October.

Ms. Alese requested the board sign the DOE 25 so that she can forward to the state.

11. Approval of Manifests (Board Vote Required)

Marian Alese certified that Payroll 3 through 4 totaling \$1,148,159.30 and Manifest 4 through 10 totaling \$844,153.46 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. Gary Backstrom second. Unanimous.

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

a. Negotiations

Myron Steere moved to enter non-public session for negotiations at 8:00 p.m. Gary Backstrom Second. Unanimous on a roll call vote.

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**Myron Steere moved to exit non-public session at 8:37 p.m. Second. Unanimous.
Myron Steere moved to seal the minutes of non-public session for 5 years. Second.
Crista Salamy abstained.**

Myron Steere moved to enter non-public session for a student matter at 8:38 p.m. Unanimous on roll call vote.

Myron Steere moved to exit non-public session at 8:58 p.m. Gary Backstrom second. Unanimous.

Myron Steere moved to seal the minutes of this non-public session on student matters in perpetuity. Stephan Morrissey second. Unanimous.

Myron Steere motioned to adjourn at 8:58 p.m. Stephan Morrissey second. Unanimous.

Respectfully submitted,

Brenda Marschok

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Budget & Property Subcommittee Report Out

Date: August 28, 2014

Members Present: Myron Steere-Chair, Joel Green, David Martz, Pierce Rigrod, and Fiona Tibbetts; Others: Rich Cahoon, Marian Alese, and Tim Grossi.

Item/Objective	Status	Decisions	Remaining Issues	Next Steps
Review of Yearend Reports	Reviewed yearend financial reports and DOE 25 report.	Reports showed fully funding of trust funds - catastrophic aid and capital reserve. Showed pre-audit return to taxpayers of slightly more than \$680k.	Final results after audit.	Board signatures on DOE 25.
Building Aid and Capital Plan Update	Scheduled return of \$570K for 14-15, \$678K for 15-16, \$438K for 16-17 and \$440K for 17-18 if work is completed. Capital plan will need to be discussed by the Board for priorities.	Ensure state aid work is completed.	Budget for aid related work.	Budget process.
Fund Balance Policy Review	Fund Balance Policy is required with periodic review/update.	Prioritize capital plan - sync with strategic plan.	Review and prioritize capital items.	Budget process.
15-16 Budget Assumptions	Discussed and reviewed budget assumptions for Board approval.	Agreed to send draft to Policy Committee.	Update policy for Board.	Review by Policy Committee.
Peterborough Recreation Facilities Agreement	Need to proceed with negotiations on facilities agreement.	Agreed on non-discretionary costs for first pass of budget, followed by prioritization of additions -	Board review of assumptions and process (handout).	Board agreement on process and initial assumptions. Commence budget process.
		Suggest that David Martz be appointed to negotiate.	Final agreement.	Begin negotiations and reach agreement.

2015-2016 Budget Process

As per the School Board, this year's budget process will be different than our past practice. The initial budget process will be as follows:

- Current staffing plus/minus contractual and legal obligations
- Benefit obligations
- Utilities
- Software
- Priority facility needs (items contained in Building Aid Plan or in need of replacement)
- Contractual obligations (transportation, inspections, etc)
- Priority technology needs (software and equipment – at this point, only equipment items that need to be replaced)
- Supplies budgeted based on 13-14 expense
- Priority PD needs

Items to be discussed separately:

- Additional technology needs
- Co-curricular and athletics
- Community programs (Harris Center, Cornucopia, Quest, etc)
- Expanded summer programs
- Technology additions (iPads, Chromebooks, and other additional equipment)

The SAU will take care of most of the initial budget pieces. Building principals will be asked to propose any changes to existing conditions.

We will talk more about this at Admin Council next week, but we wanted to give you advance notice of the discussion that will take place at the Board meeting on Tuesday.

2015-2016 Budget Assumptions

Procedural

This is a continuation of effort that supports planning, curriculum development, facility investment, and professional development: Strategic Plan, Technology Plan, Maintenance Plan, and Professional Development Plan

- *We will continue to reference class size guidelines recommendations and apply multiage where appropriate (Note that the Education Committee will be reviewing the idea of multiage as a philosophy rather than a financial solution to declining enrollments)*
- *We will conduct the annual Special Ed case load review to determine recommended staffing levels*
- *We will be working on updating the Strategic Plan*
- *We may recommend potential reallocation of existing resources: an example might be reassigning the reduction of a classroom position because of enrollments as an additional interventionist position*
- *We will continue with the new Community Schools Admin Model*

Financial

Fixed

- *CVEA lane changes only*
- *Maximum 8% increase in Workers' Comp and Liability*
- *Unemployment Insurance: maximum 8% increase*
- *Transportation contract increase \$61,938 (3.5% - Last year of agreement)*
- *Bond reduction of \$7,560 (Interest)*
- *Health Insurance: Will not be known till October*
- *Tuition for Special Ed & Voc Ed: Also recent decision to reduce regular daily rate for parent paid students*
- *Changes in Adequacy Aid as a result of enrollments*
- *NHRS rate changes*

Other

- *9% CVEA members' contribution to health insurance*
- *9 % Non-CVEA members' contribution to health insurance*
- *No wage increase for non CVEA support staff*
- *Awareness of the potential reduction in federal funds*
- *Food Service Program decision*

Programmatic

- *Professional development*
- *Technology integration: Tech Plan Revision*
- *Alignment to Common Core State Standards*
- *Separate review of specific programs (Co-Curricular and Athletic; Community; Summer)*

Other

- *Positions added in 13-14 and 14-15 Fiscal Year*

Facility Needs

- *Priority items*

In Process

- *CVEA Agreement*
- *Final staffing decision*
- *Warrant articles*

**LETTER OF AGREEMENT
ANTRIM MEMORIAL GYMNASIUM**

1. The Antrim Memorial Gymnasium is available to the Contoocook Valley Regional School District (ConVal) for use from 7:45 am until 3:30 pm Monday thru Friday. This time frame encompasses the current school day for both Great Brook School (GBS) and Antrim Elementary School (AES). If the ConVal School District must modify the school day, then these times are subject to change. The ConVal School District will submit a written schedule for district events to the Antrim Recreation Department in 4 month increments starting August 1st for September – December, December 1st for January - April and April 1st for May - August. The gymnasium is available for use by the Town of Antrim during all other times.

Beginning September 2014, the District will allow the Antrim Recreation Department to use the Gymnasium from 8:00 – 8:45 am and the AES Multipurpose Room from 3:15 – 3:30 pm solely for before school and after school programs for students of the District. There may be times when GBS will request the use of the Antrim Memorial Gymnasium from 7:00 - 8:45 am if the GBS gymnasium is unavailable.

In the event of a declared emergency, the gymnasium will be available to the Town in accordance with the Town's Emergency Management Operations Plan.

The Town of Antrim's use of the Antrim Memorial Gymnasium will not be subject to any fees not set forth in this document.

2. Outside of the determined regular school hours, the Town of Antrim's use of the gymnasium will be scheduled as follows:
 - A. Antrim Recreation Department's scheduled programs, as approved by the Antrim Recreation Commission and agreed to by the Board of Selectmen, will have priority.
 - B. Groups or individuals requesting gym use for a private function will complete the required form(s) and submit the request to the Antrim Recreation Department (including a certificate of insurance) at least 10 working days in advance of the function date. Request form(s) is available from either the Antrim Recreation Department or the Antrim Town Hall.
 - C. Changes to approved private use of the gymnasium must be submitted to the Antrim Recreation Department at least one week in advance of the function, if possible.
 - D. The Antrim Board of Selectmen reserves the right of final approval for all private use.
 - E. Town use of the gymnasium for Town functions will be determined by the Board of Selectmen.
3. The Town of Antrim's Recreation Office, adjacent to the gymnasium and located within the Antrim Elementary School section of the building, is granted to the Town of Antrim by the ConVal School District in exchange for space given up by the Town when the gymnasium was expanded. Any change to the agreed upon use of the space must be approved by the Antrim Board of Selectmen and the ConVal School District. Use of the entry lobby and the adjacent restroom facilities is shared by the Town and the District.

4. The Town of Antrim and the ConVal School District will function in a cooperative manner to ensure the access and use of the gymnasium and adjacent facilities meets the needs of the Town of Antrim and the ConVal School District.
5. The cost of all utilities, excepting telephone service in the Recreation Office and Gymnasium, are included in the School District's operating expense for the gymnasium. The ConVal School District reserves the right, at their expense, to place the Gymnasium on its own meters. At that time the Town of Antrim may be responsible for its share of the utilities and will be able to control its use of the utilities.
6. The ConVal School District agrees to include the Antrim Memorial Gymnasium and Recreation Office in all maintenance and custodial plans and schedules for the Gym. Summer and activity-driven custodial services will be provided by the Town of Antrim and may, with the agreement of the District, be contracted with the District's custodial staff.
7. Normal maintenance to the gymnasium will be the responsibility of the District for the remainder of the 2013-2014 school year. In (proposed) subsequent years, normal maintenance to the gymnasium will be the responsibility of the District with the costs split between the District and the Town of Antrim based on use. Normal maintenance includes annual "screen and recoat" of the gym floor. The District will pay for the year one "screen and recoat"; the Town of Antrim will be responsible for year two, and may choose its own contractor, who will be mutually agreed upon with the District.

Major refinishing, repairs, and improvements will be discussed and agreed upon by both the Town of Antrim and the ConVal School District. Repairs for damage will be the responsibility of the District; the cost will be borne by the Town, District, or both depending on who was responsible. Notification of damage must be reported to the District's maintenance supervisor and the Antrim Board of Selectmen when discovered. Repairs will be made in a timely manner.

The ConVal School District and the Town of Antrim must approve all schedules for maintenance, construction, modifications, etc.

8. Improvements to the gymnasium, including the purchase and installation of equipment, will be mutually agreed upon by the ConVal School District and the Antrim Board of Selectmen. All improvements will be available for use by both parties, unless otherwise agreed.
9. The Antrim Recreation Department may schedule meetings and host visitors in the Recreation Office during the normal school day. Such persons will enter the building via the main school entrance off School Street, will sign in at the AES office, and will be issued a Recreation Visitor Pass as required for school security. All visitors will be under the direct supervision of the Antrim Recreation Department staff at all times. The school staff restroom facilities will be available during these activities. The District reserves the right to deny entry as required under District policy.
10. The Town of Antrim and the ConVal School District will cooperate fully in matters of school security.
11. Conflicts arising over the use of the Antrim Memorial Gymnasium and adjacent facilities will be resolved between the ConVal School Board and the Antrim Board of Selectmen.

12. Normal school hours will be defined by the ConVal School District by August 1 of that year. The District reserves the right to modify those hours at anytime to ensure an adequate education of the students in the District.
13. All employees and volunteers will be properly vetted.
14. The Superintendent of the ConVal School District and the Antrim Board of the Selectman will each appoint a contact person to execute this agreement ,
15. This document will be in force until cancelled by either party in writing. This agreement must be reviewed by both parties in July of each year.

Michael Genest
Chairman, Antrim Board of Selectmen

Butch Estey
Chairman, ConVal School Board

Date

Date