

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

CONTOOCOOK VALLEY SCHOOL BOARD

Tuesday, September 3, 2013

SAU #1

6:30 – Non-Public Session: RSA 91-A:3,II

- a. Student
- b. Personnel

Erik Thibault moved under RSA 91-A:3,II to enter into non-public (session #1) at 6:33 p.m. for student and personnel matters. Myron Steere voted in the affirmative electronically via conference call. Unanimous on a roll call vote.

Erik Thibault moved to exit non-public session at 7:23 p.m. Crista Salamy second. Unanimous on a roll call vote.

Matthew Craig moved to seal the minutes of non-public session for 20 years due to personnel and student information. Second. Unanimous.

7:00 p.m. - Hearing

- a. Transportation

This discussion took place under item 5. Public Comment below.

School Board Meeting

Immediately following Non-Public Session & Hearing

1. Call to Order and Pledge of Allegiance

Butch Estey called the meeting to order at 7:25 p.m. The Pledge of Allegiance was recited.

2. Minutes (Board Vote Required)

a. July 16, 2013

Stewart Brock moved to accept the minutes of July 16, 2013. Matthew Craig second. Crista Salamy abstained. All else in favor. Motion carried.

b. July 30, 2013

Stewart Brock moved to accept the minutes of July 30, 2013. Joel Green second. David Martz and Erik Thibault abstained. All else in favor. Motion carried.

c. August 20, 2013 (pg. 15-19)

Stewart Brock moved to accept the minutes of August 20, 2013. Matthew Craig second. Joel Green and Erik Thibault abstained. All else in favor. Motion carried.

3. Chairman's Recognition Award

Butch Estey recognized Kris Chamberlin, Paraprofessional, Tim Grossi, Administrator, and Rick Tracy, Support Staff for the Chairman's Recognition Award. Mr. Estey highlighted the strengths of the recipients and presented them with a certificate for their dedication.

4. Points of Pride

Dr. Minnihan shared the following points of pride:

District

As witnessed by all district staff upon their return to school, a nod should be given to the Music folk and in particular Jim Wickham for the amount of work he has done with students already. The performance on our first

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.

teacher day, the performance on the first day with students and getting a band camp off the ground and putting together a field show for the first time in ConVal history. He has gone above and beyond and always with a smile.

GES

The initial days of full-day Kindergarten have been extremely successful. The children were amazing on the first day. From smoothly enjoying lunch in the cafeteria for the first time to having energy from start to finish, the kids stepped up to the full-day program. It was exciting to be a part of this adventure and am happy to say it was one of the best first days of school I have ever had!

The Greenfield Elementary School PTO was awarded a \$4,500 Artist in Residence Grant from the New Hampshire State Council on the Arts to support the Greenfield Elementary School glass and paint mosaic mural project: Trees and their Eco-Systems through the Seasons. This program features artists David Fichter and Erin Sweeney working in residence with all five GES grades in the 2013-2014 school year, culminating in a community unveiling event in May 2014. The program was ranked as "Superior" by the NHSCA review panel, and showcases the coordinated efforts of our GES staff, ConVal Arts Enrichment, the GES PTO, and local Greenfield community (notably the wonderful team at the Stephenson Library).

GBS

Maryanne Cullinan and Ellen Kidd had 12 seventh and eighth graders volunteer to give up one of their last days of summer last Thursday to create a new beginning for the WGBS news show. The talented students also planned the first day show so the show could air the very first day of school!

AES

Adam Fletcher really had to go above and beyond on the second day of school at AES. During morning recess, a child was stung by a bee, or in his words, "That bug pinched me!" While Adam was outside checking on that situation another child in the classroom was sick in the bathroom. I had to again ask for assistance. Adam is a very calming presence in our school, quietly going about doing what needs to be done, with a smile on his face. He should definitely be recognized as going above and beyond.

PES

Our PTO was an integral part in making our start of school run smoothly by attending our beginning of the day and escorting kindergartners to breakfast and the right class! They greeted the students at the front and back of the school and made sure everyone was safe and well. They made everything run like clockwork on our "first day" and I know how much their many hands mean to PES. It was indeed another great beginning. I hope to see more families take part in our PES community.

Ben Loi would like to recognize the opening of the First Friends Preschool at PES. He would like to thank the School Board, SAU administration especially Marian Alese, Rick Matte, Cari Coates, and Tim Grossi for working with me to bring the Preschool to PES. Also, He would like to thank Jackie Colaneri and Patricia MacFarlane, the Preschool staff, for putting in countless hours of preparation and planning to make the preschool a warm and welcoming place for our youngest students. Parents of the preschool have told me that they appreciate having the program in Peterborough. They are thankful for being included in the PES community as well. It has been a big success!

Lastly, he would like to recognize the staff, students, and parents for making the start of the school year a great one. The feedback that I have received so far is that the school seems calm, positive, and cohesive.

Carter Judkins, PES Teacher, wanted to share her pride in the rallying of PES staff to support her when she fell ill and had to miss the start of school!!

DCS

DCS reports that their kids all ate their fill of cucumbers at lunch on the first day of school, their garden having been taken care of by parents and children all summer.

CVHS

CVHS recognizes their pride is Dean of Students, Steve Bartsch, who has successfully and positively helped the high school get off to a new start. New parking lot, new parent lanes, new bus lanes, new faculty parking, new student parking, construction going on and the parking is running as good if not a little better than always! One less thing for students and staff to worry about as their school year begins.

Kim Chandler would like to share and thank Dr. Minnihan for setting such a positive tone for this school year. She enjoyed the opening meeting for both the student's performances and the upbeat message he delivered. I am excited about the year ahead and thank you for your student-centered enthusiasm.

A point of pride from my perspective is the incredible job that the Student Leadership, Student Council and National Honor Society teams did in coordinating Just for Freshmen Day. They worked closely with Ms. Chandler's counseling team to develop a day long program that was not only informative but fun. From the Red Carpet Welcome to filling the afternoon with fun events, the students demonstrated leadership, kindness, and enthusiasm and were role models for our new students. The leadership team also proposed the idea of dividing the freshmen into cohorts who are assigned an upper-class mentor; a new idea for ConVal and one that provides continued mentoring well into the school year.

SMS

Mr. Brian Beihl, Station Manager, WNHN 94.7, had the pleasure of working with 8th grade student Nick Batty this summer at WNHN. Nick has spent each Wednesday over the last five weeks learning about radio and working on a special project for us commemorating the 50th anniversary of the March on Washington and Dr. Martin Luther King's "I Have a Dream" speech.

Nick wrote the copy for his introduction and sign off, edited the speech from digital copies of the original reel-to-reels, learning the Audacity editing software in the process. Nick wrote promotional copy for their website and Facebook page, posted it to other Facebook pages to promote it, and researched dates and the people involved in the March. And finally, using their recording studio, he recorded his intro and outro for the program, and a promo which is currently running on the station.

5. Public Comment

Noreen McAloon was introduced as the new principal of FES/GES/HES. Anne O'Bryant, SMS Principal, and Ann Allwarden, AES/Pierce principal were also introduced.

Butch Estey asked Brian Pickering how the new Superintendent did on his first day. Mr. Pickering reported an A- and a great job in delegating.

Butch Estey reported that Ms. Cruzado, Temple, has asked to have a hearing in public session.

Mr. Estey read the Protocol for Appeal Hearing (see attached).

Ms. Cruzado confirmed that she would like to be heard in public session.

Ms. Cruzado introduced herself to the new Superintendent. Ms. Cruzado said that it was written that she was demanding transportation to and from school. She said that she is pleading for transportation. She does not have a village, or family to raise her children. There are other students who receive transportation and she has been grateful for the transportation she has received in the past. She would feel no right to request transportation if other students in her town were not receiving transportation. She said that she needs the transportation.

Ms. Cruzado read a document written by the Superintendent about the waiver (ESEA) and that he is doing everything he can to achieve excellence in the district. This support would help her to support her kids.

Ms. Cruzado said that it is mentioned that the district is not required by law to provide transportation. Her sons attend Peterborough Elementary School because it was thought by the courts that for daycare purposes that they reside in Peterborough for school purposes.

Mr. Estey reported having been provided a copy of the hearing document. Ms. Cruzado was provided a copy.

Rich Cahoon asked the specific request. Mr. Estey asked Ms. Cruzado if the request is for transportation to and from school on the days that they reside with her.

Marian Alese reporting receiving the request to transport the students for the 13/14 school years and for following years as well. Ms. Alese reported that there currently is a bus running every day. Last year there was a bus that did not run every day. This bus is running for a student with an issue. Mr. Estey asked what would happen if that student did not ride the bus.

Dr. Minnihan said that consideration should be given if the student (that required transportation) should move and the transportation was no longer needed.

David Martz asked about the max load of the bus. Ms. Alese said that there is limited capacity and there is room on this bus currently.

Stewart Brock shared his concern in the request that it would be for all the years her children attend Peterborough. He asked for agreement that it be considered one year at a time because things can change rapidly.

David Martz asked if this is two separate requests.

Attorney Eggert said that Boards try not to bind subsequent Boards. This board has latitude in separating this into two requests.

Rich Cahoon asked how much money has been spent on this issue so far. Marian Alese reported that she did not know off hand but could report back.

Attorney Eggert said that he could assure the Board that there has been some expense on this issue as a result of appearing before the State Board several times.

Rich Cahoon asked if HB160 has been pursued. Discussion took place.

Erik Thibault moved to enter non-public (session #2) under RSA 91-A:3,II at 8:10 p.m. for the purposes of transportation. Stewart Brock second. Unanimous on a roll call vote.

Erik Thibault moved to exit non-public session at 8:39 pm. Second. Unanimous on a roll call vote.

Rich Cahoon moved to seal the minutes of non-public session for 10 years. Stewart Brock second. Unanimous.

Butch Estey called for a five-minute break.

The regular School Board Meeting reconvened at 8:46 p.m.

6. Consent Agenda

a. Personnel

1) Notice of Co-Curricular Positions

Tim Markley referenced the information included in tonight's packet for notification purpose only.

Mr. Markley read the nomination for a health teacher.

Stewart Brock moved not to accept the nomination. Matthew Craig second. Unanimous.

b. Job Description – Revision

1) Student Assistance Counselor

Mr. Markley reported that the change in the job description is to whom this person reports to. This position is changing in name, to eliminate the narrow focus of guidance counseling to reflect the Supervisor as the Director of School Counseling and the elimination of the eighth bullet as noted.

Stewart Brock moved to accept the revision as read. Joel Green second. Unanimous.

2) Director of School Guidance

Mr. Markley reported that the change here is the elimination of the word "guidance" in the position title.

Stewart Brock moved to accept the revision as read. Matthew Craig second. Unanimous.

c. Job Description – 1st Read

1) School Counselor

Mr. Markley reported that this is a new job description. It will be brought forward at a later date for approval.

2) Assistant School Principal

Mr. Markley reported that this is a new job description. It will be brought forward at a later date for approval.

3) Multi-Elementary School Principal

Mr. Markley reported that this is a new job description. It will be brought forward at a later date for approval.

d. Job Description – 2nd Read/Approval

1) Business Administrator

Stewart Brock moved this job description as read for a second read and adoption. Rich Cahoon second. Unanimous.

7. Superintendent's Report and Presentation of Business

a. District Opening

Dr. Brendan Minnihan shared a video about opening day that included pictures to music.

b. September 1st Enrollment

Dr. Minnihan referenced September 1st Enrollment. He reported that current enrollment is 2,338 and last year it was 2,342. The high school is at 875 students total currently and in June they were at 836.

Rich Cahoon asked if we should consider looking at other demographers since NESDEC was off. It was shared that NESDEC projects out five years with confidence and this is the end of that cycle.

c. Monthly Events Calendar

Crista Salamy reported that the Education Committee would not be meeting on September 12th. Budget & Property Committee will meet on Thursday, September 19th at 6:30 p.m.

1) School Board Induction

The first in a series of School Board Inductions sessions was set for Wednesday, September 11th at 6:00 p.m.

d. School Board Meeting Schedule – 2013-2014

A copy of the 2013/2014 School Board Meeting Schedule was referenced in tonight's packet as informational.

e. Field Trip Request

- 1) South Meadow School – 8th Students will travel by bus from April 14-18, 2014, to Gettysburg, PA and Washington D.C. as part of the American Heritage Tour to learn about sites studied in History Class.

Joel Green moved to approve the field trip as read. Rich Cahoon second. Unanimous.

f. Accept Gift/Donation (Board Vote Required)

- 1) The Peterborough Elementary School requests authorization to accept a gift/donation of \$1,000.00 from Harris Welden, Owner, of Pearl Oyster Bar & Restaurant, Peterborough, for the purpose of contributing to the Arts Program at PES.

Rich Cahoon moved to accept the donation with gratitude. David Martz second. Unanimous.

8. Assistant Superintendent's Report

a. Professional Development Days

Kimberly Saunders shared the Professional Development opportunities that were provided on August 27th. An enormous amount of work goes into this day on behalf of the presenters. Ms. Saunders highlighted several of the offerings. Teams of young people were used to remind paras and teachers that "PD is About Me"

9. Reports

a. Student Representative

None.

c. Teacher Representative

None.

d. District Study Committee – Erik Thibault

Rich Cahoon reported that the committee spent the entire time discussing scope. Two wide views included the notion that everything was on the table while another was that this was about school consolidation.

In the end, the scope was:

- 1) To examine what options may exist for the consolidation or reconfiguration of ConVal Schools. It is expected that this effort will include an examination of whether consolidation remains necessary, in light of recent enrollment trends, and that the work will largely consist of gathering information regarding the community's willingness to consider consolidation;
- 2) To look at structural issues relating to the District, and the efficiency of the District's operations;
3. To consider the other half of the enrollment equation, by exploring whether there are things that could be done to encourage higher enrollments. Examples offered included looking at the possibilities for increasing tuition students and a discussion with the towns regarding the impact of their land use decisions.

Out of scope:

- 1) Transportation
- 2) Detail review of budget
- 3) Administrative levels and staffing

Rich Cahoon moved that the Board accept this as the scope of the District Study Committee. Myron Steere second.

Rich Cahoon said that the fact that we are as spread out as we are affects transportation. There are efficiencies that might include the towns plowing the school parking lots.

Matthew Craig asked the co-chair if the scope is executable. Erik Thibault confirmed.

Stewart Brock said that this is a tough assignment. Mr. Brock said that it is important to remember that this committee is an ad hoc committee of the School Board and not of the SAC. It is a committee of both. It is important to ground it. It is not an us and them.

Rich Cahoon shared that it would be helpful to remember that future communications come from the School Board. Mr. Estey said that the letter came from the Steering Committee. Rich Cahoon said that he understood.

Crista Salamy said that the Steering Committee was trying to find a parameter to start the process. It was the District Study Committees first meeting. It needed to be manageable.

In favor: Unanimous.

d. Education Committee – Crista Salamy

Crista Salamy reported that Educational Goals were set. It was decided that the Ed committee would:

- 1) Continue to work to become a High Performing District (HPD) by:
 - a. Revisiting and revising the Curriculum Renewal Cycle based on the Common Core State Standards
 - b. Developing more specific elementary measurements of HPD
 - c. Developing an implementation plan for RtI Pre-K through 12
 - d. Assessing the instructional calendar and instructional time in the day

e. Budget & Property Committee – Matthew Craig

Matthew Craig reported that the committee saw a bus transportation presentation that looked at reducing the number of stops and the ride time. A set of restrictions were developed. The action is to kick this over to the Policy Committee to review.

A bidding requirement sharing from Marian Alese was provided at this meeting. The committee might conduct a review of the larger items.

A list of the top 10 or so items that are bid yearly will be created. A review of the MS25 was shared.

Mr. Craig reported that John Kieley shared his frustration about his role on this committee. He will be provided with every piece of information as anyone could. He will be called upon. A commitment in good faith to keep him in the loop was made. Mr. Kieley relayed that at the SAC meeting came to the conclusion that he would be a non-voting member.

Pierce Rigrod said that on the 17th, a vote for the threshold of \$25,000 will be made on the bidding. Marian Alese confirmed.

f. Selectmen's Advisory Committee – Erik Thibault

None.

Rich Cahoon asked for a report out on the Steering Committee at future School Board meetings as with other committees.

Butch Estey reported that he and Superintendent Minnihan attended the new teacher brunch and the first day of school for teachers. In addition, Mr. Estey reported having met with the Superintendent to create the School Board agenda as well as a meeting today about tonight's meeting.

10. Old Business

a. LGC Update

Marian Alese reported that the district received the check from LGC last week and that it had been deposited awaiting action.

Butch Estey reported that the State Supreme Court has met; if we are asked to return the money we would do so therefore he recommended not spending the money.

Marian Alese reported that when LGC became property liability and HealthTrust, that money was supposed to be used for HealthTrust. There is argument if that money will have to be returned.

Marian Alese said that it could impact the tax rates.

Pierce asked for a status on the parking lot. Marian reported that Phase I is complete. Something may come forward for next year with alternative funding options. Phase I cost approximately \$277,000.

11. New Business

a. Budget Prep Calendar – Marian Alese

Marian Alese referenced the draft Budget Prep Calendar in tonight's packet. We work back from the March 11th date. The first version will be shared with the Board on November 2nd. Principals will be receiving instructions about the budget. Leadership Team will meet with them in October. The last date for Budget Hearing is January 21st. February 5th is Deliberative Session.

Matthew Craig encouraged the Board to do a road show before deliberative session.

Marian Alese said that we will have to hear something and make a decision on the LGC money within the next several weeks to impact this year's tax rate.

Rich Cahoon asked the mechanism to carry this money forward. Marian said that the Board could vote to carry this money forward to the next school year. She is hoping for guidance from the Department of Revenue Administration.

Crista Salamy asked if at some point the board needs to decide what we will do with the money if we get to keep the money. Confirmed.

Marian Alese reported that because of the uncertainty, it could be taken as unanticipated revenue and kept in a reserve.

A member of the public said that this is going before the Superior Court.

Rich Cahoon said that there are actually two law suits pending.

This will be discussed at the September 17th School Board meeting.

Rich Cahoon said that the language of the School Board goals should be on the upcoming School Board agenda.

12. Approval of Manifests (Board Vote Required)

Marian Alese certified that manifests five through sixteen totaling \$1,743,969.00 and Payroll two through four totaling \$2,152,732.95 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.

Stewart Brock moved to accept the manifests as read. Rich Cahoon second. Rich Cahoon and Pierce Rigrod abstained.

Discussion took place about School Board members getting notice about transfers between lines.

Myron Steere said that the policy is that the School Board has to approve expenditures that exceed \$50,000.

Myron Steere said that some of the transfers need to be understood by board members and pointed out.

Marian Alese said that she can be clearer. There is an original budget column, transfer column and then notes etc.

Marian said that a formal vote can be taken at the time expense reports are reviewed.

Myron Steere shared an example of a transfer in food service.

Matthew Craig said that they will be highlighted and a vote will be taken.

13. Non-Public Session: RSA 91-A:3,II

a. Personnel

Erik Thibault moved to enter into non-public session in accordance with RSA 91-A:3,II at 9:52 p.m. Stewart Brock second. Unanimous on a roll call vote.

David Martz moved to exit non-public session at 10:07 p.m. Matthew Craig second. Unanimous on roll call vote.

David Martz moved to adjourn at 10:08 p.m. Stewart Brock second. Unanimous.

Respectfully submitted,

Brenda Marschok

PROTOCOL FOR APPEAL HEARING

The following materials should be read by the Chair at the commencement of an appeal hearing.

Introduction

Good evening. My name is Butch Estey. I serve as the Chair of the School Board. I would like to begin by introducing those people present for tonight's hearing, starting with the School Board members. **[MAKE SURE THAT EACH PERSON IN THE ROOM IS INTRODUCED.]**

The Con Val School Board has been authorized by State law and regulation to resolve disputes between individuals and the school system. The goal of this Board is to ensure that you and your child receive a fair hearing that affords due process. This matter has been remanded by agreement in order for the Board to grant you a full and fair hearing on your transportation appeal, requesting that the District transport your children beyond the attendance area of the school to which they are assigned.

This evening's hearing will be held in accord with State Regulation Ed 204.01 which sets forth the due process procedures required to resolve disputes between individuals and a school system. Tonight's hearing will be conducted in a non-public session unless you request that the hearing be held in public. If the hearing is held in public, you will be required to adhere to all of the laws set forth in the Family Education Rights and Privacy Act and may be prohibited from revealing specific information pertaining to other students, other than lawful directory information.

The first decision you need to make prior to this evening's hearing is whether or not you wish this hearing to be public or private. The Board's preference is to proceed in a nonpublic session. You should be aware of the fact that if this hearing is held publically, you may be acting in a manner which compromises your child and family's privacy rights. However, if you wish the hearing to be held publically, the Board will now entertain a motion to move into public session. Do you wish the hearing to be held in public or nonpublic session? **[If the parent wishes this hearing to be in non-public session, no motion is necessary. If the parent wishes the hearing to be held in public session, you will entertain a motion to move into public session and will enter public session before reading the material below.]**

An audiotape recording is being made of this hearing. The tape recording will be made available to you upon your request. In addition, the clerk shall take minutes of the hearing. You may waive the right to a hearing on your appeal to the Board.

The procedure for the hearing is as follows:

- ☐ The formal rules of evidence shall not apply to the hearing. You will begin by providing the Board with a description of your appeal and the evidence in support of your appeal. You will be permitted to call witnesses in support of your presentation.

- ☐ After presentation of your evidence, the administration shall be given an opportunity to present any recommendation they may have to the Board.
- ☐ You will be permitted to make a closing statement.
- ☐ The administration will be permitted to make any closing comments, statement, or recommendation.

After presentation of the evidence and closing statements, you and the administration will be excused from the hearing. The Board will deliberate privately. You should remain outside until you are excused by the Board. You and the administration may be called back into the hearing in order to answer additional questions. After the Board has deliberated, you will be released from the hearing and notified of the decision of the Board in writing. The decision of the Board shall be determined by a quorum of the Board.

The decision of the Board shall include the following: the date of the decision, a description of the issue in dispute, the Board's decision; and the rationale for the Board's decision. The written decision of the Board shall be considered a final decision by the District. In accord with the State Board's decision of March 20, 2013, we will report the result of this hearing to the State Board of Education Hearing Officer within two weeks of the Board's decision.

Notice is hereby given that you have the right to appeal the final decision of the local School Board to the State Board within thirty (30) calendar days of receipt of the written decision of the local School Board in accordance with RSA 541-A and State of New Hampshire Department of Education Regulations set forth in ED 200. The State Board may waive the thirty-day requirement for good cause shown, including, but not limited to, illness, accident, or death of a family member.

If you have any questions about the hearing process, you should raise them now. Do you understand the manner in which we are to proceed? If so, then we will begin by hearing from you with a description of the nature of your appeal.