

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

**CONTOOCCOOK VALLEY SCHOOL BOARD**

**Tuesday, January 5, 2016**

**School Board Meeting**

**SAU #1**

**Board Room**

**7:00 p.m.**

1. Call to Order and Pledge of Allegiance
2. Acceptance of School Board Meeting Minutes (Board Vote Required)
  - a. December 15, 2015 (pg. 1-6)
3. Chairman's Recognition Award
4. Points of Pride
5. Public Comment
6. Consent Agenda
  - a. Personnel (pg. 7)
  - b. Enrollment Report – January 1, 2016 (pg. 8-9)
7. Superintendent's Report and Presentation of Business
  - a. Monthly Events Calendar (pg. 10-11)
  - b. Accept Gift/Donation (Board Vote Required) (pg. 12)
    - 1) Great Brook School requests authorization to accept a gift/donation totaling \$1,000.00 from Hollis & Fletcher Wilson for the purpose of sponsoring a GBS student on the Washington, DC trip, and some choir robes.
8. Reports
  - a. Student Representative – River Marmorstein
  - b. Teacher Representative – Patrick Cogan
  - c. Education Committee – Crista Salamy
9. Old Business
  - a. Budget Version (4A)
  - b. Rescind Policy (Board Vote Required)
    - EEAF: Special Use of School Buses (pg. 13)
10. New Business
  - a. 1<sup>st</sup> Read Policies
    - DFEA: Free Admissions (pg. 14)
11. Public Comment
12. Approval of Manifests (Board Vote Required)
13. Non-Public Session: RSA 91-A: 3, II (If Required)
  - a. Negotiations
  - b. Personnel

**Upcoming Meetings:**

Strategic Plan Committee Mtg. – Thurs., January 7<sup>th</sup> @ 6:30 p.m. @ SAU  
Education Committee Mtg. – Mon., January 11<sup>th</sup> @ 5:00 p.m. @ SAU  
Budget & Property Committee Mtg. – Tues., January 12<sup>th</sup> @ 6:30 p.m. @ SAU  
Public Hearing on Proposed Budget – Tues., January 19<sup>th</sup> @ 7:00 p.m. @ SAU (snow date January 21<sup>st</sup> @ 7:00 p.m.)  
School Board Mtg. – Tues., January 19<sup>th</sup> immediately following Public Hearing @ SAU  
Selectmen's Advisory Committee Mtg. – Thurs., January 21<sup>st</sup> @ 7:00 p.m. @ SAU

**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.*

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

**CONTOOCCOOK VALLEY SCHOOL BOARD**

**Tuesday, December 15, 2015**

**School Board Meeting**

**Great Brook School**

**Cafeteria**

**7:00 p.m.**

**MINUTES**

**BOARD**

Rich Cahoon, Richard Dunning,  
Butch Estey, Janine Lesser,  
David Martz (7:06), Stephan Morrissey,  
Pierce Rigrod, Crista Salamy,  
Myron Steere, Fiona Tibbetts (7:20)  
Jerome Wilson

Patrick Cogan, CVEA Rep  
River Marmorstein, Student Rep

**ADMINISTRATION**

Kimberly Saunders, Asst. Supt.  
Marian Alese, B.A.  
Tim Markley, H.R.  
Dr. Rick Matte, Student Services  
Brian Grattan, Dist. Sys. Admin  
Jim Elder, GBS  
Nicole Pease, DCS  
Ben Loi, PES  
Colleen Roy, GES  
Dr. Ann Allwarden, AES/Pierce  
Amy Janoch, HES  
Nicola Fraley, FES

**1. Call to Order and Pledge of Allegiance**

Butch Estey called the meeting to order at 7:01 p.m. The Pledge of Allegiance was recited.

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

**a. December 1, 2015**

Myron Steere moved to accept the minutes of December 1, 2015. Stephan Morrissey second. Crista Salamy abstained. All else in favor. Motion carried.

**3. Points of Pride**

Kimberly Saunders shared Points of Pride reported by many of the schools.

**4. Public Comment**

None.

**5. Consent Agenda**

**a. Personnel**

**1) 2015-2016 Stipend Positions**

Tim Markley noted the stipend position for Katherine Fox for SMS Art Club as information for the board.

**2) Job Description – Transition Coordinator (2<sup>nd</sup> Read)**

Myron Steere moved to approve the job description as read. Stephan Morrissey second. Unanimous.

**3) Job Description – Instructional Paraprofessional (Rtl) (2<sup>nd</sup> Read)**

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**Myron Steere** moved to approve the job description as read. **Stephan Morrissey** second. **Unanimous.**

4) Job Description – Computer Systems Technician (2<sup>nd</sup> Read)

**Myron Steere** moved to approve the job description as read. **Stephan Morrissey** second. **Unanimous.**

**6. Assistant Superintendent's Report and Presentation of Business**

**a. Monthly Events Calendar**

Tuesday, February 9<sup>th</sup> was set as the Snow Date for Deliberative Session (later changed to Monday, February 8<sup>th</sup>)

**b. Accept Gift/Donation (Board Vote Required)**

1) ConVal High School requests the authorization to accept a gift/donation totaling \$500.00 from Mr. David DeWitt, Phase 65 Inc., for the purpose of supplementing the needs of the Manufacturing Principles and Processes course.

**Stephan Morrissey** motioned, with gratitude, to accept the donation as read. **Myron Steere** second. **Unanimous.**

2) ConVal High School requests the authorization to accept a gift/donation totaling \$1,000.00 from the New Hampshire Charitable Foundation (Mann Family Funds) for the purpose of CTE STEAM Grant NH Council on the Arts.

**Stephan Morrissey** motioned, with gratitude, to accept the donation as read. **Myron Steere** second. **Unanimous.**

**7. Reports**

**a. Student Representative – River Marmorstein**

**River** reported that two assemblies took place this week. One included a winter concert where students did a wonderful job. A Pep Rally for winter sports is scheduled for Friday. Progress reports went out yesterday. The Bell schedule has been implemented using Christmas music.

**b. Teacher Representative – Patrick Cogan**

**Patrick** reported that the teachers have completed progress reports. Elementary schools are gearing up for Christmas events. Staff are ready for the holiday.

**c. Budget & Property Committee – Myron Steere**

**Myron Steere** reported that consolidation was discussed at the last meeting.

**d. Strategic Plan Public Forum(s) –Pierce Rigrod**

**Pierce Rigrod** reported that the forums were attended by 20-28 people. Good feedback was received. Discussion about enrollment and multi-age took place. The plan will be implemented after voted on in January.

**e. Selectmen's Advisory Committee**

**John Jordan** reported that local schools were discussed and the importance of them. The proposed budget was discussed as well.

**8. Old Business**

**a. Budget Version Four (4)**

**Marian Alese** shared Budget Version 4A which removes the .5 foreign language position and adds in a 3% pool for hourly staff. There are no additional increases for other staff. CVEA will likely be a separate Article. Nothing is in the budget for CVAA. Version 4A is a \$175,000 or .39% increase. On the district assessment side, it is a little more than 4%.

**Rich Cahoon** had asked if there were any new positions; **Marian Alese** reported that a half-time PES Administrative Assistant is in 4A.

The Default Budget, assuming that 4A is proposed, was shared. The default is \$331,000 less than the proposed budget.

**Stephan Morrissey moved to accept proposed budget 4A. Rich Cahoon second.**

Myron Steere asked if the CVAA does not get a number in, what happens. Butch Estey said that he hopes numbers will come in.

Is IT included in the default? Marian Alese reported that some IT is included in the default.

**In favor: Stephan Morrissey, Jerome Wilson, Janine Lesser, Crista Salamy, Pierce Rigrod, Dick Dunning, Rich Cahoon, Fiona Tibbetts.**

**Opposed: David Martz**

**Abstained: Myron Steere abstained because he said that we don't have a full budget and he may propose an amendment.**

**Motion carried.**

Kimberly Saunders asked if 4A will be the proposed. The response was that there may be some changes in January.

#### **b. Technology Plan Draft**

Marian Alese reported on a draft Tech Plan which included a timeline. June 1<sup>st</sup> is the proposed date for submittal to DOE. It includes replacement costs for year 1 (16/17)

Brian Grattan pointed out the mission statement and other information included in the draft.

Areas of interest were noted in terms of goals:

Goal 1: Access to Technology is hardware and defining a replacement cycle.

Goal 2: Implement network/infrastructure solutions to support the requirements of district initiatives. This goal supports infrastructure within the buildings. Objectives for upgrading hardware, wireless, and wiring are included.

Goal 3: Ensure staff has access to the technology necessary to support the instructional and curriculum needs of the total school population.

The action plan draft was discussed. Some objectives meet several goals.

Year 1 figures are included in Version 4A of the budget. This was after a lab was removed and other tech dollars.

Brian Grattan spoke about a 4 year renewal cycle that might also allow for a revenue flow.

The focus tonight is access to technology.

David Martz said that there is more to the plan that is not presented tonight. Marian said that decisions need to be made first before the remainder of the plan can be rolled out. If we go to 1:1 or BYOD it impacts the future.

Brian Grattan reviewed the timeline – School Board input through January 31<sup>st</sup>. After that, the plan would be reworked and a second draft would be developed. A third draft will come forward at the April 15<sup>th</sup> School Board meeting. The final draft will be completed for School Board review in May. A June 1<sup>st</sup> submittal to the DOE is planned. Erate funding is based on our having an approved tech plan.

Rich Cahoon asked if all other expenses are in the budget. Marian Alese confirmed that some is in Professional Development monies, some in the budget, erate, and indirect costs.

Decisions on the high school will take place between now and the middle of February. Groups are working on standards and competencies.

Rich Cahoon asked if a device has been chosen to reflect the \$400 cost noted. Marian said that it is a ballpark price.

#### *MISSION STATEMENT*

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*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.*

Pierce Rigrod asked what the schedule is for the tech committee to meet in the coming months. Brian Grattan reported that the tech committee meets bi-weekly beginning again in January.

Pierce Rigrod asked for minutes of tech committee meetings. Brian reported that minutes from prior meetings are available.

Myron Steere said that he does not want to get something at the last minute and have to vote on it.

Marian Alese said that the timeline is the intention.

Brian Grattan spoke about chrome books and the ease of use.

Marian Alese urged board members to not only open the plan up, but to comment and ask questions that need answering.

**c. Strategic Plan Approval (Board Vote Required)**

**Stephan Morrissey moved to approve the Strategic Plan. Dick Dunning second.**

David Martz asked if the plan on the website is missing anything. Pierce said that it is not missing anything.

David Martz said that it does not have any dollar value; how much will it cost?

Marian Alese replied by stating that facility capital expenses, making assumptions, can be provided. If the four year replacement cycle is in place, numbers can be provided.

Assumptions are likely to change on a yearly basis driving numbers. The board has to approve things yearly.

Janine Lesser said that the plan is a blueprint for how the district will build a budget and what they will do within that framework.

Pierce Rigrod said that there was criticism for putting numbers in the plan at one time. He suggested approving the plan contingent upon more refined estimates.

Myron Steere said that we will approve the plan year to year. David Martz said that he is looking for a rough estimate.

Marian Alese said that the Capital Plan contains facilities, replacement technology, and the high school. It is \$10M over the next five years without technology. She said that Myron is right, each year decisions will be made.

**Stephan Morrissey moved the vote.**

David Martz asked if appendixes are for reference or are they being approved. Pierce said that it is for reference and not part of the approval vote. Pierce suggested forming a standing committee to review the plan.

**In favor: Unanimous.**

Pierce Rigrod extended his thanks to all who participated on the committee.

**d. Ice Hockey Cooperative Memorandum of Understanding (Board Vote Required)**

**Dick Dunning moved to approve the Memorandum of Understanding for the ice hockey cooperative with Conant for both boys and girls. Stephan Morrissey second.**

Conant will transport to ConVal for away games as well as to their practices.

David Martz asked the name of the team. The name will remain ConVal until new uniforms are needed.

Boys are up for new uniforms next year. Girls are 3 years out for new uniforms. Jerseys typically have acronyms.

Conant players' families will pay \$800. David Martz asked about the statement in the MOU that there will be shared participation fee equally. Schools shall share participation fees equally is contradictory since ConVal students do not pay a participation fee. Crista Salamy suggested removing the word "equally".

Marian said that the word participation fees does not mean student participation fees but rather the fees associated with the sport. Striking the sentence was suggested.

Rich Cahoon suggested striking the last paragraph. He said that student participation fees are due to come back for review to see if they will remain at zero.

**Rich Cahoon moved to strike the last paragraph. Myron Steere second. David Martz opposed.**

**Fiona Tibbetts abstained. Motion carried.**

David Martz said that there is a contradiction. Conant is not responsible for any cost but is responsible for picking up the students after away games. David wanted assurance that Conval was not responsible for these costs.



**e. 2<sup>nd</sup> Read/Adoption Policy (Board Vote Required)**

- BEDH: Public Participation at Board Meetings

**Rich Cahoon moved to adopt policy BEDH. Myron Steere second. Unanimous.**

Rich said that two public comment periods should be added to future School Board agendas.

**9. New Business**

None.

**10. Approval of Manifests (Board Vote Required)**

Marian Alese certified that manifests totaling \$365,259.78 and Payroll totaling \$1,232,495.97 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 motioned to approve the manifests. Stephan Morrissey second. Unanimous.**

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

**a. Negotiations**

**b. Personnel**

**Myron Steere motioned to enter into non-public session in accordance with RSA 91-A:3, II at 8:08 p.m. for matters of personnel. Unanimous on a roll call vote.**

**Stephan Morrissey motioned to exit non-public session at 8:28 p.m. David Martz second. Unanimous.**

**David Martz moved to make adjustments that were discussed in non-public. Myron Steere second. Crista Salamy abstained. Motion carried.**

**Myron Steere moved to enter into non-public session at 8:29 p.m. in accordance with RSA 91-A:3,II for matters of personnel. Unanimous on a roll call vote.**

**Dick Dunning motioned to exit non-public session at 8:32 p.m. Myron Steere second. Unanimous.**

**Myron Steere motioned to enter non-public session in accordance with RSA 91-A:3,II at 8:32 p.m. for matters of negotiations. Unanimous on roll call vote.**

**Myron Steere motioned to exit non-public session at 8:36 p.m. Stephan Morrissey second. Unanimous.**

**Myron Steere moved to ratify the CVEA agreement. Stephan Morrissey second. Unanimous. Crista Salamy and Dick Dunning abstained. All else in favor. Motion carried.**

**Myron Steere moved to enter into non-public session in accordance with RSA 91-A:3,II for personnel at 8:38 p.m. Unanimous on roll call vote.**

**Myron Steere motioned to exit non-public session at 8:49 p.m. David Martz second. Unanimous.**

**Myron Steere moved to approve a 4% pool for the individuals discussed in non-public session. Stephan Morrissey second.**

**Fiona Tibbetts, David Martz, Pierce Rigrod, Crista Salamy, Jerry Wilson, and Janine Lesser opposed. Motion failed.**

**Motion to approve a 3% pool for the individuals discussed in non-public session. Duly Second. Unanimous.**

*MISSION STATEMENT*

- 5 -

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Myron Steere moved to enter into non-public session in accordance with RSA 91-A:3,II at 8:50 p.m. for matters of personnel. Unanimous.

Motion to exit non-public session at 8:53 p.m. Second. Unanimous.

Myron Steere moved to seal the minutes of non-public session for five years. Stephan Morrissey second.

Myron Steere withdrew his motion. Stephan Morrissey withdrew his second.

Stephan Morrissey moved to seal the minutes of all of the non-public sessions for 10 years. Dick Dunning second. Unanimous.

Dick Dunning motioned to adjourn at 8:54 p.m. Second. Unanimous.

Respectfully submitted,

Brenda Marschok

OFFICE OF THE SUPERINTENDENT OF SCHOOLS  
Peterborough, New Hampshire

CONTOOCOOK VALLEY SCHOOL DISTRICT

January 5, 2016  
Personnel Agenda

2015-16 Resignation:

District Special Education

Kallie Provencher

School Psychologist

December 23, 2015

2015-16 Nomination:

CVHS

Joseph Montano

Special Education Teacher

\$45,457.00/yr



Enrollment numbers may include tuitioned-in students

SCHOOL	12.22.15 # of Students # of Sections Teacher Ratio	4th & 5th Grade 6 + 11 = 17 Teacher 17	Grade 6	Grade 7	Grade 8	Total 11	FTE Teachers 1
DCS							
GBS	# of Students # of Sections Teacher Teacher Teacher Ratio	51 3 Teacher Teacher Teacher 17.0	64 3 Teacher Teacher Teacher 21.3	68 3 Teacher Teacher Teacher 22.7	63 3 Teacher Teacher Teacher 21.0	246	12
SMS	# of Students # of Sections Teacher Teacher Teacher Teacher Teacher Ratio	97 4 Teacher Teacher Teacher Teacher Teacher 24.3	101 4 Teacher Teacher Teacher Teacher Teacher 25.3	99 4 Teacher Teacher Teacher Teacher Teacher 24.8	108 5 Teacher Teacher Teacher Teacher Teacher Teacher 21.6	405	17
	Total Students	159	165	167	171	662	29
CVHS	Grade Teachers	9 171 14	10 198 14	11 203 14	12 221 14 K to 4 5-8 9-12 Total 2015-16	793 732 662 793 2187	55 29 56 140.0
		Enrollment numbers may include tuitioned-in students					
					2014-15 2013-14 2012-13 2011-12 2010-11 2009-10 2008-09 2007-08 2006-07	2239 2325 2342 2434 2534 2755 2855 2969 3104	

Events for January 2016

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
	28	29	30	31	1	2	3
4		5 Policy Committee Mtg. @ SAU (http://schoolboard.conva committee-mtg-sau/)	6 School Board Meeting @ SAU (http://schoolboard.conva board-meeting-sau-4/)	7 Strategic Plan Committee Meeting @ SAU (http://schoolboard.conva plan-committee- meeting/)	8	9	10
11	Education Committee Mtg. @ SAU (http://schoolboard.conva committee-mtg-sau-3/)	12 Budget & Property Committee Mtg. @ SAU (http://schoolboard.conva property-committee-mtg- sau-3/)	13	14	15	16	17
18	District Closed	19 School Board Meeting @ SAU (http://schoolboard.conva board-meeting-sau-5/)	20 Policy Committee Mtg. @ SAU (http://schoolboard.conva committee-mtg-sau-2/)	21 Selectmen's Advisory Committee Mtg. @ SAU (http://schoolboard.conva advisory-committee-mtg- sau-2/)	22	23	24
25		26 ConVal Proposed Budget Public Hearing @ SAU (http://schoolboard.conva proposed-budget-public- hearing-sau/)	27	28	29	30	31

« December (<http://schoolboard.convalsd.net/events/2015-12/>)

February » (<http://schoolboard.convalsd.net/events/2016-02/>)

+ EXPORT MONTH'S EVENTS ([HTTP://SCHOOLBOARD.CONVALSD.NET/EVENTS/2016-01/?ICAL=1&TRIBE\\_DISPLAY=MONTH](http://SCHOOLBOARD.CONVALSD.NET/EVENTS/2016-01/?ICAL=1&TRIBE_DISPLAY=MONTH))

Events for February 2016

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
1	2 Policy Committee Mtg. @ SAU ( <a href="http://schoolboard.cvhs.net/committee-mtg-sau-3/">http://schoolboard.cvhs.net/committee-mtg-sau-3/</a> )  School Board Mtg. @ SAU ( <a href="http://schoolboard.cvhs.net/board-mtg-sau-2/">http://schoolboard.cvhs.net/board-mtg-sau-2/</a> )	3	4	5	6 Deliberative Session (District Meeting Part I) @ CVHS ( <a href="http://schoolboard.cvhs.net/session-district-meeting-part-i-cvhs/">http://schoolboard.cvhs.net/session-district-meeting-part-i-cvhs/</a> )	7
8 Deliberative Session (Snow Date) @ CVHS ( <a href="http://schoolboard.cvhs.net/session-snow-date-cvhs/">http://schoolboard.cvhs.net/session-snow-date-cvhs/</a> )	9	10	11	12	13	14
15	16 Policy Committee Mtg. @ SAU ( <a href="http://schoolboard.cvhs.net/committee-mtg-sau-4/">http://schoolboard.cvhs.net/committee-mtg-sau-4/</a> )  School Board Meeting @ SAU ( <a href="http://schoolboard.cvhs.net/board-meeting-sau-6/">http://schoolboard.cvhs.net/board-meeting-sau-6/</a> )	17	18	19	20	21
22	23	24	25	26	27	28
29	1	2	3	4	5	6

NEW HAMPSHIRE PUBLIC SCHOOLS  
SCHOOL ADMINISTRATIVE UNIT #1

CONTOOCCOOK VALLEY SCHOOL DISTRICT  
OFFICE OF THE SUPERINTENDENT OF SCHOOLS  
106 Hancock Road, Peterborough, NH, 03458-1197

Telephone: 603-924-3336

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Dr. Brendan Minnihan  
Superintendent of Schools  
[bminnihan@conval.edu](mailto:bminnihan@conval.edu)

Kimberly Saunders  
Assistant Superintendent of Schools  
[ksaunders@conval.edu](mailto:ksaunders@conval.edu)

TO: Contoocook Valley School Board

FROM: Holly & Fletch Wilson

DATE: 12/22/15

RE: REQUEST TO ACCEPT A GIFT OR DONATION

The Great Brook School requests authorization to accept from:

Name/Address: Hollis & Fletch Wilson, 57 main st., Franconia, NH 02043

the following gift/donation of: a check valued at \$ 1000

for the purpose of: sponsoring a GBS student on the Washington DC  
trip, and some choir robes.

  
Teaching/Supervising Principal's Signature

SAU OFFICE USE ONLY: Date Received \_\_\_\_\_

Date Approved by School Board \_\_\_\_\_

Date Not Approved by School Board/Reason: \_\_\_\_\_

Category: O

### **SPECIAL USE OF SCHOOL BUSES**

School bus services may be used for student field trips and school activity purposes. However, such use must necessarily be limited. School buses must be used, first, for regular school transportation.

The administration will develop and the Board will approve specific regulations relating to the use of buses for field trip purposes. The Superintendent, will be granted authority to approve the use of school buses for specific trips, within the above guidelines and subject to the Board approval.

Adopted: December 4, 2001



## **DFEA - Free Admissions**

~~(Guest Passes for Senior Citizens)~~

Senior citizens of the District – persons 65 years of age or older – ~~may be given a senior citizen guest pass, which shall~~ are permitted them to attend all activities of the schools, including athletic events free of charge.

This policy represents a small token of appreciation from the Board for all that the District's senior citizens have done for the schools over the years.

**Category: O**

~~Adopted: April 2, 1991~~

1<sup>st</sup> Read: January 5, 2016

2<sup>nd</sup> Read:

Adopted: