

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

**106 Hancock Road
Peterborough, New Hampshire**

CONTOOCCOOK VALLEY SCHOOL BOARD

School Board Meeting

Tuesday, October 18, 2016

7:00 p.m.

Great Brook School

- 1. Call to Order and Pledge of Allegiance**
- 2. Non-Public Session: RSA 91-A:3,II**
 - a. Legal**
- 3. Accept School Board Meeting Minutes (Board Vote Required)**
 - a. October 4, 2016 (pg. 1-3)**
- 4. Points of Pride**
- 5. Public Comment**
- 6. Consent Agenda**
 - a. Personnel**
 - 1) 2016-2017 Nomination (pg. 4)
 - 2) Notice of Stipend Positions (pg. 5)
 - b. Board Requests**
- 7. Superintendent's Report and Presentation of Business**
 - a. Monthly Events Calendar (pg. 6-7)**
 - b. Smarter Balance Assessment Consortium (SBAC) & SAT Presentation**
 - c. Executive Summary**
- 8. Reports**
 - a. Student Representative – Maeve Newman**
 - b. Teacher Representative – Patrick Cogan**
 - c. Strategic Plan Committee – Pierce Rigrod**
 - d. Budget & Property Committee – Dick Dunning**
 - e. Communication Committee – Stephan Morrissey**
 - 1) Priorities for Press Releases
- 9. Old Business**
 - a. 2nd Read Policy/Adoption (Board Vote Required)**
 - IMDA – Patriotic Exercises (pg. 8)
- 10. New Business**
 - a. Budget Transfer Requests (pg. 9)**
 - Fund Sabbatical Request
 - b. Expenditure Report (pg. 10-13)**
 - c. CVHS Raised Beds**
- 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**

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
106 Hancock Road
Peterborough, New Hampshire

CONTOOCOOK VALLEY SCHOOL BOARD

Tuesday, October 4, 2016

School Board Meeting
Minutes

BOARD

Rich Cahoon, Richard Dunning,
Bernd Foecking, Tom Kelly,
Janine Lesser, David Martz,
Stephan Morrissey, Linda Quintanilha,
Kristen Reilly, Pierce Rigrod,
Crista Salamy, Myron Steere

Maeve Newman, Student Rep.
Patrick Cogan, CVEA Rep.

ADMINISTRATION

Kimberly Saunders, Supt.
Dr. Ann Allwarden, Asst. Supt.
Marian Alese, B.A.
Tim Markley, H.R.
Dr. Rick Matte, Student Services
Nicky Fraley, FES
Amy Janoch, HES
Brian Pickering, CVHS
John Reitnauer, ATC

1. Call to Order and Pledge of Allegiance

Myron Steere called the meeting to order at 7:04 p.m. The Pledge of Allegiance was recited.

2. Accept School Board Meeting Minutes (Board Vote Required)

a. September 20, 2016

Stephan Morrissey moved to accept the minutes of September 20, 2016. Dick Dunning second. Linda Quintanilha and Tom Kelly abstained. All else in favor. Motion carried.

3. Points of Pride

Kimberly Saunders reported that a variety of teachers and support staff are participating in OGAP training. It is fascinating training looking at how students learn mathematics.

The ConVal High School Football team is 4-1 with their next game scheduled for this Saturday in Hollis.

4. Public Comment

None.

5. Consent Agenda

a. Personnel

1) Retirement – Laura Doell – June 2017

Tim Markley referenced the retirement of Laura Doell and Mary Lou O'Neil for June 2017.

Stephan Morrissey moved to accept the retirements as read. Dick Dunning second. Unanimous.

Stephan Morrissey moved to allow the exception for payback. Dick Dunning second. Unanimous.

2) Retirement – Linda Tenney and Mary Ellen Stanley – June 2018

Tim Markley referenced the June 2018 Retirements of Linda Tenney, Mary Ellen Stanley, Joan Bando, Pete Ketchum, Eileen Couture, Katherine Fox, and Ken Cloutier.

Stephan Morrissey moved to accept the retirements as read. Dick Dunning second. Unanimous.

3) Notice of Stipend Positions – Non-Athletic and Supplemental

Tim Markley referenced these positions for notification purposes only.

4) Job Description – Careers in Education (2nd Read/Adoption)

Dick Dunning moved to adopt the job description as written. Stephan Morrissey second. Unanimous.

b. Enrollment Report – October 1, 2016

Tim Markley shared October 1st enrollment numbers.

It was noted that Dublin 5th grade students attend SMS rather than DCS; it was parentally driven.

c. Board Requests

MISSION STATEMENT

The ConVal Regional School District, in partnership with its member communities, will inspire all learners to academically, contribute to the global community, and thrive as independent and productive citizens.

Kimberly Saunders referenced board requests.

6. Superintendent's Report and Presentation of Business

a. ATC SMART Goal & Presentation

John Reitnauer shared a presentation on the ATC. Mr. Reitnauer noted that his report shares a brief history of the ATC, its partnerships, the plan for programming, and the work that faculty has done to develop pathways for students to follow. Running Start credits will be available to students with credits that will be transferable to hundreds of colleges. A student could leave ConVal with six college credits upon graduating. Five of the eight programs have Running Start credits associated. The cost to the student is \$150.00.

School Counselors and Mr. Reitnauer have spent time looking at Running Start courses and sharing this information with students to bolster enrollment.

Committees that have been dormant are reorganizing to meet again. Stephan Morrissey will serve on the Regional Advisory Committee on behalf of the School Board. Equipment needs, curriculum, and job viability of the program will be reviewed.

Program Advisory Committees will meet as well. Without advisories in place, Perkins Grant Funding would not be available.

New programs include computer networking and teacher education.

How are the new programs and potential new programs dovetailing with the space at the high school? John Reitnauer said that he does not envision any new programming coming on board soon.

Does the potential bond in 2018 tie in? There are no expectations for change in space with the prospect of a bond.

Rich Cahoon commended John for the excellent report.

Discussion took place about students taking CTE courses. The conversation extended to completer programs.

Is there the potential for other Running Start courses? Brian Pickering said that it would be dependent upon the tie in with a college to allow for college credit offering.

Mr. Reitnauer said that he would like to see a 5% increase in CTE enrollment numbers.

In the past, the ATC operated on its own island. Mr. Reitnauer has worked in conjunction with the school counseling department and joined to promote CTE offerings.

The way that CTE course offerings are weighted is discouraging. How can we encourage students to explore course offerings without the concern that it will harm their GPA and college potential?

Mr. Reitnauer reported the goal to create a 5 year plan for programming for the region 14 ATC. The plan to get there was outlined in his SMART goal.

b. Monthly Events Calendar

The School Board Budget Work Session scheduled on Saturday, November 5th will begin at 8:30 a.m. and end by 2:00 p.m.

c. Accept Gift/Donation (Board Vote Required)

- 1) The South Meadow School Band requests authorization to accept a gift/donation totaling \$8,388.39 from The Uplift Music Festival, West Peterborough, for the purpose of providing color instruments for the SMS Band Program.

Stephan Morrissey motioned to accept the donation with thanks. Dick Dunning second. Unanimous.

d. Executive Summary

Kimberly Saunders referenced her Executive Weekly Summary.

7. Reports

a. Student Representative – Maeve Newman

Maeve Newman reported on TASC talks. She shared that community members come and speak to the student body. Last week, a musician met with students. Tomorrow, a 13 time para-Olympian will meet with students. Homecoming is next weekend. Student Council is planning a tailgating party.

PowerSchool rolled out last week; it is more user friendly.

b. Teacher Representative – Patrick Cogan

Patrick Cogan reported that the CVEA has started to hold listening forums. Members will meet with members and non-members to receive both positive and negative feedback. A focus on teaching and learning priorities is part of these sessions. Data will be gathered and shared with the SAU.

c. Education Committee – Crista Salamy

Crista Salamy reported that discussion on PACE vs. IB took place at the last meeting. Some work toward PACE has taken place; an application to the State for PACE will be submitted. IB might be considered for exploration in the ATC.

Self-contained classroom discussion took place. Clarity is needed for future discussion.

Balanced Assessment discussion took place and tailed into multi-age and multi-grade conversation. How small a school is too small? Which grades should remain self-standing and not joined with another grade?

1) Athletic Fees (Board Vote Required)

Crista Salamy asked for a motion on not charging athletic fees.

Rich Cahoon moved to suspend sports fees for the remainder of this year. Linda Quintanilha second.

Myron Steere reported that the vote to suspend fees was for a period of two years and should have been revisited this - 2 -

Crista said that additional fees might be considered; co-curricular, Running Start fees, etc.
Rich Cahoon confirmed that this vote is for athletic fees.
David Martz wanted to be clear that sports fees would be reinstituted next fall if nothing else is done. Confirmed.
In favor of suspending sports fees for the remainder of the year? **Unanimous.**

8. Old Business

a. NHSBA Resolutions

Kimberly Saunders reported that she nor Rich did not receive anything from the Board on resolutions.

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

- IKFB – Graduation Regalia

Rich Cahoon moved to adopt this policy as drafted. Stephan Morrissey second. Unanimous.

9. New Business

a. 1st Read Policy

- IMDA – Patriotic Exercises

Rich Cahoon referenced this policy for a first read.

b. Voting at Pierce School

Kimberly Saunders reported that in the past, for national elections, Pierce School students have not attended school because the school is used for voting. Options include not having school at all, having school, or having a half-day of school. The multi-purpose room is accessible from the outside without going into the school.

The concern is that people will be in the school that are not monitored. A police presence can be hired.

Rich Cahoon suggested that this day be used for fall field trips.

Ann Allwarden reported how elections were conducted when she was principal in the past.

The concern is that the busiest voting time coincides with dismissal time.

Dick Dunning supported having school and putting in place the resources needed for it to be safe and a success.

Dick Dunning moved to keep school open for the day and that resources be provided by the Town of Bennington.

Dick said that the district should not have to pick up the cost.

Rich Cahoon second. Unanimous.

Rich Cahoon asked if Budget & Property could look at how elections are run and see that they are the same for all towns. Confirmed.

c. Admin Evaluation

Kimberly Saunders reported that the evaluation tool was put together in conjunction with administrators. This will be used for building level administrators.

10. Public Comment

None.

11. Approval of Manifests (Board Vote Required)

Marian Alese certified that manifests listed totaling \$451,995.07 and Payroll 7 totaling \$1,620,120.94 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.

Stephan Morrissey moved to accept the manifests as read. Dick Dunning second. Unanimous.

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

a. Negotiations

b. Personnel

Stephan Morrissey moved to enter into non-public session in accordance with RSA 91-A:3,II at 8:33 p.m. for negotiations. Unanimous on a roll call vote.

Stephan Morrissey moved to exit non-public session at 8:57 p.m. Second. Unanimous.

Stephan Morrissey moved to enter into non-public session in accordance with RSA 91-A:3,II for personnel at 8:58 p.m. Unanimous on a roll call vote.

Stephan Morrissey motioned to exit non-public session at 9:24 p.m. Linda Quintanilha second. Unanimous.

Stephan Morrissey motioned to seal the non-public minutes for negotiations and personnel in perpetuity. Second. Unanimous.

Motion to adjourn at 9:25 p.m. Second. Unanimous.

Respectfully submitted,

Brenda Marschok

OFFICE OF THE SUPERINTENDENT OF SCHOOLS
Peterborough, New Hampshire

CONTOOCOOK VALLEY SCHOOL DISTRICT

October 18, 2016
Personnel Agenda

2016-17 Nominations:

Special Education

Susan Fass

Speech Pathologist

\$54,831 (Annual)

Notice of Stipend Positions

Attached

NOTICE OF STIPEND POSITIONS

SUPPLEMENTAL					
Name		DAC	Position	Stipend Amt	FTE
Larry	Bourgoine	CVHS	ADP Course Facilitator 1st Semester	\$900.00	0.5
Larry	Bourgoine	CVHS	ADP Course Facilitator 2nd Semester	\$900.00	0.5
Eric	Kostecki	CVHS	ADP Director 1st Semester	\$1,900.00	0.5
Eric	Kostecki	CVHS	ADP Director 2nd Semester	\$1,900.00	0.5
Greg	O'Brien	CVHS	ADP US History 2nd Semester	\$1,800.00	1
ATHLETIC					
Name		DAC	Position	Stipend Amt	FTE
Tim	Iwanowicz	SMS	Cross Country	\$1,992.00	1

October 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4 -Policy Comm. @6:00 pm -Public Hearing – 7:00 pm -School Board Mtg. @ SAU following hearing	5	6 Strategic Plan @ 6:30 pm @ SAU	7	8
9	10 District Closed- Columbus Day	11 Budget & Property @ SAU @ 7:00 pm	12 Communications Comm. @ SAU @ 6:00 pm	13	14	15
16	17	18 Policy Committee @ 6:00 pm @ GBS School Board Mtg. @ GBS @ 7:00 pm	19	20	21	22
23	24 Education Comm. @ SAU @ 5:30 pm	25	26	27	28	29
30	31					

November 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Policy Comm. @6:00 pm School Board Mtg. @ SAU @ 7:00 pm	2 Communications @ 6:00 pm @ SAU	3	4	5 School Board Budget Work Session – 8:30 am – 2:00 pm
6	7	8	9	10 Strategic Plan @ 6:30 pm @ SAU	11 District Closed- Veteran's Day	12
13	14	15 Policy Comm. @ 6:00 pm School Board Mtg. @ SAU @ 7:00 pm	16	17	18	19
20	21	22	23 District Closed	24 District Closed	25 District Closed	26
27	28 Education Comm. @ SAU @ 5:30 pm	29	30			

IMDA – Patriotic Exercises

In accordance with federal law, the District shall offer an education program(s) each year on Constitution Day to commemorate the September 17, 1787 signing of the United States Constitution. The Superintendent or his/her designee shall establish administrative guidelines ensuring that the District observes Constitution Day properly and in a manner befitting the importance of the event.

Further, during the weeks of Memorial Day and Veterans Day, the District will devote time for exercises of a patriotic nature, including a discussion of the words, meaning, and history of the Pledge of Allegiance and the Star Spangled Banner.

Category: R

Legal Reference:

RSA 189:18, Patriotic Exercises
Section 111 of Division J of Public Law 108-447 (2004)

1st Read: October 4, 2016
2nd Read: October 18, 2016
Adopted:

October 2016 Transfer Requests

Line		Amount	Line		Amount	Purpose
1	REGULAR SALARIES	(\$272,074.00)	2	PARA SALARIES	\$8,800	Increase in para salaries
			3	ADMIN ASSIST SALARIES	\$38,250	Increase in AA salaries
11	HEALTH INSURANCE	(\$41,000)	25	PUPIL SERVICES	\$225,024	Positions covered by Contracted Services (Vacancies
			25	PUPIL SERVICES	\$27,000	Positions covered by Contracted Services (Vacancies
77	PY ENCUMBRANCES	(\$499,236)	16	HRA ACCOUNT	\$14,000	HRA expenses charged to health line
			33	REPAIR/MAINT	\$499,236	PY Encumbrances (Grounds, Security, Renovations)
		(\$812,310)			\$812,310	

Board Brief
October 11, 2016

The attached expense report reflects expenses and encumbrances through September 30, 2016. I have adjusted the lines to reflect the transfer requests being presented tonight.

Please note the transfer request lines.

Line 1 Salaries: I am requesting transfers from this line for reasons listed below.

Line 11 Health Insurance: Large surplus due to plan change. The appropriation for this line was based on a GMR of 19.9% for the MTB 10 Plan. The new CVEA agreement called for a switch to the higher deductible ABSOS20 Plan. The rates for this plan are **10% less than what we paid for MTB15 last year**. Other factors impacting this line are staff vacancies and insurance buyouts.

Line 16 HRA Account: This appropriation was removed from the 2016-2017 budget, assuming that costs could be absorbed by either the health line or our Health Maintenance Trust account.

Line 25 Pupil Services: reflects the addition of two contracted services positions we have been unable to fill as employees: Speech/language pathologist and school psychologist.

Line 33 Repairs and Maintenance: Reflects 15-16 purchases orders encumbered to this year; primarily the roof at CVHS and security installations.

Line 77 PY Encumbrances reflects the transfer for the 15-16 purchase orders.

2016-2017 Expense Report							4-Oct-16	
		2016-2017		2016-2017		2016-2017		Balance
Account Number	Description	Budget	Transfers	Adjusted Budget	Expense	Encumbered	Account Notes	
Line #								
30	21.000.0000.00.411 WATER/SEWER	\$41,700.00		\$41,700.00	\$16,895.21	\$18,704.79	\$6,100.00	14.63%
31	21.000.0000.00.421 DISPOSAL	\$41,400.00		\$41,400.00	\$9,322.90	\$25,832.50	\$6,244.60	15.08%
32	21.000.0000.00.422 SNOW PLOWING	\$198,000.00		\$198,000.00			\$198,000.00	100.00%
33	21.000.0000.00.430 REPAIR/MAINT	\$303,130.00	\$499,236.00	\$802,366.00	\$469,453.00	\$302,489.11	\$30,423.89	3.79% Prior Year Encumbrances
34	21.000.0000.00.431 STRUCTURAL REPAIRS	\$137,000.00		\$137,000.00	\$291,053.03	\$76,889.00	-\$230,942.03	-168.57%
35	21.000.0000.00.432 ELECTRICAL REPAIRS	\$35,100.00		\$35,100.00	\$9,511.49	\$12,174.31	\$13,414.20	38.22%
36	21.000.0000.00.433 MECHANICAL REPAIRS	\$71,600.00		\$71,600.00	\$29,585.86	\$28,043.17	\$13,970.97	19.51%
37	21.000.0000.00.434 HVAC REPAIRS	\$26,500.00		\$26,500.00	\$54,053.34	\$43,369.13	-\$70,922.47	-267.63%
38	21.000.0000.00.440 BUILDING RENTAL	\$3,500.00		\$3,500.00			\$3,500.00	100.00%
39	21.000.0000.00.442 EQUIPMENT RENTAL	\$1,000.00		\$1,000.00			\$1,000.00	100.00%
40	21.000.0000.00.450 RENTAL	\$4,000.00		\$4,000.00			\$4,000.00	100.00%
41								
42	21.000.0000.00.510 FIELD TRIP ATHLETIC	\$237,230.00		\$237,230.00	\$22,497.03	\$151,756.77	\$62,976.20	26.55%
43	21.000.0000.00.519 PUPIL TRANSPORTATION	\$2,303,067.00		\$2,303,067.00	\$70,723.26	\$2,189,313.39	\$43,030.35	1.87%
44								
45	21.000.0000.00.520 INSURANCE	\$217,689.00		\$217,689.00	\$229,755.00		-\$12,066.00	-5.54% No Credits
46	21.000.0000.00.530 TELEPHONE /WEB ACCESS	\$149,000.00		\$149,000.00	\$32,266.43	\$114,412.96	\$2,320.61	1.56%
47	21.000.0000.00.534 POSTAGE	\$23,870.00		\$23,870.00	\$1,946.75	\$2,234.40	\$19,688.85	82.48%
48	21.000.0000.00.540 ADVERTISING	\$20,000.00		\$20,000.00	\$4,529.98	\$20,470.02	-\$5,000.00	-25.00%
49	21.000.0000.00.550 PRINTING	\$20,800.00		\$20,800.00	\$5,625.91	\$325.00	\$14,849.09	71.39%
50	21.000.0000.00.561 TUITION	\$1,591,845.00		\$1,591,845.00	\$239,875.93	\$1,092,934.24	\$259,034.83	16.27%
51	21.000.0000.00.580 MILEAGE	\$88,495.00		\$88,495.00	\$6,252.52	\$12,655.36	\$69,587.12	78.63%
52	21.000.0000.00.590 MISC PURCH SERV	\$15,000.00		\$15,000.00	\$1,318.84		\$13,681.16	91.21%
53								
54	21.000.0000.00.622 ELECTRICITY	\$439,600.00		\$439,600.00	\$84,188.46	\$331,811.54	\$23,600.00	5.37%
55	21.000.0000.00.623 BOTTLED GAS	\$12,450.00		\$12,450.00	\$835.36	\$11,352.64	\$262.00	2.10%
56	21.000.0000.00.624 FUEL OIL	\$344,843.00		\$344,843.00			\$344,843.00	100.00%
57	21.000.0000.00.656 PROPANE / GASOLINE	\$214,500.00		\$214,500.00	\$21,818.85	\$186,726.26	\$5,954.89	2.78%
58								

2016-2017 Expense Report							4-Oct-16		
Account Number	Description	2016-2017 Budget	2016-2017 Transfers	2016-2017 Adjusted Budget	2016-2017 Expense	2016-2017 Encumbered	Balance		
Line #							Account Notes		
59	21.000.0000.00.610 SUPPLIES	\$785,670.00		\$785,670.00	\$211,758.46	\$381,525.89	\$192,385.65	24.49%	
60	21.000.0000.00.640 BOOKS	\$ 94,335.00		\$94,335.00	\$15,525.58	\$28,745.58	\$50,063.84	53.07%	
61	21.000.0000.00.641 PERIODICALS	\$22,820.00		\$22,820.00	\$7,619.09	\$771.63	\$14,429.28	63.23%	
62	21.000.0000.00.649 OTHER INFO SOURCES	\$ 3,815.00		\$3,815.00	\$219.73	\$400.00	\$3,195.27	83.76%	
63	21.000.0000.00.650 SOFTWARE SUPPORT	\$220,076.00		\$220,076.00	\$149,938.06	\$20,869.00	\$49,268.94	22.39%	
64	21.000.0000.00.733 NEW FURNITURE	\$13,153.00		\$13,153.00	\$4,022.50	\$461.04	\$8,669.46	65.91%	
65	21.000.0000.00.734 OTHER EQUIPMENT	\$2,507.00		\$2,507.00	\$474.00		\$2,033.00	81.09%	
66	21.000.0000.00.737 REPL FURNITURE	\$38,980.00		\$38,980.00	\$18,040.69	\$1,000.00	\$19,939.31	51.15%	
67	21.000.0000.00.738 REPL EQUIPMENT	\$223,864.00		\$223,864.00	\$110,665.08	\$36,180.61	\$77,018.31	34.40%	
68	21.000.0000.00.739 NEW EQUIPMENT	\$ 30,890.00		\$30,890.00	\$5,190.13	\$26,150.41	-\$450.54	-1.46%	
69									
70	21.000.0000.00.810 DUES & FEES	\$151,343.00		\$151,343.00	\$45,101.99	\$28,204.94	\$78,036.07	51.56%	
71	21.000.0000.00.830 DEBT SERVICE INTEREST	\$ 98,595.00		\$98,595.00	\$49,297.50	\$49,297.50	\$0.00	0.00%	
72	21.000.0000.00.890 MISCELLANEOUS	\$ 57,500.00		\$57,500.00	\$7,992.85	\$3,526.06	\$45,981.09	79.97%	
73	21.000.0000.00.910 DEBT SERVICE PRINCIPAL	\$360,000.00		\$360,000.00		\$360,000.00	\$0.00	0.00%	
74									
75	21.000.0000.00.930 TRANS TO FOOD SERVICE			\$0.00			\$0.00	#DIV/0!	
76	TOTAL	\$43,007,104.00	\$499,236.00	\$43,506,340.00	\$8,124,430.77	\$31,026,247.75	\$4,355,661.48		
77	PY ENCUMBRANCES	\$1,282,602.00	-\$499,236.00				\$0.00		
	21.000.0000.00.930 TRANS TO TRUST FUNDS	\$ 500,000.00		\$500,000.00		\$500,000.00	\$0.00	0.00%	
78	UNRESERVED FUND BALANCE						\$0.00		
79	Total	\$44,789,706.00	\$ 0.00	\$44,006,340.00	\$ 8,124,430.77	\$31,526,247.75	\$ 4,355,661.48	#	