

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

**CONTOOCOOK VALLEY SCHOOL BOARD**

**Tuesday, March 21, 2017**

**School Board Meeting**

**7:00 P.M.**

**SAU Office**

- 1. Call to Order and Pledge of Allegiance**
- 2. Introduction and Swearing in of New and Returning Board Members**
- 3. Call for Election of Officers – Superintendent**
- 4. Appoint School District Clerk (Board Action/Vote Required)**
- 5. Acceptance of School Board Meeting Minutes (Board Vote Required)**
  - a. March 7, 2017 (pg. 1-3)**
- 6. Points of Pride**
- 7. Public Comment**
- 8. Consent Agenda**
  - a. Personnel**
    - 1) Notice of Stipend Positions (pg. 4-5)
  - b. Board Requests**
- 9. Superintendent's Report and Presentation of Business**
  - a. Election Results**
  - b. Principal Search Timelines**
  - c. Monthly Events Calendar (pg. 6-7)**
  - d. Accept Gift/Donation (Board Vote Required) (pg. 8)**
    - 1) South Meadow School request authorization to accept a gift/donation of \$500.00 from Mrs. Cynthia Healer, for the purposes of purchasing new choral risers for the SMS choruses.
- 10. Reports**
  - a. Student Representative – Maeve Newman**
  - b. Teacher Representative – Patrick Cogan/Linda Compton**
  - c. Strategic Plan Committee – Pierce Rigrod**
  - d. Education Committee – Crista Salamy**
- 11. Old Business**
  - a. 2nd Read/Adoption (Board Vote Required)**
    - IFA: Instructional Needs of Students (pg. 9)
  - b. Waive Policies (Board Vote Required)**
    - DK: Payment Procedures (pg. 10)
    - DGA: Authorized Signatures/Check-Writing Services (pg. 11)
  - c. Set Tuition Rate – Out of District Requests**
- 12. New Business**
  - a. Research Projects**
  - b. Set Last Day of School – June 2017**
  - c. Set CVHS Date of Graduation**
  - d. 2017-2018 School Calendar Approval (Board Vote Required)**
  - e. Signing of MS22 (Report of Appropriations voted)**
- 13. Public Comment**
- 14. Approval of Manifests (Board Vote Required)**
- 15. Non-Public Session: RSA 91-A:3,II (If Required)**
  - a. Personnel**
  - b. Negotiations**

*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, March 7, 2017**

**School Board Meeting**

**Great Brook School**

**7:00 p.m.**

**MINUTES**

**BOARD**

Rich Cahoon, Richard Dunning,  
Bernd Foecking, Jim Fredrickson,  
Tom Kelly, Janine Lesser,  
David Martz (7:20), Stephan Morrissey,  
Pierce Rigrod, Crista Salamy,  
Myron Steere

Maeve Newman, Student Rep.  
Patrick Cogan, CVEA

**ADMINISTRATION**

Kimberly Saunders, Supt.  
Dr. Ann Forrest, Asst. Supt.  
Tim Markley, H.R.  
Dr. Rick Matte, Student Services  
Helena Bates, PES

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

**Myron Steere called the meeting to order at 7:00 p.m. The Pledge of Allegiance was recited.**

**2. Minutes (Board Vote Required)**

**a. February 21, 2017**

**Stephan Morrissey moved to approve the minutes of February 21, 2017. Dick Dunning second. Unanimous.**

**3. Points of Pride**

Kimberly Saunders shared various Points of Pride as reported to her by administrators.

**4. Peterborough Chamber of Commerce Recognition**

Sean Ryan, Executive Director of the Greater Peterborough Chamber of Commerce, reported that the Fireworks display was a success last year. \$4,000 was raised toward two scholarship awards.

Mr. Ryan presented a framed poster in recognition of hosting the successful event. Special thanks to Tim Grossi for his work toward making this event possible.

In addition, Mr. Ryan presented a plaque to the district to recognize the *Dick Dunning Winter Slam* which commemorates winning teams moving forward for years to come.

**5. Public Comment**

None.

**6. Consent Agenda**

**a. Personnel**

**1) Notice of Stipend Positions**

Tim Markley noted the stipend positions of Amanda Hinton, Varsity Softball Coach, and Deb Riley, Assistant Softball Coach for the board's information.

**MISSION STATEMENT**

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## **7. Superintendent's Report and Presentation of Business**

### **a. Monthly Events Calendar**

The March 8<sup>th</sup> Communication Committee was cancelled.

Budget & Property Committee will meet on Tuesday, March 28<sup>th</sup> at 7:00 p.m. at the SAU.

Budget & Property Committee will also meet on Tues., April 11<sup>th</sup> at 7:00 p.m. at the SAU.

Strategic Plan Committee will meet on Thurs., April 13<sup>th</sup> at 6:30 p.m. at the SAU.

Education Committee will meet on Mon., April 17<sup>th</sup> at 5:30 p.m. at the SAU.

### **b. March 1, 2017 Enrollment Update**

Kimberly Saunders referenced March enrollment data as well as straight-line projections.

Dr. Rick Matte reported that 28 incoming students have been screened and registered for next year.

A second screening will take place next week at Peterborough Elementary School.

Jim Fredrickson asked the number of Sharon students attending and projected. 2,128 are projected for total enrollment next year.

### **c. Accept Gift/Donation (Board Vote Required)**

- 1) Peterborough Elementary School requests authorization to accept a gift/donation totaling \$500.00 from Alliance Energy LLC., for the purpose of furthering science in the classrooms.

**Stephan Morrissey moved to accept the donation with gratitude. Dick Dunning second. Unanimous.**

## **8. Reports**

### **a. Student Representative –Maeve Newman**

Maeve Neman reported that the CV Music is having two spring concerts; chorus and band. A hypnotist show to benefit Josh Fowler is scheduled. Unified basketball is scheduled to play this Thursday.

### **b. Teacher Representative – Patrick Cogan/Linda Compton**

Patrick Cogan reported a successful fundraising dinner last night to benefit a student struggling with cancer.

## **9. Old Business**

None.

## **10. New Business**

### **a. Conduct of School Board Meeting Questions – Myron Steere**

Myron Steere asked for input from the Board to determine how the School Board is being run and if improvements can be made.

Stephan Morrissey said that the Communication Committee has not been successful due to the timeliness of meetings and reporting. Mr. Morrissey said that he was unsure that this committee was necessary.

Janine Lesser suggested that the committee be more of a fluid ad-hoc committee.

Myron Steere reminded that the future bond proposal will need communication.

Pierce Rigrod agreed that an ad-hoc committee would be favorable.

Dick Dunning spoke about the potential for members of the Board be part of a committee to work with the ATC. Currently, two board members regularly attend regional ATC meetings. Kimberly Saunders reported that she anticipates hearing this week about proposed program planning.

Myron Steere asked board members to email him if they would like to be a member of a particular committee or change committees.

### **b. Research Project with Keene State College**

Kimberly Saunders reported a research project request from a graduate student. She asked that this be tabled until the next meeting.

**Motion to table and second. Unanimous.**

## **11. Public Comment**

None.

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

Kimberly Saunders certified that manifests listed totaling \$507,881.83 and Payroll totaling \$1,241,437.59 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 approve the manifests as read. Dick Dunning second. Unanimous.**

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

- a. Personnel
- b. Negotiations

**Stephan Morrissey moved to enter into non-public session in accordance with RSA 91-A:3,II at 7:25 p.m. for matters of negotiation. Unanimous on a roll call vote.**

**Motion to exit non-public session at 7:29 p.m. Second. Unanimous.**

**Stephan Morrissey moved to permit up to \$20,000 to contract with Ray and Associates to conduct a principal search. Second. Unanimous.**

**Stephan Morrissey moved to seal the minutes of non-public session for one year. Second. Unanimous.**

**Motion to adjourn at 7:30 p.m. Second. Unanimous.**

Respectfully submitted,

Brenda Marschok

OFFICE OF THE SUPERINTENDENT OF SCHOOLS  
Peterborough, New Hampshire

CONTOOCOOK VALLEY SCHOOL DISTRICT

March 21, 2017  
Personnel Agenda

Notice of Stipend Positions

See Attached

## NOTICE OF STIPEND POSITIONS

ATHLETIC				
Name	DAC	Position	Stipend Amt	FTE
Art LaFleur	CVHS	Special Olympics - Spring	\$1,000.00	1
Paul Landau	CVHS	Strength & Conditioning - Spring	\$1,660.00	1
SUPPLEMENTAL				
Paul Landau	CVHS	Weight Room Instr/Supervision	\$1,500.00	1

# March 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7 Policy Committee @ 6:00 p.m. @ GBS School Board Mtg. @ 7:00 p.m. @ GBS	8 Communication Committee @ 6:30 p.m. @ SAU	9 Strategic Plan Committee @ 6:30 p.m. @ SAU	10	11
12	13	14 Voting Day	15	16 Negotiations (non-public) @ 5:30 pm @ SAU	17	18
19	20 Education Committee Mtg. @ 5:30 p.m. @ SAU	21 Policy Committee Mtg. @ 6:00 p.m. @ SAU School Board Mtg. @ 7:00 p.m. @ SAU	22	23 Negotiations (non-public) @ 5:30 pm @ SAU	24	25
26	27	28 Budget & Property Committee Mtg. @ 7:00 p.m. @ SAU	29	30 ATC Mtg. @ 11:00 @ CVHS	31	



# April 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						<b>1</b> School Board Retreat @ SAU 9:00-12:00
<b>2</b>	<b>3</b>	<b>4</b> Policy Committee @ 6:00 pm @ SAU School Board Mtg. @ 7:00 pm @ SAU	<b>5</b>	<b>6</b> Negotiations (Non-Public) @ 5:30 pm @ SAU	<b>7</b>	<b>8</b>
<b>9</b>	<b>10</b>	<b>11</b> Budget & Property Committee @ 7:00 pm @ SAU	<b>12</b>	<b>13</b> Strategic Plan Committee @ 6:30 pm @ SAU	<b>14</b>	<b>15</b>
<b>16</b>	<b>17</b> Education Committee @ 5:30 pm @ SAU	<b>18</b> Policy Committee @ 6:00 pm @ SAU School Board Mtg. @ 7:00 pm @ SAU	<b>19</b>	<b>20</b> Negotiations (Non-Public) @ 5:30 pm @ SAU	<b>21</b>	<b>22</b>
<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>
<b>30</b>						



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

Fax: 603-924-6707

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

Dr. Ann Forrest  
Assistant Superintendent of Schools  
[aallwarden@conval.edu](mailto:aallwarden@conval.edu)

TO: Contoocook Valley School Board

FROM: Elizabeth Ring-Fortin SMS Music

DATE: 3-9-17

RE: REQUEST TO ACCEPT A GIFT OR DONATION

The South Meadow Middle School requests authorization to accept from:

Name/Address: Mrs Cynthia Healer (924-5256)  
Peterborough NH 03458

the following gift/donation of: money valued at \$ 500

for the purpose of: purchasing new Choral risers for the  
SMS choruses. (Safety issue - old risers breaking)

  
Teaching/Supervising Principal's Signature

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

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

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

## IFA – Instructional Needs of Students

The School Board recognizes that each student has unique and distinctive learning styles, and that not all students will excel in traditional classroom settings. To that end, the administration will design the District's instruction and curricular program to meet the instructional needs of students with different interests and development.

Administrators and teachers should collaborate to consider and address students' different interests and academic development when planning the District's educational programs and curriculum.

In order to meet the instructional needs of students with different interests and developments, administrators and staff should explore alternative learning programs such as extended learning opportunities, alternative learning plans, distance education, vocational/technical education, and others.

### Legal Reference:

*NH Code of Administrative Rules, Section Ed 306.04(a)(6), Instruction Needs of Students with Different Talents*

*NH Code of Administrative Rules, Section Ed 306.04(j), Instructional Needs of Students with Different Talents*

**Category: P**

**See also: IF, IJO**

1<sup>st</sup> Read: February 14, 2017

2<sup>nd</sup> Read: March 21, 2017

Adopted:

## DK – PAYMENT PROCEDURES

In keeping with the District's desire for efficient fiscal management, the following procedure for payment of its liabilities is in effect:

All manifests, supported by original invoices, must be certified by the Business Administrator.

In order that Board Members be fully informed, and have the opportunity to ask questions concerning payment, a copy of the detailed check register will be noticed to the Board in advance, upon completion of the preparation of that manifest.

Payment by the Treasurer will be authorized on the basis of two (or more) School Board members.

When vendor manifests are due between Board meetings, the Treasurer is authorized to pay on the signature of the Superintendent or the Business Administrator.

In the event that a Board Member requests that a particular vendor payment be held for additional questions, that Board Member will contact the Business Administrator directly, and that particular check will be held until the matter has been resolved.

All manifests will be submitted at the next Board meeting, and must be approved by a majority of the School Board, immediately following certification by the Business Administrator.

The District's Treasurer will sign all checks that will be mailed from the central office.

Electronic payments to vendors made be made according to the procedure outlined in policy DGA (Authorized Signatures).

### **Legal References:**

*RSA 197:23-a, Treasurer's Duties*

### **Category: R**

1<sup>st</sup> Read: May 5, 2015

2<sup>nd</sup> Read: October 6, 2015

Adopted: October 6, 2015

< DJE - Bidding Requirements

DKA - Payroll Procedures (<http://schoolboard.convalsd.net/district-policies/d-fiscal-management/dka-payroll-procedures/>)

# DGA – AUTHORIZED SIGNATURES/CHECK-WRITING SERVICES

## Checks

Checks drawn on the general fund or any special fund (with the exception of the activity fund) will require the signature of the School District Treasurer, who is authorized to sign only after certification of manifests by the Business Administrator. Checks drawn on an activity fund will require the signature of the building principal or the Building Administrator.

All checks used by the school district will be pre-numbered.

## Direct Deposit

Vendors may elect to have payments electronically transferred to their bank accounts.

Vendors must agree to complete the Vendor Direct Deposit Authorization Form and send it directly to the ConVal School District Finance Office.

The direct deposit will be processed to only one (1) account as identified on the Vendor Direct Deposit Authorization Form. Once enrolled for direct deposit, all future payment to the vendor will be through ACH.

If a vendor/business closes its account with one financial institution and opens an account with another financial institution, the vendor must notify the ConVal Finance immediately, and submit a new Vendor Direct Deposit Authorization Form.

Such payments will not be made until authorized by the Business Administrator, as per policy DJ (Purchasing).

**See also DJ**

**Category: R**

1<sup>st</sup> Read: September 1, 2015

2<sup>nd</sup> Read: October 6, 2015

Adopted: October 6, 2015

< DG - Depository of Funds

DH - Bonded Employees (<http://schoolboard.convalsd.net/district-policies/d-fiscal-management/dh-bonded-employees/>)