

**OFFICE OF THE SUPERINTENDENT OF SCHOOLS  
106 Hancock Rd.  
Peterborough, New Hampshire**

**CONTOOCOOK VALLEY SCHOOL BOARD**

**Tuesday, June 6, 2017**

**School Board Meeting**

**SAU Office**

**7:00 p.m.**

**Minutes**

**BOARD**

Rich Cahoon, Dick Dunning  
Bernd Foecking, Jim Fredrickson,  
Tom Kelly, Janine Lesser  
David Martz (7:15), Stephan Morrissey  
Linda Quintanilha, Kristen Reilly  
Pierce Rigrod, Myron Steere

Maeve Newman, Student Representative  
Patrick Cogan, CVEA Representative

**ADMINISTRATION**

Kimberly Saunders, Supt.  
Dr. Ann Forrest, Asst. Supt.  
Tim Markley, Human Resources  
Cari Coates, Student Services  
Brian Grattan, Technology  
Gib West, CVHS, Kim Chandler, CVHS  
Steve Bartsch, CVHS, Amy Janoch, HES  
Colleen Roy, GES, Nicole Pease, DCS  
Mark Swasey, CVHS

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

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

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

**a. May 6, 2017**

**Stephan Morrissey moved to accept the minutes of the May 6 School Board Work Session meeting. Dick Dunning seconded. Pierce Rigrod abstained. All others in favor. Motion carried.**

**b. May 16, 2017**

**Stephan Morrissey moved to accept the minutes of the May 6 School Board Work Session meeting. Dick Dunning seconded. All in favor. Motion carried.**

**3. Points of Pride**

Kimberly Saunders shared numerous points of pride as reported to her by building administrators. Stephan Morrissey spoke about the Language Honors Society Awards he attended. He noted that Maeve Newman received awards in both French and Spanish.

**4. Public Comment**

None.

**5. Consent Agenda**

**a. Personnel**

Tim Markley spoke of Fabiola Woods and her nomination for the TES Principal position.

**Stephan Morrissey moved to accept the nomination. Dick Dunning seconded. Moved to accept. All in favor. Motion carried.**

Tim Markley next spoke of Ashley Vanat for the position English teacher at CVHS.

**Stephan Morrissey moved to accept the nomination. Dick Dunning seconded. All in favor. Motion carried.**

Kimberly gave an update on the high school principal position. The candidate was unable to accept our offer. We will continue to use Rand Associates for our search. Gib West will continue in his role as interim Principal. The plan is to

*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.*

begin our search in mid to late November with a hopeful appointment by the first week of March. There is a clear existing plan for the high school and two of our cohorts will be working as administrators at the high school next year.

Enrollment: Tim Markley discussed the current and projected enrollment. Projected enrollment at DCS for grade 5 will be about 4 students, with another 10 attending SMS. Janine Lesser asked about overall numbers for DCS. Bernd Foecking asked about number of teachers vs. number of grade levels.

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

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

#### **June:**

ConVal HS Graduation, Saturday, June 17<sup>th</sup> beginning at 10:00 AM

Education Committee meeting on Monday, June 19<sup>th</sup> at 5:30 PM.

Policy Committee meeting for Tuesday, June 20<sup>th</sup>, cancelled (one agenda item via email).

School Board meeting on Tuesday, June 20<sup>th</sup> at 7:00 PM.

ConVal Staff Appreciation Day, Friday, June 23<sup>rd</sup>.

#### **July:**

Strategic Plan meeting for Thursday, July 13<sup>th</sup> at 6:30 PM.

Education Committee meeting for July 17<sup>th</sup> – pending

Policy Committee meeting on July 18<sup>th</sup> at 6:00 PM.

School Board meeting on July 18<sup>th</sup> at 7:00 PM. There is no hearing prior to this meeting.

#### **August:**

August 15<sup>th</sup> Board Meeting rescheduled to August 22<sup>nd</sup> at 7:00 PM.

Policy Meeting Tuesday, August 22<sup>nd</sup> at 6:00 PM.

Budget & Property may need to call a special meeting to encumber the funds regarding Hutter Construction. Dick Dunning is waiting to hear back from Hutter.

### **b. Hiring Status Update**

Kimberly spoke to this document. Dick Dunning asked if there were any candidate for FES. Yes, there is an offer being made.

### **c. Field Trip Request (Board Vote Required)**

- 1) ConVal High School – Students will travel by air to France during April 2018 vacation week to experience French culture and art first hand.

**Stephan Morrissey moved to authorize this trip to France. Seconded by Pierce Rigrod. Unanimous.**

## **7. Reports**

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

Maeve Newman reported that last week was 8<sup>th</sup> grade open house night to incoming freshman. It was a good time.

Celebration of Learning, June 8<sup>th</sup>, 6:00 – 8:00 PM @ the CVHS gym.

CVHS Awards and Scholarships Night on June 14<sup>th</sup> at 6:30 in the gym.

This is the last week of classes for seniors, with exams next week.

Maeve Newman was presented with a parting gift in recognition for her work as the school board representative.

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

Patrick reported that this weekend is the community yard sale event in conjunction with the CVEA Raffle. June 14<sup>th</sup>, at CVHS Awards and Scholarships Night Patrick Cogan will present 2 scholarships. Last week incoming 5<sup>th</sup> graders visited GBS. Patrick asked two trivia questions and presented the winning gifts to the Superintendent as a donation to Staff Appreciation Day.

### **c. Education Committee – Crista Salamy, Ann Forrest**

Dr. Forrest gave an update on the PD Master plan. This plan will be presented to the Board on the 20<sup>th</sup> of June.

### **d. Communication Committee – Stephan Morrissey**

Stephan Morrissey spoke about the committee and its need to be most effective. Each committee must have information to share on a regular basis...and share with the Public. A brief snippet each month is all that is required.

He also suggested that any prominent issues occurring at the State House be presented; possibly on our website. Also discussed our website being kept up-to-date. Kimberly Saunders is looking into this.

### **e. Selectmen's Advisory Committee – Bernd Foecking**

Bernd Foecking spoke of the agenda. John Jordan was elected Chair and Ed Juengst as Vice Chair. There was some discussion of the numbers around configuration options. We will need to wait for the Education committee feedback. Concern was expressed on the high school science lab costs and how to appropriate those funds.

**f. Budget & Property Committee – Dick Dunning**

Mr. Dunning spoke of the high school science lab renovation meeting and establishing cost estimates. The Selectmen are concerned on how to fund the labs. Once the figures come from Hutter, we'll know more.

Cop Sync 911 (Grant) The Committee met with administration from local police and fire departments, who are excited about getting on board with this software. We as a district have a separate entity piece on this. There are Homeland security funds available. Dick Dunning is asking for permission to move forward on the grant for \$19,800. The software allows you to have an icon on laptop or phone to send emergency notification within 15 seconds; all law enforcement agencies are notified. Cop Sync 911 goes directly to the cruisers, not to a dispatch.

The small town advantage is that the software works from a cell phone (app). There is also a reverse notification. The cost is \$1200 per school. The grant would cover all of our schools for the first year.

Rich Cahoon asked about the grant's ties to homeland security. Is it specifically for Cop Sync 911? Is the grant funding strictly to this grant? No. There are a number of vendors out there. It is in-kind funding. Dave Martz asked about future years and what we might have to allocate.

Rich Cahoon asked about the grant proposal, it could be Cop Sync, but not necessarily. He also asked if we need help with the grant proposal. Brian Grattan can query the NH Tech Coordinators for assistance. Stephan Morrissey asked that the Board have the opportunity to review the Grant before submission.

There was a call for the vote to apply for a grant to purchase the software. The grant must be completed by 6/30/17. Tom Kelly was asked if Mascenic bid it out; it did not bid it out. This must be neutral grant. Dick Dunning will speak with the CEO on this.

**Dick Dunning requested permission to apply for the grant.**

**Stephan Morrissey moved to grant permission. Pierce Rigrod seconded. Vote is unanimous.**

**g. Strategic Plan Committee – Pierce Rigrod**

The committee met on June 1<sup>st</sup> and spoke of the ATC programming. What is the status, how can we upgrade the science labs, and how do we accommodate new programs/space? Kristen Reilly is the rep to the Communications committee. The committee looked at the configuration options. They would like to have something concrete by end of June. Also spoke a bit about the bond and NHCC and its campus. NHCC is currently moving forward with District support. The NHCC programming was discussed, as well as Cornucopia in relation to Food Service.

**8. Old Business**

**a. CTQ Follow-Up : Kimberly**

In folders are the outcome of the CTQ, Kimberly Saunders reviewed the numbers. Jim Fredrickson spoke that this is strictly a guideline, not a mandate. It is a useful tool. They will continue to refine the tool. Bernd Foecking discussed looking at correlations on different configurations, and how the related discussion is reflected. Pierce Rigrod indicated we will also have a public process to look at these models. There will be a follow up to CTQ at the end of June.

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

- KB – Title I Family Involvement in Education

**Rich Cahoon moved to present. Stephan Morrissey motioned to adopt this policy. Dick Dunning seconded. All in favor.**

**c. Food Service Contract – Kimberly**

Section 2.0.8. The goal is to purchase local and regional. Nine of the current twenty four employees remain from Food Service. Kimberly Saunders would like to approve the contract.

**Stephan Morrissey moved to accept the 1-year contract. Pierce Rigrod seconded. All in favor.**

**d. Food Service Software – MealsPlus:**

Brian Grattan feels this is the best program for us. Dave Martz asked about the annual licensing agreement; is it \$15K? Brian Grattan indicated that it is. He also indicated we no longer have to worry about a separate server. This solution puts it in the cloud. Applications will be drawn out of PowerSchool directly to the state.

Stephan Morrissey asked about the contract. Are we looking at a District charge? Brian Grattan indicated we are. It is per school. What is the total cost per year? \$15,125.00. Dave Martz asked about projected increases. Do we have a multi-year contract? No. Initial cost of \$15,125 and yearly after of \$15K.

**Move and seconded to withdraw original motion. Unanimous.**

**e. First Light –**

Brian Grattan spoke about the advantages of having First Light in our schools.

Dave Martz asked about funding. How are we funding, by e-rate? No. By applying for this will we get back more e-rate money? We will have more long distance capabilities than we've ever had. Dave Martz asked if we could use the e-rate elsewhere. This is a safety issue as well. We will be saving a lot of bandwidth. This will make the experience for the schools that much better.

Gib West asked if 911 calls would still go through the main office. No, but they would still see the call.

**Stephan Morrissey motioned to move forward with the purchase. Dick Dunning seconded. All in favor.**

**9. New Business**

**a. Student Services Report Scope**

Linda Potter was introduced and discussed her research on the scope and sequence. She will also tie the process into the strategic plan. She will bring the report and routinely communicate with Kimberly. She spoke to each page of her handout. Linda Potter hopes to educate us all with the amount of time and dedication that is involved in Student Services. In October, Linda Potter will bring forth the entire study, identifying both the roles of Director and Assistant Director of Student Services.

Rich asked if in the past the Director was doing only completing only four observations a year. Not completely. He may have shared responsibilities.

**b. Expenditure Report - deferred**

**Move to defer this agenda item made by Stephan Morrissey. Seconded by Dick Dunning. All in favor.**

**10. Public Comment**

Kimberly Saunders announced that Dave Martz is resigning effective June 30, 2017. Dave asked permission to serve for the remainder of the month. Dave also submitted his resignation to the Select Board. He was thanked for his years of service.

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

Kimberly Saunders certified that manifests listed totaling \$476,575.52 and Payroll totaling \$1,874,155.92 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. Seconded by Dick Dunning. Unanimous.**

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

**a. Personnel**

**b. Negotiations**

**Move to NON-PUBLIC at 8:29 PM.**

**Move to seal the minutes of Non-Public Session topic #1 for a period of 10 years. Seconded. Unanimous.**

**Move to seal the minutes of Non-Public Session topic #2 for a period of 10 years. Seconded. Unanimous.**

**Move to seal the minutes of Non-Public Session topic #3 for a period of 10 years. Seconded. Unanimous.**

**Move to seal the minutes of Non-Public Session topic #4 for a period of 10 years. Seconded. Unanimous.**

**Motion to adjourn at 9pm. Seconded. Unanimous.**

Respectfully Submitted,

Carol Hills