

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

**106 Hancock Road
Peterborough, New Hampshire**

CONTOOCOOK VALLEY SCHOOL BOARD

**Public Hearing
Proposed 2018-2019 Budget**

**Tuesday, January 16, 2018
SAU Office
Peterborough, NH
6:00 P.M.**

**School Board Meeting
Immediately Following Public Hearing**

AGENDA

- 1. Call to Order and Pledge of Allegiance**
- 2. Accept School Board Meeting Minutes (Board Vote Required)**
 - a. January 2, 2018 (pg. 1-3)**
- 3. Points of Pride**
- 4. Public Comment**
- 5. Consent Agenda**
 - a. Personnel**
 - 1) Nominations (pg. 4)
 - 2) Notice of Stipend Positions (pg. 5)
 - b. Board Requests**
- 6. Superintendent's Report and Presentation of Business**
 - a. Monthly Events Calendar (pg. 6-7)**
 - 1) Budget Road Shows
 - 2) Public Hearing – Petition Warrant Articles
 - b. Update on Trustee's**
 - c. Meeting with Commissioner of Department of Education**
 - d. Accept Gift/Donation (Board Vote Required) (pg. 8)**
 - 1) ConVal High School requests authorization to accept from: Grimshaw-Gudewicz Scholarship Foundation, the following gift/donation of \$10,000.00 for the purpose of student scholarships.
- 7. Reports**
 - a. Student Representative** – Lily Denehy
 - b. Teacher Representative** – Patrick Cogan/Linda Compton
 - c. Strategic Plan Committee** – Bernd Foecking
- 8. Old Business**
 - a. 2nd Read/Adoption Policy (Board Vote Required)**
 - IHBAD: Independent Special Education Evaluation (pg. 9-10)
 - JLCK: Special Physical Health Needs of Students (pg. 11)
 - b. Arts Enrichment Recommendation**
 - c. Tuition Rate**
 - d. Warrant Assignments**
 - e. Delegate Assembly**
 - f. NHSBA Resolutions**
- 9. New Business**
 - a. Primex Contribution Assurance Program (pg. 12)**
 - b. Insurance Rates**
- 10. Public Comment**
- 11. Approval of Manifests (Board Vote Required)**
- 12. Non-Public Session: RSA 91-A:3,II (If Required)**
 - a. Negotiations**
 - b. Personnel**
 - c. Legal**

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

**106 Hancock Road
Peterborough, New Hampshire**

CONTOOCOOK VALLEY SCHOOL BOARD

School Board Meeting

Tuesday, January 2, 2018

SAU Office

7:00 p.m.

MINUTES

BOARD

Rich Cahoon, Richard Dunning,
Jim Fredrickson, Janine Lesser,
Niki McGettigan, Kristen Reilly,
Pierce Rigrod, Myron Steere,
Jerome Wilson

Lily Denehy, Student Rep.

ADMINISTRATION

Kimberly Saunders, Supt.
Dr. Ann Forrest, Asst. Supt.
Tim Markley, H.R.
Cari Christian-Coates, Student Serv.
Mindy Ryan, B.A.
Kat Foecking, FES
Helena Bates, PES
Amy Janoch, HES
Colleen Roy, GES
Nicole Pease, DCS

1. Call to Order and Pledge of Allegiance

Myron Steere called the meeting to order at 7:03 p.m.

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

a. December 19, 2017

Dick Dunning moved to accept the minutes of December 19, 2017. Jerome Wilson second. Janine Lesser abstained. All else in favor. Motion carried.

3. Points of Pride

Kimberly Saunders reported that the College Board has recognized ConVal as a 8th Annual Advanced Placement Honor Roll recipient.

Dianne Fitch was recognized for her efforts for making sure that every child in the district feels included and has peer connections both in and outside the classroom.

4. Public Comment

None.

5. Consent Agenda

a. Personnel

None.

b. January 1, 2018 Enrollment Update and Projections

Tim Markley referenced January 1st enrollment noting very little change.

6. Superintendent's Report and Presentation of Business

a. Monthly Events Calendar

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.

Discussion took place about the definition of a "Snow Date" for District Meeting. Clarity in the event of significant inclement weather for March voting day was discussed. Kimberly will confer with our counsel. If there is school, there will be District Meeting. Voting Day will be discussed further.

b. Accept Gift/Donation (Board Vote Required)

1) Temple Elementary School requests authorization to accept from: Mariah and Marc Clough, the following gift/donation of \$1,000.00 for the purpose of use for the students through the activity account in honor of Phyllis Mazza.

Dick Dunning moved to accept the donation with gratitude. Second. Unanimous.

c. School Board Requests

1) Consensus Docs

2) School Board Minutes – November 3, 2015

Kimberly Saunders referenced information as a result of a board request for information.

d. Trust Fund Information

Kimberly Saunders referenced information on Trust Funds, balance information, purpose, established date, designated trustee and agents to expend.

7. Reports

a. Student Representative – Lily Denehy

Lily Denehy reported that the boys' basketball won the Keene Tournament over break. Rachel Ray donations are going well. Items will be donated to a local organization. Celebration of Learning on January 11th...all invited.

b. Teacher Representative – Patrick Cogan/Linda Compton

None.

8. Old Business

a. Student Services Recommendation – Kimberly Saunders

Kimberly Saunders referenced her recommendation at the last board meeting. She asked the board to take a vote on the recommendation.

Dick Dunning moved to accept the Student Services recommendation as presented. Rich Cahoon second. Unanimous.

b. Budget Version 7

Default budget information was distributed (see attached).

Budget Version 7 proposes the use of trust funds; equipment trust of \$75K to purchase a tractor, snow blower, elementary servers, particulate meter, and technology equipment.

In addition, using \$75K of the Athletics/Co-Curricular Trust Fund for athletic equipment and supplies is proposed.

Version 8 proposes the use of Health Maintenance Trust Funds in the amount of \$150K to offset and make us whole.

Version 7 would increase the current budget by .62%. Version 8 would increase by .4% (see attached). In a time that we are seeing decreasing revenues and declining enrollment, this is about as low as we can go. We are utilizing as much as we can. This is about the best that can be done without affecting program and staffing.

This does not include a new CVEA contract; that would be in addition.

Rich Cahoon said that he pitched the idea of not budgeting to the GMR. He is unsure if the difference between a .4 and .62 would mean having to access these funds; he favors Version 7.

Rich Cahoon moved to adopt Version 7 as the final budget version. Dick Dunning second. Unanimous.

Default will be adjusted off of that version.

Version 7 includes the full-time substitute.

Line 380; the difference is the legal line. With a default, these are the amounts that have to be removed based on how the default is figured. The board can say that lines will remain and funds will be found elsewhere by giving something else up.

Discussion took place about the tractor – if the budget fails, the tractor still gets purchased. Confirmed. A worksheet identifying areas that would be under consideration for cuts should the budget fail and a default budget resulted. Professional development was one area discussed.

9. New Business

a. 1st Read Policy

- IHBAD: Independent Special Education Evaluation
- JLCK: Special Physical Health Needs of Students

Rich Cahoon referenced the two policies as first reads. Board members should review (see attached).

b. Bond/Loan Discussion for High School Renovation

Kimberly Saunders referenced information that compares bank loans with bonds (see attached). Kimberly reported that she met with Bob Edwards and spent significant time discussing the differences. Mindy Ryan met with the Bond Bank to do the same. A draft request for proposal was shared as well for consideration of the board.

Is there a penalty for early payment? Kimberly said that in the RFP; no penalty for prepayment is stated. With a bond, there is a schedule that must be adhered to.

The request does not commit us.

Dick Dunning moved to authorize the Superintendent to send out an RFP as presented. Rich Cahoon second. The RFP will be sent to the five local banks; People's United, T.D. Bank, Lake Sunapee, Bank of New Hampshire, and GFA Credit Union.

The deadline for responses will be by the close of business on Friday, January 12th.

Unanimous.

Dick Dunning thanked John Jordan for making that suggestion to consider a loan.

c. Expenditure Report – Mindy Ryan

Mindy Ryan noted a \$4.4M budget balance. In addition, Mindy asked for approval of transfers as a result of the need to appropriate. Funds need transfer as well.

Rich Cahoon asked about the legal line; is it a result of personnel and special education.

Dick Dunning moved to accept the transfers as proposed. Jerome Wilson second. Unanimous.

10. Public Comment

None.

11. Approval of Manifests (Board Vote Required)

Mindy Ryan certified that manifests listed totaling \$308,753.31 and Payroll totaling \$1,826,200.07 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.

Dick Dunning moved to approve the manifests as read. Jim Fredrickson second. Unanimous.

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

a. Negotiations

b. Personnel

Rich Cahoon moved to enter into Non-Public Session in accordance with RSA 91:A:3,II for matters of negotiation at 7:48 p.m. Unanimous on a roll call vote.

Dick Dunning moved to exit non-public session at 8:30 p.m. Rich Cahoon second. Unanimous.

Dick Dunning moved to seal the minutes of non-public session for a period of five years. Rich second. Unanimous.

Respectfully submitted,

Brenda Marschok

OFFICE OF THE SUPERINTENDENT OF SCHOOLS
Peterborough, New Hampshire

CONTOOCOOK VALLEY SCHOOL DISTRICT

January 16, 2018

Personnel Agenda

Nominations 2017-18:

CVHS

Shannon Sweeney

Math Teacher

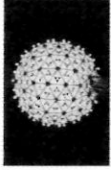
\$19,713 (Pro-Rated)

Notice of Stipend Positions 2017-18:

Attached

Non-Athletic					
Name		DAC	Position	Amount	FTE
Sarah	Rounds	CVHS	Drama - Musical Choreographer	\$1,022.56	1
Deb	Coyne	CVHS	Graduation Advisor	\$426.40	0.6
Judy	Heddy	CVHS	Graduation Advisor	\$213.40	0.3
Stacy	Whitaker	CVHS	Graduation Advisor	\$107.20	0.1
Lance	Levesque	CVHS	The Link	\$1,452.50	0.5

January 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 	2 Policy Committee @ 6:00 pm @ SAU School Board Mtg. @ 7:00 pm @ SAU	3	4	5	6
7	8	9 Public Hearing on Expanding Capital Reserve @ 6:00 p.m. @ SAU School Board Mtg. to follow @ SAU	10	11 Strategic Plan Committee Mtg. @ 6:00 pm @ SAU	12	13
14	15 Martin Luther King Jr. Day – District Closed	16 Public Hearing on Budget and/or Bond @ 6:00 @ SAU School Board Mtg. immediately following hearing(s)	17 SNOW DATE: Public Hearing on Budget and/or Bond @ 6:00 @ SAU (if Jan. 16 th date is cancelled)	18	19	20
21	22 Education Committee @ 5:30 pm @ SAU	23 Budget & Property @ 5:30 pm @ SAU Communication Committee @ 6:30 pm @ SAU	24	25 Selectmen's Adv. Committee @ 7:00 pm @ SAU	26	27
28	29	30	31			

February 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6 Deliberative Session (Dist. Mtg. Part I) @ 6:00 p.m. @ CVHS Gym	7	8 Snow Date: Deliberative Session (Dist. Mtg. Part I) @ 6:00 p.m. @ CVHS Gym	9	10
11	12	13	14	15 Strategic Plan @ 6:00 pm @ SAU ATC Committee @ 7:00 p.m. @ SAU	16	17
18	19 Education Committee @ 5:30 p.m. @ SAU	20 Budget & Property Committee @ 5:00 p.m. @ SAU Policy Committee @ 6:00 p.m. @ SAU School Board Mtg. @ 7:00 p.m. @ SAU	21	22 Selectmen's Advisory Committee Mtg. @ 7:00 p.m. @ SAU	23	24
25	26	27	28			

NEW HAMPSHIRE PUBLIC SCHOOLS
SCHOOL ADMINISTRATIVE UNIT #1

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

Telephone: 603-924-3336

Fax: 603-924-6707

Dr. Brendan Minnihan
Superintendent of Schools
bminnihan@conval.edu

Kimberly Saunders
Assistant Superintendent of Schools
ksaunders@conval.edu

TO: Contoocook Valley School Board
FROM: Grimshaw-Gudewicz Scholarship Foundation
DATE: 1/2/18
RE: REQUEST TO ACCEPT A GIFT OR DONATION

The Conval High School requests authorization to accept from:

Name/Address: Grimshaw-Gudewicz Charitable Foundation
263 Walnut St. Fall River, Ma 02720

the following gift/donation of: ten thousand dollars valued at \$ 10,000

for the purpose of: Student Scholarships



Teaching/Supervising Principal's Signature

SAU OFFICE USE ONLY: Date Received _____

Date Approved by School Board _____

Date Not Approved by School Board/Reason: _____

IHBAD – Independent Special Education Evaluation

The State and Federal special education laws require that the ConVal School District evaluate children with disabilities who are in need of special education and related services. The District evaluates children upon referral for special education and re-evaluates educationally disabled children at least once every three years or when conditions warrant a re-evaluation.

The ConVal School Board is committed to ensuring that each child's IEP team bases its decision on high quality, reliable, and educationally sound special education evaluations.

As a result, the ConVal School District has established the following list of criteria for all special education evaluations the District conducts, obtains, or funds.

Unique circumstances may justify deviation from these criteria. If a parent or District staff member is aware of such unique circumstances, they should inform the student's Special Education teacher, building LEA, or District Special Education administrator immediately.

1. The evaluation must comply with the relevant provisions of the State and Federal Special Education Laws, including 34 C.F.R. 300.530-300.536 and NH Code of Administrative Rules Ed 1107.
2. The evaluator must hold a valid license or certification in the field related to the known or suspected disability. The evaluator must have extensive training and experience in evaluation in the area(s) of concern and be able to interpret the instructional implications of evaluation results.
3. All tests administered will be the current version of the test. The test must be norm referenced for the individual evaluation appropriate for the age and educational level of the child and measure the same cognitive, motoric, and achievement skills as district tests, and meet the same standards of technical adequacy for reliability and validity.
4. The cost of the evaluation shall not exceed the usual and customary rate for such evaluations. The District will not pay for the evaluation until it receives the evaluator's report.
5. The evaluator must review educational records located in the student's local public school and other relevant educational records.
6. The evaluator must either: a) observe the child in one or more educational settings; or b) make at least one contact with the child's general education teacher for the purpose of determining how the student is progressing in the general curriculum. In addition, evaluators are encouraged to make additional contacts with other involved general and special education teachers and related service providers.

IHBAD – Independent Special Education Evaluation

7. The evaluator must be permitted to directly communicate and share information with members of the IEP team, the District's Special Education administrator or the administrator's designees. The evaluator must also release the assessments and results, including any parent and teacher questionnaires, to members of the IEP team, the Special Education Administrator, or the administrator's designees.
8. All evaluation reports will include the appropriate standardization and reporting methods as designed by the test publishers.
9. The District shall be entitled to inspect and obtain copies of the evaluator's records directly pertaining to the student being evaluated, including any records created by third parties. However, those records will not be deemed accessible to any school district personnel other than the evaluator, unless and until the District exercises its right to inspect or obtain copies of those records from the evaluator.

Parents have a right [34 C.F.R. 300.502(b)(2)] to request an independent educational evaluation at school district expense when the parent disagrees with the District's evaluation. The provision for independent educational evaluation cannot be invoked by a parent who has refused to consent to a District evaluation.

The ConVal School District may deny a request for an independent educational evaluation at public expense and initiate a due process hearing to demonstrate that the District's evaluation was appropriate.

A parent always has the right to get an independent educational evaluation at his or her own expense. The team must consider the results of any independent educational evaluation, regardless of who pays for it, if the evaluation meets the district's criteria in decisions about the provision of a free and appropriate public education for the child.

Legal References:

34 C.F.R. 300.530-300.536

NH Code of Administrative Rules Ed 1107

Category: P/Required by Law

1st Read: January 2, 2018

*2nd Read: **January 16, 2018***

Adopted:

JLCK – Special Physical Health Needs of Students

The ConVal School District will meet the special physical health needs of all students, consistent with state and federal law. The ConVal School Board recommends that all pupils participate in developmentally appropriate daily physical activity, exercise, or physical education as a way to minimize the health risks created by chronic inactivity, childhood obesity, and other related health problems. The District will encourage developmentally appropriate daily physical activity, exercise, or physical education through curriculum, athletics, and other school programs.

Legal References:

RSA 189:11-a, V

NH Department of Education Administrative Rule Ed 306.04(a)(2022), Meeting the Special Physical Health Needs of Students

Category: *Required By Law*

See also: *JLCF*

First Read: January 2, 2018

Second Read: January 16, 2018

Adopted:

December 1, 2017

Bow Brook Place
46 Donovan Street
Concord, NH 03301-2624

(603) 225-2841
(800) 698-2364

www.nhprimex.org

Mindy Ryan, Business Administrator
Contoocook Valley School District
106 Hancock Road
Peterborough, NH 03458

**RE: Contribution Assurance Program (CAP) for FY 2020 – FY 2022 for the
Property & Liability Program**

Dear Mindy:

Primex³ is pleased to offer the **Contoocook Valley School District** the option of participating in the **Contribution Assurance Program (CAP)** for the next three coverage period years. **For members who have demonstrated commitment to the Primex³ pool, CAP provides stability by creating a limit on your Property & Liability contributions for future renewals.**

The following years qualify for the Property & Liability **Contribution Assurance Program (CAP)**:

FY 2020 July 1, 2019 through June 30, 2020

(maximum 7% increase over July 1, 2018 through June 30, 2019 contribution)

FY 2021 July 1, 2020 through June 30, 2021

(maximum 7% increase over July 1, 2019 through June 30, 2020 contribution)

FY 2022 July 1, 2021 through June 30, 2022

(maximum 7% increase over July 1, 2020 through June 30, 2021 contribution)

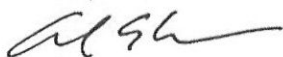
Based on your performance, we are pleased to offer you a **CAP** Agreement that provides you the opportunity to participate in **CAP** through **June 30, 2022**. (See enclosed **CAP** Agreement and Resolution.) **Please return your executed CAP Agreement and Resolution on or before February 2, 2018** to ensure budgetary peace of mind for the next three renewals.

The percentage listed is a maximum. Actual increases will not exceed that percentage, but could actually be lower, based on each member's and the pool's risk management performance and exposure changes. Performance still impacts contribution amounts, so it remains important for both Primex³ and our members to leverage our partnership to effectively manage risks and any claims that occur.

Our goal has always been to provide members with the best programs at the best value. Now, add the best long-term contribution assurance and you have a commitment like no other. **CAP** provides predictable contributions in the Property & Liability Program that you and your taxpayers can count on for budgetary stability.

Please contact me or your Member Services Consultant with questions at 800-698-2364.

Sincerely,



Carl Weber
Director of Member Services