

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

CONTOOCCOOK VALLEY SCHOOL BOARD

Tuesday, May 1, 2018

School Board Meeting

7:00 P.M.

SAU Office

MINUTES

BOARD

Rich Cahoon, Richard Dunning,
Jim Fredrickson, Janine Lesser,
Niki McGettigan, Stephan Morrissey,
Linda Quintanilha, Pierce Rigrod,
Crista Salamy, Myron Steere,
Jerome Wilson

Patrick Cogan, CVEA

ADMINISTRATION

Kimberly Saunders, Supt.
Dr. Ann Forrest, Asst. Supt.
Tim Markley, H.R.
Cari Christian-Coates, Student Serv.
Mindy Ryan, B.A.
Tim Grossi, Facilities
Brian Grattan, Tech.

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

a. April 12, 2018

Stephan Morrissey moved to accept the minutes of April 12, 2018. Dick Dunning second. Unanimous.

b. April 17, 2018

Stephan Morrissey moved to accept the minutes of April 12, 2018. Dick Dunning second. Linda Quintanilha abstained. All else in favor. Motion carried.

2. Points of Pride

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

3. Public Comment

None.

5. Consent Agenda

a. Personnel

1) Resignations 2017-2018

Kimberly Wall, SMS Grade 7 ELA Teacher

Tim Markley referenced one resignation as listed.

Stephan Morrissey moved to accept the resignation of Kimberly Wall. Dick Dunning second. Unanimous.

6. Superintendent's Report and Presentation of Business

a. Monthly Events Calendar

July 17th – regular board meeting.

August 7th and 21st – regular board meetings.

Kimberly Saunders will poll administrators for an August, Saturday Board Retreat date.

John Jordan reported that Selectmen's Advisory Committee will not meet on May 24th.

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.

Kimberly Saunders said that this is the time of year when the board typically approves the ability for her to make decisions on hiring.

Stephan Morrissey moved to allow administration to make hires during summer hiatus. Janine Lesser second. Rich Cahoon opposed. Motion carried.

b. Strategic Plan Update – Goals 4

Tim Grossi and Brian Grattan shared information on Goal 4.

4.1 maintains safe physical school grounds. Most have been completed with the exception of 4.1.1. Software was purchased for maintenance; information should have been pulled into it. Information will need to be loaded into one module to avoid duplication and pulled into Software Direct. The information exists, it is a matter of putting it in one place. Tim Grossi proposed moving the date to 8/30/19. Confirmed.

Brian Grattan spoke about Focus Area 4.2.1 – create digital maps of networks, phones, evacuation routes, sprinkler and fire suppression. A date change was requested for completion of 12/1/18. Confirmed.

Focus Area 4.2.3 – E911 was never funded and Erate funds were used this year. Upgrading equipment is necessary to do what E911 requires. A completion date of 9/1/18 was requested. Confirmed.

4.2.5 Focuses on training personnel in ICS 100. New Administrators will be required to complete this training. A completion date of 5/30/18 was requested and confirmed.

4.3.2 refers to Populating data sites – it is not clear what this is about. Clarity was requested. Placing the digital maps in one place so they are accessible was the thought.

4.4.3 – Inventory all policies and practices to determine revision or creation. Tim Markley said that we do not have practices documented. We call these “administrative guidelines” and we are starting from scratch. Tim Markley suggested 8/15/19 as a completion date. Confirmed.

4.4.5 - should also have an 8/15/19 completion date. Confirmed.

4.7.4 – approved plans entered into MLP for staff access. A completion date of 9/15/19 was requested. Confirmed.

4.12.2 – Catalogue and distribute software/subscriptions – information gathering is needed; lack of management exists so not all staff know what exists. A completion date of 8/30/18 was requested and confirmed.

c. May 1, 2018 Enrollment Update

Tim Markley noted that at AES 12 kindergarten students were screened. Census reflects 18 registered births in that year. Discussion took place.

d. Accept Gift/Donation (Board Vote Required)

- 1) Temple Elementary School requests authorization to accept a gift/donation totaling \$517.00 from the Ladies Aid Society of Temple, c/o Lynda Connolly, for the purpose of supporting the whole school field trip to Squam Lakes Science Center.

Stephan Morrissey moved to accept the gift with thanks. Dick Dunning second. Unanimous.

Kimberly Saunders reminded the Board that the SAU is receiving various School Board Requests; please route all requests through School Board Requests so that it can be directed through the right avenue.

Kimberly referenced an RFQ for Chromebooks.

Brian Grattan said that four (4) vendors have submitted. Gov Connection has been very helpful over the years. These are to replace machines at the high school. We will actually get back more than originally purchased.

Dick Dunning moved to accept the Connection bid. Stephan Morrissey second. Unanimous.

7. Reports

a. Student Representative – Lily Denehy

None.

b. Teacher Representative – Patrick Cogan/Linda Compton

Patrick Cogan reported that at AES had a canned good food drive; 1,800 cans were donated. As part of the contest, a staff member agreed to shave his head.

In two weeks, GBS will hold their spring concert on May 15th. On May 16th, SMS will hold their spring concert.

Patrick polled the School Board for a date for a Meet & Greet; he asked for either May 7th or May 9th. May 9th was confirmed at 6:30 p.m. Patrick will send a confirmation email.

CVEA had annual elections; Shannon Dunning will be the Vice-President for the next two years. It will be effective on May 25th.

c. Budget & Property Committee – Jim Fredrickson

Jim Fredrickson reported out on the most recent B&P meeting. A register of the in's and outs of the trust funds has been asked and will be created. A list of major contracts and expiration dates was asked. Guidelines for the 2019/2020 budget was discussed. A tighter budget will be needed. A repository of backup detail information so the board can go in and look at it was requested. Work on the default budget was discussed in parallel with the regular budget. Bob Edwards gave an update of the science renovation project at this meeting. The Food Service Contract was distributed.

Building Committee – Science Lab Project

Kimberly reported that the committee has been discussing the need for hiring a Clerk of the Works or not. Bob Edwards reporting that this project is time sensitive. Finalizing the plans is needed; a little work is needed. No bathroom will be part of this project, it was not in the original plan. The committee will meet weekly if there is a reason to meet.

Discussion on a Clerk of the Works – is the project large enough to warrant this position? The gym project did not require a Clerk and was larger in size. If Tim Grossi's time is better spent on other things, then a Clerk would be the answer. There is a lot of work to oversee.

Linda Quintanilha moved to authorize up to \$5,000 to hire a Clerk of the Works should the Building Committee deem necessary. Pierce Rigrod second.

Linda Quintanilha amended her motion to authorize up to \$15,000 to hire a Clerk of the Works. Pierce amended his second. Unanimous.

Money would come out of the project dollars. Confirmed.

Bob Edwards asked how this would be selected. Tim Markley, Bob Edwards, and Kimberly will discuss.

Jim Fredrickson spoke about restrictions when using both Trust Funds and Bond Funds. Kimberly said that the DRA might provide some insight.

d. Communication Committee – Niki McGettigan

Niki McGettigan reported that Heather McKernan, Monadnock Ledger Transcript, attended to discuss promising opportunities for collaboration. In addition, working folders were set up in Google Drive for works in progress. Helfried Zrzavy will attend the next meeting to provide guidance on the topic of social media.

e. Food Service Committee

Pierce Rigrod reported that quality of service and quality of the food was discussed. USDA categories in three levels and moving toward one of the program levels was discussed. Discussion took place about surveys that should be sent under the contract to get a better sense of quality and other areas of focus. Local produce and local product purchases were discussed and what is considered "local". We have no measure of how much local product is purchased. The contract is up and needs resigning.

f. Selectmen's Advisory Committee – John Jordan

John Jordan reported that the main concern was the tax impact of the Factfinder's Report on top of the budget. Serious increases will be seen in the tax rates. Push back will be the result moving forward. SAC urged the School Board to conserve as much as possible and return as much as possible to the towns.

In addition, the Strategic Plan was discussed.

Discussion took place about the expenditure report. Encumbrances and balance on hand were noted.

Rich Cahoon said that the expenditure report that was in hand does not include all of the encumbrances.

Kimberly Saunders reminded SAC that every single year, the district works hard to give something back to the taxpayers. The tighter and tighter we make the budget, the less likely it is that there will be funds to return.

Dick Dunning wanted SAC to know that the School Board did not support the Factfinder's Report for this very reason.

Linda Quintanilha said that at District Meeting, information about the impact on taxes town by town was shared.

Kimberly Saunders said that the voter's passed the Factfinder's recommendation; this needs reminding.

g. Education Committee Meeting – Crista Salmay

Crista Salmay reported that a presentation was shared on Next Generation Science Standards. A model from the State was shared K-12. The high school modified their standard more toward engineering and science practices. It is more of a hands on approach. Moving this model into the middle schools is under discussion.

Naviance software, used in the school counseling office was discussed. It is used as a way of finding out what types of areas of interest might arise. It is also used to shepherd the college application process and store all of that information in one place.

Ann Forrest said that Naviance has other tools inside it; resume builder, surveys are available to students. These additional pieces are not required of students. It will be reviewed this summer to learn more about the modules for consideration of continuing or turning off.

Dick Dunning said that when an inventory of learning styles is conducted, it is not saying that this is the way that one must be delivered education. It provided insight of how one reacts within the learning environment. It includes strategies for one to be successful.

Getting parents more involved and aware of what Naviance has to offer will be discussed this summer.

8. Old Business

a. 2nd Read Policy (Board Vote Required)

- ADD: Safe Schools

Linda Quintanilha moved to approve this policy as read. Dick Dunning second. Unanimous.

- EBB: Safe Schools

Linda Quintanilha moved to approve this policy as read. Dick Dunning second. Unanimous.

9. New Business

a. 1st Read Policy

- EHAA: Internet Safety and Responsible Use – For Students

- JICL: Internet Safety and Responsible Use – For Students

- IKFA: Early Graduation

Rich Cahoon referenced these policies for a first read. Please let the Policy Committee know of any concerns.

b. Expenditure Report

Mindy Ryan reported a \$2.9M budget balance currently. Encumbrances are still underway. Closing out purchase orders or reducing them to provide a better picture is underway as well. Revenues and unspent expenditures will be reviewed when formulating the next budget.

Linda Quintanilha said that SAC discussed transferring from one line to another and that it was inappropriate.

Mindy Ryan said that anything over \$10,000 will be brought to the board.

Linda Quintanilha moved to allow a transfer of \$15K to reallocate funds. Second. Unanimous.

c. Authorization of Bonds and Loan Agreement Approval (Board Vote Required)

Stephan Morrissey moved to authorize the Chairman to sign official documents. Dick Dunning second. Unanimous.

The million dollar bond application was approved. An official certificate of vote is required to authorize to enter into a loan agreement. It is a formal document, gets an official seal, and Mindy would certify that there are a number of resolutions that the board is authorizing tonight. The interest rate is detailed. Specific legal language is incorporated. It authorizes all of the actions to take place under the bond.

Stephan Morrissey moved that the resolve stating: “that under and pursuant to the Municipal Finance Act, Chapter 33.....their execution thereof.” be accepted. Jerome Wilson second. Unanimous.

Stephan Morrissey moved that the Bond shall be sold to the Bond Bank at the par value thereof plus any applicable premium. Dick Dunning second. Unanimous.

Stephan Morrissey moved that in order to evidence the sale of the Bond, the Treasurer.....by the execution of the Loan Agreement by such officers” be accepted. Jerome Wilson second. Unanimous.

Stephan Morrissey moved that all things heretofore done and all action heretofore taken by the Issuer and its officers and agents in its authorization of the project to be financed by the Bond are hereby ratified, approved and confirmed be accepted. Dick Dunning second. Unanimous.

Stephan Morrissey moved that “the Clerk and the signers of the Bondthe Bond against payment therefor.” be accepted. Jerome Wilson second. Unanimous.

Stephan Morrissey moved that “The useful life of the project being.....in accordance with Chapter 91-A, N.H.R.S.A., as amended” be accepted. Jerome Wilson second. Unanimous.

d. Food Service Contract

Pierce Rigrod reported wanting to continue with the current vendor and study the quality and expense as part of their budget.

Pierce Rigrod moved to approve the Food Service Contract. Dick Dunning second.

The subsidy went up to \$98K for this contract. The structure of the district impacts costs. Sales and revenues impact the subsidy as well. It is an approximate \$18,000 increase over last year. The board needs to consider if

they want to raise lunch prices. Mindy reported that we should charge an additional .10 per meal. The district needs to cover that as well. The price should be an additional .15 for the coming year or the district will have to cover this expense in addition to the subsidy. The Food Service Committee will discuss and bring forward a recommendation. An increase should be communicated to families at the end of this school year.

Unanimous.

Crista Salamy exited the meeting at 8:40 p.m.

10. Public Comment

None.

11. Approval of Manifests (Board Vote Required)

Mindy Ryan certified that manifests listed totaling \$464,701.45 and Payroll totaling \$1,706,353.41 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. Rich Cahoon second. Unanimous.

12. 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 8:46 p.m. for matters of personnel, negotiations, and legal. Unanimous on a roll call vote.

Stephan Morrissey moved to exit non-public session at 9:27 p.m. Second. Unanimous.

Stephan Morrissey moved to seal the topic of non-public session item # 1 for five years.

Stephan Morrissey moved to seal the topic of non-public session item # 2 for ten years.

Stephan Morrissey moved to seal the topic of non-public session item # 3 for five years.

Stephan Morrissey moved to seal the topic of non-public session item # 4 for ten years.

Dick Dunning second. Unanimous.

Stephan Morrissey motioned to unseal the minutes of non-public session on April 3, 2018 for legal item #1. Rich Cahoon second. Unanimous.

Stephan Morrissey motioned to unseal the minutes of items #1 and #2 of non-public session on April 12, 2018. Rich Cahoon second. Unanimous.

Kimberly Saunders reported having received a number of exceptions to the kindergarten entrance age admission. Appeals may result.

Linda Quintanilha spoke about the lack of preschool and daycare opportunities in the district.

A 6:30 hearing at the next board meeting will take place. Policy Committee will meet from 5:30 to 6:30.

Stephan Morrissey motioned to adjourn at 9:33 p.m. Dick Dunning second. Unanimous.

Respectfully submitted,

Brenda Marschok