

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

**CONTOOCOOK VALLEY SCHOOL BOARD**

**School Board Meeting**

**Tuesday, May 15, 2018**

**SAU Office  
7:00 p.m.**

**BOARD**

Rich Cahoon, Richard Dunning,  
Bernd Foecking, Niki McGettigan,  
Stephan Morrissey, Linda Quintanilha,  
Kristen Reilly, Crista Salamy,  
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.  
Nicole Pease, DCS  
Fabiola Woods, TES

**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. Non-Public Session: RSA 91-A:3,II**

Stephan Morrissey moved to enter into non-public session in accordance with RSA 91-A:3,II at 6:59 p.m. for a student matter. Unanimous on a roll call vote.

Stephan Morrissey moved to exit non-public session at 7:38 p.m. Dick Dunning second. Unanimous.

Stephan Morrissey moved to seal the minutes of non-public session in perpetuity. Linda Quintanilha second. Unanimous.

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

**a. May 1, 2018**

Linda Quintanilha moved to approve the minutes of May 1, 2018. Stephan Morrissey second. Unanimous.

**4. Points of Pride**

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

**5. Public Comment**

None.

**6. Consent Agenda**

**a. Personnel**

Tim Markley referenced two resignations:  
Deb Riley, CHVS Special Education Teacher

*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.*

**Linda Quintanilha moved to accept the resignation as read. Stephan Morrissey second. Unanimous.**

Michelle Douglas, PES Grade 1 Teacher

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

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

### **a. Audit Report and Findings Presentation – Scott Eagan/Mindy Ryan**

Scott Eagan and Kyle Gingras, Plodzick & Sanderson Accountants and Auditors, were present to speak about findings from the 2016/2017 year. Mr. Eagan reviewed the opinion letter from the audit. Operations were reviewed, individual funds were reviewed i.e. grants, general, and food service among others including activity funds etc. A risk assessment was performed using standard tests.

Plodzick was comfortable with the way the numbers were put together. Legacy items need addressing and change going forward. No current year compliance findings. Two findings from prior year were corrected. Payroll benefit reporting reflected the difference in personnel. Recommendations are outlined in the report. It is a good practice to budget items where they need to go by function.

Encumbrances charged to CVSD were noted. Specific vendors should be identified.

The deficit for Food Service continues. Suggestions were made.

A recommendation to review Fixed Asset policy (DID) was made.

**Rich Cahoon moved to refer the capital asset policy to the policy committee. Stephan Morrissey second. Unanimous.**

**Rich Cahoon moved to refer the meal pricing to food service committee. Stephan Morrissey second. Unanimous.**

**Rich Cahoon moved to ask the Budget & Property Committee to look at Student Activities Funds. Stephan Morrissey second. Unanimous.**

Discussion took place about student activity funds.

Bernd Foecking cautioned that regular non-exempt employees who do additional work on a 1099 might be required to receive at least the equivalent of overtime pay for an hourly wage. Noted.

### **b. Monthly Events Calendar**

No changes to the meeting calendar were made.

### **c. Hiring Status Update**

Tim Markley reported having interviewed for the Director of Special Education position.

## **8. Reports**

### **a. Student Representative – Lily Denehy**

Lily Denehy reported that the Hancock Police talked to seniors about the dangers of impaired driving ahead of prom. This week is Children and the Arts. Band is traveling to Great East Festival. This weekend is Prom. Celebration of Learning is June 7<sup>th</sup>.

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

None.

### **c. Strategic Plan Committee – Pierce Rigrod**

Bernd Foecking provided an update from the most recent meeting.

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

A rundown of accomplishments of ATC Staff was reviewed at the most recent meeting. Awaiting Nashua Community College to come on board in the fall that should benefit students, staff, and local community members.

Ann Forrest reported that the report back from the State on their most recent visit will be forthcoming.

**e. Building Committee – Bob Edwards**

Myron Steere reported out on recent building committee activity.

**9. Old Business**

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

- IKFA: Early Graduation

**Linda Quintanilha moved to adopt this policy as read. Stephan Morrissey second. Unanimous.**

- EHAA: Internet Safety and Responsible Use – For Students

**Linda Quintanilha moved to adopt this policy as read. Stephan Morrissey second. Unanimous.**

- JICL: Internet Safety and Responsible Use – For Students

**Linda Quintanilha moved to adopt this policy as read. Stephan Morrissey second. Unanimous.**

**10. New Business**

**a. 1<sup>st</sup> Read Policy**

- GBCD: Background Investigation and Criminal Records Check

Rich Cahoon referenced this policy as a first read. Please let the committee know of any changes or comments.

**b. Initial Budget Discussion – Rich Cahoon**

The upper and lower bounds should be defined in terms of budget. Administration will develop budgets based on these points. The max increase and minimum needs determination for parameters.

A 4% decrease in the stabilization grant is coming, coupled with the impact of the Factfinder's Report are factors. A maintenance of effort is in the \$47 million range.

Rich Cahoon proposed that the bottom parameter is flat except for \$1.7M. The bottom could be the default.

If we put too large a number forward, we will likely end with the default.

What is the most? 4%?

What is the realistic picture? Worst scenario?

The maximum should be maintenance of effort.

**Rich Cahoon moved to develop a minimum budget to the default and a maximum of maintenance of effort including Factfinder's Report. Stephan Morrissey second. Unanimous.**

**c. Survey Monkey – Strategic Plan Committee Feedback**

This is solely for the School Board. Please complete and return to Kimberly.

**11. Public Comment**

None.

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

Mindy Ryan certified that manifests totaling \$324,178.28 and Payroll totaling \$775,410.16 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**

**c. Legal**

**Stephan Morrissey moved to enter into non-public session in accordance with RSA 91-A:3,II for matters of personnel, negotiations, and legal at 9:14 p.m. Unanimous on a roll call vote.**

**Stephan Morrissey moved to exit non-public session at 9:32 p.m. Rich Cahoon second. Unanimous.**

**Stephan Morrissey moved to seal the minutes of personnel for a period of five (5) years. Second. Unanimous.**

**Stephan Morrissey moved to seal the minutes of legal for a period of five (5) years. Second. Unanimous**

**Stephan Morrissey motioned to adjourn at 9:33 p.m. Linda Quintanilha second. Unanimous.**

Respectfully submitted,

Brenda Marschok