

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

CONTOOCCOOK VALLEY SCHOOL BOARD

School Board Meeting

Tuesday, June 19, 2018

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

MINUTES

BOARD

Rich Cahoon, Richard Dunning,
Jim Fredrickson, Bernd Foecking,
Janine Lesser, Stephan Morrissey,
Linda Quintanilha, Kristen Reilly,
Pierce Rigrod, Crista Salamy,
Myron Steere, Jerome Wilson

ADMINISTRATION

Kimberly Saunders, Supt.
Dr. Ann Forrest, Asst. Supt.
Tim Markley, H.R.
Cari Christian-Coates, Student Serv.
Mindy Ryan, B.A.
Gib West, CVHS
Kat Foecking, FES
Colleen Roy, GES
Amy Janoch, HES
Brian Grattan, Dist. Sys. Admin.

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

a. Student

Stephan Morrissey moved to enter into non-public session in accordance with RSA 91-A:3,II for student matters. Jim Fredrickson second. Unanimous on a roll call vote.

Stephan Morrissey moved to exit non-public session at 7:36 p.m. Jim Fredrickson second. Unanimous.

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

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

a. June 5, 2018

Stephan Morrissey moved to accept the minutes of June 5, 2018. Dick Dunning second. Unanimous.

4. Points of Pride

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

5. Public Comment

John Curran reported that he has had three boys go through ConVal. Mr. Curran said that he has been happy with ConVal. Mr. Curran spoke about the rankings of public schools in the country.

Stephan Morrissey moved to allow additional time for public comment. Second. Unanimous.

Mr. Curran reported that his children have had seven semesters of Advanced Placement courses with no homework. At graduation, he heard all of the buzz words but did not hear the words "rigor", "challenge", or "growth". We give students a diploma but we don't teach them about life. He cited a former student who was fired for being late to work on day one. We are tolerant.

Stephan Morrissey moved to enter into non-public session at 7:47 p.m. for matters of personnel. Second. Unanimous on a roll call vote.

Stephan Morrissey moved to exit non-public session at 7:54 p.m. Second. Unanimous.
Stephan Morrissey moved to seal the minutes of non-public session permanently. Dick Dunning second. Unanimous.

6. Consent Agenda

a. Personnel

Tim Markley referenced the resignations of Carter Judkins, Kristine Allen, Ann Henry, Paul Landau, and Jeffrey McGill for June 2018.

Linda Quintanilha moved to accept the resignations as stated. Stephan Morrissey second. Crista Salamy opposed. All others in favor. Motion carried.

Retirement June 2018

Tim Markley referenced the retirement of Peter Ketchum in June 2018.

Stephan Morrissey moved to accept the retirement of Peter Ketchum. Jim Fredrickson second. Crista Salamy opposed. All others in favor. Motion carried.

Nominations:

Tim Markley referenced the nomination of Ben Moenter, Director Special Education.

Linda Quintanilha moved to accept the nomination. Jerome Wilson second. Unanimous.

Tim Markley referenced the nomination of John Reitnauer, Athletic Director.

Stephan Morrissey moved to accept the nomination. Dick Dunning second. Unanimous.
It was confirmed that this is a 12 month position.

Four nominations:

Stephan Morrissey moved to accept the nominations of Britta Ingraham, AES Kindergarten Teacher, Sarah Keith, PES EST Special Education Teacher, Amanda Meltzer, GBS Special Education Teacher, Leslie Hodgen, GES Kindergarten Teacher. Dick Dunning second. Unanimous.

Enrollment:

Registered and projected –

Tim Markley noted kindergarten enrollment figures for those reported. As summer progresses, enrollment will continue.

Dick Dunning asked about first grade at PES and about adding another first grade position. Kimberly Saunders said that she has not received a recommendation for this. She will meet with the incoming principal on this topic. Dick shared concern with sending out class assignments and then potentially hiring a teacher which would result in class assignments shifting.

Dick Dunning moved to add a first grade teacher at PES to lower class size. Stephan Morrissey second.

Rich Cahoon asked if a legal opinion on this issue has been received on this topic. The answer was no.

Kimberly Saunders

said that the TA and order of call back is the issue. It suggests that we follow the order of call back. It does not stop us from adding positions but we would need to look at the order of call back.

Janine Lesser asked why not wait until we know more about enrollment out or in.

Linda Quintanilha said that the role of the board, without principal input, would have a hard time supporting this request. She said that it is a chain of command, the administration makes this decision, not the board.

Call for vote:

In favor adding a first grade teacher?

Dick Dunning said when class lists are sent out, then you switch the assignment, it has a negative impact on the population. If the answer to the question is to wait for new principal input and send class lists out later, he can live with that.

Kimberly Saunders confirmed that we can absolutely wait to send class lists out. Bernd Foecking said that he thinks a fourth teacher is needed; he asked the process. Kimberly reported that the principal will become responsible on July 1st. Motion that Dick has made is to add one now. If no, we can make a decision later. Dick Dunning said he hears that at the next board meeting a recommendation will be brought to the board. Once that happens class lists will be sent out. Lists will wait on the whole school.
Dick Dunning withdrew his motion. Stephan Morrissey withdrew is second.

Crista Salamy asked if there is a plan with the retirement of Mr. Ketchum. Confirmed.

7. Superintendent's Report and Presentation of Business

a. Monthly Events Calendar

The Budget & Property Committee meeting scheduled on July 24th will begin at 5:30 p.m.

8. Reports

a. Teacher Representative – Asher MacLeod

Asher MacLeod reported that the year is finishing up with students. The CVEA is holding exit interviews. Lastly, the CVEA gave out two scholarships at awards night.

b. Strategic Plan Committee – Pierce Rigrod

Pierce Rigrod reported discussion on multiage schools at the last meeting. Two visits took place to schools that are multiage. One district did a better job than the other. Models were discussed. The SAU will work on another model. Process on models, implementation plan to communicate and bring forward to voters was discussed. Public forums will be scheduled.

c. Education Committee – Crista Salamy

Crista Salamy reported ELA Committee was met with. Recommendations to consider staying with Reading Street K-5, Holt 6-10, and Letterland Pre-K-2.

Crista Salamy said that partnering with Keys to Literacy K-8 to include a continuum, 2-8 year 1, K-1 year 2. Keys would be \$72K.

Crista Salamy moved to approve the recommendation of the committee. Dick Dunning second.

Ann Forrest said that this would be a sustaining plan to provide the professional development to new hires; it would not be an annual cost.

It is critical to get new teachers trained so that they are up to speed.

\$72K for year 1, \$33K is for Pre-K, K, 1. Next year would do grade 2 at cost of \$11K.

The recommendation for the high school is to continue PLC meetings and provide time for staff to meet together. Substitutes take away from student learning.

More time is needed for professional development.

Rich Cahoon abstained. All else in favor. Motion carried.

Policy IIB was reviewed. A draft will be sent to Policy Committee.

d. Food Service Committee – Linda Quintanilha

Linda Quintanilha reported Chris Faro, Director of Café Services, answered many questions about costs and changes. 30.6% of the student population had Free and Reduced Lunch (FRL). This year 26.2%, which is significant. How do we get folks to look at FRL paperwork?

Local food source purchasing was discussed at this meeting as well.

Jim Fredrickson said that recommendations on how to more effectively manage the summer food program will come forward. In addition, better ways to get the FRL information out will also take place.

Monthly reports will come forward.

Kimberly Saunders cautioned that this is getting into management rather than governance.

Building Committee – Bob Edwards

Bob Edwards reported a meeting last week to discuss subcontractors who have submitted competitive bids to talk about quality and experience. A vote to go forward to release the subcontractors that are key to getting this project started took place.

Financial position was looked at. No bids were received in several areas. It is believed that the project currently has just under \$400K surplus. The scope of work will be updated. Permits have been applied for.

A meeting took place today to discuss furniture and get votes on action on Friday and today. All passed in the affirmative. Today, a WB Mason furniture order was approved.

The question about bids coming in in the future was asked. The committee authorized, Tim Grossi, Jim Fredrickson, and Bob Edwards to approve bids as they come in.

The start and completion date are June 25th for demolition with a September 10th end date. Hutter is working to end before.

The position of Clerk of the Works was reviewed. Three considerations were at hand for this work. It was agreed that the best approach was to have Tim Grossi oversee the project with committee oversight of three members. Tim would be paid a stipend upon satisfactory completion of the job of \$1,500.00.

During the summer, email communications will occur. Committee meetings will be called as necessary.

Jim Fredrickson moved to ratify the release of contractors chosen. Rich Cahoon second.

Unanimous.

Jim Fredrickson moved to approve the collective decision to allow three individuals to serve as making executive decisions on future contracts. Stephan Morrissey second. Unanimous.

Linda Quintanilha moved to approve \$1,500 for Clerk of Works. Second. This is the district representative on the job. Unanimous.

9. Old Business

a. Encumbrance for ALICE Training (Board Vote Required)

Rich Cahoon said that some in the community feel that ALICE Training is firearms training for teachers.

Gabrielle Schuller, Villager Reporter, reported that her editor glanced at the article and reported that ConVal is taking on firearm training.

Kimberly Saunders said that it is not firearm training for teachers. It is a structured training from officers on how to act in the event of an emergency. CVHS is the first to train on June 26th.

Kimberly said that she would rather bring people in and pay them for this PD opportunity so that we can be assured that all of our teachers have it in a short amount of time rather than wait for PD Days. This training will include all staff.

Kimberly hopes that the Select board in the towns see their way to this expenditure.

Linda Quintanilha moved to approve \$75K for ALICE Training program. Second. Unanimous.

Kimberly added that it would be nice to be an ALICE certified district.

b. Boys and Girls Club Transportation

A memorandum of understanding (MOU) has not been signed. Conversation with Bus Company results in buses picking up children at 7:15 a.m. The other option is that we would add a route dedicated to sending and picking up at HES and from FES to GES at a cost of \$50K for two routes.

Parents would drop off at 6:30 a.m. at GES. Buses would pick up at 7:15 to get to home school around 8:20 a.m.

We could do up to a certain amount of money. Kimberly is actively working with the bus company to come up with an option other than 7:15 a.m.

Dick Dunning moved to go with a no cost option and allows the Superintendent to see if there is a more viable option. Pierce Rigrod second. Unanimous.

Jim Fredrickson asked if a donation could be accepted to offset the cost. Kimberly said that it would depend on who the donation came from.

c. Approval of Final Collective Bargaining Agreement (Board Vote Required)

Tim Markley reported having sent out the final draft last week.

Rich Cahoon moved that the board approve the revised CBA and authorize that it be executed. Second. Unanimous.

10. New Business

a. Copier Contract (Board Vote Required)

Mindy Ryan reported having received eight responses to the RFP. The current contract is with Northern Business Machines; it would cost \$624K for 60 months if we stayed with the same vendor. By going out to RFP, there is a great savings by going with Conway at \$349K; savings of \$275K for a 60 month contract. Conway has an excellent reputation and deals with many SAU's. References result in an outstanding review. Additional savings may result.

Linda Quintanilha moved to accept the recommendation. Crista Salamy second.

What was the annualized price difference between a four year contract and a five year contract? Mindy said that the remaining four months was considered in this cost information in the aggregate.

Brian Grattan spoke about the work that will be necessary to rollover all of the 400 staff.

Unanimous.

General Assurances:

Kimberly said that in order to accept federal dollars, the DOE requires our board to authorize the chair to sign on behalf to certify the General Assurances. Kimberly is very well versed in the General Assurances.

Linda Quintanilha moved to allow Myron Steere to sign the General Assurances on behalf of the board. Stephan Morrissey second.

Kimberly Saunders said that the law says that we cannot use any federal funds to lobby. We can use other funds. Rich asked if we have used funds for this purpose we have to complete a disclosure. Confirmed.

Unanimous.

11. Public Comment

None.

12. Approval of Manifests (Board Vote Required)

Mindy Ryan certified that Manifest listed totaling \$312,998.06 and Payroll totaling \$812,364.39 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.

Jim Fredrickson reported on the Antrim Gym. What do we do now, and what do we do long-term?

The agreement states that advanced discussion must take place in advance of spending.

Jim Fredrickson asked to formerly give Budget & Property the charge to look at the agreement and address issues.

Myron Steere said that he can give B&P this charge.

Rich said that what has changed is the cost share.

Jim said that the agreement with the gym includes a provision for cost sharing of utilities for the gym. The cost share includes the opportunity to measure usage night and day. Anything we do requires approval on both sides.

If we agree on what the usage is, the bill can be shared.

Attending a meeting with Antrim and the floor supplier was suggested to discuss the needs.

Jim's proposal is to invite Antrim and the floor contractor to openly discuss issues.

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

a. Personnel

Stephan Morrissey moved to enter into non-public for personnel at 9:25 p.m. Unanimous on a roll call vote.

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

a. Legal

None.

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

a. Negotiations

None.

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

a. Student

Stephan Morrissey moved to exit non-public session at 10:00 p.m. Dick Dunning second. Unanimous.

Stephan Morrissey moved to seal the minutes of non-public session on matters of personnel for a period of two years and for 10 years on the student matters issue. Dick Dunning second. Unanimous.

Linda Quintanilha motioned to adjourn at 10:00 p.m. Second. Unanimous.

Respectfully submitted,

Brenda Marschok