

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

106 Hancock Rd.

Peterborough, New Hampshire

CONTOOCH VALLEY SCHOOL BOARD

School Board Meeting

Tuesday, June 5, 2018

SAU Office

7:00 p.m.

- 1. Call to Order and Pledge of Allegiance**
- 2. Non-Public Session: RSA 91-A:3,II**
 - a. Student**
- 3. Acceptance of School Board Meeting Minutes (Board Vote Required)**
 - a. May 15, 2018 (pg. 1-4)**
- 4. Points of Pride**
- 5. Public Comment**
- 6. Consent Agenda**
 - a. Personnel (pg. 5)**
- 7. Superintendent's Report and Presentation of Business**
 - a. Unreserved Fund Balance (ALICE Training)**
 - b. Monthly Events Calendar (pg. 6-7)**
 - 1) School Board Summer Retreat Date
 - c. June 1, 2018 Enrollment Update**
 - d. Field Trip Requests (Board Vote Required) (pg. 8)**
 - 1) ConVal High School grade students will travel on February vacation 2019 by car and air to Costa Rica to explore and visit a school, work on a farm, and immerse in the Spanish language.
- 8. Reports**
 - a. Student Representative** – Lily Denehy
 - b. Teacher Representative** – Patrick Cogan/Shannon Dunning
 - c. Education Committee** – Crista Salmay
 - d. Budget & Property Committee** – Richard Dunning
 - e. Communication Committee** – Niki McGettigan
 - f. Food Service Committee** – Pierce Rigrod
- 9. Old Business**
 - a. 2nd Read Policy (Board Vote Required)**
 - GBGD: Background Investigation and Criminal Records Check (pg. 9-10)
 - b. Antrim Agreement**
 - c. Food Service Contract**
 - 1) Meal Pricing
- 10. New Business**
 - a. Policy**
 - BGB: Policy Adoption (pg. 11)
 - JEB: School Entrance Age – Waive (Board Vote Required) (pg. 12)
 - DJE: Bidding Requirements – Waive (Board Vote Required) (pg. 13)
 - b. Expenditure Report**
 - c. Potential After-School Programming – FES, GES, HES**
 - d. 2015-2016 IDEA Determination Letter**
 - e. Adequacy Dollars**
- 11. Public Comment**
- 12. Approval of Manifests (Board Vote Required)**
- 13. Non-Public Session: RSA 91-A:3,II (If Required)**
 - a. Personnel**
- 14. Non-Public Session: RSA 91-A:3,II (If Required)**
 - a. Legal**
- 15. Non-Public Session: RSA 91-A:3,II (If Required)**
 - a. Negotiations**

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, Plodzik & 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.

Plodzik 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 7th.

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. 2nd 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. 1st 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

OFFICE OF THE SUPERINTENDENT OF SCHOOLS
Peterborough, New Hampshire

CONTOOCOOK VALLEY SCHOOL DISTRICT

June 5, 2018

Personnel Agenda

Resignations June 2018:

HES

Kelsey Hockenbury

Kindergarten Teacher

TES

Chelsea Levesque

Grade 3/4 Teacher

SMS

Sarah Warwick

Gr. 5 Special Education Teacher

CVHS

Robin Croteau

Science Teacher

June 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5 Policy Committee @ 6:00 pm @ SAU School Board @ 7:00 pm @ SAU	6	7	8	9
10	11	12	13	14 Strategic Plan Committee @ 6:00 p.m. @ SAU ATC Committee Mtg. @ 7:00 p.m. @ SAU	15	16
17	18 Education Committee @ 5:30 p.m. @ SAU	19 Policy Committee @ 6:00 pm @ SAU School Board @ 7:00 pm @ SAU	20	21	22	23
24	25	26 Budget & Property Committee Mtg. @ 5:30 p.m. @ SAU Communications Committee Mtg. @ 7:00 p.m. @ SAU	27	28 Selectmen's Advisory Committee Mtg. @ 7:00 p.m. @ SAU	29	30

July 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 Policy Committee @ 6:00 pm @ SAU School Board @ 7:00 pm @ SAU	4	5	6	7
7	8	9	10	11 Strategic Plan Committee @ 6:00 p.m. @ SAU ATC Committee Mtg. @ 7:00 p.m. @ SAU	12	13
14	15	16 Policy Committee @ 6:00 pm @ SAU School Board @ 7:00 pm @ SAU	17	18	19	20
21	22 Education Committee @ 5:30 p.m. @ SAU	23 Budget & Property Committee Mtg. @ 6:00 p.m. @ SAU Communications Committee Mtg. @ 7:00 p.m. @ SAU	24	25	26	27
28	29	30	31			

CONTOOCOOK VALLEY SCHOOL DISTRICT
FIELD TRIP PROPOSAL

1. Name: ROBIN KENNEDY Grade: 9-12 School: CVHS
2. Destination: COSTA RICA
3. Date(s) of Trip: FEBRUARY VACATION 2019 Time(s): From to
4. Description of Trip: STUDENTS WILL HAVE ME AS CHAPERONE, A LOCAL GUIDE AND A LOCAL DRIVER AS WE EXPLORE SOME OF COSTA RICA, VISITING A SCHOOL, WORKING ON A FARM, STAYING W/ FAMILIES FOR 2 NIGHTS AND OTHER ACTIVITIES
5. How will this trip relate to your program and/or curriculum?

STUDENTS WILL BE FREQUENTLY IMMERSSED IN SPANISH LANGUAGE AND ACQUST COSTANTLY IN COSTA RICAN CULTURE

6. Transportation will be by: Bus Co. Private Car ✓ to AND FROM AIRPORT Other
(Private cars require completion of District Use of Private Vehicle Form by individual drivers)
7. Ratio of Adults: 2 to Number of Students: 10
Staff Signature [Signature] Date 5-17-18 Principal Signature [Signature] Date

.....
SCHOOL USE ONLY: All items must be checked before the Principal/Assistant
Principal will sign

- | | |
|--|--|
| <input type="checkbox"/> Bus Form If Necessary | <input type="checkbox"/> Kitchen Notified If Lunches Would Be Affected |
| <input type="checkbox"/> Fee Paid By <u> </u> | <input type="checkbox"/> UA Team Notified |
| <input type="checkbox"/> Chaperones Listed On The Reverse | <input type="checkbox"/> Posted on Events Calendar |
| <input type="checkbox"/> Permission Slips To Parents/Guardians Prepared | <input type="checkbox"/> Notified Nurse to prepare Medicine |
| <input type="checkbox"/> Office Notified With Accurate Lists of Students | <input type="checkbox"/> CPR/First Aid Trained: <u> </u> |
| | <u> </u> (Name and Expiration Date) |

SCHOOL BOARD APPROVAL REQUIRED FOR TRIPS OF MORE THAN TWO (2) DAYS (REFER TO FIELD TRIP POLICY IICA).

Proposal forms must be submitted to the Principal by April 1st, to the Superintendent by May 1st and approved by the School Board no later than the August meeting for trips during the new school year

Date Received at SAU Office Date Approved/Nor Approved by School Board
(Please Circle One)

Superintendent/Board Chairman Signature

GBCD – Background Investigation and Criminal Records Check

Background Investigation

The Superintendent, or his/her designee, shall conduct a thorough investigation into the past employment history, and other applicable background, of any person considered for employment with the District.

The Superintendent shall develop a background investigation protocol for use in completing a background investigation and shall keep a written record of all background investigations which have been done.

As part of the application process, each applicant for a position shall be asked whether he/she has ever been convicted of any crime, and whether there are any criminal charges pending against him/her at the time of application. The falsification or omission of any information on a job application or in a job interview, including, but not limited to, information concerning criminal convictions or pending criminal charges, shall be grounds for disqualification from consideration for employment or immediate discharge from employment.

Any person for whom the Board requires a Criminal Records Check shall be directly paid for, or reimbursed for state and federal processing fees associated with the Criminal Records Check, unless otherwise determined by the Board.

Criminal Records Check

Each person considered for employment by the Board must submit to a State and FBI Criminal Records Check and any other background check deemed appropriate by the Superintendent.

The Superintendent is responsible to establish all necessary internal procedures relative to the initiation and completion of the State and FBI Criminal Records Check and any other background check deemed appropriate by the Superintendent.

Designated Volunteers

A designated volunteer is a volunteer who routinely participates in the classroom environment and is regularly assigned and meets with students in a group or on a one-on-one basis. This shall include but is not limited to:

- a. volunteer drivers and chaperones
- b. volunteer aides who may work alone with a student in a private setting

Designated volunteers are subject to a background investigation/criminal records check and the provisions of this policy. The Board recognizes that rare occasions occur when a building principal may, on short notice, need to replace a designated volunteer with a non-designated volunteer. In such cases, it is the School Board's expectation that the designated volunteer pool will be looked at first for a replacement and every effort will be made to find a designated volunteer as a replacement before using a non-designated volunteer.

Conditional Employment

Persons who have been selected for employment may be hired on a conditional basis, pending a successful completion of the State, FBI Criminal Records Check, and any other records checks as deemed necessary by the Superintendent.

No selected applicant for employment shall start work until the Superintendent, or his/her designee, has initiated the formal State and FBI Criminal Records Check process.

GBCD – Background Investigation and Criminal Records Check

Any person who is offered conditional employment, by way of individual contract or other type of letter of employment, will have clearly stated in such contract or letter of employment that his/her contract and continuation of employment is entirely conditioned upon the completion of a Criminal Records Check which is satisfactory to the District.

All persons employed under a conditional offer of employment may be covered under the District's health insurance program, at the sole discretion of the Board, and in accordance with Board policies and/or collective bargaining agreements, if applicable. However, any such coverage will immediately cease and will not be subject to extension under COBRA, if the Board does not tender the person a final offer of employment by reason of application of this Policy.

Final Offer of Employment

A person who has been extended a conditional offer of employment may be extended a final offer of employment upon the completion of a Criminal Records Check which is satisfactory to the Board.

No person with a conditional offer of employment shall be extended a final offer of employment if such person has been convicted of a felony offenses, referenced in RSA 189:13-a, V. In addition to the felonies in RSA 189:13-a, a person may be denied a final offer of employment if he/she has been convicted of ANY felony. Such determination will be made by the Superintendent or a designee, on a case by case basis.

The Superintendent, or designee, will transmit the required, completed forms to the State Police, who will then screen the criminal records check for any selected applicant for employment, or designated volunteer, and will notify the district whether the record of said selected applicant or volunteer contains any felony convictions.

When the District receives a notification of a felony conviction from the State Police on a particular person which it finds unsatisfactory, the Superintendent shall dismiss said person within twenty-four (24) hours of the receipt of such report, excluding Saturdays, Sundays, or legally recognized holidays.

Additionally, a person may be denied a final offer of employment if the Superintendent becomes aware of other conduct which he/she determines would render the person unsuitable to perform the responsibilities of the position involved. Such determinations shall be made on a case-by-case basis.

Additional Criminal Records Checks

The District may require a Criminal Records Check of any employee or designated volunteer at any time.

Legal Reference:

RSA 189:13-a, School Employee and Volunteer Background Investigations

Appendix GBCD-R: Sample Background Check, Criminal History Records Check Protocol

Category: P

See also: *See IJOC*

First Read: May 15, 2018

Second Read: June 5, 2018

Adopted:

BGB: Policy Adoption

Except for policy actions to be taken on emergency measures, the adoption of School Board policies should follow this sequence which will take place at least at two regular or special meetings of the School Board:

1. Announcement and publication of proposed new or revised policies as an item of information.
2. Opportunity offered to concerned groups or individuals to react to policy proposals.
3. Discussion and final action by the Board on policy proposals.

The final vote to adopt or not to adopt should follow by at least two weeks from the meeting at which policy proposals are first placed on the agenda.

1. Prior to enactment, all policy proposals shall be titled and coded as appropriate to subject and in conformance with the codification system used in the Board policy manual.
2. Insofar as possible, each policy statement shall be limited to one subject.
3. Policies and amendments adopted by the Board shall be attached to and made a part of the minutes of the meeting at which they are adopted and shall also be included in the policy manual of the District marked with the date of adoption and/or amendment.
4. Policies and amendments to policies shall be effective immediately upon adoption unless a specific effective date is provided in the adopted resolution.

Emergency Procedure

On matters of unusual urgency, the Board may waive the two-week limitation and take immediate action to adopt new or revise existing policies. When such immediate action is necessary, the Superintendent shall inform concerned groups or individuals about the reasons for this necessity.

Category: R

1st Read: February 19, 2013

2nd Read: March 5, 2013

Adopted: March 5, 2013

JEB – Entrance Age

A student shall enter grade one if his/her chronological age will be six (6) before August 25 of the school year of entry.

A child may only enter Kindergarten if his/her chronological age will be five (5) before August 25 of the school year of entry.

The Superintendent is hereby authorized to grant a waiver for exceptions to Kindergarten entrance age. Decisions of the Superintendent may be appealed to the School Board.

Incoming transfer students in grades K – 8, inclusive, will be initially placed in accordance with the data forwarded by the sending District. Such placement is tentative and subject to reassignment by the Superintendent of Schools or his/her designee.

Nothing in this policy shall supersede the responsibility and authority of a District IEP Team to determine and make an educational placement in accord with the Individuals with Disabilities Education Improvement Act (“IDEA”), as amended and reauthorized, as well as the corresponding state laws pertaining to the education of children with educational disabilities. Nothing in this policy shall supersede the responsibility and authority of a District Section 504 Team to make a placement decision in accord with Section 504 of the Rehabilitation Act of 1973.

Legal Reference:

RSA 193:1, Duty of Parent; Compulsory Attendance by Pupil

Category: P

1st Read: August 18, 2015

2nd Read: September 1, 2015

Adopted: September 1, 2015

DJE – Bidding Requirements

All contracts for, and purchases of supplies, materials, equipment, and contractual services in the amount of \$15,000 or more, shall be based, when feasible, on at least three competitive bids. All purchases less than \$15,000 in amount may be made in the open market but shall, when possible and reasonable, be based on at least three competitive quotations or prices. All purchases made in the open market shall be completed after careful pricing.

When bidding procedures are used, bids shall be advertised appropriately. Suppliers shall be invited to have their names placed on mailing lists to receive invitations to bid. When specifications are prepared, they will be mailed to all merchants and firms who have indicated an interest in bidding.

All bids must be submitted in sealed envelopes, addressed to the School Board, and plainly marked with the name of the bid and the time of the bid opening. Bids shall be opened at the time specified and all bidders and other persons shall be invited to be present.

The Board reserves the right to reject any or all bids and to accept that bid which appears to be in the best interest of the District. The Board reserves the right to waive any formalities in, or reject, any or all bids or any part of any bid. Any bid may be withdrawn prior to the scheduled time for the opening of bids. Any bid received after the time and date specified shall not be considered. The Board also reserves the right to negotiate with a bidder when all bids exceed the budgeted appropriation.

The bidder to whom the award is made shall be required to enter into a written contract with the District.

Legal References:

RSA 194-C:4 II (a), Superintendent Services

NH Code of Administrative Rules, Section Ed. 303.01 (b), Substantive Duties of School Boards

Category: R

1st Read: September 17, 2013

2nd Read: June 3, 2014

Adopted: June 3, 2014