

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

CONTOOCOOK VALLEY SCHOOL BOARD

School Board Meeting

Tuesday, August 7, 2018

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

BOARD

Rich Cahoon, Richard Dunning,
Jim Fredrickson, Niki McGettigan,
Stephan Morrissey, Linda Quintanilha,
Kristen Reilly, Pierce Rigrod,
Myron Steere, Jerome Wilson

ADMINISTRATION

Kimberly Saunders, Supt.
Dr. Ann Forrest, Asst. Supt.
Anne O'Bryant, SMS
Nicole Pease, DCS
Colleen Roy, GES
Michelle Voto, CVHS

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 at 7:00 p.m. in accordance with RSA 91-A:3,II for student matters. Unanimous on a roll call vote.

Stephan Morrissey moved to exit non-public session at 7:23 p.m. Second. Unanimous.

Dick Dunning moved to seal the minutes of non-public session for five years. Pierce Rigrod second. Unanimous.

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

a. July 17, 2018

Stephan Morrissey moved to approve the minutes of July 17, 2018. Dick Dunning second. Linda Quintanilha, Kristen Reilly, and Niki McGettigan abstained. All other in favor. Motion carried.

4. Points of Pride

Kimberly Saunders reported on ongoing professional development taking place this summer. In addition, ALICE training was recently scheduled.

5. Public Comment

None.

6. Consent Agenda

a. Personnel

Resignations:

Stephan Morrissey moved to accept the resignations of Derek Castor, Lindsey O'Brien, Anthony Cipolla, Sarah Downing, and Daphne Logan as read (see attached). Rich Cahoon second. Unanimous.

2018-2019 Nominations:

Stephan Morrissey moved to approve the nominations of as read (see attached). Dick Dunning second. Unanimous.

Kimberly Saunders introduced Timothy Conway. Mr. Conway is the nomination for Assistant Principal at South Meadow School.

Linda Quintanilha moved to accept the nomination of Tim Conway. Stephan Morrissey second. Unanimous.

Kimberly Saunders introduced Jennifer Kiley as the new ATC Director.

b. Job Description: Teacher of the Deaf and Hard of Hearing (2nd Read Approval)

Rich Cahoon requested to table this until the next meeting. Stephan second. Unanimous.

7. Superintendent's Report and Presentation of Business

a. Fill the Void – Rob Eichler

Rob Eichler reported on progress on the Contoocook Valley Visual & Performing Arts Center (see attached). Bob Edwards was also present to speak about the endeavor. They reported that the purpose today is to provide a progress update over the past year and next steps.

Initially, Hutter Construction's estimate was seen as cost prohibitive at \$11.5M. It is a large price tag for this community to bear.

The need for rebranding has resulted in meeting with various arts organizations to learn about the need and use for a performing arts center. The findings were used to commission a second architectural study. A flexible space was determined as the need. Scully Architects was contracted with and offered a new conceptual design. Scully worked in conjunction with Nextstage Design for their expertise on this proposed project. Uses were determined to include Arts in Education, Community Programs, and Guest Artists. Excellent acoustics are a must. 400 seats must be easily configured.

A revised entry design was developed. The basic plan is a two level center. It includes a box office, an inner lobby, with several ways to access the performance level. A theater section incorporates the slope of the space to afford this area and a loading dock. Flexible seating is also part of the proposal to include fully retractable seats that result in a large flat space available for other uses.

This proposal meets the needs of education and community arts.

The original proposal totaled \$11,473,930. This proposal totals \$6,500,000 if built sooner; escalation to the year 2020 would total \$8,000,000.

Naming and branding is a next step and is underway.

Bob Edwards reported on the present status. The need to produce a document, so that when it is discussed, can be done so intelligently. A product to share in discussions was necessary to communicate this project. This can be used to fundraise for the project. Over the next 12-18 months, a more clear understanding of the funding that might be expected will result. The MOU is subject to expiration soon. Mr. Edwards encouraged a three-year extension.

Accessibility includes an elevator; the facility would be totally accessible.

Pierce Rigrod asked if there are upgrades in heating and cooling in this plan. Mr. Eichler said that the facility needs to be quiet for performances. Energy conservation is important. LEED guidelines are used but the certificate is not achieved. The benefits are a result without the paper.

Rich Cahoon asked if the giving capacity of this area would meet the \$8M proposed cost.

Rich also noted that the district has a five year rolling capital plan. There is no plan to expend in the current theater. If this project does not move forward, planning for the current space would be needed.

Rich said that we had an explicit written agreement that this would be privately funded. It was presented to the public as such. If this will morph into a private/public project, it should be communicated as soon as possible. Mr. Edwards said that we are not at that point yet.

Dick Dunning asked for clarification if this group is looking for a board vote about a three-year extension. Confirmed.

The current MOU expires at the end of this year. Mr. Eichler said that he is looking for sustainability for this project.

Rich Cahoon suggested that if it is extended by three years; the board should direct administration to capital plan for the Lucy Hurlin Theater.

Stephan Morrissey moved to authorize that administration extend the MOU for up to three years. Rich Cahoon second. The MOU would be reviewed and updated and brought back to the full board for approval by an appointed group of the Board Chair.

Bob Edwards said that what was asked was not to change the document but simply move the date out three years.

Rich said that the current MOU includes dates which would need adjustments. The board would need to see what they are approving.

Unanimous.

Rich Cahoon moved to instruct administration to investigate adding the Lucy Hurlin Theater to the five year capital project cycle for the next revision of capital plan. Stephan Morrissey second. Unanimous.

b. Monthly Events Calendar

Strategic Plan Committee will meet on August 9th and on September 13th at 5:30 p.m. rather than 6:00 p.m.

The Food Service Committee will meet on September 27th at 6:00 p.m. at the SAU Office.

c. August 1, 2018 Enrollment Update

August 1st enrollment information was distributed (see attached).

d. Dublin Consolidated School Communication

Nicole Pease shared the DCS Communication Plan for class configuration for Grades 3, 4, and 5 (see attached). Ms. Pease spoke about three phases of this plan.

Mr. Dunning asked if she has received any feedback from parents opposed to this proposal. Ms. Pease said that parents did have questions which she was able to answer.

e. Accept Gift/Donation (Board Vote Required)

- 1) Great Brook School requests authorization to accept a gift/donation of \$2,000 from the Parents of the Choir (Friends of Music), for the purpose of replacing the GBS Choral Risers.

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

8. Reports

a. Teacher Representative – Asher MacLeod

None.

b. Budget & Property Committee – Jim Fredrickson

Jim Fredrickson reported on discussion on the direction of the 18/19 budget at the last meeting.

c. Building Committee – Bob Edwards

Bob Edwards reported that the science lab project is underway. Demo resulted in a few surprises that were addressed. Infrastructure work has been completed. Plumbing has been installed and approved. Asbestos abatement is complete. Rough electric is underway; the main panel is installed. Duct work is in progress. Furniture and cabinetry have been ordered. Grinding of the cement floor and paint removal will take place this week. In the next three weeks, the ceiling, flooring, painting, and cabinetry will be installed. Surprises have resulted in minimal cost. \$127,000 has been saved to date; some of which was used on unanticipated expenses. The schedule is in the process of update. Additional carpeting was approved. Floor drains needed raising. With the savings, contingency and rebates, the committee feels comfortable that the project will come in under budget. In terms of timeline, the project may go three weeks into September. Hutter has worked very well with ConVal on this project. The ConVal team has done a great job with electrical and HVAC.

d. School Board Retreat – Myron Steere

Myron Steere referenced the School Board goals included in the agenda packed that were developed at the retreat.

9. Old Business

a. ConVal School District Trust Fund Summary

Jim Fredrickson referenced information included in tonight's packet. It reflects fund balances in each of the five funds. Expected expenditures are detailed. This will be shared quarterly.

Has Budget & Property discussed what they would like the fund balances to total individually? Not yet was the response.

Rich Cahoon reminded the board that a vote was taken to cap the Special Education Trust at \$500,000.00.

Unreserved fund balance is estimated at \$800K until auditors review.

10. New Business

a. 1st Read Policy

- AFB: Evaluation of the Superintendent and Goal Setting
- IHAMA: Teaching About Alcohol, Drugs, and Tobacco
- IIB: Class Size

Rich Cahoon referenced the three policies as a first read.

b. Food Service Deficit (Board Vote Required)

Kimberly Saunders reported that the auditors have reported on the food service deficit. There is a negotiated item in the food service contract that states that if the deficit is above a certain point, the company can waive the management fees.

FY18 is non-inclusive of \$52K as a result of outstanding non-payment. Total deficit is \$233,172.00. Auditors would like this resolved. Kimberly's recommendation is to apply some of the unreserved fund balance to offset this deficit. The Superintendent will assure that the management fee is adjusted and allocated. A discussion is needed further about food service and the deficit. The Food Service Program continues to work in a deficit.

The \$52,604.00 unpaid needs resolve. The process that is used to collect for non-payment was shared (see attached). If it is determined that a family is able to pay the debt, the board needs to decide how this will be collected.

Kimberly will look into the administration fee further.

Stephan Morrissey moved to authorize the Superintendent to review the deficit and to transfer and pay up to \$234,000 to balance the books from the unreserved fund balance. Second.

Rich Cahoon asked that we review and apply the management fee from last year as well. Both management fees should be applied to the deficit. Going back to 16/17 was asked.

Unanimous.

Dick Dunning said that when a service is delivered to fewer students and the cost to deliver is higher; a loss results. The clientele does not exist; it is a population issue and the ability to deliver services across a district our size.

Rich Cahoon shared his concern about the reporting from the prior food service and the current food service. They gave us a report one month ago that was simultaneously simplistic and incomprehensible.

This is a time sensitive contract that can be re-upped on a yearly basis. We should look for other sources to provide food service. Three or four bids were received during the last bid.

Rich spoke about flexibility in food service delivery schedule to allow for savings.

Rich asked why the deficit for uncollected food service bills is for over a period of three years.

Kimberly said that a discussion about how assertive you want the district to be in collecting payment.

Policy should address this topic.

Stephan Morrissey moved to authorize the Superintendent to make an allowance for the uncollected debt.

This should go to Budget & Property Committee was one suggestion.

Kimberly noted other uncollected debt that is not just food service.

Pierce Rigrod said that those parents that can pay their bill should pay their bill.

Linda Quintanilha said that a larger conversation is needed if the district will let this go and accept the deficit.

Some disagreed; otherwise the message to all students and families is that paying for meals now would become optional.

11. Public Comment

Abigail Bergeron, incoming sophomore, student advisory for performing arts center, thanked the board for the conversation. Mr. Bergeron thanked the board as public servants for time put forward to the schools.

Karen Hatcher, Peterborough Select board, informed the board of an initiative of SAC's with regard to a letter to put pressure on the State Representatives to look at educational funding back to local districts. The proposal is to work together and get all towns to sign together. A template will result, which will be shared with other districts. Towns have had enough and relief is asked.

12. Approval of Manifests (Board Vote Required)

Kimberly Saunders certified that manifests totaling \$525,018.06 and Payroll totaling \$976,716.18 have been reviewed by her and found to be proper charges against 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

Stephan Morrissey moved to enter into non-public session in accordance with RSA 91-A:3,II at 9:05 p.m. for matters of personnel and negotiations. Unanimous on a roll call vote.

Stephan Morrissey moved to approve the pay out as discussed. Dick Dunning second. Unanimous.

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

Stephan Morrissey motioned to exit non-public session at 9:29 p.m. Second. Unanimous.

Rich Cahoon moved to seal the minutes of student matter for a period of two years, the personnel non-public for a period of five years, and the negotiations for a period of two years. Second. Unanimous.

Linda Quintanilha motioned to adjourn at 9:30 p.m. Stephan Morrissey second. Unanimous.

Respectfully submitted,

Brenda Marschok

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

CONTOOCOOK VALLEY SCHOOL DISTRICT

August 7, 2018

Personnel Agenda

Resignations July/August 2018:

CVES

Derek Castor	Physical Education Teacher
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GES

Lindsey O'Brien	Gr. 1 Teacher
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SMS

Anthony Cipolla	Physical Education Teacher
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CVHS

Sarah Downing	504 Interventionist
Daphne Logan	Special Education Teacher

2018-19 Nominations:

CVES

Kelly Parker	Physical Ed./Health Teacher	\$72,271
	(Transfer from Administrator to Teacher)	

HES

Emily Hutchins	Gr. 3/4 Teacher	\$40,190
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PES

Lisa Colburn	Gr. 1 Teacher	\$58,829
Jennifer Ambrosini	Gr. 2 Teacher	\$37,563
Jennifer Farrell	EST Special Education Teacher	\$42,833

GBS

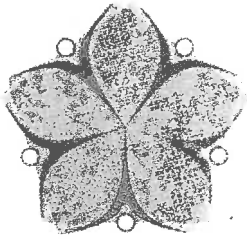
Riley Beliveau	Gr. 5 Teacher	\$36,347
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SMS

Amelia Black	Special Education Teacher	\$40,747
Tim Conway	Assistant Principal	\$75,000
	(Transfer from Teacher to Administrator)	

CVHS

Jennifer Kiley	ATC Director	\$79,000
Jack Nichols	Math Teacher	\$36,347
Anna Muncy	Science Teacher	\$36,557
Michael Hightower	504 Interventionist	\$49,932



Contoocook Valley Visual & Performing Arts Center

August 7, 2018 - Status Update

Presenters:

Rob Eichler, President

Bob Edwards, Select Board; Antrim Selectman

Agenda

- ▶ Progress Update
- ▶ Present Status
- ▶ Next Steps

Progress Update

- ▶ Lessons from the Financial Feasibility Study
- ▶ Activities and Achievements
 - ▶ Arts Forums
 - ▶ Architectural Re Design
 - ▶ PR/Marketing Consultation

Flexible Performing Arts A Facility for the Future

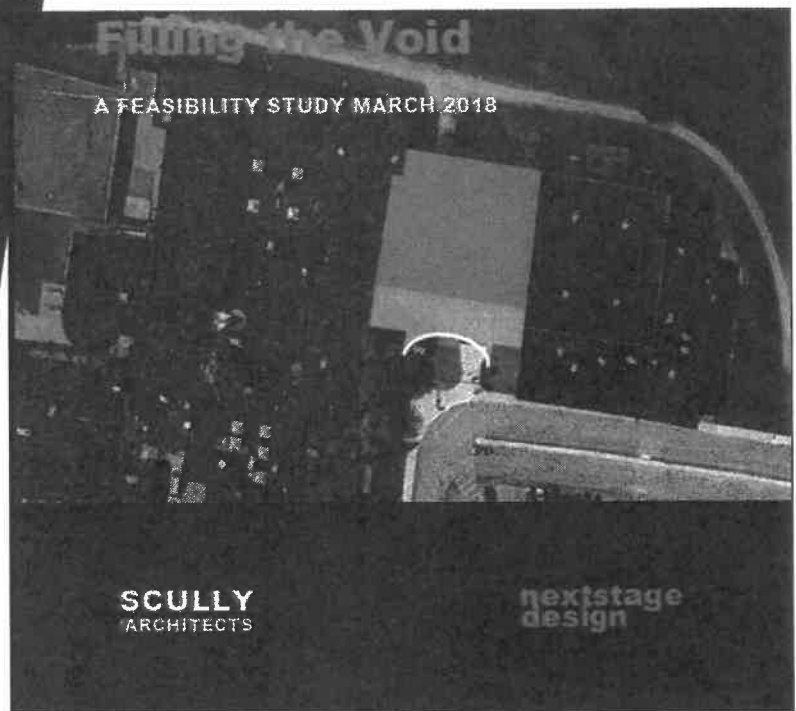
"Flexible space is very attractive. It allows dynamism for the artistic community....The idea of flexible space is very exciting. Flexible space works for many organizations and events....We need a performance space, but also a creation space."

Scully Architects/ Nextstage Design

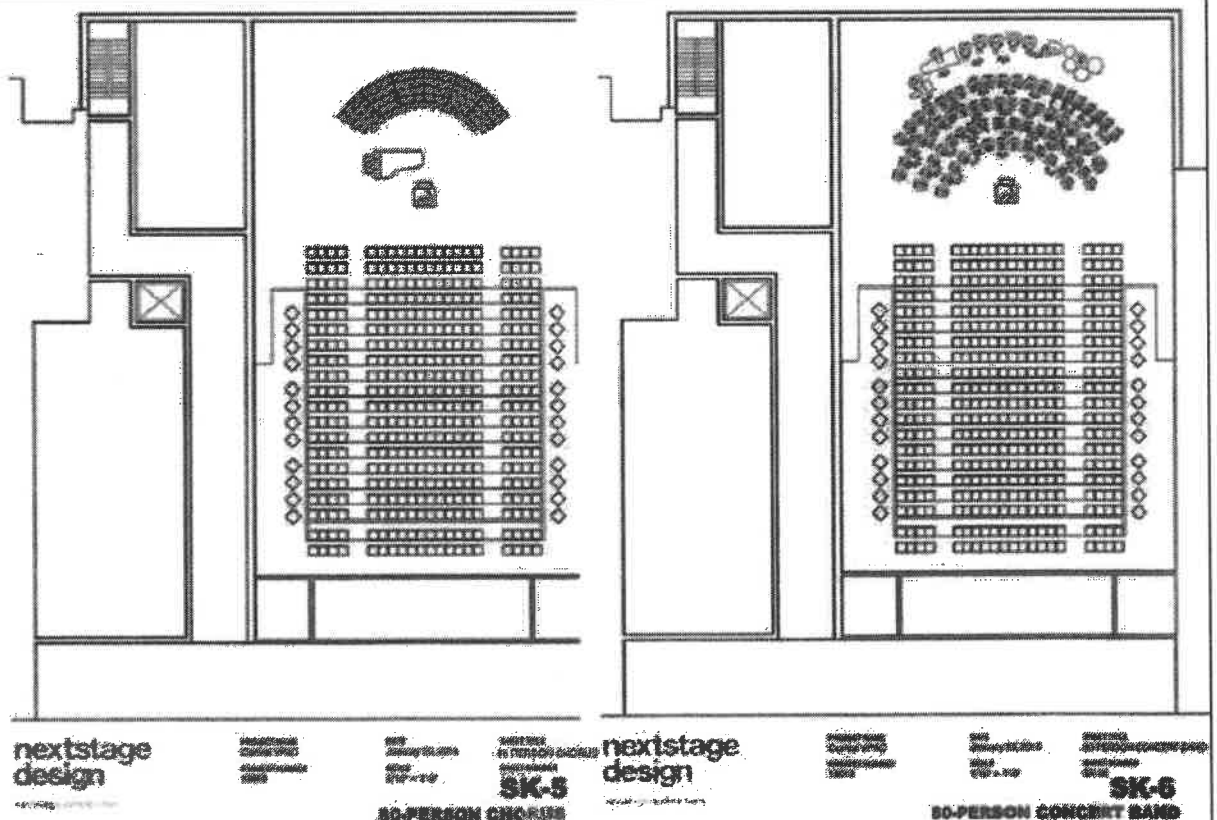
- Refocus on programming / flexible programming

Uses:

- Arts in Education (incl. technical arts)
- Community programs
- Guest Artists



Proof of Concept

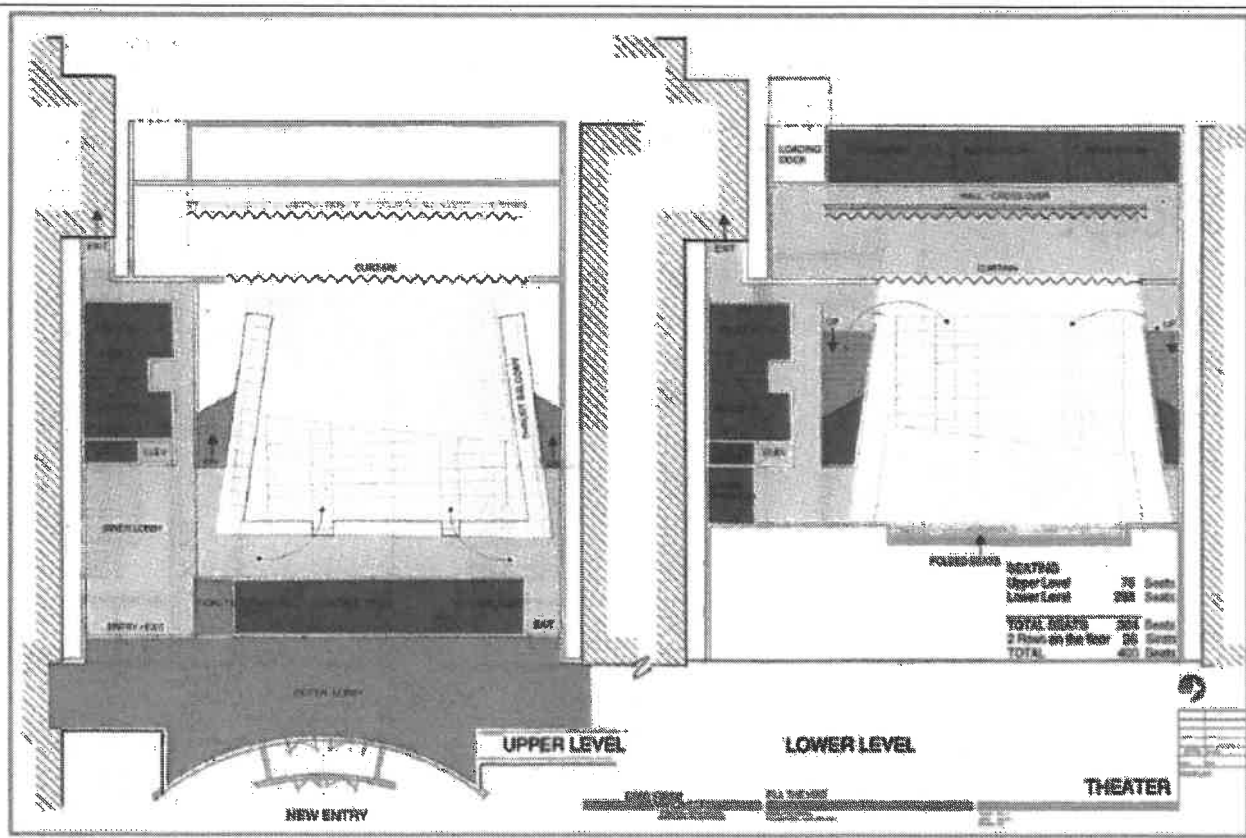


Basic Plan

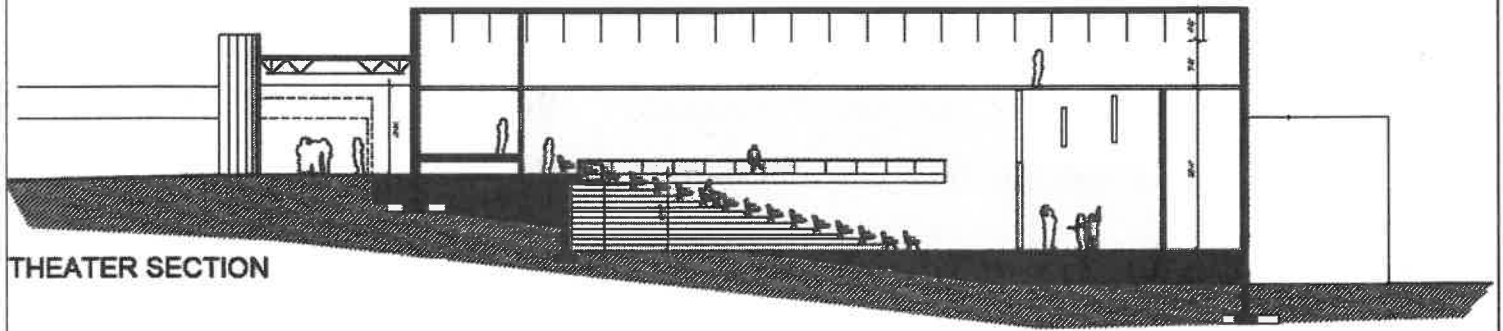
New Entry



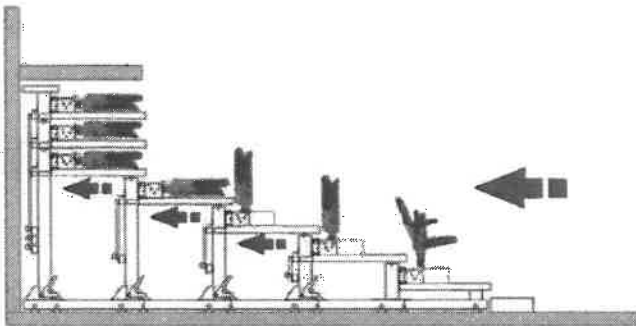
Basic Plan



Basic Plan



Flexible Seating



<http://www.jezet.com/projects/fosnav%C3%A5g-konserthus>

Financial Impact

▶ **Hutter Construction:**

\$11,473,930

- ▶ A dedicated sloped floor proscenium theater
- ▶ 29,200 square feet;
- ▶ ~500 seats; projected cost of \$11,473,930

▶ **Scully/Nextstage** Preliminary Cost without escalation

\$6,500,000

Preliminary Cost - escalation to 2020

\$8,000,000

- ▶ Flexible Seating
- ▶ 17,100 square feet
- ▶ ~400 seats

▶ **Estimations by:**

Rule of thumb / Comparison to similar projects / Detail - bottom-up

Naming / branding

PR/Marketing support: Brookstone Media (Cynthia West)
and Eva Ruutopold Design

- ▶ A name that conveys: 'performance space'
- ▶ *Inspires vision* for quality performances
- ▶ Instills community pride
- ▶ Appeals to philanthropists
- ▶ Embraces education and community
- ▶ Ties in to the region's high regard for the arts, and its historical legacy of arts
- ▶ Something the students can relate to and be proud of

Present Status / Next Steps

- ▶ Community engagement
- ▶ Design drawings from Scully/Nextstage
- ▶ Rebranding
- ▶ Sustainability for a long-term project

Requests:

- ▶ Façade / Signage
- ▶ MOU - Extend relationship and private fund-raising period

Thank you!

2019

Grade	Total	68	135	159	126	152	142	782	FTE Teachers
SCHOOL	8,618	Pre-School	Kindergarten	1st Grade	2nd Grade	3rd Grade	4th Grade	Total	
AES	# of Students	38	21	30	25	25	29	168	
	# of Sections	2	2	2	2	2	2		
	Teacher	Teacher	Teacher	Teacher	Teacher	Teacher	Teacher		
	Ratio	19.0	10.5	15.0	12.5	12.5	14.5		12
BES	# of Students		Kindergarten	1st Grade	2nd Grade	3rd Grade	4th Grade	73	
	# of Sections		14 (7)	16	14	12	17		
	Teacher		Teacher	Teacher	Teacher	Teacher	Teacher		5
	Ratio		14.0	16.0	14.0	12.0	17.0		
DCS	# of Students		Kindergarten	1st & 2nd Grade		3rd Grade	4th & 5th Grade	50	
	# of Sections		11 (9)	6 + 5 = 11		13	5 + 10 = 15		
	Teacher		Teacher	Teacher		Teacher	Teacher		4
	Ratio								
FES	# of Students		Kindergarten	1st & 2nd Grade		3rd Grade	4th Grade	51	
	# of Sections		10 (7)	10 + 6 = 16		16	9		
	Teacher		Teacher	Teacher		Teacher	Teacher		4
	Ratio								
GES	# of Students	Pre-School	Kindergarten	1st Grade	2nd Grade	3rd Grade	4th Grade	79	
	# of Sections	11	13 (3)	14	12	17	12		
	Teacher	Teacher	Teacher	Teacher	Teacher	Teacher	Teacher		6
	Ratio	11.0	13.0	14.0	12.0	17.0	12.0		
HES	# of Students		Kindergarten	1st Grade	2nd Grade	3rd & 4th Grade		53	
	# of Sections		9 (3)	13	10	15 + 6 = 21			4
	Teacher		Teacher	Teacher	Teacher	Teacher			
	Ratio								
PES	# of Students	Pre-School	Kindergarten	1st Grade	2nd Grade	3rd Grade	4th Grade	269	
	# of Sections	19	47 (40)	60	43	46	54		
	Teacher	Teacher	Teacher	Teacher	Teacher	Teacher	Teacher		17
	Ratio	19.0	47.0	15.0	14.3	15.3	18.0		
TES	# of Students		Kindergarten & 1st Grade		2nd Grade	3rd & 4th Grade		49	
	# of Sections		10 (7) + 10 = 20		11	8 + 10 = 18			3
	Teacher		Teacher		Teacher	Teacher			
	Ratio								
Total Students Pre-K-4									782
Total Elem. Students K-4									714

* Teaching Principal para

Enrollment numbers may include tuitioned-in students

() = actually registered

Conval School District

Student/Teacher Ratios
2018-19

August 6, 2018 Enrollment

A	B	C	D	E	F	G	H
1	86.18	Grade 5	Grade 6	Grade 7	Grade 8	Total	FTE Teachers
2							
3		10				9	
4							
5		30	76	61	54	271	
6	# of Students	4	3	13	3		13
7	# of Sections						
8	Teacher	Teacher	Teacher	Teacher	Teacher		
9	Teacher	Teacher	Teacher	Teacher	Teacher		
10	Teacher	Teacher	Teacher	Teacher	Teacher		
11	Ratio	20.0	25.3	20.3	18.0		
12							
13							
14	# of Students	80	100	95	119	394	19(-1)
15	# of Sections	4	5	4	6		
16	Teacher	Teacher	Teacher	Teacher	Teacher		
17	Teacher	Teacher	Teacher	Teacher	Teacher		
18	Teacher	Teacher	Teacher	Teacher	Teacher		
19	Teacher	Teacher	Teacher	Teacher	Teacher		
20	Ratio	20.0	20.0	23.8	19.8		
21							
22	Total Students	170	176	156	173	674	32
23							
24							
25							
26							
27	Grade	9	10	11	12		
28	Teachers	176	184	186	180	726	49
29		12.25	12.25	12.25	12.25		
30							
31					K to 4	714	54
32					5-8	674	32
33					9-12	726	49
34					Total 2018-19	2114	135.0
35					2017-18	2143	
36					2016-17	2234	
37					2015-16	2169	
38					2014-15	2239	
39					2013-14	2325	
40					2012-13	2342	
41					2011-12	2434	
42							
43							
44							

DCS Communication Plan for class configuration for Grades 3, 4, 5

Phase 1: End of the 2017-2018 School Year

Plan developed for Nicole Pease and Deb Quinn to Specialize in their instruction for Grades 3 through 5 for the 2018-2019 School Year.

Plan was communicated with families on June 14th and 15th (see below)

Email June 14th from Nicole Pease to parents of all students .

One of the challenging aspects of our small community schools is the variations in student enrollment from grade to grade and from year to year. This requires a need for flexible thinking as we plan our classrooms.

I wanted to reach out to share what the classroom configuration looks like given what we know today about our student enrollment. We will have a straight Kindergarten class (with Susan Ellingwood), a combined First and Second Grade classroom (with Deb Lang), a straight Third grade classroom (Deb Quinn) and a combined Fourth and Fifth Grade classroom (with myself as teaching Principal). In grades 3, 4, and 5, Deb will be teaching primarily Literacy and Social Studies, and I will be teaching Math and Science. This will allow us to build upon our academic strengths. Further, we will be able to focus upon increasing our ability to co-teach and regroup to best meet students needs between the two classrooms.

Please know that this is the plan given what information we have today regarding student enrollment and could change, but I did want you to have some information to begin to think about next year. Please let me know if you have any questions. Have a great day, Nicole

Email June 15th from Nicole Pease to parents of students in Grades 3-5 for the 2018-2019 School Year

Hello parents, I have had some great conversations over the past day that have made it clear that I need to give you some more detail about what the Grades 3-5 will look like from day to day. I created the table below to help understand how we will work with the grades. Deb Quinn will be in one classroom and myself in another. Please continue to ask questions it helps ensure understanding for us all. Nicole

	Grade 3	Grades 4 and 5
Literacy	Deb Quinn	Deb Quinn
Social Studies	Deb Quinn	Deb Quinn
Math	Nicole Pease	Nicole Pease
Science	Nicole Pease	Nicole Pease

Phase 2: Prior to opening of 2018-2019 school

Nicole Pease and Deb Quinn Specialize (Math-Sci//Literacy-SS)

-co plan instruction to grades 3-5

Planning dates and times Nicole and Deb

-June 19th-Review Plan and identify topics for instruction for next year.

9:30am-10:15am

-July 10th-1pm-2pm

-August-TBD

Phase 3: During school year

Staff at DCS (primarily Nicole and Deb) learn more and are trained in multi-age instruction

Nicole Pease and Deb Quinn will co plan weekly

Communication with Parents will be multi pronged

-Open house

-Regular parent communication through newsletters

-Survey for parents

-Workshop for parents

Evaluation of year with a focus upon effectiveness of Teacher Specialization upon:

-Students growth

-Flexible groupings as appropriate

-Parents understanding of the plan and how their child progressed

Phase 3: Summer

Based on evaluations move toward multiage instruction

Nicole Pease and Deb Quinn plan to deliver multi age instruction to grades 3-5

-identify student learning progressions

-develop assessments to drive the flexible student groupings

Plan is communicated to families through multiple avenues as listed above.

Parent Invoice Process for Student Food Service Account

Year 1 and 2 of Food Services for overdue/negative balances

- Invoices were printed monthly and mailed to parents
- For accounts over \$50 owed, letters sent with statement from the BA informing parents of the policy EFDA and accounts being sent to collection; year 1 some sent to collections but no results
- Parents advised on how to make payments online, checks & cash

Present State of Food Services for overdue/negative balances

- Invoices emailed Monthly September thru February
- Invoices emailed Biweekly March thru May
- Invoices emailed Weekly June
- Invoices emailed Monthly July & August
- Parents advised on how to make payments online, checks & cash
- Prior to the new school Policy EFA – Unresolved debt process will be initiated asking Parents to meet with Principals to discuss resolving debt