

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

106 Hancock Road

Peterborough, New Hampshire

CONTOOCOOK VALLEY SCHOOL BOARD

Tuesday, December 18, 2018

School Board Meeting

SAU Office

7:00 p.m.

- 1. Call to Order and Pledge of Allegiance**
- 2. Acceptance of School Board Meeting Minutes (Board Vote Required)**
 - a. November 27, 2018 (pg. 1-5)**
 - b. December 4, 2018 (pg. 6-9)**
- 3. Points of Pride**
- 4. Public Comment**
- 5. Consent Agenda**
 - a. Personnel**
 - 1) 2018-2019 Nomination (pg. 10)**
- 6. Superintendent's Report and Presentation of Business**
 - a. Monthly Events Calendar (pg. 11-12)**
 - b. ESSA designations – Ann Forrest, Assistant Superintendent**
 - c. Sabbatical Recommendation**
 - d. Board Requests**
- 7. Reports**
 - a. Student Representative - Molly Janoch/Marina McMahon**
 - b. Teacher Representative – Asher MacLeod**
 - c. Budget & Property Committee – Jim Fredrickson**
 - d. Communications Committee – Janine Lesser**
 - e. ATC Committee – Stephan Morrissey**
 - f. Education Committee – Crista Salamy**
- 8. Old Business**
 - a. Updated Operating Budget Versions– Mindy Ryan**
 - b. Proposed Warrant for Consolidation – Stephan Morrissey**
 - c. Proposed Warrant for Consolidation – Janine Lesser**
 - d. Funding Formula/Surcharge**
 - e. Other Warrant Articles**
- 9. New Business**
 - a. 1st Read Policy (pg. 13-22)**
 - BEC: Non-Public Sessions
 - BEDG: Minutes
 - BHC/GBD: Board-Employee Communications
 - CHCA: Approval of Handbooks and Directives
 - JFAB: Admission and Tuition of Nonresident Students
 - b. Default Budget and Recommendations**
 - c. Gross Budget**
- 10. Approval of Manifests (Board Vote Required)**
- 11. Non-Public Session: RSA 91-A: 3, II (If Required)**
 - a. Negotiations**
 - b. Personnel**
 - c. Legal**

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.

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

106 Hancock Road
Peterborough, New Hampshire

CONTOOCOOK VALLEY SCHOOL BOARD

School Board Meeting

Tuesday, November 27, 2018
Immediately Following Public Hearing

MINUTES

BOARD

Rich Cahoon, Richard Dunning,
Jim Fredrickson, Bernd Foecking,
Janine Lesser, Niki McGettigan,
Stephan Morrissey, Pierce Rigrod (6:53 pm),
Myron Steere, Jerome Wilson

Molly Janoch, Student Rep.
Asher MacLeod, CVEA Rep.

ADMINISTRATION

Kimberly Saunders, Supt.
Dr. Ann Forrest, Asst. Supt.
Mindy Ryan, B.A.
Tim Grossi, Dir. Of Facilities
Tim Markley, H.R.
Stephanie Syre-Hager, AES
Kat Foecking, FES
Ann O'Bryant, SMS
Nicole Pease, DCS
Larry Pimental, PES

1. Call to Order and Pledge of Allegiance

Myron Steere called the meeting to order at 6:05 p.m. The Pledge of Allegiance was recited.

2. Accept School Board Meeting Minutes (Board Vote Required)

a. November 6, 2018

Stephan Morrissey moved to accept the minutes of November 6, 2018. Dick Dunning second. Bernd Foecking moved to amend the minutes on page 3, agenda item 8b. Funding Formula, to remove the dollar sign in front of 2,140.73. Dick Dunning second. Unanimous as amended.

3. Points of Pride

Kimberly Saunders shared various points of pride as reported to her by administrators.

4. Public Comment

None.

5. Consent Agenda

a. Personnel

- Retirements June 2019

Tim Markley referenced the retirement of Elizabeth Lawrence for June 2019.

Stephan Morrissey moved to approve and grant the exception for retirement. Dick Dunning second. Unanimous.

Tim Markley also referenced a request for the June 2020 retirement of Nancy Gagnon.

Stephan Morrissey moved to approve the retirement as requested. Dick Dunning second. Unanimous.

6. Superintendent's Report and Presentation of Business

a. Monthly Events Calendar

No changes were made to the November or December monthly calendars.

7. Reports

a. Student Representative – Molly Janoch/Marina McMahon

Molly Janoch reported that Student Council attended a staff meeting and had a discussion with the teachers about things they have noticed in the school. More to come.

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b. Teacher Representative – Asher MacLeod

Asher MacLeod reported that holiday concerts are coming up this month.

c. Strategic Plan Committee

Passed over.

d. ATC Committee

Stephan Morrissey reported that the State Review of the ATC Report was discussed. A general discussion on the future took place. Nashua Community College is still planned for a January start.

e. Budget & Property Committee – Jim Fredrickson

Jim Fredrickson reported that a deep dive of the budget took place on the same day as the B&P meeting. At the regular meeting, Bob Hayden from Standard Power attended and provided some advice on the feasibility of solar power. A group will be formed to study further. A smaller scale project may be considered for trade school collaboration.

A final report on the high school science report was discussed. The project came in \$670K under budget as the result. The \$1M bond will be used and only several hundred thousand out of the trust fund for this project.

f. Communication Committee – Niki McGettigan

Niki McGettigan reported that the meeting was a working meeting.

g. Education Committee – Crista Salmay

Dick Dunning reported that the media specialists from the middle and elementary school came and reported out on the learning commons model and the direction they are moving. In addition, credits through VLAC and other credit earning opportunities were discussed and will go back to the Policy Committee. The handbook language will be updated to include language on this change.

8. Old Business

a. Budget/Warrant FY' 20

Budget – Version 3

Estimates of adequacy will be down by \$45K; this is different from what was proposed in Version 2. Work on the default budget continues.

How was the figure for snow removal arrived at? Typically it is a three year rolling average. One bid came in. Tim Grossi will provide additional information.

Warrant –

Stephan Morrissey moved a warrant article forward. He said that he has been on the board for years and has seen the struggle with student enrollment and school funding. The board has worked hard to deliver the best education for students. There are a lot of irons in the fire and many interests. He said that rather than have a board forced by an outside source. **Stephan Morrissey moved a warrant article forward that reads:**

The Contoocook Valley School District (ConVal) shall be responsible for grades one through twelve (1-12) and Kindergartens. Kindergartens were previously authorized by a vote at an annual Cooperative School District meeting. Grades nine through twelve (9-12) shall be educated at the centrally located Senior High School in Peterborough. Grades five through eight (5-8) may be educated at the Middle Schools in Antrim and Peterborough. Elementary Schools shall be maintained in Antrim, Bennington, Frankestown, Greenfield, Hancock, and Peterborough. As school populations change, students from the Middle Schools may be reassigned to Elementary School locations. Such reassignment needs would be determined by ConVal Administration, but each location change would have to be approved by the School Board.

It affectively allows us to close some of our elementary school, in particular, the Dublin and Temple elementary schools. We can also offer to the public, a different cost sharing for the schools.

He said that we need to give the public time to focus on education. If the vote goes against the warrant article, the board will have to dig back in.

He asked for a vote from the board to put this on the warrant to give the public the choice.

Dick Dunning second.

Stephan Morrissey said that it would impact Dublin and Temple.

Rich Cahoon asked about removing two towns' names, can we keep them open. Is the attempt to "allow" the board to close those schools? A legal opinion would be needed to review.

Bernd Foecking said that this comes ad hoc based on numbers that might change in the short term.

Niki McGettigan said that if the intent is to be sure that as populations change, students at the elementary and middle schools could be changed.

Janine Lesser said that what she does not like about the article is that it chooses Dublin and Temple. She would prefer to keep it open to close schools based on population and not identify communities.

Stephan Morrissey said that the problem with that is that there is a distrust that we would close all of the elementary schools.

Jerry Wilson said that we would be better off setting a threshold when a school reaches a certain number, the school is considered for closure.

Jim Fredrickson said that we are also considering a warrant for the funding formula. Is it either/or?

Rich Cahoon said that it might be possible to craft a single warrant article that makes it either adopting this or the smaller schools pay to a certain ADM. That way, there would not be a dueling warrant article.

Bernd Foecking said that penalizing towns without their ability to opt out of the district is troublesome for him.

Rich Cahoon said that the Articles of Agreement do not have to list the towns. It would be complicated to accomplish this in one warrant article but it could be done.

Stephan Morrissey said that he objected to the use of the word "penalizing". If it was best for kids, we would be looking at consolidation. We are constrained by trying to do the right thing for children yet, the perception is inaccurate that borders are important. We continue to have our administration work on this topic. For kids' sake, larger schools can be a benefit. This is a step to see if the public has a stomach for this.

Rich Cahoon said that it does lay out the conditions on which the funding formula will be discussed. He liked the approach that Pierce Rigrod came up with that spoke to some number at which a school closes. He preferred focusing on changing the funding formula. Rich further said that changing the funding formula does not cure anything; more kids in the schools is the fix.

Stephan Morrissey agreed that a vote can take place on this after discussion on the funding formula. Stephan said that he was shocked to learn the number of families that homeschool their children.

Kimberly Saunders said that we presently do not have information on who is voting for this; parents choose to homeschool for various reasons.

Bernd Foecking said that he finds it frustrating that we spend months and months for consolidation that were thrown out in one or two meetings and now we are considering putting something on the warrant that is half-baked.

Dick Dunning took issue with Bernd by saying that placing students in schools with limited options is not fair to them. We have a responsibility to the community to provide an education that is fiscally sound. If we do not reduce the overhead, we do not reduce the cost and the taxes.

Rich said that we have done many studies, but we have not laid the choice out for communities. We need to lay it all out.

Niki McGettigan said that Temple has three teachers in the building and Hancock has five. Temple is running more efficiently than Hancock.

Rich Cahoon said that towns need to do something to help increase the number of students in their schools by changing regulations. Or, they need to pay more.

Janine Lesser was in favor of the last consolidation model developed or going with the surcharge.

Stephan Morrissey said that politically it cannot be sold. All of the towns that have smaller schools would be on the list for closure. He felt that the benefit would be for the students.

Rich Cahoon asked for copies of the most recent consolidation model; there were two schools.

Stephan Morrissey moved for a 15 minute recess at 6:55 p.m. Dick Dunning second. Unanimous.

The Board reconvened at 7:05 p.m.

Rich Cahoon said that the next board meeting is in one week. We could be better prepared for this conversation. Board members can place items on the agenda.

Janine Lesser said that it would be good to see Stephan's proposal written out and to also look at the consolidation models and be prepared to discuss them next week.

Myron Steere said that we do have a motion and a second on the floor.

Stephan Morrissey asked to have legal look at merging the funding formula with this proposed warrant article.

Stephan Morrissey withdrew his motion which would allow this to be looked at to provide the communities with choice.

Dick Dunning second.

Pierce Rigrod, Niki McGettigan, Bernd Foecking, and Rich Cahoon opposed. Motion carried.

Rich Cahoon said that we want legal to look at making a warrant article for school closure, allow a town to close a school; what?

Stephan said to either allow the School Board to make a choice for closing a school or alternately if a town wishes to keep their school that they bear a cost.

Kimberly said that specific wording would be necessary to provide to legal to ask the question. It would be difficult to ask the attorney to get something together for us using generalities.

Stephan said that this is not a bushwhack; it has been a continual discussion. We have to make stark choices available to the public. He said that he honestly believes it is going to be better for the kids. If there is a way to link having the ability to close a small school or have that community absorb the cost, he would be in favor. Stephan will work on the wording for the change to the Articles along with the wording that will be developed for the funding formula.

Pierce Rigrod said that they are combining two very complicated questions into one.

Rich Cahoon referenced a former consolidation proposal that included a four school consolidation. We have not asked administration which elementary schools should be closed to solve our elementary school problem.

Janine Lesser said that the language is specifically to close Dublin and Temple. Using the word "may" would allow people to believe that we would close more.

b. Funding Formula

Kimberly Saunders referenced a handout that shared information related to the funding formula.

It says that there has to be 65 students in the K-4 range for a school. If a school does not, it changes the calculations for ADM assessment. For example, if a school had 10 fewer student than the minimum, the number ten would be multiplied by the ADM to arrive at the surcharge, not factoring in adequacy and other factors.

Rich Cahoon said that the first step is raising additional funds from towns with low student populations. It is not to allow a larger town to pay less.

Kimberly Saunders said that at the last meeting, the direction was to look at 12 students per grade level and develop a workable sheet. The number "65" can be changed. A discussion on building capacity is a different conversation.

Pierce Rigrod said that it is a lot of money per student for a school to come up with.

This is talking about charging towns with small numbers of students to offset what larger towns are paying to subsidize the small schools.

Janine Lesser said that this discussion is about money. What really is a driver is that this is not a sustainable educational model; it is not good for the students, it is not good for the teachers, and it is not good for administration.

Rich said that it is the board's job to talk about money and look out for the budget. That is a charge of the board.

Jim Fredrickson said that the idea is to communicate that the small school in your town is costing a lot of money.

Rich said that he feels the financial situation we are in, with all of the small schools, prevents us from doing some of the things we want to do i.e. universal preschool.

Bernd Foecking suggested using percentage of capacity rather than enrollment. Capacity is difficult to define because it can be measured in different ways.

The purpose of this was to allow towns to keep their small schools and pay additional for it.

Costs need to be reduced. It can be only done by reducing staff. What is the best way?

Jerry Wilson moved to use the number 65 for school enrollment for the funding formula. Dick Dunning second.

Pierce Rigrod asked why 65 over 60. Dick Dunning said that it is a fairer number for schools. It is a 2.75% surcharge.

Dick said that schools were built for 120 students. 65 students is roughly half.

Kimberly said that when the schools were being built, the demographic studies showed that there was an expected decline in enrolment.

Rich Cahoon said that he thinks about the number 70; a former Superintendent said that once a school gets below 70 students it is no longer viable. He likes 65 and would go to 70.

In favor: Dick Dunning, Jerry Wilson, Janine Lesser, Rich Cahoon, Stephan Morrissey, Jim Fredrickson,

Opposed: Bernd Foecking, Pierce Rigrod, and Niki McGettigan.

Motion carried to use the number 65 for school enrollment for the funding formula.

Rich Cahoon moved to have the Superintendent have legal draft an article. Stephan Morrissey second.

Opposed: Bernd Foecking, Pierce Rigrod, and Niki McGettigan. All others in favor. Motion carried.

This is going to be a change in the Articles of Agreement. The local tax assessment would be divided by total ADM. A reassessment system would be developed to use the K-4 minimum of 65 students.

Policy would have to work out where students who reside in one town but attend school in another would be counted.

c. 2nd Read Policy Adoption (Board Vote Required)

- JKAA: Use of Restraint, Seclusion, and Physical Contact

Rich Cahoon moved to adopt this policy as read. Stephan Morrissey second. Unanimous.

9. New Business

a. Expenditure Report

Mindy Ryan reported that we have a budget balance of \$4.9M; within this figure, there is \$1.8M open in salaries. When the \$1.6M came in on the warrant and salaries, a move is needed for the functions to the proper category to appropriate where they belong. The 100 salary series have adjustments that need to be made for audit purposes. Mindy asked the board to look at the final page because out of the \$1.8M that is open, \$1.7M has to get redeployed from where it is to all of the specific lines. There are no errors, they just need reallocation.

Stephan Morrissey moved to authorize the transfer of \$1,719,055.44. Dick Dunning second. Unanimous.

10. Public Comment

None.

11. Approval of Manifests (Board Vote Required)

Mindy Ryan certified that manifests listed totaling \$619,612.21 and Payroll totaling \$1,750,900.19 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.

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

- a. Legal**
- b. Personnel**
- c. Negotiations**

Stephan Morrissey moved to enter into non-public session in accordance with RSA 91-A:3,II at 8:21 p.m. for matters of legal, personnel, and negotiations. Unanimous on a roll call vote.

Rich Cahoon moved to exit non-public session at 8:50 p.m. Dick Dunning second. Unanimous.

Stephan Morrissey moved to seal the minutes of personnel for a period of ten (10) years. Dick Dunning second. Unanimous.

Stephan Morrissey moved to seal the minutes of legal non-public session for a period of ten (10) years. Dick Dunning second. Unanimous.

Stephan Morrissey moved to seal the minutes of negotiations session for a period of five (5) years. Dick Dunning second. Unanimous.

Stephan Morrissey moved to allow disbursement for buyback for retirees as specified for Sharon Hall. Dick Dunning second. Unanimous.

Stephan Morrissey moved to allow disbursement for buyback for retirees as specified for Liz Lawrence. Dick Dunning second. Unanimous.

Kimberly Saunders reported that the board once spoke about a soft freeze on the budget. Is this what the board wants administration to continue? Specifically, Alice training in the amount of \$75K and \$50K for co-teaching.

Stephan Morrissey moved to authorize spending for these items. Dick Dunning second. Unanimous.

Clarification on the default has been received and is being worked on. There is \$1M difference between the proposed and the default.

CVAA merit pool? Kimberly did not think this would be included in the default.

Kimberly Saunders reported that November 7th was a difficult day for the district. Twenty-two administrators were incredible. There were a lot of moving parts in this crisis situation. The board should consider a recognition for them. Where would funds be accessed for this?

Other people were noted as well. Public recognition rather than monetary was suggested.

Bernd Foecking said that recognition for a job well done in a crisis situation should not be monetary.

It is important that it come from the board. The board will give it some thought.

Dick Dunning motioned to adjourn at 9:03 p.m. Jerry Wilson second. Unanimous.

Respectfully submitted,

Brenda Marschok

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

**106 Hancock Road
Peterborough, New Hampshire**

CONTOOCOOK VALLEY SCHOOL BOARD

School Board Meeting

Tuesday, December 4, 2018

SAU Office

6:00 p.m.

Minutes

BOARD

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

Molly Janoch, Student Rep.
Asher MacLeod, CVEA Rep.

ADMINISTRATION

Kimberly Saunders, Supt.
Dr. Ann Forrest, Asst. Supt.
Tim Markley, H.R.
Cari Christian-Coates, Student Serv.
Ben Moenter, Special Ed.
Mindy Ryan, B.A.
Nicole Pease, DCS
Fabiola Woods, TES
Kat Foecking, FES

1. Call to Order and Pledge of Allegiance

Myron Steere called the meeting to order at 6:00 p.m. The Pledge of Allegiance was recited.

2. Points of Pride

Kimberly Saunders reported out on Points of Pride as reported to her by administrators.

Janine Lesser thanked the teachers who worked with the artists in residence on the lantern parade in Peterborough this past weekend. It was clear that teachers worked very hard. She said that it was gorgeous.

3. Public Comment.

Alan Edelkind, Dublin, spoke about the issue of the budget as it relates to elementary school closings. He said that the closing of the school is a budget issue in three components; financial, special services, and educational aspects. He reported that he spoke to many people; some educators. They report no detailed study to support that small schools receive less of an education than the larger schools. Small schools have better educational opportunities at the elementary level.

Linda Quintanilha moved to allow Mr. Edelkind additional time to speak. Stephan Morrissey second. Unanimous.

Closing Dublin and Temple Elementary Schools is a proposed warrant article. There is no analysis conducted to support these closings. The surcharge of schools with fewer than 65 students is also proposed; also requiring a change to the Articles of Agreement requiring a 2/3's vote.

Stephan Morrissey moved for additional time. Second. Unanimous.

The surcharge would require a change to the articles and is subjective; there is no analysis to say that is the magic figure. Lastly, the funding formula takes it from one pocket and places it in another; the budget remains the same. Some of the smaller towns would pay more due to formula changes. Consolidation is a no go with the voters. But, something has to come forward to the voters. Nothing is coming together. More options are being thrown on the table. No agreement comes out of the meetings. Petition articles have to be submitted in early January. Mr. Edelkind suggested asking the voters to allow or direct the board to put a

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detail analysis of the current state as a warrant. What are the educational pros and cons and give the voter the opportunity to make a decision?

Corey Boyd spoke about four options under consideration and reported on points to consider. She handed out a request (see attached). Her final request was that a vote not be taken tonight on the closing of Dublin absent the Dublin School Board rep tonight.

4. Consent Agenda

a. December 1, 2018 Enrollment

Tim Markley referenced the December 1st enrollment information (see attached).

5. Superintendent's Report and Presentation of Business

a. Monthly Events Calendar

- Set Date of District Meeting Part I

The date for District Meeting Part I (Deliberative Session) was scheduled on Wednesday, February 6th @ 6:00 p.m. with a snow date on Thursday, February 7th at 6:00 p.m. Either meeting will take place at ConVal High School in the gym.

- Set Date of Budget Public Hearing

The date for the Public Hearing on the proposed budget was scheduled on Tuesday, January 8th at 7:00 p.m. with a snow date of Wednesday, January 9th at 7:00 p.m. Either meeting will take place at the SAU Office.

In addition, the January 2019 Education Committee meeting was scheduled on Monday, January 28th at 5:30 p.m. at the SAU Office.

b. Accept Gift/Donations (Board Vote Required)

- 1) Temple Elementary School requests authorization to accept a gift/donation of \$500.00 from Toni Mahoney for the purpose of supporting field trips.

Stephan Morrissey moved to accept the donation as presented. Dick Dunning second. Unanimous.

- 2) Temple Elementary School requests authorization to accept a gift/donation of \$1,000.00 from The Temple 250th Anniversary Fund for the purpose of helping to purchase a slide for the playground at Temple Elementary School.

Stephan Morrissey moved to accept the donation as presented. Dick Dunning second. Unanimous.

6. Reports

a. Student Representative – Molly Janoch/Marina McMahon

Molly Janoch reported on a food drive taking place for two weeks. Next week, there will be a clothing drive. Student Council met with staff and received feedback about decreased school spirit. Ideas to increase spirit will be discussed.

b. Teacher Representative – Asher MacLeod

Asher MacLeod reported that FES, TES, and SMS had great turnouts at their craft fairs. The SMS concert is scheduled for next Wednesday and GBS will hold theirs tomorrow night.

c. Food Service Committee – Linda Quintanilha

Linda Quintanilha reported that the committee is looking closely at the summer food program. The program services a number of areas but ConVal funds the bulk of the cost. Recouping costs is under consideration.

d. Selectmen's Advisory Committee – Bernd Foecking

John Jordan reported discussion about the proposed warrant articles for a surcharge to smaller schools and closing of schools as well. The funding formula was changed years ago. SAC hopes the focus back to the State will provide better for funding education.

7. Old Business

a. Budget Discussion

a. Budget Discussion

Warrant Articles for capital reserves were discussed.

Building Funds – Jim Fredrickson said that we don't have final numbers on the high school science lab project. The plan was to take \$900K+ from the trust, but only \$50K is needed. The Capital Reserve Fund balance will be \$1.25M. With this in mind, things need to be done. Jim Fredrickson recommended that \$250K be allocated to the fund.

Dick Dunning said that given where we stand, we know all of the buildings need work done. If we don't have enough we short change; if we have too much, we can give it back.

If the budget does not pass and we have a default, it is unlikely funds will be available for capital reserve funds. These are tied together.

Jim Fredrickson moved that a warrant to allocate \$250K for the Building Trust fund be placed on the ballot. Dick Dunning second. Pierce Rigrod abstained.

Rich Cahoon suggested that **Special Education** place second on the list for warrants.

Jim Fredrickson reported an estimated balance would put the fund at \$310K.

Stephan Morrissey moved that a warrant to allocate \$200K for the Special Education Trust be placed on the ballot. Jim Fredrickson said that if we set a budget and if there is money left, we are able to fund the capital reserves in the order placed on the ballot.

Dick Dunning second. Unanimous.

Equipment Capital Reserve – an estimated \$180K balance at the end of the year is projected.

Rich Cahoon said that we know we will purchase equipment. Anything we put in this year is money that

Rich Cahoon moved that a warrant to allocate \$100K for the Equipment Capital Reserve fund be placed on the ballot. Stephan Morrissey second. Unanimous.

Health Maintenance – the projected balance at the end of the year is 290K.

Kimberly Saunders said that we did not budget to the maximum risk both last year and this year. Our GMR is 4.2%. \$175K would be needed to be accessed if needed to get to the 4.2%.

The recommendation is not to place this as the next priority.

Pierce Rigrod moved that a warrant to allocate \$50K for the Health Maintenance fund be placed on the ballot. Stephan Morrissey second. Unanimous.

Athletics Fund - **Stephan Morrissey moved not to have a warrant article for this purpose. Rich Cahoon second. Unanimous.**

b. Default Budget

The default budget is looking to be at least a million plus dollars lower than the proposed budget. Further discussion in non-public. Direction is needed.

c. Consolidation

No discussion.

d. Changes to Funding Formula

Legal advice has been received. Further discussion in non-public.

8. New Business

a. Clerk of the Works

Kimberly Saunders reminded the board that \$10K to hire a Clerk of the Works was budgeted for the science room project. Tim Grossi took this role on in addition to his day to day work. She asked consideration that Mr. Grossi be paid a portion of that money for his work on the project. Tim Grossi and Bob Edwards were part of the reason that this work came in under budget and on time.

Stephan Morrissey moved to approve a stipend of \$5K to Tim Grossi for this work. Dick Dunning second. Jim Fredrickson said that he clearly endorses this recommendation.

Bob Edwards said that a previous allocation was made to Mr. Grossi of \$1,500.00. Discussion ensued. Is this in addition to the \$1,500 or in place of? In place of.

Unanimous.

9. Public Comment

None.

10. Approval of Manifests (Board Vote Required)

Mindy Ryan certified that manifests listed totaling \$468,879.42 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 pay the bills. Dick Dunning second. Unanimous.

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

a. Negotiations

b. Personnel

c. Legal

Stephan Morrissey moved to enter into non-public session in accordance with RSA 91-A:3,II for matters of negotiations, personnel, legal, and student matters at 6:48 p.m. Unanimous on a roll call vote.

Stephan Morrissey moved to exit non-public at 7:51 p.m. Dick Dunning second. Unanimous.

Stephan Morrissey motioned to seal the minutes of non-public session for matters of negotiation for a period of five years. Dick Dunning second. Unanimous.

Stephan Morrissey motioned to seal the minutes of non-public session for matters of personnel for a period of five years. Dick Dunning second. Unanimous.

Stephan Morrissey motioned to seal the minutes of non-public session for matters of legal for a period of ten years. Dick Dunning second. Unanimous.

Stephan Morrissey motioned to seal the minutes of non-public session for student matters for a period of perpetuity. Dick Dunning second. Unanimous.

Stephan Morrissey moved to apply the principal salary adjustments. Linda Quintanilha second. Unanimous.

Stephan Morrissey spoke about a proposed warrant article.

Kimberly Saunders recommended noticing on future agendas for discussion purposes.

Stephan Morrissey moved discussion about a proposed warrant article to the next School Board agenda. Dick Dunning second. Unanimous.

Linda Quintanilha motioned to adjourn at 7:53 p.m. Dick Dunning second. Unanimous.

Respectfully submitted,

Brenda Marschok

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

CONTOOCOOK VALLEY SCHOOL DISTRICT

**December 18, 2018
Personnel Agenda**

2018-19 Nominations:

CVES

James Clough

Physical Ed/Health Teacher

\$36,347/year

December 2018

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

January 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 District Closed	2	3	4	5
6	7	8 Policy Committee @ 6:00 pm @ SAU Public Hearing on Proposed Budget @ 7:00 pm @ SAU School Board @ following hearing @ SAU	9 SNOW DATE: Public Hearing on Proposed Budget @ 7:00 pm @ SAU	10 Strategic Plan Committee @ 6:00 pm @ SAU ATC Committee @ 7:00 pm @ SAU	11	12
13	14	15 Budget & Property Committee Mtg. @ 5:30 pm @ SAU Communications Committee Mtg. @ 7:00 pm @ SAU	16	17	18	19
20	21 District Closed	22 Policy Committee @ 6:00 pm @ SAU School Board @ 7:00 pm @ SAU	23	24 Food Service Committee @ 6:00 pm @ SAU Selectmen's Advisory Committee Mtg. @ 7:00 pm @ SAU	25	26
27	28 Education Committee @ 5:30 pm @ SAU	29	30	31		

BEC: Non-Public Sessions

The ConVal School Board may meet in non-public session for any of the purposes set out in RSA 91-A:3. Upon a motion to enter a non-public session, the vote to enter non-public session shall be a recorded roll-call vote made in public session. The motion calling for a non-public session shall indicate the general matter(s) to be discussed and shall cite the applicable statutory exception(s) for entering the non-public session. All discussions held in nonpublic session shall be confined to the matters set out in the motion.

The Board shall record minutes of all non-public sessions. Minutes from a non-public session shall be made publicly available within 72 hours of the non-public session, unless the Board votes to seal the minutes. The Board may seal minutes of a non-public session only by a two-thirds vote. The vote to seal the minutes may occur in either the public or non-public session, but if it occurs in the non-public session, the Chair shall announce the vote when the Board comes out of the non-public session. The Board shall only vote to seal minutes of non-public sessions if divulging such information would:

1. Adversely affect the reputation of a person other than a member of the Board;
2. Render a proposed board action ineffective; or
3. Pertain to terrorism (matters relating to the preparation for and carrying out of all emergency functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life, including training to carry out such functions).

All student disciplinary matters arising under NH RSA 193:13 and Ed 317 shall be heard in non-public session unless the minor student's parents or the adult student request that the matter be heard in public.

If the Board votes to seal the minutes, then Board members are prohibited from divulging to the public any information discussed in the non-public session. Similarly, Board members are prohibited from discussing any documents that are exempt from disclosure to the public under RSA 91-A:5. By adoption of this policy, the Board directs that sealed minutes of non-public sessions be made available for review by any Board member upon request. However, non-public matters involving individual students progress shall not be accessed by an individual Board Member except to the extent that the Board deems there to be a legitimate educational interest in permitting such access.

When non-public minutes are sealed for an unspecified term, the Board, or a designated subcommittee of the Board, shall review the sealed minutes on at least an annual basis to determine if the basis for the seal still exists. Upon review, if a majority of the Board or designated subcommittee believes that the basis for sealing the minutes no longer applies, the matter shall be presented to the Board for a vote on whether to unseal the minutes.

The Superintendent or his/her designated representative will attend all non-public sessions, except those non-public sessions that pertain to the Superintendent's employment, provided the Superintendent does not have a contractual right to attend the non-public session.

The Board may invite such employees, consultants, and representatives of the District as are deemed necessary to advise or inform the Board on a non-public matter to attend all or a portion of a non-public session.

Legal References:

RSA 91-A:3, Non-Public Sessions

RSA 91-A:4, Minutes and Records Available for Public Inspection

RSA 91-A:5, Exemptions

BEC: Non-Public Sessions

RSA 42:1-a, Oaths of Town Officers: Manner of Dismissal; Breach of Confidentiality

Category: *Recommended*

~~1st Read: February 5, 2013~~

~~2nd Read: November 18, 2014~~

~~Adopted: November 18, 2014~~

1st Read: *December 18, 2018*

2nd Read:

Adopted:

BEDG -- Minutes

Under RSA 91-A, the school board, and each of the school board's committees (whether standing or ad hoc, or whether deemed a sub-committee or an advisory committees) is required to keep minutes for every "meeting" as defined under 91-A:2, I. As used below, "Board" shall mean and include the district school board, and each such board committee.

The Board will keep a record of the actions taken at Board meetings in the form of minutes. At a minimum, all minutes, public and non-public, shall include:

- 1) The names of members participating,
- 2) Persons appearing before the School Board (any persons other than board members who address the board or speak at the meeting;
- 3) A brief description of each subject matter discussed;
- 4) Identification of each member who made a first or second of any motion;
- 5) A record of all final decisions;
- 6) When a recorded roll call vote on a motion is required by law or called for by the Chair (or other presiding officer), a record of how each board member voted on the motion; and
- 7) In the event that a board member objects to the subject matter discussed by the board, if the board continues the discussion above the member's objection, and upon the request of the objecting member, then - and irrespective of whether the objection/discussion occurred in public or non-public session - the public minutes shall also reflect (i) the objecting member's name, (ii) a statement that the member objected, and in the case of non-public session (iii) a "reference to the provision of RSA 91-A:3, II that was the basis for the discussion." (See RSA 91-A:2, II-a.).

Copies of the draft minutes of a meeting will be sent to the members of the Board before the meeting at which they are to be approved. The preceding sentence, however, shall not apply to minutes of non-public sessions when the Board has sealed such minutes by a recorded roll call vote taken in public session with 2/3 of the board members present supporting the motion. Drafts of non-public minutes will be provided to the Board either at the conclusion of the non-public session and may be approved at the time - prior to any vote to seal, or if sealed, provided to Board at the meeting at which they are to be approved.

Draft minutes of all public meetings, clearly marked as drafts, will be made available for public inspection no later than five (5) business days after each public session. Minutes for non-public sessions shall be kept as a separate document. Draft minutes for all non-public sessions, will be made available for public inspection within seventy-two (72) hours after the non-public session, unless sealed in accordance with the procedure described in the preceding paragraph.

Notes and other materials used in the preparation of the minutes must be retained until the minutes are approved or finalized.

All minutes, including draft minutes, will be kept in accordance with RSA 91-A:2 and RSA 91-A:3 and will be in the custody of the Superintendent.

Approved minutes, except those non-public session minutes, which are sealed, shall be consistently posted on the District's web site in a reasonably accessible location or the web site shall contain a notice describing where the minutes may be reviewed and copies requested. Draft minutes will be available for inspection at the District's administrative office.

BEDG -- Minutes

Sealed minutes shall be reviewed periodically and unsealed by majority vote of the Board if the circumstances justifying sealing the minutes no longer apply. The Superintendent shall identify and bring to the Board's attention minutes that have been sealed because disclosure would render the proposed action ineffective where the action has been completed and the minutes no longer need to be sealed. The Superintendent will also identify any other sealed minutes where the justification for sealing no longer applies due to the passage of time. Generally, non-public session minutes sealed because divulgence of the information would likely affect adversely the reputation of a person other than a member of the School Board, will remain sealed.

Legal References:

RSA 91-A:2 II, Public Records and Meetings: Meetings Open to Public

RSA 91-A:2, II-a, Effective 1/1/2019

RSA 91-A:3 III, Public Records and Meetings: Non-Public Sessions

RSA 91-A:4 I, Public Records and Meetings: Minutes and Records available for Public Inspection

Category: *Recommended*

First Read: *December 18, 2018*

Second Read:

Adopted:

BHC: Board-Employee Communications

The School Board desires to maintain open channels of communication between itself and the staff. The basic line of communication will, however, be through the Superintendent of Schools.

Staff Communications to the Board

All communications or reports to the Board or any Board committee from principals, supervisors, teachers, or other staff members shall be submitted through the Superintendent, or designee.

Board Communications to Staff

All official communications, policies, and directives of staff interest and concern will be communicated to staff members through the Superintendent or designee, and the Superintendent will employ all such media as are appropriate to keep staff fully informed of the Board's problems, concerns, and actions.

Visits to Schools

Individual Board members interested in visiting schools or classrooms will inform the Superintendent of such visits and make arrangements for visitations through the principals of the various schools. Such visits shall be regarded as informal expressions of interest in school affairs and not as "inspections" or visits for supervisory or administrative purposes. Official visits by Board members will be carried on only under Board authorization and with the full knowledge of the Superintendent and Principals.

Social Interaction

~~Individual Board members have no special authority except when they are convened at a legal meeting of the Board or vested with special authority by Board action. Therefore, discussions by either party of personalities or personnel grievances will be considered as evidence of unethical conduct. However, violations or other actions coming to the attention of a Board or staff member are to be communicated to the Superintendent or his/her designee.~~

Staff and Board members share a keen interest in the schools and in education generally, and it is to be expected that when they meet at social affairs and other functions, they will informally discuss such matters as educational trends, issues, and innovations and general District problems. However, employees are reminded that individual Board members have no special authority except when they are convened at a legal meeting of the Board or vested with special authority by Board action. Therefore, discussions of personalities or personnel grievances by either party will be considered unethical conduct.

Category: O

See also GBD

1st Read: ~~November 13, 2012~~ December 18, 2018

2nd Read: May 7, 2013

Adopted: May 7, 2013

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Category: O

See also BHC

1st Read: ~~November 13, 2012~~ December 18, 2018

2nd Read: ~~May 7, 2013~~

Adopted: ~~May 7, 2013~~

CHCA – Approval Of Handbooks and Directives

In order that pertinent ConVal School Board policies, regulations, and school rules and procedures may be known by all staff members, and students, and parents affected by them, district administrators and principals are granted authority to issue staff and student handbooks.

It is essential that the contents of all handbooks conform with district-wide policies and regulations. The Superintendent or his/her designee must review all handbooks. In addition, the ConVal School Board will approve handbooks on an annual basis.

~~1st Read: June 4, 2013~~ *December 18, 2018*

~~2nd Read: June 18, 2013~~

~~Adopted: June 18, 2013~~

JFAB - Admission and Tuition of Nonresident Students

Students who are not residents of the Contoocook Valley School District may attend District schools so long as there is space available, and upon payment of established tuition fees, this includes students in Foster Care. Except as set forth in paragraph 3, below, admission of nonresident students shall be subject to approval by the School Board upon the recommendation of the Superintendent. The Superintendent shall establish criteria for the admission of nonresident students. Such students shall be assigned to a school by the Superintendent of Schools. An application for admission shall be granted on an annual basis; if the nonresident student wishes to continue to attend District schools, then the parent or legal guardian must reapply prior to the start of each school year.

When a nonresident student or foster student is enrolled in the District, the District shall immediately notify the district of residence of the name, date of birth, address, and grade assignment of the student. Such notification shall be made at the beginning of each school year for which the child is enrolled.

The District acknowledges the provisions of RSA 193:3, which states that the District in which the student resides shall retain all responsibility for the provision of special education and related services pursuant to RSA 186-C. The Superintendent's decision on whether to enroll a nonresident student will not be based, in whole or in part, on whether that student is a student with a disability as defined by applicable State or Federal law.

Students who are not residents of the District, who are admitted by the Superintendent, shall be charged tuition, except under the following circumstances:

1. To bring into the school system on occasion, students from other countries who are the guests of district residents under exchange programs that have been recognized for purposes of school attendance by the Superintendent.
2. Seniors whose families move during their senior year may complete the current school year in the District, tuition free. If the student does not graduate at the conclusion of that school year then the student must apply to enroll in the District and if admitted, he/she shall be required to pay tuition. All other students who move during the school year and are admitted by the Superintendent as a nonresident student for the remainder of the school year, shall pay tuition on a pro-rata basis.
3. Children of Contoocook Valley School District employees who are not district residents, will be permitted to attend a school in the Contoocook Valley School District. Such students will attend at a reduced tuition so that the District's share of that student's costs will not exceed two-thirds (2/3rds) of the District's per student costs for the previous school year. The Superintendent's decision regarding admittance is non-grievable.
4. Except as set forth above, or unless enrolled through separate agreement with another school system or agency, all nonresident day students shall be charged tuition at a rate set by the School Board. Tuition shall be billed quarterly in advance to the district of residence

JFAB - Admission and Tuition of Nonresident Students

or the parent responsible for payment. When a district of residence is responsible for tuition, prior approval must be granted by that district's school board, and the districts may elect to enter into an agreement for payment of tuition.

Conditions and Procedures for Students Who Are Reassigned Through Mutual Agreement of Superintendents

1. The Superintendent of a different SAU may make a written request to the Superintendent for a change of school assignment.
2. The Superintendent will fully consider this written request, will meet with the parent/guardian, if necessary, and will make a decision concerning the reassignment request.
3. The Superintendent's decision will be based on the best interests of the pupil, as determined by the Superintendents. The Superintendent may develop administrative regulations concerning the factors that will be considered in making such a determination.
5. If the Superintendents of the districts determine that the best interests of the pupil warrant a reassignment, he/she may seek Board approval of reassignment of the pupil to a school district in another SAU, subject to the pupil meeting the admission requirements of such school, and subject to the agreement of the Superintendent of the receiving SAU.
6. The Superintendent will seek School Board approval of any student being reassigned to the ConVal School District.
7. The Superintendent will issue a written decision to the parent/guardian. The Superintendent's decision will be final and binding.
8. The total reassignments or transfer made under this policy in any one school year will not exceed one (1) percent of the average daily membership in residence of a school district, or five (5) percent of the average daily membership in residence of any single school, whichever is greater.

Count of Reassigned Pupils, Tuition Payment and Rate, and Transportation:

Pupils reassigned under this policy will be counted in the average daily membership in residence of a given pupil's resident school district. Said pupil's resident district will forward any tuition payment due to the District to which the pupil was assigned. Said pupil's resident or sending district will be charged tuition, which shall include the cost of any special education programming and services.

The Superintendents involved in the reassignment of a pupil will jointly establish a tuition rate for each such pupil.

JFAB - Admission and Tuition of Nonresident Students

The District acknowledges the provisions of RSA 193:3, which states that the District in which the student resides shall retain all responsibility for the provision of special education and related services pursuant to RSA 186-C.

Role of the Department of Education

The Superintendent of the pupil's resident SAU will notify the Department of Education within thirty (30) days of any reassignment made under this policy.

Manifest Educational Hardship Change of Assignment

When a parent/guardian believes that an initial assignment has been made which will result in a manifest educational hardship to the pupil, the parent/guardian may seek a change of assignment in accordance with applicable provisions of RSA 193:3 and Board Policy JEC – Manifest Educational Hardship.

All Non-Resident Students Admitted to the ConVal School District

Nonresident students who are admitted to the District shall comply with all District policies, rules, and regulations, including but not limited to the District's code of conduct and its bullying policy.

The provisions of this policy may be modified on a case-by-case basis, as needed, pursuant to separate contracts, agreements, and other binding arrangements.

Legal Reference:

RSA 186-C:13, Special Education; Liability of Expenses
RSA 193:3, Change of School or Assignment
RSA 193:12, Legal Residence Required

Category: *Category: Priority/Required by Law*

~~1st Read: November 3, 2015~~ *December 18, 2018*

~~2nd Read: November 17, 2015~~

~~Adoption: November 17, 2015~~