

**OFFICE OF THE SUPERINTENDENT OF SCHOOLS**

**106 Hancock Road  
Peterborough, New Hampshire**

**CONTOOCOOK VALLEY SCHOOL BOARD**

**PUBLIC HEARING**

**Proposed 2019-2020 Budget**

**Tuesday, January 8, 2019**

**SAU #1 Office**

**7:00 PM**

**(Snow Date - January 9, 2019 @ 7:00 p.m. @ SAU)**

Per RSA: 40:13, II-a (c), a public hearing on the proposed budget is required.

**School Board Meeting**

**Immediately Following Public Hearing**

**AGENDA**

- 1. Call to Order and Pledge of Allegiance**
- 2. Accept School Board Meeting Minutes (Board Vote Required)**
  - a. December 18, 2018** (pg. 1-9)
- 3. Points of Pride**
- 4. Public Comment**
- 5. Consent Agenda**
  - a. January 1, 2019 Enrollment**
  - b. Personnel** (pg. 10-11)
    1. Nominations 2018-2019  
CVHS Todd Bennett – Student Support Counselor
    2. Notice of Stipend Positions
- 6. Superintendent's Report and Presentation of Business**
  - a. Monthly Events Calendar** (pg. 12-13)
  - b. Accept Gift/Donations (Board Vote Required)** (pg. 14-15)
    1. Temple Elementary School requests authorization to accept a gift/donation of \$825.00 from The Ladies Aid Society c/o Lynda Connolly for the purpose of supporting student activities.
    2. Temple Elementary School requests authorization to accept a gift/donation of \$1,500.00 from Marc Clough for the purpose of supporting field trips.
- 7. Reports**
  - a. Student Representative** – Molly Janoch/Marina McMahon
  - b. Teacher Representative** – Asher MacLeod
- 8. Old Business**
  - a. Budget Discussion**
    1. Default Budget
    2. Finalize Warrant
  - b. 2<sup>nd</sup> Read/Adoption Policies (Board Vote Required)** (pg. 16-25)
    - BEC: Non-Public Sessions
    - BEDG: Minutes
    - BHC/GBD: Board-Employee Communications
    - CHCA: Approval of Handbooks and Directives
    - JFAB: Admission and Tuition of Nonresident Students

**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.*

**9. Public Comment**

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

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

**a. Negotiations**

**b. Personnel**

**c. Legal**

**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.**

**MINUTES**

**BOARD**

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

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

**ADMINISTRATION**

Kimberly Saunders, Supt.	Larry Pimental, PES
Dr. Ann Forrest, Asst. Supt.	Colleen Roy, GES
Mindy Ryan, B.A.	Amy Janoch, HES
Brian Grattan, Tech.	Kathie Morrocco, Pierce
Stephanie Syre-Hager, AES	Jen Kiley, ATC
Ben Moenter, Special Ed.	Nicole Pease, DCS
Jim Elder, GBS	Gib West, CVHS
Anne O'Bryant, SMS	Michelle Voto, CVHS
Tim Conway, SMS	Michael Lucow, CVHS
Kat Foecking, FES	
Fabiola Woods, TES	
Cari Christian-Coates, Student Serv.	

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

**a. November 27, 2018**

**Stephan Morrissey moved to accept the minutes of November 27, 2018. Dick Dunning second. Crista Salamy, Linda Quintanilha, and Kristen Reilly abstained. All others in favor. Motion carried.**

**b. December 4, 2018**

**Stephan Morrissey moved to accept the minutes of December 4, 2018. Dick Dunning second. Bernd Foecking and Crista Salamy abstained. All others in favor. Motion carried.**

Myron Steere asked that the Superintendent's Report move before old business. Agreed. (see notes under agenda item six (6)).

**3. Points of Pride**

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

**4. Public Comment**

Corey Boyd, Dublin, spoke about the focus on consolidation by the board. She said that focus should be on the students that these decisions impact. Ms. Boyd asked the board to think about the principles that this district was founded on. She asked for clear and concise information to come forward to the voters.

Elizabeth Swan, Temple, spoke about consolidation stating that she moved to the area for a small town feel. She cited what she believed to be the benefits of small schools. Regarding the surcharge, she believed it divides the communities.

Chris Mack, Temple, reported moving here from Nashua and spoke about the time that an elementary school student would travel on a bus as unacceptable. She believed that children benefit from a small school.

Erin Nolan, Peterborough, said that she requests that her children attend DCS every year because she feels strongly about the small schools. She understands the frustration over the cost of education. Considering shuttering elementary schools should not be a focus. She agreed that something needs to be done. She is open to seeing information that supports the benefit to what is proposed.

Cindy Connolly, Temple, recently formed a PTT Program. Many tell her if the school closes, they will move. Losing valuable people in communities who volunteer for the fire department is possible as a result should TES close. Where do we stand as a district with regard to the inadequate funding from the State of NH? She asked why we aren't pushing back against the State on this issue to adequately fund education. Are we joining forces? Lawsuits are under consideration, why isn't ConVal joining?

Danny Boltmeir, Temple, said that he purchased a home in Temple for reasons of size and the arts interest in the area. It is easy to get lost in a large classroom. He hopes that a decision will be made based on research.

## **5. Consent Agenda**

### **a. Personnel**

#### **1) 2018-2019 Nomination**

The nomination of James Clough, CVES Physical Ed/Health Teacher came before the board.

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

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

### **a. Monthly Events Calendar**

A School Board meeting was added on Thursday, January 3<sup>rd</sup> at 7:00 p.m. at the SAU Office.

The ATC Committee will not meet on January 10<sup>th</sup>. They will attend the "Celebration of Learning" at CVHS instead.

A policy subcommittee of the Education Committee will meet on January 28<sup>th</sup> at 4:00 at the SAU.

### **b. ESSA designations – Ann Forrest, Assistant Superintendent**

Tabled until January 8<sup>th</sup>.

### **c. Sabbatical Recommendation**

Kimberly Saunders referenced a sabbatical request and recommendation. Kimberly recommended a request for sabbatical from Krystal Morin.

**Stephan Morrissey moved to approve the request for sabbatical.**

Dick Dunning asked about the reference to move toward a Master's Degree. His concern is that if we have denied others in the past, would this open up Pandora's Box for others to pursue a degree?

Kimberly said that this was taken under consideration. Katelyn Purrington, PD Committee Chair, wrote that the way that this program was designed is focused on the experience and design and not receipt of a Master's Program.

Dick Dunning asked if this opened the door to pursue a Master's. If he was denied in the past, would it not be the same to do in the future? He cautioned opening the door. He is not opposed to this request.

Kimberly said that the PD Committee developed clear criteria when considering this request. This program only accepts four students each year. It is particularly rigorous. The Master's is a by-product of the experience. As long as the committee applied the same criteria, we would be fine. It is half-pay for a full year.

Kimberly said that the board could send Kimberly back for clarification of the criteria should another request come forward. Dick said that he did not want to do that.

**Dick Dunning second. Unanimous.**

#### **d. Board Requests**

Kimberly reminded the Board that the SAU has received requests from individual board members. We have a mechanism to send board requests through the board request email. It allows the Superintendent to send the request to the appropriate SAU employee. Please do not send your request to an individual employee; use the board request email to make requests.

### **7. Reports**

#### **a. Student Representative - Molly Janoch/Marina McMahon**

Molly Janoch and Marina McMahon reported that CV Interact finished their annual food drive. National Honor Society is starting a clothing drive soon.

#### **b. Teacher Representative – Asher MacLeod**

Asher MacLeod reported that tomorrow, the high school holiday concert will take place. In addition, the CVEA is working on communication with the community. Lastly, TES is having a door decorating contest.

#### **c. Budget & Property Committee – Jim Fredrickson**

Jim Fredrickson reported that a brief discussion on solar energy took place at the most recent meeting. No action to schedule a meeting had taken place on this topic.

Most of time, at the meeting, was spent talking about Version 4 of the budget and the default budget.

Final numbers for the high school science project results in a \$645K savings. What it means is that less will be pulled from the trust fund.

#### **d. Communications Committee – Janine Lesser**

Janine Lesser reported that edits to the white paper discussion of the tax bill explanation were worked on. In preparation for deliberative session in February and the March vote, a pamphlet will be mailed to everyone and will be available in town offices and libraries.

A small group will meet with the Superintendent on the default budget.

The Monadnock Ledger Transcript and The Villager will be communicating exciting things happening in the district.

Discussion on the State funding issue took place as well. A goal to assure legislators keep funding education is front and center.

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

Stephan Morrissey reported that the State Report was discussed at the last meeting. Roll out of Nashua Community College is underway, effective January, with limited course offerings.

#### **f. Education Committee – Crista Salamy**

Crista Salamy reported an update on multi-age at DCS was shared. Grades 3, 4, and 5 are in the collaboration. Positives were shared; co-planning, curriculum focus for staff is a strength, more time in the classroom as a result of less professional development. Challenges include the restriction of time and scheduling. More planning time is needed; only able to meet once a week.

A report out on what inclusion looks like in the CV District was shared. An update on Social/Emotional Learning (SEL) was shared. Getting students ready to learn is a focus. Nationally, 25% of students come to school ready to learn.

A review of the *Director of School Counseling* job description took place. Further review is needed.

At the meeting, Cari Coates reported that a change in the job description was proposed. The position currently covers grades 9-12 and is proposed to cover K-12 in an effort to provide consistency in the delivery of service. In addition, having input into staff evaluation for counselors to provide consistency and a consistent level of support was a discussion point. District responsibilities and high school responsibilities were broken out. The added piece was the addition of support for evaluations and presence in the schools.

### **8. Old Business**

#### **a. Updated Operating Budget Versions– Mindy Ryan**

Mindy Ryan reported Version 4 of the budget reflects a decrease in high school renovations and flooring.

Version 4 reflects an increase of \$840K; the operating budget is up 1.87%. The Dublin Consolidated School boiler is in the budget now but may be considered for a separate warrant article.

Pierce Rigrod asked if there are other capital items in the operating budget that could be pulled from capital reserves. We should look for other capital items for consideration.

Rich Cahoon said that changes to the capital plan are only in this year.

Kimberly Saunders reported that the Great Brook School parking lot is in the budget. HVAC systems, doors at SMS and the SAU are in the budget. They are absolutely necessary. If a warrant article is voted down, the work cannot be done regardless of how it would be paid for. Door work are security concerns. HVAC at Peterborough Elementary School needs to be completed.

Pierce Rigrod said that he was not proposing warrants, he was proposing using capital reserves to keep the budget down.

Has line 211, health insurance, been adjusted? It is 2.2% in the proposed budget.

Line 738 – replacement equipment – what is in this line? Replacement chrome books, laptops, etc. In line with the technology plan.

Line 650 – software support has a 15.58% increase. Recurring software licensing with a three-year term are up for renewal. Enterprise software typically sees a 5% yearly increase.

Line 656 - What is gas/diesel used for? Propane, diesel, gasoline, and other fuel. We pay the propane for buses. Labeling this line gas/diesel/propane was suggested.

\$1.8M is proposed for spending on capital expenditures in 20/21.

Version 4 sits at \$550K for capital expenditures in 19/20.

#### **b. Proposed Warrant for Consolidation – Stephan Morrissey**

Stephan Morrissey shared his response to a letter he received about a proposed warrant for consolidation.

Mr. Morrissey read his proposed Warrant Article as follows:

*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. Effective July 1, 2020 Elementary Schools shall be maintained in Antrim, Bennington, Francesstown, 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. (This change would result in closure of elementary schools in Dublin and Temple.)*

#### **Stephan Morrissey moved to submit his proposed Warrant Article as read. Dick Dunning second.**

Pierce Rigrod said that we started this discussion years ago. Six months ago, the Strategic Plan had a goal to bring forward a consolidation plan, one that would go from concept to implementation. The board wandered in its focus for several months. There is a sense from some members of this board to do something and bring something forward to the voters. We are putting ourselves in a position of not having some information to defend this proposal. Mr. Rigrod said that he feels this is premature and will likely face a lot of scrutiny.

Bernd Foecking said that it is not a good plan and that it is dividing the school district. It seems to single out several schools. He said that he would expect other warrants to be proposed in the future to close additional schools.

Niki McGettigan supported that choosing two towns based on lower numbers is wrong. She asked that consideration for the actual cost to run a school be considered. We probably need to look at a different ConVal. She spoke about what has changed over the years. The State has required schools to offer

specifics which has added costs without support from them. In any year, we could find a school that costs more than another. She said that we have to pay our fair share. She said that "We Are ConVal". Jim Fredrickson said that he too felt this premature; likely motivated to do something. He needs to see numbers.

The board decided to hold off on a vote until after the other proposed warrants are discussed.

**c. Proposed Warrant for Consolidation – Janine Lesser**

Janine Lesser said that the reality is that we are asking administration to stretch thinner and thinner. Everyone is doing a great job. State funding has dropped to a low. We are doing what we can. She urged those present to reach out to legislators.

Ms. Lesser read a proposed Warrant of hers as follows:

*Shall we amend the Contoocook Valley School District Articles of Agreement, Article #5, line six, currently reading "Elementary schools shall be maintained in Antrim, Bennington, Dublin, Frankestown, Greenfield, Hancock, Peterborough, and Temple" to read "Elementary schools may be maintained in Antrim, Bennington, Dublin, Frankestown, Greenfield, Hancock, Peterborough, and Temple"; and appropriate the sum of \$25,000.00 to examine the components and results of the 'consolidation plan' to a new configuration of two Pre-K-3 lower elementary schools, one 4-6 upper elementary school, and one 7-12 junior high-high school.*

*While New Hampshire retains its high quality of life and first in the nation status in family income and child outcomes, the fallout from the national trends in wealth and opportunity gap and drug crisis are becoming more apparent in our communities. Although the past year has seen a modest increase in the number of 20 & 30 year olds moving in to NH, rural life continues to lose services and general, specifically young, population. Several results of this reality are causing increases in the district budget that can no longer be met by budget cuts. The equity of the distribution of services are affected by the increasing pressure on providing services across 11 schools, for a student population that brings more significant needs to the school doors, and state and federal regulations that require more and more attention and money from our budget, administration and teachers. We are gifted with unsurpassable talent in our administrators and teachers, it is time to take the initiative in identifying the education that will take our region's children well-prepared in to the future. To insist on the status quo is to sell our children, and the future of our communities, down the river to an unknown.*

Janine said that her proposal is to allocate a sum of \$25K to examine the components and results of the consolidation plan to a new configuration. There has been a struggle for years to decide what the district should look like. She said that a consultant should be hired to do this work. She places consolidation back on the table with a study.

Myron Steere said that he thought that \$25K would be low to conduct this work. Kimberly Saunders agreed; she could work to come up with a more solid number. \$75K was suggested.

Rich Cahoon said that there is no information about sending grades 7 and 8 to the high school.

Stephan Morrissey said that the public can put forth a warrant article and they can say anything in it. He proposes the year 2020 in his warrant, which allows time to study. If voted in favor, we will know the plan. He said that financially and educationally, we are being forced in this direction. In the end, it will be the taxpayers that will decide. This requires a 2/3's majority vote to pass. Demographics of some of our towns continue to deteriorate.

Bernd Foecking said that closing only two elementary schools will not make a difference. We don't know how much we will save. If we succeed with this warrant article it will continue in years to come. He suggested developing it further. Let the voters decide then.

Crista Salamy said that if it passes, that is what will happen because it was voted. We cannot back track after a vote to further study if the voters vote in favor.

**Janine Lesser proposed that a consolidation warrant to the five school model by 2021 move forward to allow a study so that we can inform people.**

Rich Cahoon said that to keep everything procedurally straight, we need to know the exact wording of the model.

**d. Funding Formula/Surcharge**

A confidential legal opinion was referred to. Page 3 of 3 was referenced.

Rich Cahoon shared tax information on two houses in the ConVal District; one valued at \$267,400 and one at \$271,000. They are on the same road; one is located in Peterborough and pays \$4,478 to ConVal for the education portion in taxes. The second is located in Hancock and pays \$3,300 to ConVal for education. He said that the community is divided already. Two houses in the neighborhood paying these taxes in not equitable. Charging a surcharge was meant to bring equity.

Pierce Rigrod said that the former Business Administrator reported that the current funding formula is equitable. The bigger point is that we are a district together. We entered into this agreement over 30 years ago. As a district, we should look at it as a benefit to the district. Adequacy is part of the deal. There are different equalized valuations by community that has an impact.

Rich Cahoon said that Niki McGettigan said that this is one district. Some have said that we are asking people to unfairly pay more. He is asking that people pay closer to the same amount as another. Why does one home pay \$1,100 more than another, 200 yards apart, in two towns?

Kimberly Saunders said that this is a very different exploration than the administration has been asked before. Equalizing valuation across the nine towns is outside the Articles of Agreement. We will need the DRA, select boards, and legal on board for this discussion to approach the problem that is trying to be solved. Kimberly said that she needs to know if legal should prepare a written formal opinion and draft the article. Or, are we done pursuing this avenue?

She asked the board to consider this and reminded them that January 8<sup>th</sup> is the last date to put together the warrant.

**Bernd Foecking motioned not to pursue a funding formula change. Niki McGettigan second. Table other motions.**

Rich Cahoon has heard why should my kids have to go to school with a class of 20 students (during the Public Comment session tonight)? He said that his children already do.

Why should the towns with the largest class sizes pay the highest rate? They do now. Equity is measured in two ways. He does not believe that 10 students is the best; if it were, why don't we see it implemented across the district. Peterborough is paying substantially larger than Dublin and has larger classes.

Niki McGettigan said that some small classes are combined classes to actually form 20 in a class.

Rich said administration is trying to work within a responsible budget. They have not determined what varying class sizes are from one year to the next. When it doesn't fluctuate evenly, it isn't fair. When people want to keep the small schools open there has to be a formula change.

Stephan Morrissey said that multi-class levels are said to be healthy when they are consistently applied rather than bouncing it around from one year to the next. A fixed plan is healthier for education. We have been doing it out of necessity.

Pierce Rigrod said that we have discussed demographics and housing. There are towns that had mills and had a lot of housing clustered together. We have communities that are naturally spread out. The district was formed with this understanding that the towns were different. Enrollments are down across the district. The idea is that we are talking about opportunity cost. We are thinning too much. It is an interesting concept to equalize payments to the value. He would argue that he has paid off the cost of the schools when the funding formula was changed.

Rich said that he would love to see as many people as are present tonight show up at their town zoning meetings and encourage change to encourage growth. There is a funding inequity currently with an easy



fix to change the formula numbers. If we are going to keep eight elementary schools open, we need to talk about funding.

Dick Dunning said that he does not see support of the school budget from one year to the next in some towns. We turn to a default budget when the proposed budget fails. We need to do something that will affect the overall cost of running the school district. This is a personnel issue. Unless addressed in an equitable way, schools will be closed. We need to address the cost to support education and we need the communities to support it. People recognize the differences in funding schools. Peterborough feels that they are carrying the burden of funding the small schools.

Stephan Morrissey said that there is a concern that the proposed budget, although lean, is going to further increase assessments in the towns. These result in huge increases in taxes in some towns. Those towns may keep the budget from passing. A default will hurt kids.

Janine Lesser said that rather than talk about closing schools, she is looking at a new model. Kimberly suggested that a three to five-year phase in plan for such a change would be needed.

Janine Lesser moved that an article be placed on the warrant that the ConVal School District be reconfigured, in phases, to a five school model, two elementary schools Pre-K-3; two middle schools 4-6; and one junior high/high school, to be completed by 2021.

Stephan Morrissey reread his article as follows:

*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. Effective July 1, 2020 Elementary Schools shall be maintained in Antrim, Bennington, Francestown, 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. (This change would result in closure of elementary schools in Dublin and Temple.)*

**A roll call vote to place Stephan's proposal on the warrant was taken.**

**In favor: Jerry Wilson, Stephan Morrissey, Dick Dunning**

**Opposed: Rich Cahoon, Linda Quintanilha, Bernd Foecking, Janine Lesser, Crista Salamy, Pierce Rigrod, Kristen Reilly, Niki McGettigan, Jim Fredrickson.**

**Motion failed.**

Janine Lesser re-read her proposal to be placed on the warrant:

**Janine Lesser moved that an article be placed on the warrant that the ConVal School District be reconfigured, in phases, to a five school model, two elementary schools Pre-K-3; two middle schools 4-6; and one junior high/high school, to be completed by 2021.**

**In favor: Jerome Wilson, Janine Lesser, Stephan Morrissey, Kristen Reilly, Jim Fredrickson, Dick Dunning, Bernd Foecking**

**Opposed: Rich Cahoon, Crista Salamy, Pierce Rigrod, Niki McGettigan, Linda Quintanilha**  
**Motion carried.**

**Rich Cahoon moved that if in light of what is in the folders (confidential) to not consider a surcharge.**

**In favor of moving forward with a surcharge: Jerome Wilson, Stephan Morrissey, Dick Dunning, Jim Fredrickson, Rich Cahoon, Crista Salamy**

**Opposed to a surcharge: Linda Quintanilha, Bernd Foecking Janine Lesser, Pierce Rigrod, Niki McGettigan, Kristen Reilly.**

**As a result of the 6-6 tie, Myron Steere cast the tie-breaking vote in favor of a surcharge.**

**Rich Cahoon moved that we refer to the spread sheet that David Jack previously provided with 40% Average Daily Membership (ADM) and 60% Equalized Valuation (EV) for a funding formula only if we do not move forward with surcharge. Dick Dunning second.**

As a result, towns with higher EV would pay more

**Rich Cahoon moved to table this discussion until after non-public session. Dick Dunning second. Unanimous.**

Kimberly Saunders recommended that the board does not have enough time and recommended a special meeting on either January 2, 3, or 4<sup>th</sup> to finalize the warrant.

A board meeting on January 3<sup>rd</sup> was decided at 7:00 p.m. at the SAU.

#### **e. Other Warrant Articles**

No interest in placing specific warrant articles for capital expenditures was discussed.

Single Tier Busing to allow one start time for all schools is proposed. It would put everyone starting at the same time. It gauges interest. Where does single tier fall on the long term list against universal preschool and other items? Kimberly said that she will get a dollar figure for single tier busing. She spoke about the relationship between universal preschool and the need for extended day.

### **9. New Business**

#### **a. 1st Read Policy**

- BEC: Non-Public Sessions
- BEDG: Minutes
- BHC/GBD: Board-Employee Communications
- CHCA: Approval of Handbooks and Directives
- JFAB: Admission and Tuition of Nonresident Students

Rich Cahoon noted these policies brought forward for a first read. Please send any comments to him or Carol Hills.

#### **Public Comment:**

Bob Edwards said that there isn't anyone that is not concerned with their tax bills. It appears that there is a rush to get something on the warrant. The process seems flawed. Present the statistics and make an informed decision. It has the appearance of rushing through, likely resulting in a negative response.

The board broke for a five-minute break at 9:13 p.m. and reconvened at 9:19 p.m.

#### **b. Default Budget and Recommendations**

Discussed in non-public session.

#### **c. Gross Budget**

Discussed along with general budget discussion.

### **10. Approval of Manifests (Board Vote Required)**

Kimberly Saunders certified that manifests listed totaling \$531,637.50 and payroll totaling \$1,292,904.81 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 presented. 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, and legal at 9:21 p.m. Unanimous on a roll call vote.**

School Administration remained in the room for non-public session.

**Rich Cahoon moved to exit non-public session at 10:47 p.m. Dick Dunning second. Unanimous.**

**Stephan Morrissey moved to seal the minutes of negotiations for one year and to seal the minutes of non-public session on the warrant articles for a period of one year. In addition, sealing the minutes of non-public session on the default for a period of one year.**

**Dick Dunning second. Unanimous.**

**Staffing requests:**

A request for a staffing increase for two 1:1 Para educators was made. There is an intensive special needs program at PES. Kimberly said that she has no capacity to address an IEP placement decision. Dick Dunning shared concern that another school cannot meet the need due to lack of resources. It speaks to challenges in small schools.

**Rich Cahoon moved to approve the two positions. Stephan Morrissey second. Unanimous.**

At this time, the board voted on the manifests (see minutes under agenda item 10.)

**Stephan Morrissey motioned to adjourn at 11:00 p.m. Kristen Reilly second. Unanimous.**

**Respectfully submitted,**

**Brenda Marschok**

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

**CONTOOCOOK VALLEY SCHOOL DISTRICT**

**January 8, 2019  
Personnel Agenda**

**2018-19 Nominations:**

**CVHS**

Todd Bennett

Student Support Counselor

\$61,495/year

**Co-Curricular Stipends**

**See Attached**

## NOTICE OF STIPEND POSITIONS

First	Last	DAC	Position	Stipend Amt	FTE
<b>Athletic</b>					
Scott	MacNamee	CVHS	Strength & Conditioning - Spring	\$1,709.80	1
Barbara	Morse	CVHS	Special Olympics - Winter	\$1,030.00	1
Jason	Starr	CVHS	Basketball - Varsity Boys Assistant	\$2,735.68	1
Emma	White	CVHS	Basketball - Varsity Girls Assistant	\$2,735.68	1
Scott	Baldwin	GBS	Basketball - Girls	\$2,051.76	1
<b>Supplemental</b>					
Amelia	Black	SMS	After School Academic Support	666.82	1
<b>Non-Athletic</b>					
Lori	Groleau	SMS	Improv Club	666.82	1

# January 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 District Closed	2	3	4 School Board @ 7:00 pm @ SAU	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  <b>SNOW DATE:</b> Public Hearing on Proposed Budget @ 7:00 pm @ SAU	10 Strategic Plan Committee @ 6:00 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		

# February 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5 Policy Committee @ 6:00 pm @ SAU School Board Mtg. @ 7:00 pm @ SAU	6 District Mtg. Part I (Deliberative Session) @ CVHS Gym @ 6:00 pm	7 <b>Snow Date:</b> District Mtg. Part I (Deliberative Session) @ CVHS Gym @ 6:00 pm	8	9
10	11	12 Budget & Property Committee Mtg. @ 5:30 pm @ SAU Communications Committee Mtg. @ 7:00 pm @ SAU	13	14 Strategic Plan Committee @ 6:00 pm @ SAU ATC Committee Mtg. @ 7:00 pm @ SAU	15	16
17	18 Education Committee @ 5:30 pm @ SAU	19 Policy Committee @ 6:00 pm @ SAU School Board Mtg. @ 7:00 pm @ SAU	20	21 Food Service Committee @ 6:00 pm @ SAU Selectmen's Advisory Committee Mtg. @ 7:00 pm @ SAU	22	23
24	25	26	27	28		

NEW HAMPSHIRE PUBLIC SCHOOLS  
SCHOOL ADMINISTRATIVE UNIT #1

CONTOOCCOOK VALLEY SCHOOL DISTRICT  
OFFICE OF THE SUPERINTENDENT OF SCHOOLS  
106 Hancock Road, Peterborough, NH, 03458-1197

Telephone: 603-924-3336

Fax: 603-924-6707

Kimberly Saunders  
Superintendent of Schools  
[ksaunders@conval.edu](mailto:ksaunders@conval.edu)

Dr. Ann Forrest  
Assistant Superintendent of Schools  
[aallwarden@conval.edu](mailto:aallwarden@conval.edu)

TO: Contoocook Valley School Board

FROM: Temple Elementary

DATE: 12/19/18

RE: REQUEST TO ACCEPT A GIFT OR DONATION

The Temple School requests authorization to accept from:

Name/Address: Ladies Aid Society c/o Lynda Connolly  
PO Box 64 Temple NH 03084

the following gift/donation of: Money valued at \$ 825.00

for the purpose of: Student Activities

Fabiola Woods  
Teaching/Supervising Principal's Signature

SAU OFFICE USE ONLY: Date Received \_\_\_\_\_

Date Approved by School Board \_\_\_\_\_

Date Not Approved by School Board/Reason: \_\_\_\_\_



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106 Hancock Road, Peterborough, NH, 03458-1197

Telephone: 603-924-3336

Fax: 603-924-6707

Kimberly Saunders  
Superintendent of Schools  
[ksaunders@conval.edu](mailto:ksaunders@conval.edu)

Dr. Ann Forrest  
Assistant Superintendent of Schools  
[aallwarden@conval.edu](mailto:aallwarden@conval.edu)

TO: Contoocook Valley School Board

FROM: Temple Elementary School

DATE: 12/17/18

RE: REQUEST TO ACCEPT A GIFT OR DONATION

The Temple School requests authorization to accept from:

Name/Address: Marc Clough, PO Box 542 Devine TX 78016-0542

the following gift/donation of: Money valued at \$ 1500.00

for the purpose of: Field Trips

Fabiola Woods  
Teaching/Supervising Principal's Signature

SAU OFFICE USE ONLY: Date Received \_\_\_\_\_

Date Approved by School Board \_\_\_\_\_

Date Not Approved by School Board/Reason: \_\_\_\_\_

## 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*

## **BEC: Non-Public Sessions**

*RSA 91-A:5, Exemptions*

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

**Category:** *Recommended*

*1<sup>st</sup> Read: December 18, 2018*

*2<sup>nd</sup> Read: January 8, 2019*

*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: January 8, 2019*

*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

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**

*1<sup>st</sup> Read: December 18, 2018*

*2<sup>nd</sup> Read: January 8, 2019*

*Adopted:*

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**Category: O**

**See also BHC**

*1<sup>st</sup> Read: December 18, 2018*

*2<sup>nd</sup> Read: January 8, 2019*

*Adopted:*

## 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.

Category: ~~Optional~~ Recommended

1<sup>st</sup> Read: December 18, 2018

2<sup>nd</sup> Read: January 8, 2019

Adopted:



## 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*

*1<sup>st</sup> Read: December 18, 2018*

*2<sup>nd</sup> Read: January 8, 2019*

*Adoption:*