

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

**CONTOOCOOK VALLEY SCHOOL BOARD**

**School Board Meeting**

**Tuesday, March 5, 2019**

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

**MINUTES**

**BOARD**

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

**ADMINISTRATION**

Kimberly Saunders, Supt.  
Dr. Ann Forrest, Asst. Supt.  
Tim Markley, H.R.  
David Jack, Interim B.A.  
Cari Christian-Coates, Student Serv.  
Kathie Morrocco, Pierce School

Molly Janoch, Student Rep.  
Asher MacLeod, CVEA

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

**a. February 19, 2019**

**Stephan Morrissey moved to accept the minutes of February 19, 2019. Dick Dunning second. Janine Lesser and Kristen Reilly abstained. The minutes were amended with a request to add the attendance of that meeting. Second. Unanimous as amended.**

**3. Points of Pride**

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

**4. Public Comment**

None.

**5. Consent Agenda**

**a. Personnel**

- 1) Job Description (2<sup>nd</sup> Read/Approval)
  - a. Elementary Classroom Teacher
  - b. Middle School Classroom Teacher
  - c. High School Teacher

Tim Markley reported receiving no feedback on the first reads for these job descriptions.

**Linda Quintanilha moved to approve the job descriptions as read. Stephan Morrissey second. Unanimous.**

Kimberly Saunders noted the addition of information in the high school requiring a master's degree. Tim Markley referenced four (4) additional job descriptions presented tonight as first reads.

*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.*

## 2) Notice of Stipend Positions

Tim Markley referenced the notice of two stipend positions for notification only.

### 6. Board Requests

Kimberly Saunders reported on a request submitted by Pierce Rigrod for cost information.

David Jack shared information about Elementary Costs. There was a concern with the publication of cost per student by the State. Elementary costs are stated at just over \$20K per pupil. Average Daily Membership (ADM) is divided out to come up with a tuition figure based on information reported to the State on the MS25. Expenditures total \$15M. The Department of Education (DOE) requires that costs are separated out by elementary, middle, and high school. It does not allocate district costs. The current budget includes \$8M and \$6M that require allocation distribution. Benefits were spread out at the end of the school year; this is changing. For example, the budget for Hancock shows approximately \$500K as a line item, where in actuality it totals just over \$900K. 37% of the district wide costs need to be allocated to the elementary costs resulting in \$6M. The issue that arises is how deep we can go. It will not be 100% absolute. Mr. Jack reported that he allocated the costs per pupil for each of the elementary schools. It results in a more accurate cost per school. This includes preschool. What is not happening is the socialization of the costs.

Is it fair to say that it doesn't capture the higher cost per student for classes of smaller size? Confirmed. One of the costs associated with small schools is that there are fewer students per teacher.

Rich Cahoon said that there are district unallocated costs which were distributed evenly. Some would not properly be allocated to some of the schools. For example, preschool, elementary art teachers, and elementary nurses. PES and AES have full-time nurses. Therefore, those positions should be accurately allocated to reflect the associated cost to those schools. The remaining costs for elementary nurses should not be allocated to schools that already have those costs allocated as a result of having staff on board.

Mr. Jack said that more time would be needed to further individualize it by school.

Rich Cahoon asked that the preschool students be pulled out of the calculations because they are from all over the district.

What was Pierces' question? Identify as closely as possible, what the actual cost is of each of the elementary schools?

Pierce Rigrod asked if the report is close enough to use to report out in communities. David Jack responded by saying that it is a lot closer than where we were. It is an estimate; for the purposes of discussion it is okay. Going forward, the district is in better shape because the benefit allocation was completed.

Kimberly Saunders asked Pierces question to the Board. What level is the next level of information that the board wants. Rich said that this is not close enough to bring out to communities. The task would be to take the \$6.3M and chip pieces off and allocate it where possible.

Kimberly asked how far down in the research is needed.

Pierce said that the idea was to get a relatively accurate number.

Linda Quintanilha said that all special education costs and preschool costs should be kept district-wide.

Jim Fredrickson asked how much effort it would take to get a better feel of what the costs would be. The costs for 10 students or 20 students is not reflected. A deeper dive on one or two of the schools might follow.

Bernd Foecking said that it makes sense to average teacher cost because teachers move around. What does it cost to maintain a building? What do travelling specialists cost? What does food service cost? What does it really cost to educate a student at a particular school?

Rich Cahoon said that we don't currently socialize all of those expenses in the budget.

Kimberly asked that the board communicate to her what they are looking for specifically. She is hearing different requests on ways to look at this. Prioritizing the work at the SAU is critical.

Rich asked that the socialization of special education be set aside.

Myron Steere said that he wants to know what the actual costs are for each town relative to their elementary school.

If the question is how much does it cost to run a school is different than how much does it cost a town; they are two very different questions.

Myron said that everyone wants to keep their small school, we want to determine what those schools actually cost.

Kimberly asked the board to send her the suggested way that they would like to see this done. She will confer with David Jack.

David Jack said that he can take the \$8.6M and reallocate it by school accurately. The \$6M of unallocated will be looked at closely. He asked if reallocation by level is needed, it will reflect differently the cost per student.

Bernd said that averaging the salaries makes sense to him.

Rich said that if there were a withdrawal committee in any one town, they would drill down to special education costs.

Pierce Rigrod asked teacher costs per student, what is the thought. Jim said that we have a snapshot of the actual costs.

Rich suggested taking small bites rather than the deep dive. Rich further suggested allocated the \$6M first. David said that the \$6M would need dissection, but it will be closer. Assumptions made will be documented. Carving out the preschool will not tie back to how the State got to their estimates.

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

Kimberly thanked out-going School Board Member, Pierce Rigrod, for his service on the Board and presented him with a gift.

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

No changes.

### **b. March 1, 2019 Enrollment Update**

Kimberly Saunders referenced March 1<sup>st</sup> enrollment information. In addition, projected enrollment information was referenced.

## **8. Reports**

### **a. Budget & Property Committee Meeting – Jim Fredrickson**

Jim Fredrickson reported that the solar community group attended the most recent Budget & Property Committee meeting. The CTQ's include minimal or no capital cost, realize actual savings in electrical cost in year 1, use existing footprint, and get educational value from working with ATC students.

Busing was discussed; more to come after the vote. Other potential savings were discussed; more to come. Security cameras in the elementary schools are scheduled for mid-March.

### **b. Selectmen's Advisory Committee Meeting – John Jordan**

John Jordan reported that feedback from the different Select boards was shared about the warrant articles. Mr. Jordan reported out on those votes. Other discussion involved efforts underway at the State level.

Rich Cahoon said that the advice we received from our advisory committee in the past several months is "don't close our elementary school" and "we don't support the school budget".

Myron Steere said that Select boards don't want to close schools or spend the money.

Linda Quintanilha asked if there was discussion at the meeting about what the default budget would look like and how was that information received. John Jordan reported that it was a tally of votes on the warrants.

### **c. Student Representative –Molly Janoch/Marina McMahon**

Molly Janoch reported out on activities at the high school.

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

TES Staff will be going to an escape room for a team building experience.

## **9. Old Business**

### **a. 2<sup>nd</sup> Read Policy (Board Vote Required)**

- 1) GADA: Employment References and Verification (Prohibiting Aiding and Abetting of Sexual Abuse)

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

- 2) JJJ: Access to Public Programs by Nonpublic, Charter Schools, and Home Educated Pupils

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

## **10. New Business**

None.

## **11. Public Comment**

None.

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

David Jack certified that manifests listed totaling \$595,089.84 and Payroll totaling \$1,765,396.62 have been reviewed by him 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. Jerome Wilson second. Unanimous.**

Rich Cahoon asked John Jordan a clarifying question about the process the Select boards used to vote a position on the warrant articles.

John Jordan said that what was asked that the Select boards consider the budget information shared.

Rich Cahoon said that after reviewing minutes of several town select board meetings, they do not reflect a discussion or vote on our warrant articles.

John said that they were asked to do this as a board.

## **13. 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 8:15 p.m. for matters of legal and personnel. Unanimous on a roll call vote.**

**Stephan Morrissey motioned to exit non-public session at 8:54 p.m. Dick Dunning second. Unanimous.**

**Stephan Morrissey moved to seal the minutes of non-public session for personnel for 25 years and legal for five (5) years.**

**Rich Cahoon second. Unanimous.**

**Stephan Morrissey moved to direct the Superintendent to find \$40K for legal purposes. Dick Dunning second. Unanimous.**

**Rich Cahoon moved to allow the Superintendent to contract with MRI for the next 12 months. Stephan Morrissey second. Unanimous.**

**Stephan Morrissey motioned to adjourn at 8:55 p.m. Linda Quintanilha second. Unanimous.**

Respectfully submitted,

Brenda Marschok