

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

**CONTOOCOOK VALLEY SCHOOL BOARD**

**Tuesday, April 2, 2019**

**School Board Meeting**

**7:00 p.m.**

**SAU Office**

**Minutes**

**BOARD**

Rich Cahoon, Richard Dunning,  
Janine Lesser, Stephan Morrissey,  
Linda Quintanilha, Crista Salamy,  
Myron Steere, Tim Theberge  
Jerome Wilson

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

**ADMINISTRATION**

Dr. Kimberly Saunders, Supt.  
Dr. Ann Forrest, Asst. Supt.  
Tim Markley, H.R.  
David Jack, B.A.  
Cari Christian-Coates, Student Serv.  
Kathie Morrocco, Pierce  
Amy Janoch, HES  
Colleen Roy, GES  
Kat Foecking, FES  
Stephanie Syre-Hager, AES  
Fabi Woods, TES

**1. Call to Order and Pledge of Allegiance**

**Myron Steere called the meeting to order at 7:00 p.m. The Pledge of Allegiance was recited.**

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

**a. March 19, 2019**

**Stephan Morrissey moved to approve the minutes of March 19, 2019. Dick Dunning second. Unanimous.**

**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**

**1) Resignations – June 2019**

Tim Markley referenced the resignation of Eric Kostecki, CVHS School Counselor.

**Stephan Morrissey moved to accept the resignation as read. Tim Theberge second. Unanimous.**

**2) Co-Curricular Stipends**

Tim Markley referenced co-curricular stipend information.

**3) Job Description (2<sup>nd</sup> Read/Approval)**

**a. Administrative Assistant/Office**

**b. Administrative Assistant/ATC**

**c. Administrative Assistant/Office Coordinator**

**Stephan Morrissey moved to approve the job descriptions as presented. Dick Dunning second. Unanimous.**

*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.*

- 4) Job Description (1<sup>st</sup> Read)
  - a. Technology Support Assistant
  - b. Accountant
  - c. Custodian
  - d. Custodian Team Lead
  - e. Maintenance Technician
  - f. Lead Facilities Maintenance Technician
  - g. Lead Grounds Keeper

Tim Markley referenced the job descriptions for positions listed for a first read.

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

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

Policy Committee meeting was cancelled for April 16<sup>th</sup>.

Food Service will meet on April 16<sup>th</sup> at 6:00 p.m. at the SAU rather than April 25<sup>th</sup>.

The School Board Meeting will meet at 6:30 p.m., instead of 7:00 p.m., on April 16<sup>th</sup>.

Food Service will meet on Thursday, May 23<sup>rd</sup> at 6:00 p.m. at the SAU.

Selectmen's Advisory Committee will meet on Thursday, May 23<sup>rd</sup> at 7:00 p.m. at the SAU.

### **b. April 1, 2018 Enrollment Update**

Tim Markley reported very little change in current enrollment.

Dick Dunning asked about PES 2<sup>nd</sup> grade projected enrollment of 61; he shared concern with class load.

Taking a first grade teacher and moving it to second was his suggestion.

### **c. Annual Financial Audit**

David Jack referenced a letter from Plodzik & Sanderson, P.A. There is nothing more that ConVal has to do. There are some findings. In a \$40M+ budget there will always be findings. Some have been found before.

Adjusting journal entries require the B.A. signature. Capital Asset Policy needs review by the Policy Committee. In addition, student activity accounts had several findings. They will have to go through the same purchase order and approval system as other line items. Some of the disbursements; in particular food service, have undergone significant changes. The issue was timely payments. We reconcile quarterly, moving forward it should be resolved. A Deputy Treasurer was suggested in the event that the treasurer cannot perform their duties; it is an appointed position. Food Service Debt will continue to be addressed. The debt accrued by student non-payment needs to be looked at. Auditors would like to see a plan to address this. Rich Cahoon said that a policy has been developed to deal with this. Is the issue the non-payment? The general fund would cover the non-payment amount. Rich asked if there is a referral to the policy committee on non-payment of debt or is it resolved? David Jack said that they have reviewed this a number of times, the process to collect this debt is the concern. David further noted that stale dated checks was cited, as well as federal compliance issues.

David Jack further said that we had a finding on the way we handled benefits. We will allocate benefits in the proper lines moving forward. It was referred to as a significant deficiency and it has been addressed. A material weakness in the area of food service was noted and has also been corrected. These will not repeat.

ConVal does a significant amount of purchasing on P-Cards. We are looking at the volume of business that is being done with P-Cards. If a vendor takes a Purchase Order it should be done that way; otherwise a P-Card should be the next option, not the first option.

### **d. Field Trip Requests (Board Vote Required)**

- 1) ConVal High School – grade 11-12 students will travel on June 21-25, 2019 by air to Dallas, TX to compete in the state competition for Educators Rising NH, which is the Career and Technical Student Organization for the Teacher Educations Program.

Kimberly Saunders reported that three students earned the right to compete in Dallas. Funding will be individual student's responsibility.

**Stephan Morrissey moved to approve the trip as outlined. Dick Dunning second. Unanimous.**

**e. Field Trip Requests (Board Vote Required)**

- 1) ConVal High School – grade 10-11 students will travel on May 24-26, 2019 air and bus to Chicago, IL, to a Sustainability Summit, combining both science and German.

**Stephan Morrissey moved to approve the trip as outlined. Dick Dunning second. Unanimous.**

**f. Field Trip Requests (Board Vote Required)**

- 1) ConVal High School – grade 11-12 students will travel on April 16, 2019-April 27, 2019, by air to Salzburg Austria as part of the second half of an exchange program.

**Stephan Morrissey moved to approve the trip as outlined. Dick Dunning second. Unanimous.**

**g. Accept Gift/Donation (Board Vote Required)**

- 1) ConVal High School requests authorization to accept from: Swing into spring – Caitlyn McPherson, Morgan Boutwell, the following gift/donation of \$3,508.00, for the purpose of upgrading the weight room/fitness center with equipment.

**Stephan Morrissey moved to approve the donation with gratitude as outlined. Dick Dunning second. Unanimous.**

**7. Reports**

**a. Student Representative – Molly Janoch**

Molly Janoch reported that the German program has been very busy. They went to Massachusetts to participate in a Rap Battle and they won. They also competed in a theatre event and won. Two students participated in an emersion program as well.

This week ConVal is hosting a 5K walk or run. Youth and Government is going to Concord to finish out their program this week. Student Council is going to NYC for a service trip this weekend. Student Scholar/Athletes received acknowledgement today in Concord.

**b. Teacher Representative – Asher MacLeod**

Asher MacLeod reported that Patrick Cogan attended a leadership conference High School and Elementary School art are collaborating toward Children in the Arts Day.

**c. Food Service – Linda Quintanilha**

Linda Quintanilha reported that the RFP is under review; looking for mandatory visits this month for potential bidders on April 16 and 17. List of replacement equipment in our kitchens was asked. No update on improvement plan. Current food service director is doing a nice job. A request to look at local sourcing of milk was made by a community member by email.

**d. Selectmen's Advisory Committee - John Jordan**

John Jordan reported that Kimberly Saunders reported out on the lawsuit at the most recent meeting. School Funding in Legislature was discussed. Working to get all of the towns to conduct assessments in the same year was discussed. John Jordan suggested the possibility of statistical assessments.

**8. Old Business**

**a. School Board Sub-Committee Makeup**

Myron Steere reported that adjustments are being made. A revised copy will be sent. Myron referenced a document titled "School Board Committee Objectives" to help in the process.

**b. 2<sup>nd</sup> Read Policy/Adoption (Board Vote Required)**

- ADC: Tobacco Products Ban Use and Possession In and On School Facilities and Grounds (and Corresponding Policies GBED, JICG)

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

- BGA: Policy Development System

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

**9. New Business**

**a. Expenditure Report**

David Jack reported little change since last month. The close out period begins over the next several months. Encumbrances will be reviewed. Anything snow related will be closed out soon. The budget is in good shape. Funding trusts remains to be seen as ending balances are determined.

Rich Cahoon asked about lines 734, 737, and 738; they look underspent for this time of year. David said that will change shortly. A P.A. system is under bid. It will include work that will carry through the summer.

**b. 2019-2020 School Calendar Approval (Board Vote Required)**

Kimberly Saunders referenced the proposed 2019/2020 school calendar. Contractual implications impact the calendar.

**Stephan Morrissey moved to approve the calendar as presented. Dick Dunning second.**

Tim Theberge asked why both April and February vacations still exist. Kimberly spoke about her efforts to survey families on this topic. It has been near a 50/50 split; not enough to make a change.

**Tim Theberge abstained. All else in favor. Motion carried.**

**c. Signing of MS22 (Report of Appropriations voted)**

David Jack presented the MS22 for the School Board to sign.

**10. Public Comment**

None.

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

David Jack certified that the manifests totaling \$717,461.27 and Payroll totaling \$1,345,574.46 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. Dick Dunning second. Unanimous.**

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

**a. Personnel**

**b. Negotiations**

**c. Legal**

**Stephan Morrissey moved to enter into non-public session in accordance with RSA 91-A:3,II at 7:49 p.m. for legal matters. Dick Dunning second. Unanimous on a roll call vote.**

Tim Markley and David Jack exited the meeting at 7:49 p.m.

**Stephan Morrissey moved to exit non-public session at 8:14 p.m. Dick Dunning second. Unanimous.**

**Stephan Morrissey moved to seal the non-public minutes for legal matters for 5 years each. Dick Dunning second. Unanimous.**

**Stephan Morrissey moved to authorize the Superintendent to proceed with legal advice discussed in non-public session. Tim Theberge second. Unanimous.**

**Stephan Morrissey motioned to adjourn at 8:15 p.m. Dick Dunning second. Unanimous.**

Respectfully submitted,

Brenda Marschok