

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

CONTOOCOOK VALLEY SCHOOL BOARD

Tuesday, July 23, 2019

School Board Meeting

SAU Office

Immediately Following Public Hearing

Minutes

BOARD

Rich Cahoon, Richard Dunning,
Jim Fredrickson, Janine Lesser,
Niki McGettigan, Stephan Morrissey,
Linda Quintanilha, Kristen Reilly,
Crista Salamy, Myron Steere,
Tim Theberge, Jerome Wilson

ADMINISTRATION

Dr. Kimberly Saunders, Supt.
Dr. Ann Forrest, Asst. Supt.
Tim Markley, H.R.
David Jack, Interim B.A.
Cari Christian-Coates, Student Serv.
Mark Schaub, Technology
Stephanie Syre-Hager, AES
Jim Elder, GBS
Colleen Roy, GES
Nicole Pease, DCS
Anne O'Bryant, SMS
Amy Janoch, HES
Larry Pimental, PES
Lexy Heatley, GBS

1. Call to Order and Pledge of Allegiance

Myron Steere called the meeting to order at 7:11 p.m. The Pledge of Allegiance was recited.

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

a. June 18, 2019

Stephan Morrissey moved to accept the minutes of June 18, 2019. Dick Dunning second. Rich Cahoon and Kristen Reilly abstained. All others in favor. Motion carried.

3. Approval of Manifests (Board Vote Required)

David Jack certified that the manifests listed by number for FY'19 totaling \$1,061,281.42 and Payroll FY'19 totaling \$3,363,962.96 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.

David Jack certified that the manifests listed by number for FY'20 totaling \$285,263.03 and Payroll FY'20 totaling \$368,775.18 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.

4. Points of Pride

Dick Dunning reported Leah Stone won first place in the nation at the Educators Rising Competition in the interviewing category. Janine Lesser said that Sarah Grossi is in the running as a finalist for Teacher of the Year.

5. Public Comment

Senator Jeanne Dietsch, shared news about the budget and distributed a copy of monies that would have come to the district had the budget been signed. The Governor vetoed the budget. Senator Dietsch said that the business tax cut was apparently more important than passing the budget. Future meetings are scheduled for further discussion at the State level.

6. Consent Agenda

a. Personnel

1) Justification for Staffing Increase (Board Vote Required)

Kimberly Saunders referenced a justification for a position at SMS. She reported that the program is over capacity. Linda Quintanilha asked about the statement in the justification that reads "more than 60% with their peers". Cari Coates said that it can be called self-contained if it is 60% or more of the day.

How many students are not in their home school setting? Three was the response.

Cari Coates said that what is looked at is if a program needs to be added at GBS or reinforce the program at SMS. These three students rise to the level of need from a specialized program.

Linda Quintanilha said that she finds it hard to believe that 12 students are from SMS and only 3 from GBS. We need to look at what is happening at SMS for inclusion.

Cari said that one of the qualifying factors is disability. The kids are identified with an intellectual disability (I.D.). The population with that I.D. is heavier at SMS.

What is the percentage of kids at GBS that have I.D. diagnosis and what is it at SMS?

Stephan Morrissey moved to approve the staffing increase as requested. Rich Cahoon second. Unanimous.

2) Resignations and Approved by Superintendent July 2019

Stephan Morrissey moved to accept the resignation of Karen Freedman, SMS School Nurse. Tim Theberge second. Unanimous.

Stephan Morrissey moved to accept the resignations of Tracy Jones, SMS Science Teacher. Rich Cahoon second. Unanimous.

Tim Markley noted five positions that have been hired for and approved by Kimberly Saunders:

Ashlyn Wing, BES Special Education Teacher
Kathryn Artzerounian, SMS Special Education Teacher
Meaghan Kilban, SMS Grade 7 Math Teacher
Brian Moore, CVHS Music Teacher
Sarah Gilpatrick, CVHS Math Teacher

Stephan Morrissey moved to approve the nominations as presented. Dick Dunning second. Rich Cahoon abstained. All others in favor. Motion carried.

Tim Markley referenced the job description for the position of School Counselor for a first read.

7. Superintendent's Report and Presentation of Business

a. Monthly Events Calendar

1) Education Meeting (During Business Hours)

Jerry Wilson asked Education Committee members to send Ann Forrest and him items for future Education Committee meeting agendas. A meeting was scheduled for Monday, July 29th at the SAU Office.

2) School Board Retreat – August 10, 2019

The School Board Retreat was confirmed for August 10th.

b. July 1, 2019 Enrollment Update

Tim Markley noted that Kindergarten numbers reflect registered students. More may be coming. In addition, PES has three teachers, which changes the ratio.

Dick Dunning asked about DCS grades 4 and 5. Kimberly said that all fifth grades students from DCS will attend SMS in the upcoming year.

Nicole Pease said that there will be three classroom teachers and she will be a teaching principal teaching math. In addition, there is one para. Other staffing and student ratios were noted.

Dick Dunning shared his concerns with different staffing structures throughout the district. When is small too small? When will the board take a stand? He was unsure if low numbers are the best for students.

Rich Cahoon said that teaching principals get a para, why does DCS have one given the shift in structure?

c. Accept Gift/Donation (Board Vote Required)

1) ConVal High School requests authorization to accept a gift/donation of Coach Communication Headsets valued at \$3,325.00 from the ConVal Cougars Football Boosters for the purpose of game time communication between coaches.

Stephan Morrissey moved to accept the gift with gratitude. Dick Dunning second. Unanimous.

d. Antrim Bus Route – Policy EEA

Kimberly Saunders noted that Policy EEA is in tonight's packet. Concerns about students who are walking to school in Antrim have been expressed. Kimberly said that she is actively working on this.

Crista Salamy reported that she has received letters of concern about bus stops and potential elimination of stops.

e. Request from Football Boosters - Policies KMB and KHB

Kimberly reported receiving a request from the Football Boosters to hang a Dick's Sporting Goods sign. She has spoken with the boosters club and did not want the board to be surprised about the banner.

8. Reports

a. Teacher Representative – Asher MacLeod

None.

b. Selectmen's Advisory Committee – John Jordan

None.

9. Old Business

a. Purchase Order Requests for Encumbrances FY'19 – Tim Grossi

Tim Grossi proposed purchase order requests for FY'19 in the amount of \$147,000.

This amount, should the Board approve, would be added to the overall encumbrances that are proposed for carryover into FY'20. Last summer, his department took on the chemistry lab project which resulted in a redirection in the priority of work. The list reflects projects that were not able to be completed as a result. Funds need to be encumbered so that this work can take place the current year.

Tim Theberge asked what fund this is coming from.

David Jack said that this is FY'19 money and a board vote would be required. It would be moved into FY'20, which will increase the budget by the amount voted. It doesn't cost any more money.

Tim Theberge said that his concern is moving it into a future year. It is now July, is the board simply approving things accrued up to June 30th?

Kimberly Saunders said that they have been assigned, budgeted, and encumbered. The work could not be completed. Administration cannot move these dollars from one year to another. The board can vote to do so. We cannot have an unassigned fund balance.

Tim Theberge said that he does not understand how this money is not owed back to the taxpayers.

John Jordan said that he called the DRA, encumbrances can only be made for legally enforced obligations.

Kimberly Saunders said that these have been encumbered for a significant amount of time. These funds have been encumbered since October and the board has accepted the expenditure report every time it has come before the board. The difference is that we want to approve these encumbrances into FY'20.

Rich Cahoon asked if what is being asked is to approve purchase orders against pre-existing encumbrances. Confirmed.

David Jack said that the encumbrances promise the funds to be spent for a specific need. When you get to the end of the year, we are allowed to roll over into the following year. It is a standard procedure.

Rich Cahoon said that if we want to get legal advice, we should pursue, but he felt that the board can figure this out.

Discussion took place.

Dick Dunning said that the facilities crew took on the chemistry lab project which resulted in their not being able to complete other projects.

Linda Quintanilha moved to table this discussion until legal counsel is sought. Janine Lesser second.

A two minute break was taken at 7:33 p.m.

Kimberly Saunders returned from break and said that Administration has withdrawn their request for the encumbrances.

A Public Hearing will take place at the next Board Meeting to withdraw funds from the Building and Maintenance Trust Fund.

Dick Dunning said that there is a motion to table that needs to bring to closure.

Unanimous opposed to tabling the discussion. Motion carried not to table the discussion.

Dick Dunning said that we have already allocated money for these purposes and now we are going to take funds from a trust that are designated for another purpose. Dick said that he would rather motion to approve the request as originally presented.

Stephan Morrissey moved to approve the encumbrances of \$147,000 for FY'19. Dick Dunning second. Unanimous.

b. FY'19 End of Year Budget Report – David Jack

David Jack reported a balance of \$1,466,484.05 has not been spent. This is what will be used to start to fund trust funds voted. As a result, the unreserved balance will be \$600-\$700K.

c. Rollover FY'19 Encumbrances (Board Vote Required) – David Jack

David Jack reported that \$541,072.76 represents all of the requests for rollover which have been divided out in two pieces at the direction of our auditors. These funds have been encumbered for at least one year in most cases. The date of the P.O. can be seen. RSA32:7 is the law. The total amount we are looking at is \$541,072.76 which represents \$92,096.42 from FY'18 and \$448,976.34 from FY'19.

This work could not be done and time is available now. Having the School Board vote provides transparency.

David noted \$100K for the P.A. System as an exception because a vendor could not be selected.

Rich Cahoon moved to approve the FY'19 rollover of encumbrances as presented. Dick Dunning second.

Tim Theberge opposed. All others in favor. Motion carried.

d. Trust Funds – Closeout of Science Lab Project (Board Vote Required) – David Jack

David Jack reported that \$30,624.98 remains in this account. A vote to return this amount back to the trust fund is asked.

Stephan Morrissey moved to return \$30,624.98 back to the building capital reserve trust fund. Dick Dunning second. Unanimous.

Mark Schaub spoke about a purchase request recommendation. An RFP has been posted on the website. WCA is requested and recommended as the low bidder for HP ProBooks.

The second purchase request is for SMARTBoard/Projectors; low bidder is WCA for a total of \$15,320.58.

Stephan Morrissey moved to accept the recommendations as presented. Tim Theberge second. Kristen Reilly abstained. All else in favor. Motion carried.

e. 2nd Read/Adoption Policy (Board Vote Required)

- DFA: Investment

Linda Quintanilha moved to adopt Policy DFA as presented. Rich Cahoon second. Unanimous.

- GBA: Equal Opportunity Employment

Linda Quintanilha moved to adopt Policy GBA as presented. Rich Cahoon second. Unanimous.

- IMBD: High School Credit for 7th/8th Grade Coursework

Linda Quintanilha moved to adopt Policy IMBD as presented. Rich Cahoon second. Unanimous.

10. New Business

a. 1st Read Policy

- KEC: Instructional and Educational Media

Rich Cahoon noted Policy KEC for a first read.

b. Rescind Policy (Board vote required)

- KLB: Public Complaints about the Curricula or Instructional Materials

Policy KLB cannot be rescinded until after Policy KEC is adopted.

c. FY'20 Expenditure Report – David Jack

Stephan Morrissey moved to approve the Expenditure Report as presented. Linda Quintanilha second. Unanimous.

d. Student Handbooks (Board Vote Required)

Dick Dunning moved to approve the Student Handbooks for both AES and GBS. Stephan Morrissey second.

Linda Quintanilha asked how a policy of “no gum” would impact a student with the ability to chew gum in an IEP. Teachers get to make individual decisions.

Unanimous.

11. Public Comment

None.

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

a. Personnel

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

a. Legal

Stephan Morrissey moved to enter into non-public session for matters of Personnel and Legal at 8:20 p.m. Tim Theberge second. Unanimous on a roll call vote.

Linda Quintanilha moved to exit non-public session at 8:57 p.m. Stephan Morrissey second. Unanimous.

Stephan Morrissey moved to seal the minutes of non-public session for the first personnel session for a period of 5 years, the second personnel session for a period of 5 years, and the third personnel session in perpetuity. Tim Theberge second. Unanimous.

Stephan Morrissey moved to accept the resignation of Karen Freedman. Linda Quintanilha second. Unanimous.

Stephan Morrissey moved to direct the Chairman of the Board to sign the Superintendent’s contract. Unanimous.

Linda Quintanilha motioned to adjourn at 8:59 p.m. Second. Unanimous.

Respectfully submitted,

Brenda Marschok