

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

**CONTOOCOOK VALLEY SCHOOL BOARD**

**Tuesday, August 20, 2019**

**School Board Meeting**

**SAU Office**

**7:00 p.m.**

**Minutes**

**BOARD**

Rich Cahoon, Richard Dunning,  
Jim Fredrickson, Bernd Foecking,  
Janine Lesser, Niki McGettigan,  
Stephan Morrissey, Kristen Reilly,  
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.  
Kat Foecking, FES  
Anne O'Bryant, SMS  
Amy Janoch, HES  
Ben Moenter, Special Ed.

**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. July 23, 2019**

**Stephan Morrissey moved to accept the minutes of July 23, 2019 as presented. Jerry Wilson second. Unanimous.**

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

David Jack certified that manifests totaling \$741,839.15 and Payroll totaling \$1,188,174.89 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. Expenditure and Encumbrance Report (Board Vote Required) – David Jack**

David Jack reported that this is the initial report for the current year and is the standard monthly report shared. There are substantial encumbrances that have not yet been entered; payroll, benefits. The budget is settled. \$541,072.76 was voted at the last board meeting for encumbrances to be brought forward. It increases the budget by that amount.

**Stephan Morrissey moved to accept the expenditure and encumbrance report as presented. Dick Dunning second.**

Kimberly Saunders said that this does not include the \$141,000 and a public meeting will be scheduled for those pieces.

**Unanimous.**

**5. Points of Pride**

Dr. Saunders reported that the first 10 day session with new staff is underway. From talking with those new staff and administrators, positive feedback and recognition was received. This is not typical for new staff and they report that they feel like a cohort and that they are connected to each other and have a support system.

Dr. Forrest said that they have come together and are very comfortable with one another. She further reported that the Responsive Classroom Trainer shared that he was impressed that the district provides this time as an investment to new staff. It provides an incredible skill set to staff. New staff will be surveyed multiple times to see if they see the same value in this time down the road.

Kimberly Saunders closed by saying that it was an incredible ten days.

Jim Fredrickson suggested that the Communications Committee develop a statement about this to get the word out. Seats were opened up, where available, to current staff to participate in parts of these ten days as well.

**6. Public Comment**

None.

## **7. Consent Agenda**

### **a. Personnel**

Resignations:

Tim Markley shared the resignations of Elizabeth Oswald and Jeannine Myers.

**Stephan Morrissey moved to approve the resignations as read. Dick Dunning second. Unanimous.**

Approved by Superintendent:

Tim Markley shared nominations approved by the Superintendent over the summer for Patricia Harris, Trinity Underwood, and Koehlaina Coolidge.

**Stephan Morrissey moved to approve the nominations approved by the Superintendent. /Dick Dunning second. Unanimous.**

Tim Markley shared the nomination of Judith Winter for School Counselor.

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

Tim Markley noted the notification of co-curricular activities as informational to the board.

Dr. Saunders referenced a copy of an FTE Report which reflects the FTE status at each building.

#### 1) Job Descriptions – 1<sup>st</sup> Read

##### a. Student Support Counselor

Tim Markley referenced this description for a first read. Please send any questions to Tim.

#### 2) Job Descriptions – 2<sup>nd</sup> Read (Board Vote Required)

##### a. Tutor

##### b. 504 Interventionist

##### c. School Counselor

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

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

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

Education Committee will meet on September 9<sup>th</sup> and September 23<sup>rd</sup> at 5:30 p.m. at the SAU Office.

Budget & Property Committee will meet on September 11<sup>th</sup> at 6:00 p.m. at the SAU Office.

Communication Committee will meet on September 19<sup>th</sup> at 6:00 p.m. at the SAU Office.

Food Service Committee will meet on September 26<sup>th</sup> at 6:00 p.m. at the SAU Office.

Selectmen's Advisory Committee will meet on September 26<sup>th</sup> at 7:00 p.m. at the SAU Office.

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

Dr. Saunders referenced August enrollment data.

Dick Dunning said that community principal does not show up at DCS. Is Nicole a teaching principal or a Community Principal? A teaching principal had a class but now we are looking at that role differently. How do we reflect that there is an additional teacher there?

Kimberly asked the board if they want it resolved with an additional column to reflect the position. Dick said that he wants the data to be transparent to the community to reflect who is in the building.

Discussion took place on staffing and staffing ratios.

Dick Dunning asked for caseload data for each school. Ann Forrest said that ratios are provided in advance of budget season.

Rich Cahoon suggested that for the purpose of the staffing ratio, divide 14 CVES staff among the 6 CVES elementary schools and you would end up with a closely accurate staffing ratio.

It was noted that the FES information makes it appear that there is a class of 6.

Stephan Morrissey asked if there was trending data on future enrollments.

### **c. School Opening**

School opens next Wednesday. All staff return this Friday. We plan for a smooth opening. Opening ceremonies with staff on Friday kicks off with breakfast at 7:30, all board members are welcome to attend.

### **d. Bus Routes & Policy EEA**

Kimberly Saunders referenced this policy. The bus company has gone through routes and has worked to consolidate stops. Drivers are not to deviate unless there is construction. Kimberly said that she supports this change. There is significant construction right near AES. Based on this, middle school students that live within the walking limits can walk to school but K-4 students will be picked up. The natural route for students in elementary is not the best but the route for middle school students is better. There are two routes both between .5 and .6 miles. If board members receive phone calls, please send them in Kimberly's direction.

Rich Cahoon said that the construction on West Street involves the removal of the pedestrian bridge.

**e. SAU/Superintendent Goals Update**

Dr. Saunders reported that she was unclear if the goals were confirmed. It was confirmed that the board did confirm the Superintendent's goals.

**9. Reports**

**a. Teacher Representative**

None.

**10. Old Business**

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

- IGE: Parental Objections to Specific Course Material

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

- KEC: Instructional and Educational Media

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

**11. New Business**

**a. 1<sup>st</sup> Read Policy**

- JICD: Student Discipline and Due Process

- JRA: Student Records and Access – FERPA

Rich Cahoon referenced these two policies for a first read.

**b. Rescind Policy (Board Vote Required)**

- KLB: Public Complaints about the Curricula or Instructional Materials

**Rich Cahoon moved to rescind Policy KLB. Stephan Morrissey second. Unanimous.**

**c. Student Handbooks (Board Vote Required)**

1) Pierce Elementary School

2) 1:1 Student Handbook

Kimberly referenced these handbooks for approval.

**Stephan Morrissey moved to accept the handbooks. Dick Dunning second. Tim noted that the Superintendent letter was absent from the Pierce Handbook. Unanimous.**

**12. Public Comment**

None.

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

**a. Personnel**

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

**a. Legal**

**Stephan Morrissey moved to enter into non-public session for matters of legal, personnel, and negotiations at 7:51 p.m. Unanimous on roll call vote.**

**Stephan Morrissey moved to exit non-public session at 8:23 p.m. Dick Dunning second. Unanimous.**

**Stephan Morrissey moved to seal the minutes of non-public session for legal matters for a period of five (5) years, the minutes on non-public session for matters of negotiations for a period of ten (10) years, and to seal the minutes of non-public session for matters of personnel for a period of ten (10) years. Dick Dunning second. Unanimous.**

**Stephan Morrissey moved to adjourn at 8:23 p.m. Second. Unanimous.**

Respectfully submitted,

Brenda Marschok