

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

CONTOOCOOK VALLEY SCHOOL BOARD

Tuesday, October 15, 2019

School Board Meeting

SAU Office

7:00 p.m.

AGENDA

- 1. Call to Order and Pledge of Allegiance**
- 2. School Board Vice-Chair Position (Board Vote Required)**
- 3. Acceptance of School Board Meeting Minutes (Board Vote Required)**
 - a. October 1, 2019 (pg. 1-4)
- 4. Approval of Manifests (Board Vote Required)**
- 5. Points of Pride**
- 6. Public Comment**
- 7. Consent Agenda**
 - a. Personnel
- 8. Superintendent's Report and Presentation of Business**
 - a. Monthly Events Calendar (pg. 5-6)
 - b. ConVal/Conant Ice Hockey
- 9. Reports**
 - a. Student Representative – Lorien Tyne/Abby Kamieniecki
 - b. Teacher Representative – Patricia MacFarlane
 - c. Budget & Property Committee – Jim Fredrickson
 - d. Strategic Plan Committee – Dick Dunning
 - e. ATC Committee – Stephan Morrissey
 - f. Policy Committee – Rich Cahoon
- 10. Old Business**
 - a. Solar Power Discussion
 - b. Dublin Consolidated School 5th Grade Discussion
- 11. New Business**
 - a. 1st Read Policy
 - JCA: Change of School or Assignment (pg. 7-8)
 - JIA: Student Due Process Rights (pg. 9)
 - b. Adequacy Dollars
- 12. Public Comment**
- 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
- 15. Non-Public Session: RSA 91-A:3,II (If Required)**
 - a. Negotiations

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

106 Hancock Rd.

Peterborough, New Hampshire

CONTOOCCOOK VALLEY SCHOOL BOARD

Tuesday, October 1, 2019

School Board Meeting

SAU Office

Immediately Following Public Hearing

AGENDA

BOARD

Rich Cahoon, Alan Edelkind,
Jim Fredrickson, Katherine Heck,
Janine Lesser, Niki McGettigan,
Stephan Morrissey, Linda Quintanilha,
Kristen Reilly, Crista Salamy,
Tim Theberge, Jerome Wilson

Lorien Tyne/Abby Kamieniecki, Student Reps.

ADMINISTRATION

Dr. Kimberly Saunders, Supt.
Dr. Ann Forrest, Asst. Supt.
Tim Markley, H.R.
David Jack, Interim B.A.
Cari Christian-Coates, Student Serv.
Michelle Voto, CVHS
Amy Janoch, HES
Kat Foecking, FES

1. Call to Order and Pledge of Allegiance

Stephan Morrissey called the School Board meeting to order at 7:09 p.m. The Pledge of Allegiance had been recited at the start of the Public Hearing.

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

a. September 17, 2019

Linda Quintanilha moved to accept the minutes of September 17, 2019. Tim Theberge second. Kristen Reilly abstained. All others in favor. Motion carried.

3. Approval of Manifests (Board Vote Required)

David Jack certified that manifests listed totaling \$1,129,059.99 and Payroll totaling \$1,806,966.97 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.

Rich Cahoon moved to approve the manifests and payroll as reported. Tim Theberge second. Unanimous.

4. Expenditure and Encumbrance Report (Board Vote Required) – David Jack

David Jack reported that the report reflects that there are several areas where there are deficits; telephone/web access; expenditures are not in the correct place. The line is being reviewed. Some lines charged in this budget line do not belong and will be adjusted.

Rich moved to accept and approve any encumbrances therein. Tim Theberge second. Unanimous.

5. Points of Pride

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

Stephan asked for a moment of silence for the loss of a Great Brook School student. Everyone present paused in silence.

Stephan Morrissey welcomed Alan Edelkind as the new Dublin School Board representative and Katherine Heck as the new Greenfield School Board representative. Lastly, he welcomed Abby Kamieniecki as one of the student representatives to the board.

6. Public Comment

None.

7. Consent Agenda

a. Personnel

June 2020 – The retirement request of Mary Hopgood requires an exception because it is for the end of the current school year.

Rich Cahoon moved to accept the retirement request as presented. Linda Quintanilha second. Unanimous.

1) June 2021 Retirements

Tim shared the retirement request of Judy Heddy.

Rich Cahoon moved to accept the retirement as read. Linda Quintanilha second. Unanimous.

Tim Markley introduced Lori Schmidt, candidate for the position of Business Administrator, for the board's approval.

Linda Quintanilha moved to approve the nomination of Lori Schmidt for the position of Business Administrator. Rich Cahoon second. Unanimous.

2) Co-Curricular Notifications

Tim referenced co-curricular stipend positions for notification purposes.

3) Job Descriptions – 2nd Read (Board Vote Required)

- Director of School Counseling

Linda Quintanilha moved to adopt the job description as presented. Tim Theberge second.

Rich Cahoon said that he thought that this would be a district level position. Tim Markley confirmed that it is. This position will report directly to the Director of Student Services and will be corrected.

Linda Quintanilha moved to withdraw her motion. Tim Theberge withdrew his second.

Linda Quintanilha moved to approve the position with the amendment as discussed. Jerry Wilson second. Unanimous.

Lori Schmidt said that she is looking forward to coming to ConVal and said that it will be an exciting move for her professionally and personally.

8. Superintendent's Report and Presentation of Business

a. Monthly Events Calendar

The Food Service Committee meeting on October 24th will begin at 5:15 p.m. rather than 5:00 p.m.

The School Board/Budget Work Session was added to the calendar for Saturday, November 2nd beginning at 8:30 a.m. at the SAU.

Budget & Property Committee will meet on Tuesday, November 12th at 6:00 p.m. at the SAU Office.

b. Potential State Budget Implications

Kimberly Saunders asked that in accordance with Policy BDB; did we receive letters of interest for the position of School Board Vice-Chair.

Janine Lesser had submitted her letter of intent for the position and said that this her 5th year on the School Board. She has a Master's Degree in Education and is committed to public education as a great leveler in society and feels that it is under supported and she has committed to making a difference. It is an interim position.

Kimberly Saunders reported that the Governor and Legislature agreed on a compromise budget. She was unsure what this really means. We can estimate that we will see an additional \$400-\$500K in revenues and it will not be distributed evenly across the towns.

Rich Cahoon said that the disparity aid and Free and Reduced is still unknown.

Kimberly said that stabilization will be restored to 2012 levels. For some towns it will mean different things. Kimberly hoped that information would be available for the Oct. 15th board meeting.

David Jack said that the figures are needed in order to set tax rates. It is revenue.

Kimberly said that the MS-24 is still in draft form.

c. Medicaid Reimbursement and Potential Impact on Revenues

Kimberly Saunders said that there was an emergency ruling that significantly changed how we can bill for Medicaid services; OT, PT, Speech and psychological services. What it is doing is forcing the districts to look at revenues; last year anticipated revenue was \$325K, while the actual revenue was \$252K. We are looking at having to estimate based on the fact that the DHHS is saying that we can no longer bill for services and in addition, doctors' orders may be required. We are looking at estimating between \$50 and \$150K for these revenues. While Medicaid was down, we had funding in the \$400K range, we will be increasing our unreserved fund balance and should be able to balance the numbers.

David Jack said that if we use \$100K as revenue for Medicaid that we anticipate it means you have dropped \$225K of revenue. However, the unreserved fund balance this year said that we had \$400K more in revenues this past year, leaving \$1.3M that we are going to use to reduce taxation. We used \$851K last year. When you lose \$100K worth of Medicaid and you have an increase in unreserved fund balance you are \$225K ahead on the MS-24. These figures are a draft. As more information comes in, the numbers will be finalized.

Linda Quintanilha asked if the doctors' orders that are asked for weren't there we would be up more toward \$325K. David Jack said that not quite \$325K. Linda asked if this was a move toward a medical model rather than a community based model.

Kimberly said that it is an emergency rule. She has spent time speaking with Senator Dietsch and the DOE Commissioner; the rule was reviewed but was not pushed back on because there is a plan for public input on a new

rule. It is Kimberly's opinion that this is an overreach by DHHS. It was a response to the potential loss of revenues by the State. The relief may or may not come with the new rule and will have public input process.

Rich Cahoon asked if the emergency rule comes with a sunset date. Kimberly was unsure but agreed to look into. Rich said that we will be down \$75K in anticipated revenue. It balances out this year because we had an unexpected increase in other revenue. If this rule remains in place we are down by the Medicaid revenues and may not be there next year. David Jack said that it is on a year by year basis.

d. October 1, 2019 Enrollment Update

Tim Markley reported not much change in elementary enrollment numbers. The biggest change came at the high school; reported at 740 as an estimate and it is now at 717.

9. Reports

a. Student Representative – Lorien Tyne/Abby Kamieniecki

Lorien Tyne reported that they are having a blood drive in November at the high school. Yesterday, a student council retreat was held. A wall that will reflect acknowledgements is under discussion. A competition to raise food for NH Tackles Hunger is underway this week. The Homecoming Dance is this Saturday with many games scheduled. A History Club is being formed, signups begin on Thursday. Over the weekend, the German program travelled to Colorado.

b. Teacher Representative – Patricia MacFarlane

None.

c. Education Committee – Jerome Wilson

Jerry Wilson reported that results of surveys by newly hired staff were shared at the last Education Committee meeting. In addition, the job description of the Director of School Counseling was discussed with a focus on supervisory. The final topic discussed was the response to a board request for information on inclusion. The Education Committee will meet next on October 24th.

d. Communication Committee –Niki McGettigan

Niki McGettigan reported assignments in progress were reviewed. The yearlong sketch was considered. Niki reiterated to the committees that if they write something up she will have it posted on the website. She asked each committee chair to look at the website and send updates to her. The committee really needs to grow. Is it time to investigate having a communications person in the district? Kimberly surveyed other districts and this information will be shared at the next committee meeting.

e. Food Service Committee – Linda Quintanilha

Linda Quintanilha reported that Chris Cantlin, Senior District Manager of Café Services attended the most recent meeting and reported that initiatives previously started will continue such as Breakfast before the Bell, and the continuation with Boar's Head products. We have budgeted for Fresh Fruits and Vegetables for all of the elementary schools. The committee meets on Oct. 24th to discuss the summer lunch program to review data. It is not just ConVal, it is Hillsborough, Keene and Jaffrey-Rindge. Is it worth it for us to continue if the majority are kids out of district?

f. Selectmen's Advisory Committee- Tim Theberge

Tim Theberge reported that a Broadband meeting took place at the high school. The meeting focused on looking at expanding broadband internet access across the district with the towns. Bonding through a multi-town option just passed this summer as an option. SAC met and this discussion continued on the potential as a district-wide project. The towns that have not yet mapped broadband access points will attempt so that a district wide map can develop. The areas underserved will become apparent.

g. Policy Committee – Rich Cahoon

Rich Cahoon reported that policies JCA, JIA, and JLF were reviewed. No first or second reads were brought forward.

10. Old Business

a. Solar Power Discussion

Stephan Morrissey reported that a previously scheduled meeting on this topic did not occur.

Rich Cahoon moved to table discussion on solar power. Kristen Reilly second. Unanimous.

11. New Business

a. NHSBA Resolutions 2020 (Board Vote Required)

Janine Lesser said that the resolution itself is the top paragraph of information included in tonight's packet.

Linda Quintanilha moved that we move forward with the resolution as presented. Rich Cahoon second. Unanimous.

Alan Edelkind asked how transportation is paid for. Kimberly reported that approximately \$187.00 per student per year is provided by the State. \$944.00 per student is the actual cost for ConVal to transport a student. It is grossly underfunded by the State. It is paid for through raising taxes through the budget. The board believes that NHSBA should start saying that students have to come to school up until 18 so transportation should be funded.

b. ConVal/Conant Ice Hockey

Kimberly Saunders said that she wanted to make sure the board was aware that the intent is to move forward with the ConVal/Conant Ice Hockey team.

Rich Cahoon asked when, if at all, Conant would make a contribution equal to the cost for their students. He said that ConVal agreed to co-sponsor but have we opened the conversation about their contribution. Rich said that we agreed to essentially fund the start-up. It has now been years. The contribution for Conant is \$800 per student which is less than the cost to run the program. Rich said that Conant needs to fund the actual cost for their students.

Linda Quintanilha asked the ratio of ConVal: Conant students. Kimberly will report back before the November 2nd work session.

12. Public Comment

None.

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

Rich Cahoon moved to enter into non-public session for reasons of legal, and negotiations at 8:08 p.m. Unanimous on a roll call vote.

a. Personnel

None.

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

a. Legal

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

a. Negotiations

Linda Quintanilha moved to exit non-public session at 9:00. Rich Cahoon second. Unanimous.

Linda Quintanilha moved to accept the changes outlined in the evaluation process. Janine Lesser second. Unanimous.

Rich Cahoon moved to seal the minutes of non-public session for legal and negotiations separately for five years each. Second. Unanimous.

Linda Quintanilha motioned to adjourn at 9:01 p.m. Kristen Reilly second. Unanimous.

Respectfully submitted,

Brenda Marschok

October 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Policy Committee @ 6:00 pm @ SAU Public Hearing on Trusts @ 7:00 pm @ SAU School Board immediately following Public Hearing @ SAU	2	3	4	5
6	7	8 Budget & Property Committee @ 6:00 pm @ SAU	9	10 Strategic Plan Committee @ 6:00 pm @ SAU ATC Committee @ 7:00 pm @ SAU	11	12
13	14	15 Policy Committee @ 6:00 pm @ SAU School Board @ 7:00 pm @ SAU	16	17 Communication Committee @ 5:30 pm @ SAU	18	19
20	21	22	23	24 Food Service Committee @ 5:15 pm @ SAU Education Committee @ 5:30 pm @ SAU Selectmen's Advisory Committee @ 7:00 pm @ SAU	25	26
27	28	29	30	31		

November 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2 School Board/Budget Work Session @ 8:30 am @ SAU
3	4	5 Policy Committee @ 6:00 pm @ SAU School Board @ 7:00 pm @ SAU	6	7 Education Committee @ 5:30 pm @ SAU	8	9
10	11 District Closed – Veteran’s Day	12 Budget & Property Committee @ 6:00 pm @ SAU	13	14	15	16
17	18	19 Policy Committee @ 6:00 pm @ SAU School Board @ 7:00 pm @ SAU	20	21 Education Committee @ 5:30 pm @ SAU Selectmen’s Advisory Committee @ 7:00 pm @ SAU	22	23
24	25	26	27 District Closed - Thanksgiving	28 District Closed - Thanksgiving	29 District Closed - Thanksgiving	30

JCA – CHANGE OF SCHOOL OR ASSIGNMENT

In circumstances where the best interests of a student warrant a change of school assignment, the Superintendent or his/her designee is authorized to reassign a student from the public school to which he/she is currently assigned to another public school, or to approve a request from another Superintendent to accept a transfer of a student from a school.

Procedures for Reassignment of Students within the District:

1. The parent or legal guardian will submit a written request for student enrollment transfer to the home and receiving building principal. The written request will include a summary of the unique circumstances leading to the request for transfer. All requests will be reviewed on a case-by-case basis at the discretion of the Superintendent; priority in decision making given to the child, the school, and the district.
2. Once the request is received by the building principals, the home principal will schedule a meeting with the parent/guardian. This meeting shall occur within five days of receipt of the written request. All requests will be shared with the Director of Student Services.
3. If the home principal supports the transfer request, he/she will communicate the decision to the receiving building principal. Both administrators must support the request for the transfer to move forward. Once approved by both administrators, each will generate a joint, written notification to the Superintendents that outlines the agreement.

The Superintendent, within 10 school days of receipt of the agreement summary, shall review the submitted summary and approve or disapprove the agreement. A written placement decision shall be shared with the parent/guardian, as well as the two building principals.

4. If the home or receiving principal does not approve the request, the home principal will send a written denial, documenting the justification, to the parent/guardian within 15 days of receipt of the transfer request.
5. The Superintendent's reassignment decision shall be in writing, and shall be final and binding.
6. Parent/guardian requests must be made each year to the home and receiving principals, no later than ~~June 30th~~ March 15th. If the request is not received by June 30th, the student will attend school in the town in which the parent/guardian resides.

Conditions and Procedures for Reassignment Outside the District:

The cost of transportation for any pupil reassigned under this policy will be the sole responsibility of the parent/guardian.

JCA - CHANGE OF SCHOOL OR ASSIGNMENT – continued

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.

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.

Legal Reference:

RSA 193:3, III. (Change of School Assignment)

RSA 193:3, I, II, Manifest Educational Hardship

RSA 193:14-a, Change of School Assignment; Duties of State Board of Education

Category: P

1st Read: ~~November 3, 2015~~ October 15, 2019

2nd Read: ~~November 17, 2015~~

Adopted: ~~November 17, 2015~~

JIA – Student Due Process Rights

Students facing discipline will be afforded all due process rights given by law. The Superintendent or designee appointed in writing, is authorized to suspend any student for ten days or less for violations of school rules or policies. The School Board, or representative thereof, designated in writing, is authorized to continue the suspension in excess of 10 days following a hearing with the aforementioned representative. Any suspension in excess of 10 days may be appealed to the Board committee charged with discipline review.

In addition to the provisions of this policy, the Board recognizes the application of all pertinent provisions of RSA 193:13 and associated Department of Education rules.

If a student is disabled under the Individuals with Disabilities Act (IDEA), the New Hampshire RSA 186-C, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, or any other law providing special rights to disabled students, those laws shall govern and shall supersede these local policies to the extent these local policies are inconsistent with those laws. Accordingly, any suspension or expulsion of a child with a disability as defined in Ed 1102.01(t) shall be in accordance with Ed 1124.01.

Student due process rights shall be printed in the Parent-Student Handbook and will be made available in another language, as necessary, or presented orally upon request.

Legal References:

RSA 189:15, Regulations

NH Code of Administrative Rules, Section Ed 306.04(a)(3), Policy Development, Discipline

NH Code of Administrative Rules, Section Ed 306.04(f), Student Discipline

NH Code of Administrative Rules, Section Ed 317.04(b), Disciplinary Procedures

Appendix: JICD - R

Category: Recommended

See also JIC, JICD, JICDD, & JICK

1st Read: ~~May 6, 2014~~ October 15, 2019

2nd Read: ~~June 3, 2014~~

Adopted: ~~June 3, 2014~~