

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

CONTOOCOOK VALLEY SCHOOL BOARD

School Board Meeting

Tuesday, April 7, 2020

Immediately Following Public Hearing

Physical Location: None

Virtual Location: Join Zoom Meeting <https://us04web.zoom.us/j/615648779>

Password: 4Kj7RD

+1 646 558 8656 US

Meeting ID: 615 648 779

Phone Password: 038992

Minutes

BOARD

Rich Cahoon, Dick Dunning,
Alan Edelkind, Jim Fredrickson,
Katherine Heck, Janine Lesser,
Niki McGettigan, Kevin Pobst,
Linda Quintanilha, Robert Short, Jr.,
Tim Theberge, Stephen Ullman,
Jerry Wilson

ADMINISTRATION

Dr. Kimberly Saunders, Supt.
Dr. Ann Forrest, Asst. Supt.
Tim Markley, H.R.
Mark Schaub, Tech.
Lori Schmidt, B.A.
Ben Moenter, Special Ed.
Cari Christian-Coates, Student Serv.
Kat Foecking, FES
Amy Janoch, HES
Anne O'Bryant, SMS
Nicole Pease, DCS
John Reitnauer, CVHS

1. Call to Order and Pledge of Allegiance

Rich Cahoon called the meeting to order at 7:11 p.m.

2. Committee Assignments and Requests

Rich Cahoon reported that he previously emailed the full board with a draft of proposed committee assignments. Rich noted that Alan Edelkind would like to be added to the Strategic Planning Committee.

Kimberly Saunders noted that one committee that is needed is both a Food Service Committee and Wellness Committee. Rich said that will be discussed as well as the ATC Committee.

Rich asked Linda Quintanilha if she would continue as Food Service/Wellness Chair. Linda Quintanilha confirmed.

Dick Dunning volunteered to join as well as Rob Short.

Rich Cahoon shared how those assigned to the Student Discipline Committee were decided.

Rich said that the ATC Committee, at one point, became an Ad Hoc Committee and then a Standing Committee. A focus on the center was of interest. Rich said that he thought that the committee has run its course and is running smoothly

Dick Dunning moved to do away with the ATC Committee. Jerry Wilson second.

Tim Theberge asked about the topics that would have been covered at this committee; where will they fall? They would fall under Education Committee meetings.

Roll call vote: Unanimous.

Rich Cahoon said that the Board has identified the issue of equity in the district. Rich proposed an Equity Committee to assist the administration as an Ad Hoc Committee.

Rich proposed to appoint Rich, Linda, Dick, Tim, and Janine to this committee if willing.

Rich asked if there were thoughts.

Rob Short asked if there should be a representative from each town. Rich said that no committees have representation from each town otherwise there would be quorum of the board. Rich thought that the committee was diverse.

Kimberly Saunders said that this is not just about equity in buildings but also across demographics and how we deliver instruction to certain demographics of our population.

Rich said that work is likely to begin at the high school.

Kevin Pobst asked if one is not officially assigned to a committee can members attend meetings and receive relevant information.

Rich said that yes, anyone may attend. Subcommittees have no authority of their own. Rich said that on the negotiations, grievance, and discipline committees, if one feels strongly to attend they may, but urged caution.

Linda Quintanilha moved to make the Equity Committee a standing committee. Kevin Pobst second.

Roll call vote: Unanimous.

Linda asked if ConVal would be the first board to have an equity committee? Kimberly agreed to investigate.

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

a. March 17, 2020

Dick Dunning moved to accept the minutes of March 17, 2020. Tim Theberge second. Jim Fredrickson abstained. All others in favor. Motion carried.

b. March 25, 2020

Dick Dunning moved to accept the minutes of March 25, 2020. Katherine Heck second. Rob Short and Jim Fredrickson abstained. All others in favor. Motion carried.

3. Points of Pride

Kimberly Saunders reported that remote learning has been rolled out going into week three. Teachers are doing an outstanding job working with students and communicating with parents. It has not been seamless.

Hats off to all of our hard working staff that have made this happen from administration, to food service, to bus drivers. We have managed to keep everyone employed and keep everyone working.

Linda Quintanilha reported that everyone has confidence that ConVal will do right by their kids.

Kimberly also reported that our system for creating interim service plans has been shared throughout the State as a model.

4. Public Comment

None.

6. Consent Agenda

a. Personnel

1) Resignation Notification – June 2020

Michael Lucow, CVHS Special Education Administrator

Tim Markley noted this resignation for notification purposes.

Kevin Pobst asked if exit interviews are conducted in the district. Tim confirmed that we have done them but do not conduct them with everyone. Kevin focused on pros and cons and overall work experience in the district. Kevin further asked if an exit interview is conducted is the information distributed to the board. Kimberly reported that it is not.

James Clough, PE/Wellness, CVES – resignation effective April 24, 2020

Tim Theberge moved to accept the resignation as read. Dick Dunning second. Unanimous on a roll call vote.

2) Nominations – July 2020

Charlotte Brett, CVES Library/Media Specialist - \$50,566

Tim Markley read the nomination as listed.

Jerry Wilson moved to accept the resignation as read. Dick Dunning second. Unanimous on a roll call vote.

Stephen Ullman asked for information on the recruitment and nomination process. Tim Markley will provide information.

Kimberly said that in the past, the district has run a new School Board orientation series. She asked if the board had interest.

Rich Cahoon confirmed and asked that the information be shared.

7. Superintendent's Report and Presentation of Business

a. Monthly Events Calendar

Kimberly asked how committees would like to meet in terms of regularity. Rich suggested an organizational meeting for each. He cautioned when scheduling that consideration that administration must attend be given.

Committees have prior chairs, Rich asked that those Chairs to coordinate the first meeting. Katherine will organize the Strategic Plan Committee's first meeting.

Tim Theberge asked if Rich would like him to reach out to Karen Hatcher for organization of the SAC meeting.

Rich will organize the first Equity Committee meeting.

Kimberly noted that five people are assigned to the discipline committee, she only ever needs three. It is the first three that she can get to attend on short notice that would be needed.

Jim Fredrickson asked about negotiations, there is work to do this summer. The committee should meet soon. Rich confirmed that the committee should meet and schedule a meeting with the Superintendent to learn more about the priorities.

b. April 1, 2020 Enrollment Update

Kimberly noted one omission in the anticipated enrollment for the upcoming school year; TES will have one additional teacher.

Kevin Pobst asked how the April figures usually play out in terms of the September figures. Kimberly said that they are consistent grades 1-12. What has been difficult is the prediction of kindergarten. A 25% fluctuation in kindergarten numbers is possible.

Rich noted that both Peterborough and Antrim have populations that are typically in flux as a result of rental property.

Alan Edelkind asked if the figures are going to reflect the number of students in fifth grade in Dublin that will attend. Kimberly confirmed that they will.

Stephen Ullman asked if there is a class size in kindergarten or first grade that triggers a paraprofessional assignment. Kimberly said that there are times when a decision is split and others when a para is assigned. Decisions are made based on the student population at the time. For example, a class may look differently from one school to another.

c. Staff Pay Discussion

Kimberly Saunders reported that she was asked to discuss the continuation of paying hourly employees. Kimberly asked the board if this remains important to the board. These employees are important and are working. We have, with the exception of food service, a role for every single employee.

Rich Cahoon said that we are talking about staff that are directly employed by the school district. Confirmed.

Kimberly understood the question to be "Do we want to continue to pay hourly employees?"

Stephen Ullman said that he would like to highlight the duties these individuals perform during the COVID19 activity. He confirmed that records would be maintained of their work.

Katherine Heck moved to continue to pay hourly staff during this time. Dick Dunning second.

Rich said that when people are working remotely of course they would be paid.

Unanimous on a roll call vote.

Lori Schmidt reported that staff have been directed to take accurate work records. She shared documentation requirements.

d. Remote Learning Survey Results and Update

Kimberly Saunders referenced an updated remote learning survey that included result information from staff and parents. Things are going well. It is a personnel and time intensive process. In the update, she shared some shifts that will be made. The shifts are designed to make sure that the intensity that existed at the onset will bring some relief. We still have students who have technology issues. We will move to a four-day instructional week. The fifth day will also be instructional but will be student driven. This will provide teachers the time to outreach to students, plan, and collaborate with other staff.

Alan Edelkind asked Kimberly her perspective. Kimberly said that this has gone better than anticipated and it is a result of the staff at ConVal.

Stephen Ullman noted specific responses to the survey. He recommended tutorials for Zoom for parents.

Niki McGettigan applauded the work done to date.

Tim Theberge noted that hot spots are helpful but there are areas that do not have adequate cell service. Band width is significantly limited in some towns.

Kimberly Saunders said that over the last two weeks she has been talking to the NH Legislative Delegation on this exact issue. U.S. Cellular or the NH Delegation has not come to play with ConVal. She has also been in conversation with the FCC to bring the broadband issue forward.

Rob Short asked a question that he agreed to send by email; in future surveys, families could be asked if they have enough devices. Kimberly confirmed that question has been asked. She reported that additional devices have been deployed based on a system developed.

Mark Schaub reported that Chromebook distribution has been prioritized. We are getting to the point where we will need to maintain a supply in house for swap outs. He reported posting an RFQ for other devices. In addition, a number of laptops could be deployed if needed. Mr. Schaub said that ConVal is in a good position to supply devices to families in need.

Rich said that we are fortunate that we decided to go forward with the 1:1 initiative several years ago.

8. Reports

a. Student Representative – Lorien Tyne/Abby Kamieniecki

None.

b. Teacher Representative

Greg Leonard reported that the administrative team in our district did amazing work in preparation for this. Countless hours! From a teacher's perspective, he said that we are fortunate for this across the district.

c. NHSBA resolutions

Rich Cahoon reported that he did have communication with Barrett Christina, Executive Director of the New Hampshire School Board Association (NHSBA) about a letter signed on behalf of NHSBA and other associations and organizations regarding the closing of school buildings. The suggestion is that buildings be closed. His question to Barrett asked which resolution this aligned with; it contradicted that local decisions be left with local boards. There is also concern about a second letter.

Kimberly Saunders said that there was a letter signed with the NH Coalition that talked about specific guidelines for remote learning. It stepped outside the resolutions, especially in terms of equity for students. She was concerned that what felt like, without any kind of reach out, the association that the school board belongs to advocated for less local control and advocated for making educational decisions outside of that control.

Rich Cahoon said that local boards are aware of this situation on the ground and these decisions should be made locally.

Linda Quintanilha said that it is about us to push back.

Rich said that the situation is better than it was several years ago with the NHSBA following its resolutions.

Kimberly said that the buildings are closed and staff do not have access to them unless arranged through building administrators. People have been allowed to go in and out. ConVal does not have anyone working in buildings other than the SAU.

Rich Cahoon reported that Katherine Heck has agreed to be our representative at the NHSBA General Assembly.

9. Old Business

a. COVID-19

Kimberly reported information has been covered in this meeting throughout.

b. Strategic Plan SMART Goal

Kimberly asked the board if they plan to adopt this for next year. She doesn't want to lose sight of it.

The goal was summarized; it develops a new Strategic Plan by July 2021.

Rich noted that this could be an agenda item at a future Strategic Plan Committee meeting after the organizational meeting.

Niki noted the School Board goal related to the Strategic Plan. Rich noted that it was okay not to meet a goal.

c. Architectural Plans for Potential Bond

Kimberly said that she cannot see the district being able to put the plans together to put the bond on the 2021 warrant. She shared concern with what will happen to the economy in the next year.

Rich said that it was heard that we needed \$40M. In light of what the Superintendent just said, he asked the board their thoughts. Jerry Wilson confirmed that he was not in favor of moving forward with a \$40M bond. Rich Cahoon said that he would like to push this back to Budget & Property Committee. Katherine asked if ConVal submitted to the State to access funds. Kimberly confirmed that we put ourselves in the pipeline. Rich asked Kimberly if the deadline might be extended by the State.

d. Food Service Continuation

Kimberly Saunders said that the board gave the opportunity to continue food service through April 6th. She said that we are likely to apply all of the meals for reimbursement. She asked the board if they would like to move forward.

Kevin Pobst moved to continue to deliver food service while school is closed. Jerry Wilson second.

Rich said that now that it appears that the meals might be covered, further outreach might be made to remaining students who are not currently accessing food service and encouraged to sign up for food service delivery of meals. We are feeding children age 0-18.

Katherine Heck agreed to actively pursue other families who might be in need.

Rich Cahoon suggested that administrators reach out and provide the survey to their families.

Rob Short said that he did not see the ages 0-5 in the survey. Lori said that was a result of the situation at the time the survey was developed.

Kevin Pobst asked what an outreach might look like. Kimberly said that the survey will be sent out again. Towns will be reached out to and provided the information to share with community members to make them aware.

10. New Business

a. Signing of MS22 (Report of Appropriations voted)

Lori Schmidt reported having prepared the MS22. Lori will send the MS-22 through email for the board to sign electronically. A majority of the board are required to sign.

b. 1-1 Pierce School Justification

Kimberly Saunders reported that this is directly related to needs and is for the remainder of the current school year and next year.

Dick Dunning moved to authorize the Superintendent to hire a 1:1 para. Linda Quintanilha second. Unanimous on a roll call vote.

c. Medicaid Indemnification

Kimberly Saunders reported that Medicaid reimbursement is a federal regulatory requirement. We provide services that are covered by Medicaid. It was designed to make sure that the entity or person was not providing services and also receiving reimbursement. We cannot get Medicaid reimbursement unless Kimberly provides her personal Social Security number. If we do not provide her number, ConVal does not get reimbursement. Kimberly referenced legal wording that would protect her.

Janine Lesser moved to authorize Kimberly Medicaid Indemnification. Linda Quintanilha second. Unanimous on a roll call vote.

d. Superintendent Ability to Hire (Board Vote Required)

Kimberly Saunders reminded the board that at this time of year, the hiring season becomes very competitive. The board has typically allowed her to offer contracts and the board certifies them at a later date. This allows ConVal to reach agreements outside of School Board meetings.

Dick Dunning moved to authorize the superintendent to hire. Linda Quintanilha second. Unanimous on a roll call vote.

e. Beginning conversation regarding long-term costs and savings

Kimberly Saunders said that there will be savings i.e. substitutes as a result of remote learning. We are just getting a handle on this. She is concerned with long-term costs. She shared concern with the ability to procure technology as manufacturing has lagged. She is looking for latitude. The prices are often good for hours and not 30 days as in the past. There are long-term costs of what we will see when we return to school. It might be around the need to structure ourselves differently for the spring or fall. Professional development, curriculum planning, need to work with teachers, time to look at assessment, and time to catch students back up will be of need among a few. Several school board members have mentioned an anticipated savings as a result of remote learning. Summer program might be considered. Kimberly said that a clearer financial picture will be evident by the next meeting.

Rich said that this can be open for discussion but a better idea will be available in the next several weeks.

Alan Edelkind said that he has been receiving feedback about potential savings and costs. People are concerned about taxes. He asked if it was too soon to put out a high level communication about what is happening. How is the budget designed is being asked. Sharing that expenses are being looked at, contracts are being looked at, but there is no definitive answer. Jobs are in jeopardy. We can let them know that we are looking to provide an answer. A communication could be structured.

Niki agreed that another cycle should be experienced before false hope was shared. Accurate information is important.

Rich agreed that it was fine to structure communication without numbers.

Linda Quintanilha spoke about the importance for people to communicate with State Representatives. Loss of control drives questions.

Stephen Ullman shared concerns of public opinion about why hourly employees are being paid, and also that student enrollment is down over a period of years so why hasn't the budget gone down.

Katherine Heck agreed with a broad communication about the operation of the school district. She has residents in Greenfield who believe that because the town library is closed that there will be a savings. Communication for a point of information is important.

Alan Edelkind said that we need to calm people down and provide good information.

Rich proposed referring this to the Communications Committee who will work with the Superintendent. Remind people that vast majority are contracts. He said that he does not expect to see significant savings.

Kimberly asked if we have the board permission to procure for technology.

Dick Dunning fully supported reaching out as early as possible to secure technology.

Mark Schaub outlined that he is looking for PC laptops, Point of Sale (POS) machines for food service, among other devices. Obtaining pricing now, coupled with information on availability is being pursued.

Stephen Ullman asked for a broad range of dollars requested. Mark Schaub said that 470 Chromebooks are being asked. Each were budgeted at \$350 each. Other information was provided. These are previously budgeted July 1st purchases that are being recommended to purchase in the current school year to allow devices to be secured for purchase. The normal RFP process was outlined. Mark said that we do not have the luxury of waiting for a future board meeting for approval.

Katherine Heck said that Policy would need to be waived and also a transfer of funds. Rich agreed to the Policy piece but thought a transfer of lines was being asked.

What is being asked is to purchase items this year.

Kevin Pobst moved to allow the purchase of technology items in the current school year. Linda Quintanilha second.

Mark estimated \$165K for Chromebooks, PC laptops \$85K, all in one desktops \$36K, and POS \$13K.
Unanimous on a roll call vote.

Katherine Heck moved to waive the bidding policy DJE. Dick Dunning second. Stephen Ullman abstained. All else in favor. Motion carried.

Katherine Heck moved to transfer of funds according to Policy DBJ, in an amount not to exceed \$315K. Tim Theberge second.

Jim Fredrickson asked Lori Schmidt if \$315K in transfers would be possible. Lori Schmidt confirmed.
Policy on line transfers does not need to be waived.

Stephen Ullman abstained. All others in favor.

f. Spring stipends (athletic and co-curricular)

Kimberly Saunders asked about spring stipends. They include spring sports and include things that run all year but are not running right now. Questions should be sent for clarification.

Rich Cahoon said that more information will come at the next meeting.

Kevin Pobst said that he would like the stipend list separated out to what is all year and what is in the spring only.

Katherine Heck asked what has been paid and what remains to be paid. Would the number provided be lower?

Stephen Ullman asked about the logic in pay. Rich noted that they are contractual.

Rich asked about the critical shortage stipends; they are contractual and paid out for the entire year. Kimberly confirmed. Kimberly further said that the Critical Shortage are paid for positions that have been deemed as areas that we give people an extra stipend because they are positions that are difficult to hire for and retain. They are professionally related. Tim Markley said that there are other areas similar to critical shortage.

Linda Quintanilha moved to pay the two positions and defer on the others until more information. Jerry Wilson second. Unanimous on a roll call vote.

g. April vacation

Kimberly said that the question of whether to have April vacation or not has been surveyed. Over 2/3's of parents ask that we push through April vacation with education and end the school year earlier. She has been on the fence about this; she sees both sides of this. She is looking for a decision of the board as to whether to change April vacation. The last school day would be June 12th if approved. She recommended working through April vacation.

Dick Dunning moved to continue with learning through April vacation. Kevin Pobst second.

Katherine Heck shared her concern with staff needing a break and asked for consideration of a potential modification.

Kimberly reported that was looked at. Because of the flex day at the end of the week there was no good way for that to happen. Thought was given about a Friday and Monday as a consideration. Kimberly reported that the CVEA polled their members with 68% in agreement to work through April vacation.

Rich Cahoon asked if we are saying no April vacation is being asked. Confirmed.

Kimberly was asked if this is based on the assumption that school will not return this year. Kimberly said that she could not make that assumption.

Linda Quintanilha opposed. All else in favor. Motion carried.

11. Public Comment

None.

12. Approval of Manifests (Board Vote Required)

Lori certified that manifests listed by number totaling \$555,830.20 and Payroll totaling \$2,828,177.43 have been reviewed by her 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.

Dick Dunning moved to approve the manifests as read. Jerry Wilson second. Unanimous on a roll call vote.

Rich Cahoon called for a five-minute break at 10:03 p.m.

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

a. Negotiations

b. Legal

c. Personnel

d. Student

Janine Lesser moved to enter into non-public session in accordance with RSA 91-A:3,II at 10:12 for matters of negotiation, legal, personnel, and student.

Dick Dunning second. Unanimous on a roll call vote.

Jerry Wilson moved to exit non-public session at 11:17 p.m. Second. Unanimous on a roll call vote.

Tim Theberge moved to adopt the administration recommendation to exchange an annuity in lieu of tuition – Stephen Ullman second. Robert Short opposed. All others in favor on a roll call vote. Motion carried.

Janine Lesser moved to approve a memorandum of understanding for a sick bank. Katherine Heck second. Robert Short opposed, as did Linda Quintanilha. All others in favor on a roll call vote. Motion carried.

Jerry Wilson moved to approve a memorandum of understanding on remote instruction. Janine Lesser second.

Linda Quintanilha opposed. All others in favor on a roll call vote. Motion carried.

Vacation for 12-month

Stephen Ullman moved to adopt the administration recommendation to allow a one-time roll over for 12-month staff to roll up to 10 days of vacation time into the next year and must be used by June 30, 2021. Katherine Heck second.

Linda Quintanilha opposed. All others in favor on a roll call vote. Motion carried

Dick Dunning moved to allow a waiver of tuition request for a high school student.

Katherine Heck second.

Linda Quintanilha was in favor.

Janine Lesser, Robert Short, Jr., Jim Fredrickson, Jerry Wilson, Stephen Ullman, Tim Theberge, Kevin Pobst, Katherine Heck, Dick Dunning, Alan Edelkind and Niki McGettigan opposed on a roll call vote.

Motion failed. Tuition will not be waived.

Katherine Heck moved to adopt the recommendation of administration to deny the request to waive tuition and reimburse tuition for a kindergarten student.

In favor of not waiving or reimbursing tuition: Janine Lesser, Robert Short, Jim Fredrickson, Jerry Wilson, Stephen Ullman, Tim Theberge, Kevin Pobst, Katherine Heck, Dick Dunning, Alan Edelkind, Niki McGettigan.

Opposed to not waiving tuition or reimbursing: Linda Quintanilha.

Motion carries on a roll call vote. Tuition will not be waived or reimbursed.

Tim Theberge moved to seal the minutes of non-public sessions for a period of five years on each.

Katherine Heck second.

Unanimous on a roll call vote.

Linda Quintanilha motioned to adjourn at 11:29 p.m. Dick Dunning second. Unanimous on a roll call vote.

Respectfully submitted,

Brenda Marschok