

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

CONTOOCCOOK VALLEY SCHOOL BOARD

Tuesday, June 30, 2020

School Board Meeting

6:00 p.m.

Physical Location: None

Virtual Location :

<https://us02web.zoom.us/j/86488354726?pwd=YkQvdkZSWRMS1VENTA1NGIla21pUT09>

Password: 8WV0Bj

Phone: 1 301 715 8592

ID: 864 8835 4726

Password: 423341

MINUTES

BOARD

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

Greg Leonard, CVEA

ADMINISTRATION

Dr. Kimberly Saunders, Supt.
Dr. Ann Forrest, Asst. Supt.
Tim Markley, H.R.
Carrie James, H.R.
Lori Schmidt, B.A.
Ben Moenter, Special Education
Tim Grossi, Facilities
Kat Foecking, FES
Stephanie Syre-Hager, AES
Larry Pimental, PES
Kathie Morrocco, Pierce School
Fabi Woods, TES
John Reitnauer, CVHS Athletics

1. Call to Order and Pledge of Allegiance

Rich Cahoon called the meeting to order at 6:00 p.m.

2. Right to Know for Public Meeting Emergency Declaration

Rich Cahoon read the Right to Know Emergency Declaration for holding a Public Meeting.

3. Public Comment

Tim Markley, Human Resource Director shared the following:

"Mr. Chairman, I am not a resident of the district, but I am an employee- and I would like permission to make a brief comment.

Today is my last day of employment.

I want to express my deep appreciation for hiring me as the first Director of Human Resources. I believe during the last 12 and a half years that I have made positive changes to the District and I hope you all concur.

As a result of the Pandemic, you have an incredibly difficult job ahead – and I wish you the strength and wisdom to persevere. -----

YOU ARE LUCKY though.... because you have an extremely talented and intelligent Superintendent and Leadership team to lead you through this seeming impossible mission.

Mr. Markley thanked the board and administration and wished them good health.

4. Consent Agenda

a. Personnel

Rich Cahoon recognized Tim Markley as Human Resource Director, retiring from the District today. Rich said that the most important factor in a child's education are the adults in the schools with them. It is incredibly important to have the right adults in the buildings with them. For over twelve years, Tim has done a great job making sure that we have the right people in the jobs impacting children. Over 7,000 children will have passed through ConVal during Tim's tenure.

Rich added that Tim has done a great job making sure that ConVal has had the right people in place and wished him well.

1) Nominations – July 2020

Heather McKillop, CVHS Principal, \$115,000

Beth Dunham Gibney, Pierce School/FES Principal, \$ 91,000

Dick Dunning moved to approve the nominations as read. Tim Theberge second.

Dr. Kimberly Saunders introduced Heather McKillop, as incoming ConVal High School Principal, and shared background on Heather's work and experience.

Heather McKillop thanked Dr. Saunders and the interview committee for selecting her as incoming CVHS Principal.

Dr. Kimberly Saunders introduced Beth Dunham Gibney as incoming Pierce School/Francestown Elementary Principal. Kimberly also shared background information about Ms. Dunham Gibney.

Beth Dunham Gibney said that she is honored to have been selected for her new role and looks forward to becoming part of the ConVal community.

Unanimous on a roll call vote.

Katherine Heck asked for a sharing of the hiring process under COVID-19.

Kimberly said that the district became aware of the opening and had to compress the recruiting and hiring process. Previous focus group information collected two years ago was used in this process. A timeline developed that was compacted and accelerated. An aggressive recruitment was launched. Job boards were utilized. While applications were being submitted, the screening began and a committee formed for interviews. Kimberly shared committee membership makeup in the process. The group screened applications and interviewed based on focus group work. Interviews were conducted and finalists recommended for a round of interviews resulting in three finalists. References were checked. The team was brought back together for further discussion and conduct a check-in. Ultimately, an offer was made and negotiated. Twenty-five applicants submitted from a very talented applicant pool. Kimberly said that she is excited about Heather coming on and she believes she will be a good fit for the high school.

Kimberly further shared the process for the hiring of the Pierce School/Francestown Elementary School Principal position. She said that Beth was a standout candidate for this position.

5. Old Business

a. Antrim Agreement (Board Vote Required)

This item was discussed in non-public session.

b. Solar RFP Update

Tim Grossi spoke about the Solar Request for Qualifications. There was a glitch with the sending and receiving of this information to the Board in advance of tonight's meeting therefore, further discussion will take place at the July 7th School Board meeting.

6. New Business

a. Curriculum Adoption – World Language (Board Vote Required)

Niki McGettigan reported that there is time sensitivity on this topic. The recommendation from the Education Committee is to purchase for 20/21 using money budgeted for the 19/20 school year. The actual cost is \$25K, it is digital and hard copy. It has a subscription length of 6 years. It was planned to go forward earlier in the year. However, we lost on Spanish teacher mid-year and the one remaining teacher was covering all Spanish classes until February, when a second was hired.

Niki shared information on programs reviewed. Along with this, the Ed Committee wants consideration of purchasing sections III and IV in the 20/21 year. This includes a pilot for an online language lab. We would not need to expend any money until after the pilot, if we accept it. We would need to encumber \$6,500.

Dr. Ann Forrest said that by going with an online language lab, middle school students may also access it.

What is being asked is for \$25K (19/20) + 6,500 (19/20). The pilot will happen in the fall. Six years begins in September. Niki said that this was unprecedented times and is not typical.

Dick Dunning moved to accept the recommendation as outlined for purchase. Jerry Wilson second. Unanimous on a roll call vote.

b. Waive Policy (Board Vote Required)

- BGB: Policy Adoption

Tim Theberge moved to waive policy BGB. Dick Dunning second. Unanimous on roll call vote.

c. 1st Read Policy (Board Vote Required)

-JLDBB: Suicide Prevention and Response

Janine Lesser said that this policy is required by State Law and new RSA and requires the school district to have a plan, including training, for all staff on suicide prevention and identification.

Rich Cahoon said that the Policy Committee looked at this carefully.

Stephen Ullman amended to change the word designee from "They" to "his/her". Confirmed.

d. 2nd Read Policy (Board Vote Required)

-JLDBB: Suicide Prevention and Response

Dick Dunning moved to approve and adopt Policy JLDBB as presented with the change in wording of the designee. Tim Theberge second. Unanimous on roll call vote.

Janine Lesser commended Tim Theberge for his work on developing this policy.

e. 1st Read Policy (Board Vote Required)

- DEAA: Schedule of Tax Payments due to the School District

Janine Lesser reported that this is a brand new policy up for a first read. This was worked on for several weeks.

Janine commended Katherine Heck for her work on developing this policy.

Alan Edelkind said that there is nothing in the policy that outlines what happens if a town does not pay. There is no remedy. Should there be?

Janine Lesser said that the law states that those payments are owed to the district, they cannot not pay. What we are trying to do is illustrate the payment plan and procedure in order to avoid having a single town approaching the Business Administrator asking for an exception.

f. Dublin Consolidated Boiler

Tim Grossi reported that requests were sent out to seven contractors. Three looked at the job. One did not submit a bid. The remaining two were very different approaches. One wanted to just replace the boiler at \$50,277 and the second wanted to do the upgrades as well at \$72,199. Tim's recommendation is to go with Precision Temperature Control and add to the figure as a buffer. We looked at doing the work internally however, Tim said that he does not have the capacity this summer.

Jim Fredrickson asked where this sits in the budget or trust funds. Tim said that it sits in the 19/20 budget and has been encumbered.

Alan Edelkind said that we are saving from the original estimate. Tim confirmed.

Tim Grossi added that propane was considered but was not favorable.

Tim Theberge moved to approve the purchase recommendation with Precision Temperature Control for up to \$80,000. Katherine Heck second. Unanimous on a roll call vote.

7. Expenditure and Encumbrance Report – Lori Schmidt

Lori Schmidt said that everything that could be anticipated is included in this report. Items asked to be encumbered were part of the budget. World language has to be added.

The encumbrances requested of \$1.7M are in addition to the \$1.2 that have already been encumbered.

Discussion took place about encumbrances.

Kimberly Saunders said that this is the normal encumbrance that we typically have. We will talk about final year tonight as well. She asked that these remain separate.

Dick Dunning moved to accept the expenditure report and encumbrances within. Tim Theberge second. Unanimous on a roll call vote.

8. Budget Transfers (Board Vote Required) – Lori Schmidt

Lori shared a transfer request for professional development requests that have occurred to transfer \$17,202.82 from the tuition line to the professional service workshop line.

Tim Theberge moved to approve the budget transfers as presented. Dick Dunning second. Unanimous on a roll call vote.

9. Estimated Unreserved Fund Balance – Lori Schmidt

Kimberly Saunders said that we don't do our final unreserved fund balance until auditors review.

Kimberly said that we are asking for four final end of year encumbrances for Student services, Dublin Consolidated School Boiler, and World language. If you look at the unreserved fund balance, we did have quite a bit of savings. She emphasized that over the last 12 weeks of school, a big push not to spend occurred in every area. Much of the savings comes in health care savings and others from keeping costs very low. We believe that the projected unreserved fund balance will be approximately \$850,000. This is more than would have been projected.

Kimberly Saunders said that we have a list of things to put into our CAREs dollars. We have a full list to spend every cent through the grant program. She wants to make sure that additional expenses coming next year are covered. She asked for direction from the board whether to spend those dollars immediately for things budgeted or push it forward for unanticipated costs for FY'21.

Tim Theberge asked if those funds have the same December 30th deadline as other CARES money. Lori said that September of 2021 is the deadline.

Tim Theberge said that he is inclined that we want to have as much money on the table as possible. Janine Lesser agreed with Tim as was the sense of the board in agreement.

10. Final School Year 19/20 Encumbrances (Board Vote Required) – Lori Schmidt

Final year encumbrances total \$1,711,500.00.

Tim Theberge moved to encumber \$1,711,500.00 in current school year. Katherine Heck second. Unanimous on a roll call vote.

11. Public Comment

None.

12. Approval of Manifests (Board Vote Required)

Lori Schmidt certified that manifests totaling \$725,861.58 and Payroll totaling \$1,660,908.25 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. Jim Fredrickson second. Unanimous on a roll call vote.

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

- a. Negotiations**
- b. Personnel**
- c. Legal**

Tim Theberge moved to enter into non-public session in accordance with RSA 91-A:3,II at 7:10 p.m. for negotiations. Unanimous on a roll call vote.

Tim Theberge moved to exit non-public session at 7:23 p.m. Stephen Ullman second. Unanimous on roll call vote.

Tim Theberge moved to seal the minutes for five years. Dick Dunning second. Unanimous on a roll call vote.

Kimberly Saunders referenced emails to board members and she requested that the email contacts from students be shared with her. Confirmed.

Dick Dunning motioned to adjourn at 7:29 p.m. Jerry Wilson second. Unanimous on a roll call vote.

Respectfully submitted,

Brenda Marschok