

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

**CONTOOCOOK VALLEY SCHOOL BOARD**

**Tuesday, August 11, 2020**

**School Board Meeting**

**6:30 p.m.**

**Physical Location: ConVal High School Library  
184 Hancock Rd., Peterborough, NH**

Virtual Location :

<https://us02web.zoom.us/j/83811437216?pwd=M2FNa3NTTWIYSEJ5QmRMY3pwTXI3UT09>

Password: EM44Es

Phone: 1 301 715 8592

ID: 838 1143 7216

Password: 456913

**Minutes**

**BOARD**

Rich Cahoon, Richard Dunning,  
Alan Edelkind, Jim Fredrickson,  
Katherine Heck, Janine Lesser,  
Niki McGettigan, Kevin Pobst,  
Linda Quintanilha, Robert Short, Jr.,  
Tim Theberge, Jerome Wilson  
Stephen Ullman (7:54 p.m.)

**ADMINISTRATION**

Dr. Kimberly Saunders, Supt.  
Dr. Ann Forrest, Asst. Supt.  
Lori Schmidt, B.A.  
Tim Grossi, Facilities  
Mark Schaub, Tech.  
Cari Christian-Coates, Student Serv.  
Kat Foecking, GBS  
Nicole Pease, DCS  
Colleen Roy, GES  
Beth Dunham Gibney, BES/FES

**1. Call to Order and Pledge of Allegiance**

**Rich Cahoon called the meeting to order at 6:34 p.m. The Pledge of Allegiance was recited.**

**2. Non-Public Session: RSA 91-A:3,II**

**a. Negotiations**

**Tim Theberge moved to enter into non-public session in accordance with RSA 91-A:3,II for matters of negotiations at 6:35 p.m. Dick Dunning second. Unanimous.**

**Tim Theberge moved to exit non-public session at 7:33 p.m. Janine Lesser second. Unanimous.**

**Tim Theberge moved to seal the minutes for all three negotiation matters in non-public session for a period of three years.**

**Katherine Heck and Kevin Pobst opposed.**

**All others in favor. Motion carried.**

**3. Right to Know for Public Meeting Emergency Declaration**

**None.**

**4. Public Comment**

**None.**

**5. Consent Agenda**

**a. Personnel**

**1) Nominations – July 2020**

**None.**

## **6. Old Business**

### **a. Solar RFQ Update**

Kimberly Saunders reported receiving one RFQ for the Solar Project from Revision Energy. The qualification period is now closed. Next steps include the decision to go down that road with Revision.

**Linda Quintanilha moved to continue in negotiations with Revision Energy. Katherine Heck second. Unanimous.**

### **b. Bank RFP**

**Linda Quintanilha moved to move forward with the recommendation to conduct school banking with TD Bank. Tim Theberge second. Unanimous.**

### **c. ConVal School District Reopening Plan**

Kimberly Saunders reported that she sent out the final reopening plan and it is posted on the website. Staff and parents were surveyed to receive input on their plans. It is due August 14<sup>th</sup> at noon.

We have under 1K responses from families. That is not quite half of our student population. Of those that responded, 75% are returning for in person instruction 18% remotely and the remaining are other. We have about 20 students who are withdrawing as a result of home education or they are moving.

The staff results reflect just under 300 responses returned with 84% of staff feeling confident to return to work in person. Some are unable. 23 would prefer to work remotely, 12 unsure, and ten have very specific pieces that require remote work.

Jim Fredrickson asked if they opt out of education is it for the entire year. Does it impact our contract?

In terms of transportation, Kimberly Saunders said that it allows us to transport students in most need of transportation and we are asking for commitments for one year.

If you opt out of bus transportation is it for the year? Kimberly confirmed that the request is for the year. If circumstances change we can adapt.

## **7. New Business**

### **a. Bandwidth Upgrade**

Mark Schaub said that in anticipation of additional bandwidth needs, he looked at what would be needed with our internet service provider to make sure we are not capping out on what we currently have. He asked for pricing to allow full utilization between the middle schools and high school. The other item is up to \$2K for managed firewall services.

Up to \$18K per year for bandwidth and \$2K for firewall is what is being asked.

**Tim Theberge moved to adopt the request for the recommendation for upgraded bandwidth and firewall. Dick Dunning second. Unanimous.**

### **b. FEMA Public Assistance**

Kimberly Saunders reported that we are pursuing FEMA Public Assistance grants. The guidance is not yet available. When we get reimbursed, it would be a 75%/25% split. The 25% is what ConVal would be responsible for. What kinds of things are eligible for reimbursement? Lori said that FEMA has not yet issued the guidance for what is eligible. We can submit for closing school. Guidance is expected by the end of the month.

Stephen Ullman joined the meeting at 7:54 p.m.

## **8. Requisition Approvals (Board Vote Required) – Lori Schmidt**

Lori Schmidt referenced the list of requests. She said that things need to get ordered to move forward. Requests will be vetted further.

**Dick Dunning moved to accept the requisitions as presented with vetting by administration. Katherine Heck second. Unanimous.**

PPE Requisition – Lori shared the results from three vendors to full requests. She recommended going with MoMoney as a result of being the lowest bid and acceptable delivery date.

**Tim Theberge moved to authorize the purchase of PPE from MoMoney. Dick Dunning second. Unanimous.**

Rich Cahoon referenced staffing requests.

Kimberly said that the kindergarten at GES is at the top of 18 students. This request is based on the ability to implement the pod.

**Dick Dunning moved to approve the request to add a Kindergarten teacher and a Grade 1-2 teacher at GES. Janine Lesser second.** Kimberly Saunders said that this is a one-year position. \$50K is estimated salary coupled with an estimated two-person health insurance plan.

The \$80K is a placeholder based on assumptions. It could be higher, it could be lower.

Colleen Roy said that based on family groupings and size of classrooms, they can only have 12 students per classroom. The library is being used as a classroom.

**Unanimous.**

PES Position –

**Dick Dunning moved to accept the recommendation to add a Kindergarten teacher at PES.. Katherine Heck second.**

Kimberly said that this position could remain if the numbers justify the position beyond the current year.

**Unanimous.**

#### **9. Public Comment**

None.

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

**a. Negotiations**

**b. Personnel**

**c. Legal**

**Dick Dunning motioned to adjourn at 8:06 p.m. Katherine Heck second. Unanimous.**

Respectfully submitted,

Brenda Marschok

**Amended at the September 1, 2020 School Board meeting.**



## ConVal School District – Change of Vendor Recommendation

### General Information

<b>Description:</b>	Primary Banking Agreement; Consolidate Food Service Account with General Fund and then begin transitioning Principal and School Activity Accounts
<b>Sole Source:</b>	No
<b>RFP Date:</b>	7/31/2020 – 8/07/2020
<b>RFP Post Location:</b>	<a href="https://convalsd.net/wp-content/uploads/2020/07/RFP-Bank-Services.pdf">https://convalsd.net/wp-content/uploads/2020/07/RFP-Bank-Services.pdf</a>

### Bid Information

Vendor	Description
Bar Harbor Bank	Interest .22% Fees Positive Pay \$40/mth; Remote Deposit \$50/mth Other fees waived based on account balance Rating Not rated by S&P, Moody's or Fitch Government Group Location None
People's United Bank	Interest .20% Fees Positive Pay \$50/mth; Remote Deposit 60/mth <i>Must increase nightly balance to waive fees</i> Other fees waived based on account balance Rating S&P A- Moody's A2 Fitch not rated Government Group Location Manchester & Boston
TD Bank	Interest .20% Fees Fees waived based on account balance Rating S&P AA- Moody's Aa1 Fitch AA- Government Group Location Concord

### Recommendation

Vendor
TD Bank

Vendor	DAC	Total Amt.	Project	Internal Notes	Reference
Learning Without Tears	GES	\$708.29	Classroom Consumables		
Learning Without Tears	AES	\$158.84	Classroom Consumables		
Quill	TES	\$224.70	Classroom Consumables		Mrs Guathier's order
Quill	AES	\$84.75	Classroom Consumables		
School Datebooks	GBS	\$348.00	Classroom Consumables		PCard
Cote, Traci A	Curriculum	\$850.00	Contracted Srvc		
Flegal, Shalini Joshi	Curriculum	\$850.00	Contracted Srvc		
Osterman Propane Incorporated	SAU	\$100,000.00	Contracted Srvc		Propane
Stanford Ctr for Prof Development	Curriculum	\$198.00	Contracted Srvc		
PS Safety Connection LLC	PES	\$487.50	Covid19		
Amazon.com	CVHS	\$175.96	Equipment	Science	P-card Purchase
Flinn Scientific	CVHS	\$61.26	Equipment	Science	
Vernier Software & Technology	CVHS	\$218.00	Equipment	Science	
Vernier Software & Technology	CVHS	\$66.00	Equipment	Science	
AmeriGas	Maintenance	\$16,000.00	General Maintenance		Propane
Webb & Company, F.W.	Maintenance	\$680.10	General Maintenance		CVHS
ASCD	TES	\$89.00	Membership		P-Card
NHASP	TES	\$560.00	Membership		
Flinn Scientific	CVHS	\$68.35	n/a		
Oriental Trading Company	GES	\$54.99	n/a	lanyards	PCard
Steele's Bookstore	Maintenance	\$30.00	n/a		
Scholastic Magazine	GES	\$406.86	Subscriptions		
Smore	AES	\$79.00	Subscriptions		PCard
SurveyMonkey	SAU	\$384.00	Subscriptions		Pcard
Amazon.com	GES	\$1,360.21	Supplies		PCard
Amazon.com	AES	\$207.75	Supplies		PCard
Amazon.com	Maintenance	\$12.98	Supplies		Pcard
Amazon.com	PES	\$41.42	Supplies		P card
Amazon.com	HES	\$750.78	Supplies		Pcard
Biozone Corporation	CVHS	\$997.50	Supplies		
Blueberry Hill Design Works	CVHS	\$750.00	Supplies	lanyards	
Ellis Music	CVHS	\$302.25	Supplies		
Fisher Science Education	CVHS	\$552.00	Supplies		
Flinn Scientific	CVHS	\$456.25	Supplies		
Quill	CVHS	\$337.66	Supplies		
Quill	CVHS	\$283.88	Supplies		
Quill	HES	\$152.90	Supplies		BOY Supplies
Rochester 100 Incorporated	TES	\$135.00	Supplies		P-Card
Rochester 100 Incorporated	HES	\$72.00	Supplies		BOY Supplies
School Specialty	TES	\$939.20	Supplies		Mrs Brun's order
School Specialty	AES	\$1,057.69	Supplies		
School Specialty	HES	\$511.40	Supplies		BOY Supplies
Staples	SAU	\$276.77	Supplies		Pcard
Staples	HES	\$141.57	Supplies		PCard
Teacher Direct	AES	\$892.81	Supplies		
Wards Natural Science	CVHS	\$197.34	Supplies		

**Recommend Approval of**

**\$133,212.96**



## ConVal School District - Purchase Recommendation

### General Information

<b>Description:</b>	PPE needs (masks, gloves, face shields, gowns, thermometers, sanitizer & dispensers)
<b>Sole Source:</b>	No
<b>Budgeted Item:</b>	No, anticipate FEMA reimbursement at 75%

### Bid Information

Vendor	Description	Bid
Tarantino	Requires 50% deposit; delivery in 20 days	\$131,356
MoMoney	Delivery by September 1 <sup>st</sup>	\$121,458
Cintas	Excludes Sanitizer & Dispenser, Delivery by August 30 <sup>th</sup>	\$190,225

### Purchase Recommendation

Vendor	Bid
MoMoney	\$121,458



**CONVAL School District**  
**Justification for Adding a Kindergarten Teacher**  
**and a Grade 1-2 Teacher at GES due to COVID-19 Safety Protocols**

**Present State:** The anticipated enrollment in each grade at GES is currently:

Kindergarten	18
Grade 1	14
Grade 2	13
Grade 3	18
Grade 4	10

District policy [IIB Class Size](#) “recognizes the many instructional benefits based on reasonable class sizes.” This policy includes class size guidelines, which recommend class sizes of 15-18 for kindergarten classes and combined grade 1-2 classes of 18-20. However, In order to meet the COVID-19 class size guidelines based on the measurements of GES classrooms, we will need to create 2 additional classrooms. Based on the measurements of our classrooms, each class can have a maximum of 12 students. In order to accomplish this, we need to add a Kindergarten classroom, which has been filled with an internal transfer, and a combined Grade 1-2 classroom, which we need to hire for.

Kindergarten-GES teacher	9
Kindergarten-filled w/in-district transfer	9
Grade 1-2-GES teacher	12
Grade 1-2-NEW HIRE	9
Grade 2-3-GES teacher	12
Grade 3-GES teacher	12
Grade 4-GES teacher	10



## CONVAL School District Justification for Adding a Kindergarten Teacher and a Grade 1-2 Teacher at GES due to COVID-19 Safety Protocols

**Recommended Addition/Change:** Add a grade 1-2 teacher at GES. The following points contributed to the bringing forward of this recommendation:

- Our current class size numbers exceed the recommended class sizes due to COVID-19 physical distancing recommendations.
- In the past new students have registered in the months of July and August, as well as in the fall.

**How does this forward the Vision, our goal of One Vision, One Direction, and align to the Strategic Plan?** Adding a grade 1-2 teacher at GES will support the district's vision of "becoming a model of educational excellence...by creating learning environments in which *all* students, regardless of their economic status or whether or not they have a disability, learn and succeed" (Saunders & Allwarden, 2015). It is also aligned to (and supports) the following focus areas identified in the Strategic Plan (2015):

- The School District will implement research-based learning frameworks, as they relate to content area, teaching strategies, critical thinking, and problem -solving skills to increase student learning and student achievement.
- The School District will implement a fully inclusionary and equitable model across all school buildings. All students will be included fully in the general education experience to the greatest extent possible.
- The School District will utilize a balanced student assessment program to assess student progress toward curriculum goals, inform instruction, and determine appropriate intervention for students.
- Students will become partners in their own education and in the process of their own learning.

**Estimated Financial Impact:** Approximately \$80,000?

### References

Saunders, K.R., & Allwarden, A.F. (2015). Toward excellence for every child.





CONVAL School District  
Justification for Adding a Kindergarten Teacher  
and a Grade 1-2 Teacher at GES due to COVID-19 Safety Protocols

Strategic Plan 2021: Working toward providing an excellent education for every child every day.  
Retrieved on October 31, 2016, from <http://schoolboard.convalsd.net/wp-content/uploads/sites/3/2016/04/cvsd-strategic-plan-final.pdf>



## CONVAL School District Justification for Adding a Kindergarten Teacher at PES

**Present State:** The anticipated number of kindergarten students attending Peterborough Elementary School (PES) in the fall of 2020 has grown to at least 57\*. Given that PES has three kindergarten teachers, the size of each class, based on the current numbers, would average 19 students per class. District policy [IIB Class Size](#) “recognizes the many instructional benefits based on reasonable class sizes.” This policy includes class size guidelines, which recommend class sizes of 15-18 for kindergarten classes. Since the kindergarten classes at PES would exceed the recommended class size guidelines approved by the School Board, options were reviewed and the following recommendation is being brought forward for consideration.

**Recommended Addition/Change:** Add a fourth kindergarten teacher at PES. The following points contributed to the bringing forward of this recommendation:

- Our current kindergarten numbers exceed the Board’s recommended guidelines.
- In the past new students have registered in the months of July and August, as well as in the fall.
- Census numbers suggest that there is still a large number of kindergarten aged students who have not been registered yet.
- If we wait to see if the numbers increase further, and they do, we may compromise our ability to attract quality applicants.

**How does this forward the Vision, our goal of One Vision, One Direction, and align to the Strategic Plan?** Adding a kindergarten teacher at PES will support the district’s vision of “becoming a model of educational excellence...by creating learning environments in which *all* students, regardless of their economic status or whether or not they have a disability, learn and succeed” (Saunders & Allwarden, 2015). It is also aligned to (and supports) the following focus areas identified in the Strategic Plan (2015):

- The School District will implement research-based learning frameworks, as they relate to content area, teaching strategies, critical thinking, and problem -solving skills to increase student learning and student achievement.
- The School District will implement a fully inclusionary and equitable model across all school buildings. All students will be included fully in the general education experience to the greatest extent possible.



## CONVAL School District Justification for Adding a Kindergarten Teacher at PES

- The School District will utilize a balanced student assessment program to assess student progress toward curriculum goals, inform instruction, and determine appropriate intervention for students.
- Students will become partners in their own education and in the process of their own learning.

**Estimated Financial Impact:** Approximately \$80,000?

### References

Saunders, K.R., & Allwarden, A.F. (2015). Toward excellence for every child.

Strategic Plan 2021: Working toward providing an excellent education for every child every day. Retrieved on October 31, 2016, from <http://schoolboard.convallsd.net/wp-content/uploads/sites/3/2016/04/cvsd-strategic-plan-final.pdf>

\*46 are registered, and there are 11 students we know are attending based on their enrollment in the district's First Friends pre-school, conversations with parents, and information provided by our special education team.