

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

CONTOOCOOK VALLEY SCHOOL BOARD

School Board Meeting

**Tuesday, August 18, 2020
6:30 p.m.**

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

Virtual Location:

<https://us02web.zoom.us/j/88240864448?pwd=RlFQYnpOVzdPc1ArWWxGVXNVOHdPdz09>

Meeting ID: 843 3630 3656

Password: Q9k1PF

Phone: +1 646 558 8656 US

Meeting ID: 882 4086 4448

Password: 916654

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, Stephen Ullman,
Jerome Wilson

ADMINISTRATION

Dr. Kimberly Saunders, Supt.
Dr. Ann Forrest, Asst. Supt.
Carrie James, H.R.
Lori Schmidt, B.A.
Tim Grossi, Facilities
Mark Schaub, Tech.
Cari Christian-Coates, Student Serv.
Ben Moenter, Special Ed.
Beth Gibney, BES/FES
Heather McKillop, CVHS

Kat Foecking, GBS
Nicole Pease, DCS
Colleen Roy, GES
Fabi Woods, TES
K. Levesque, PES
Larry Pimental, PES

1. Call to Order and Pledge of Allegiance

Janine Lesser called the meeting to order at 6:32 p.m. The Pledge of Allegiance was recited.

2. Right to Know for Public Meeting Emergency Declaration

Janine Lesser read the *Right to Know for Public Meeting Emergency Declaration*.

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

Tim Theberge moved to enter into non-public session in accordance with RSA 91-A:3,II for negotiations and student matters. Dick Dunning second. Unanimous on a roll call vote at 6:42 p.m.

Dick Dunning moved to exit non-public session at 7:17 p.m. Katherine Heck second. Unanimous.

Tim Theberge moved to seal the second non-public session for period of five years. Dick Dunning and Jerry Wilson abstained. All else in favor on a roll call vote. Motion carried.

Tim Theberge moved to suspend Policy JCA – Change of School or Assignment.

Dick Dunning second. Unanimous on a roll call vote.

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

a. August 4, 2020

Linda Quintanilha moved to accept the minutes of the August 4, 2020 School Board meeting.

Dick Dunning second.

Katherine Heck amended the minutes to include RSA's under agenda item 10a.

Jerry Wilson abstained. All others in favor, as amended, on a roll call vote. Motion carried.

5. Public Comment

None.

6. Governance Note

None.

7. Consent Agenda

a. Personnel

1) Nominations

- a. Sarah Paradis, CVHS ILS Teacher
- b. Darcie Sherwin, District 1-Year Position, School Nurse
- c. Jennifer Hamilton, GES Grade 1-2 Teacher
- d. Meaghan Hodge, PES Grade 3 Teacher
- e. Gwen Rumburn, OT

Linda Quintanilha moved to approve the nominations as revised. Dick Dunning second. Unanimous on a roll call vote.

8. Superintendent's Report and Presentation of Business

a. Monthly Events Calendar

The School Board agreed to meet weekly on Tuesday's at 6:30 through September and reassess. Policy Committee will meet on Tuesday, August 25th at 5:00 p.m. as well as Tuesday, September 1st. Equity Committee will meet on Tuesday, September 22nd at 5:30 p.m. Education Committee will meet on Thursday, September 17th at 5:00 p.m.

9. Reports

a. Teacher Representative – Greg Leonard

None.

b. Policy Committee – Janine Lesser

Janine Lesser reported that a request to suspend the policy for Community Use is recommended.

Linda Quintanilha moved to suspend Policy KF – Community Use of Schools. Stephen Ullman second.

Janine Lesser said that this is to eliminate the use of the buildings and grounds during the pandemic by the community to contain the virus.

Rich Cahoon said that we have allowed use of playgrounds.

Kimberly Saunders said that this is so that we don't have people use the buildings or use the facilities this year. It is not about being outside or on the playgrounds, it is about the inside of the buildings. Organized events will not be permitted in the buildings.

Katherine Heck said that community polling in our buildings takes place.

Kimberly Saunders said that Bennington knows that they can use the building on November 3rd and not September 8th. She has had conversations with the town. Students will not be in the building on November 3rd. We will have clear protocols in place.

Katherine Heck said that it is not because we don't appreciate our community but in order to keep control of the protocols and keep students and staff safer and keep our facilities disinfected.

Several board members said that they personally will be directly impacted by this suspension and they are in favor of suspending the policy.

Tim Grossi said that we share space at AES and the Antrim Town Gym. Discussion will be needed.

Jim Fredrickson suggested developing a statement and sharing it rather than suspend the policy.

Katherine said that by suspending the policy, it broadens the intent and supports the Superintendent. She said that suspending the policy is stronger than a statement.

Tim Grossi said that in terms of outside usage, it depends on the facility and time of year, we hold four or five dozen events each month.

Kevin Pobst said that he is in favor of suspending the policy.

Stephen Ullman added that he sees no conflict between the two ideas.

In favor of suspending community use of schools: Richard Dunning, Alan Edelkind, Jim Fredrickson, Katherine Heck, Janine Lesser, Niki McGettigan, Kevin Pobst, Linda Quintanilha, Tim Theberge, Stephen Ullman, Jerry Wilson

Opposed: Robert Short, Jr.

Motion passes.

Janine Lesser said that a list of policies that would potentially be impacted by the virus and the impact of reopening is under review.

c. Communication Committee – Niki McGettigan

Niki McGettigan reported that Kimberly Saunders introduced the Committee to Christine Mann who would be aiding the district in finding a communication person. Different possibilities were discussed. The search has been narrowed to four different groups. Kimberly is meeting with the four. The Communication Committee will come to the board with a recommendation.

d. Budget & Property Committee – Jim Fredrickson

Jim Fredrickson reported meeting tonight. The first item was the Solar RFQ. Next steps are to evaluate the proposal. Economics have been changed; a performer will be asked.

The 20/21 budget summary was discussed. In addition, the 21/22 budget guidance was touched on with no additional changes. The 21/22 Capital Improvement Plan will be reviewed at the next meeting.

Tim Grossi reported on the three-story wing HVAC project at Peterborough Elementary School. The atmosphere has completely changed the environment. Shout out to Keith Lee and the contractors who have worked to bring the completion of the project in on time and under budget.

10. Old Business

a. ConVal School District Reopening Plan

Kimberly Saunders reported that the survey results are being worked through. There is some follow-up that principals are making to families who, for various reasons, did not or could not complete the survey. We are working with the bus company to develop bus routes in alignment with pods.

The monitoring team will meet at 8:00 a.m. to allow doctors to be present before seeing their patients. The monitoring team is looking at a way to put up a dashboard. They meet next tomorrow at 8:00 a.m. Kimberly said that tents are being put up. She will be moving into her tent on Thursday morning. We are working on implementing the plan.

Jim Fredrickson said that he would like to sit in on a COVID Monitoring Meeting; when might that be possible? Kimberly said that when the meetings become active and data is looked at.

Kevin Pobst asked when the survey results might be seen. Kimberly said that when follow-up calls are complete the results will be shared.

Rich Cahoon said that he has provided the link to our reopening plan to others in various states who are hearing about it.

11. New Business

a. Policy Suspensions (Board Vote Required)

- KF: Community Use of Schools

Voted on under 8b, Policy Committee report.

b. Requisition Approvals (Board Vote Required)

Lori Schmidt referenced a revision sent earlier today. She said that has changed already. \$82,058 in supplies with purchase recommendations.

Dick Dunning moved to approve recommendations by the Business Administrator. Jim Fredrickson second. Unanimous on a roll call vote.

c. Technology/Communication Purchases

Wireless headsets – bid out on an RFQ \$40.99 each was price from Amazon. Recommend Amazon option.

Tim Theberge moved to approve the purchase recommendation for wireless headsets to support classroom streaming and remote learning.

Katherine Heck second. Unanimous on a roll call vote.

Hive Manager – this request is for 212 internal access points. Two bids were received. Recommendation is to go with WCA. Since this is a purchase out of next fiscal year.

Linda Quintanilha moved to approve the purchase recommendation as presented.

Dick Dunning second. Unanimous on a roll call vote.

Two-way radios – Mark Schuab said that we are looking to expand two-way radio communication to allow staff in tents to communicate with people back in buildings. We have two current sites; high school and SMS that currently use them. We are looking to expand to other schools. One radio per tent plus replacement of some outdated radios to go with a digital solution to allow outside people not to interfere with communication.

Recommendation is to go with R&R Communications, Inc. because they will program the devices for a total of \$34,920.00.

Linda Quintanilha moved to move forward with the purchase recommendation with R&R Communications, Inc.

Dick Dunning second.

Two-Way Radios are currently used by administration and facilities to communicate in emergency operations planning and communication back to offices and administrative assistants. Tim Grossi said that this communication will allow to carry out for years.

Unanimous on a roll call vote.

d. Electrical Subcontracting

Tim Grossi referenced estimates to run power to the tents. He said that this represents 40+ tents that represent over 50 classes that need power run to them. Labor and material estimates were shared.

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

e. Arcomm/Paging

Passed over.

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

Lori Schmidt referenced transfers related to transportation to align with the contract in the amount of \$128,605.20. These were budgeted items.

Dick Dunning moved to approve the budget transfers as reported. Jim Fredrickson second. Unanimous on a roll call vote.

g. Staffing Justification

None.

12. Public Comment

None.

13. Approval of Manifests (Board Vote Required)

Lori Schmidt certified that manifests listed totaling \$855,082.89 and Payroll totaling \$226,225.34 have found by her 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.

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

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

a. Negotiations

b. Personnel

c. Legal

Linda Quintanilha motioned to adjourn at 8:20 p.m. Dick Dunning second. Unanimous on a roll call vote.

Respectfully submitted,

Brenda Marschok

Vendor	DAC	Total Amt.	Project	Internal Notes	Reference
Hertzler, Judith B	SAU	\$800.00	Benefit	social worker	Mileage
Amazon.com	CVHS	\$2,161.88	Books	social studies	P-Card Purchase
Learning Without Tears	DCS	\$642.40	Classroom Consumables		
EPS Educators Pub Service	DCS	\$33.70	Classroom Consumables		
USPS Peterborough	SPED	\$17.60	Postage		
USPS Hancock	HES	\$100.00	Postage		P-Card
Cricket Media	TES	\$43.90	Subscriptions		P-Card
National Geographic Kids	TES	\$25.00	Subscriptions		P-Card
National Wildlife Federation	TES	\$19.95	Subscriptions		
National Wildlife Federation	TES	\$19.95	Subscriptions		
Smore	CVHS	\$588.00	Subscriptions		P-Card Purchase
The Webstaurant Store Inc	GBS	\$49.03	Supplies	art	P-Card
McIntire Business Products Inc	DCS	\$119.88	Supplies	laminating film	
Amazon.com	DCS	\$404.86	Supplies		PCARD
Quill	DCS	\$548.59	Supplies	classroom	
Getting Nerdy LLC	CVHS	\$71.80	Supplies	science	P-Card Purchase

Vendor	DAC	Total Amt.	Project	Internal Notes	Reference
Hertzler, Judith B	SAU	\$800.00	Benefit	social worker	Mileage
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Learning Without Tears	DCS	\$642.40	Classroom Consumables		
EPS Educators Pub Service	DCS	\$33.70	Classroom Consumables		
Learning Without Tears	DCS	\$642.40	Classroom Consumables		
Farm Plast LLC	GBS	\$1,500.00	Covid19	crates	Pcard
Farm Plast LLC	SMS	\$2,000.00	Covid19	crates	Pcard
Flute Air Shield LLC	SAU	\$250.00	Covid19		Pcard
Michigan Company Inc	Maintenance	\$175.39	General Maintenance		PCard
USPS Peterborough	SPED	\$17.60	Postage		
USPS Hancock	HES	\$100.00	Postage		PCard
Cricket Media	TES	\$43.90	Subscriptions		P-Card
National Geographic Kids	TES	\$25.00	Subscriptions		P-Card
National Wildlife Federation	TES	\$19.95	Subscriptions		
National Wildlife Federation	TES	\$19.95	Subscriptions		
Smore	CVHS	\$588.00	Subscriptions		P-Card Purchase
The Webstaurant Store Inc	GBS	\$49.03	Supplies	art	PCard
McIntire Business Products Inc	DCS	\$119.88	Supplies	laminating film	
Amazon.com	DCS	\$404.86	Supplies		PCARD
Quill	DCS	\$548.59	Supplies	classroom	
Getting Nerdy LLC	CVHS	\$71.80	Supplies	science	P-Card Purchase

Recommend Approving **\$10,214.33**

Separate Requests

Two Way Radios	34,920.00
Wireless Headsets	5,123.75
Aerohive (wifi access points)	21,479.84
Supplies & Equipment	91,145.66
Electrical Work	28,120.00

Budget Transfers

Transfer Between Transportation Accounts Per Contract

Acct No.	Description	Project	Debit	Credit
21.000.2722.39.519	Dist Spec Ed Pupil Trans		128,605.20	
21.000.2721.40.519	Dist Admin Pupil Trans			128,605.20



ConVal School District - Purchase Recommendation

General Information

Description:	Up to 125 wireless headsets to support classroom streaming during Covid-19 reopening and remote learning
Sole Source:	No
RFP Number:	ConVal Technology RFQ 2020-02
RFP Date:	7/23/2020 - 7/30/2020
RFP Post Location:	https://convalsd.net/finance-operations/finance/request-proposal-quotes/conval-technology-rfq-2020-02/
Budgeted Item:	No
Line Item(s):	Multiple Lines

Low Bid Information

Vendor	Description	Bid
mvation	Pyle Belt Pack Wireless Microphone System	\$32.86 each \$4,107.50
Zones	Jabra TALK 30 - headset	\$36.00 each \$4,500.00
Amazon	Mpow Bluetooth Headset V5.0 with Charging Base	\$40.99 each \$5,123.75
SHI	Jabra STEALTH UC - Headset	\$94.96 each \$11,870.00

Purchase Recommendation

Vendor	Bid
Amazon	\$5,123.75

Comments	Mvation option will not be available until mid-October at the earliest. Zones and SHI options are an in-ear form-factor where over-ear is preferred. Mpow option also includes a charging base.
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ConVal School District - Purchase Recommendation

General Information

Description:	Variety of supplies & equipment needed to promote social distancing in order to reopen school.
Sole Source:	No
RFP Number:	n/a
RFP Date:	n/a
RFP Post Location:	n/a
Budgeted Item:	No
Line Item(s):	Multiple Lines

Purchase Recommendation

Vendor	Bid
Amazon	\$9,955.62
Quill (tables & chairs)	\$61,342.04
W.B.Mason	\$1,745.80
Hobby Lobby	\$3,995.20
DGI Tech	\$14,107.00

Comments	Pricing was compared with multiple vendors for each item.
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ConVal School District - Purchase Recommendation

General Information

Description:	212 Extreme Networks - HiveManager Subscription license renewal 1 year
Sole Source:	No
RFP Number:	2019-2020 E-Rate Form 470
RFP Date:	2/24/2020 - 3/22/2020
RFP Post Location:	FCC Form 470 – Funding Year 2020
Budgeted Item:	Yes
Line Item(s):	21.000.2310.40.650 (\$25,000)

Low Bid Information

Vendor	Description	Bid
WCA	Extreme Networks - HiveManager Subscription	\$101.32 each \$21,479.84
Connection	Extreme Networks - HiveManager Subscription	\$101.47/each \$21,511.64

Purchase Recommendation

Vendor	Bid
WCA	\$21,479.84

Comments	Yearly renewal for licensing of Aerohive access points. About 50% of purchase will be reimbursed by USAC through E-Rate.
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ConVal School District - Purchase Recommendation

General Information

Description:	120 Motorola DTR700 Two-Way Radios for communication from tents to buildings
Sole Source:	No
RFP Number:	N/A
RFP Date:	N/A
RFP Post Location:	N/A
Budgeted Item:	No
Line Item(s):	Multiple Lines

Low Bid Information

Vendor	Description	Bid
Zones	Motorola DTR700 Two-Way Radio	\$264.00 each \$31,680.00
R&R Communications, Inc.	Motorola DTR700 Two-Way Radio	\$291.00 each \$34,920.00
Amazon/Other Online Vendors	Motorola DTR700 Two-Way Radio	\$349.00each \$41,880.00

Purchase Recommendation

Vendor	Bid
R&R Communications, Inc.	\$34,920.00

Comments	R&R Communications is preferred vendor due to programming of the devices being included in the price. Zones option does not include radio programming.
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OFFICE OF THE SUPERINTENDENT OF SCHOOLS
Peterborough, New Hampshire

CONTOOCOOK VALLEY SCHOOL DISTRICT

August 18, 2020
Personnel Agenda

ADDENDUM

Nominations – August 2020

CVHS

Sarah Paradis	ILS Teacher	\$53,500
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GES

Jennifer Hamilton	Gr. 1-2 Teacher	\$39,000
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PES

Meaghan Hodge	Gr. 3 Teacher	\$39,000
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Special Education

Gwen Rumburg	Occupational Therapist	\$60,500
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District – 1-Year Position

Darcie Sherwin	School Nurse	\$68,000
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Co-Curricular Nominations:

See Attached

Manifest Payment Authorization Motion

I CERTIFY that the manifest listed by number below have been reviewed by me and found to be proper charges against Contoocook Valley School District for goods and or services received and have been properly processed prior to their submittal to the School Board.

Loval R Schmitt
School Business Administrator

8/14/2020
Date

I Move that the School Board approve the Manifest(s) as listed below and CERTIFIED by the Business Administrator.

Date	Payroll	Amount
8/12/2020	PR4	\$ 226,225.34
	Sub Total:	\$ 226,225.34

Date	Manifest	Amount
7/31/2020	I20 011	\$ 22,230.00
7/31/2020	CSI20 005	\$ 900.00
7/31/2020	CPI20 001	\$ 3,390.00
7/31/2020	TIIA20 008	\$ 2,100.00
7/31/2020	TIV19 007	\$ 2,945.00
7/31/2020	T001	\$ 103,755.67
8/4/2020	NCTI20 024	\$ 2,071.01
8/5/2020	F001	\$ 146,329.77
8/5/2020	NCF001	\$ 133,721.59
8/7/2020	NC 006	\$ 7,194.99
8/7/2020	Man 006	\$ 60,526.18
8/10/2020	NC Pcard 01	\$ 12,616.03
8/11/2020	Man 007	\$ 324,837.46
8/11/2020	NC 007	\$ 1,000.00
8/14/2020	Man 008	\$ 31,465.19
	Sub Total:	\$ 855,082.89

Grand Total: \$ 1,081,308.23

Motion By: Jim Fredrickson

Second: Dick Sunning

Result: 13 - - -
 Yes No Absent Abstain

Signature of Clerk: Brenda Marsch

Note: Two copies of this form are prepared and signed. One copy is filed with the original minutes and one sent to the Business Office for the auditor's file.