

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

CONTOOCCOOK VALLEY SCHOOL BOARD

School Board Meeting

Tuesday, August 4, 2020

Immediately Following Public Hearings

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

Virtual Location:

<https://us02web.zoom.us/j/84336303656?pwd=UEFIV3lrN01Od3hySUh5U3RPNit5QT09>

Meeting ID: 843 3630 3656

Password: sGN2tH

Phone: +1 646 558 8656 US

Meeting ID: 843 3630 3656

Password: 246023

Agenda

1. Call to Order and Pledge of Allegiance
2. Right to Know for Public Meeting Emergency Declaration
3. Acceptance of School Board Meeting Minutes (Board Vote Required)
 - a. July 21, 2020 (pg. 1-3)
 - b. July 28, 2020 (pg. 4-6)
4. Points of Pride
5. Public Comment
6. Governance Note
7. Consent Agenda
 - a. Personnel
8. Superintendent's Report and Presentation of Business
 - a. Monthly Events Calendar (pg. 7-8)
9. Reports
 - a. Teacher Representative – Greg Leonard
 - b. Budget & Property Committee – Jim Fredrickson
 - c. Policy Committee – Janine Lesser
 - d. Selectmen's Advisory Committee – Tim Theberge
10. Old Business
 - a. ConVal School District Reopening Plan (Board Vote Required)
11. New Business
 - a. Requisition Approvals (Board Vote Required) (pg. 9)
 - b. Technology Purchase Recommendations for Reopening – Mark Schaub
12. Public Comment
13. Approval of Manifests (Board Vote Required)
14. Non-Public Session: RSA 91-A:3,II (If Required)
 - a. Negotiations
 - b. Personnel
 - c. Legal

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

CONTOOCOOK VALLEY SCHOOL BOARD

Tuesday, July 21, 2020

School Board Meeting

6:30 p.m.

Physical Location: None

Virtual Location :

<https://us02web.zoom.us/j/86456177975?pwd=bWJlUWVXf0S3E0SjJxdlV5KzA3ekFTQT09>

Password: 2azWMd

Phone: 1 301 715 8592

ID: 864 5617 7975

Password: 162234

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, Jerome Wilson

Greg Leonard, CVEA

ADMINISTRATION

Dr. Kimberly Saunders, Supt.
Dr. Ann Forrest, Asst. Supt.
Carrie James, H.R.
Colleen Roy, GES
Amy Janoch, HES
Heather McKillop, CVHS
Kat Foecking, GBS
Kristen Levesque Lee, PES
Nicole Pease, DCS

1. Call to Order and Pledge of Allegiance

Rich Cahoon called the meeting to order at 6:31 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.

Tim Theberge moved to enter into non-public session in accordance with RSA 91-A:3,II at 6:34 p.m. for matters of negotiations and legal. Dick Dunning second. Unanimous on a roll call vote.

Tim Theberge moved to exit non-public session at 7:37 p.m. Dick Dunning second. Unanimous on a roll call vote.

Tim Theberge moved to seal the first non-public session for a period of five (5) years, not to seal the second non-public, and to seal the third non-public session for a period of five (5) years. Dick Dunning second. Unanimous.

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

a. July 7, 2020

Dick Dunning moved to accept the minutes of July 7, 2020. Tim Theberge second. An amendment to remove the statement under the Selectmen's Advisory Committee report was made. Jerry Wilson and Rob Short, Jr. abstained. All others in favor. Motion carried.

b. July 14, 2020

Dick Dunning moved to accept the minutes of July 14, 2020. Tim Theberge second. Unanimous.

4. Points of Pride

Kimberly Saunders reported out on the opening of the Extended School Year (ESY) program. She said that it has gone well and has provided some insight. It has allowed us to screen staff and students as they come in to learn. She commended the incredible job on behalf of nursing staff and other staff.

Stephen Ullman recognized two former ConVal graduates from Antrim.

5. Public Comment

None.

6. Governance Note

None.

7. Consent Agenda

a. Personnel

None.

b. July 1st Enrollment

Kimberly Saunders noted near 150 kindergarten students are anticipated.

Janine Lesser asked if these are permanent students or temporary. Kimberly said that it appears they are permanent.

Stephen Ullman spoke about the 34% decline in enrollment over a period of years. He said that we have three elementary schools that have just four teachers. How many other employees have to be present at schools with those enrollments? Kimberly Saunders said that a school nurse, PE/Health Teacher, School Counselor, and Principal. They have to have the services of these positions which is why we have so many itinerant staff.

Jerry Wilson noticed a bit of disparity over the number of students assigned to a teacher in various buildings. Perhaps it is time for our Equity Committee to look at this distribution.

Kimberly asked if Jerry is talking about a contractual concern or equity concern for students. Jerry said that for students it seems a skewed.

8. Superintendent's Report and Presentation of Business

a. Monthly Events Calendar

The school board will meet on Tuesday, July 28th at 6:30 p.m. in the high school gym. It would be a hybrid/in-person meeting. Niki suggested a trial run to assure it runs smoothly. She shared the challenges of distancing while speaking and coordinating remote participation.

Budget & Property will meet on Tuesday, July 28th at for jumpstarting the 21-22 budget process calendar and process.

b. School Reopening Update

Kimberly Saunders reported finishing final drafts of the reopening framework. The guiding document is over 50 pages long. An Executive Summary has been created and she is hoped that will be shared at the end of this week. We are in the process of creating detailed plans based on the guiding documents. They frame the return of school and creation of classes in decreased size. Pods of students would be created. For K-8, staff would be constant. At the high school, simultaneous work through a combination of remote and in-person education and learning is planned. We are not looking at a two day on, two day off schedule. High school students would come in four days per week. Elementary would come in consecutive days in a row. Potential calendar changes are under discussion. Finally, the administration and teachers aiding the administration have been amazing in the work they are doing, and thinking differently about how solid education can be delivered. Ionization systems and filtration systems for air handling will be asked. Leveraging outdoor class space under tents is under discussion as well. Pushing out the plan to allow families to make informed decisions is imperative.

9. Reports

a. Teacher Representative – Greg Leonard

Greg Leonard reported that the teachers are involved with administrators across the district looking at the different plan possibilities for reopening. Those recognized were Tom Morris, Michelle Hautanen, Riley Beliveau, Rachael Bowman, Ashley Jones, and Greg Leonard. It has been a collaborative process. Administrators, SAU Staff, Principals, Assistant Principals, and teachers have been doing an incredible job putting plan designs together. Mr. Leonard said that it is a difficult task.

b. Budget & Property Committee – Jim Fredrickson

Jim Fredrickson reported a general discussion on the 20-21 budget and the impact of COVID-19. A freeze was placed on the budget. The use of Trust Funds, instead of budget money, to reduce the 20-21 budget was voted.

Discussion on letters received from current and past students about mental health was discussed.

Kimberly Saunders reported that a meeting was held with students who emailed on this topic. Information from these students was gathered.

Heather McKillop confirmed that it was great to meet with students along with the new Director of School Counseling to hear some of the concerns. A follow-up meeting has been scheduled to discuss how to move forward in a positive direction.

c. Policy Committee – Janine Lesser

Janine Lesser reported that the Policy Committee met tonight. Going forward, adopting using the inclusive use of pronouns was confirmed. Specifically, around replacing his/her with their. Preference to dropping the pronoun altogether was confirmed.

Payment procedure policy will be sent to legal. Health and Safety protocol policies were discussed as well.

The definition of "exemptions for religious reasons" will be investigated and defined further.

10. Old Business

a. Antrim Agreement (Board Vote Required)

Jim Fredrickson reported that a verbal agreement is in place. The share of the annual cost of recoating the floors was worked out. The basic change in the agreement was that Antrim would share in the cost of utilities for the gym. Quarterly

invoices will be sent. Jim said that he and Antrim agree with the contract. It will be in effect July 1, 2020 and subject to annual review.

Stephen Ullman moved to adopt the agreement as proposed. Janine Lesser second.

Mutual agreement about cost share was confirmed.

Unanimous on a roll call vote.

b. Solar RFQ Update

Lori Schmidt reported that the recommendations for wording were included. The RFQ was sent to three vendors who reached out to us plus one additional vendor.

The deadline for response is August 5th at either noon or 2:00 p.m.

11. New Business

a. Requisition Approvals (Board Vote Required)

Lori Schmidt reviewed the list and addendum list of requisitions for approval.

Dick Dunning moved to accept the requisitions presented. Tim Theberge second.

Are any of the COVID related expenses reimbursable? Some will be able to go into CAREs, we will pursue every dollar that we can.

Unanimous on a roll call vote.

12. Public Comment

None.

13. Approval of Manifests (Board Vote Required)

Lori Schmidt certified that manifests totaling \$111,172.55 and Payroll totaling \$455,413.63 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.

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

None.

Dick Dunning motioned to adjourn at 8:42 p.m. Tim Theberge second. Unanimous on a roll call vote.

Respectfully submitted,

Brenda Marschok

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

CONTOOCCOOK VALLEY SCHOOL BOARD

Tuesday, July 28, 2020

School Board Meeting

6:30 p.m.

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

Virtual Location :

<https://us02web.zoom.us/j/83807267773?pwd=QUVIRmxrTIRnd2pnKzdVQVhKQmlRdz09>

Password: **VQ0k9N**

Phone: 1 301 715 8592

ID: **838 0726 7773**

Password: **680083**

Minutes

BOARD

Rich Cahoon, 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.
Lori Schmidt, B.A.
Ben Moenter, Special Ed.
Carrie James, H.R.
Tim Grossi, Facilities
Mark Schaub, Tech.

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. Right to Know for Public Meeting Emergency Declaration

Rich Cahoon reported that because there is not a physical quorum of the board, this meeting is still considered an electronic meeting.

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

Rich Cahoon said that those present in person tonight are spread out by approximately 20 feet from one another. We have all entered wearing masks but may remove them to speak.

Tim Theberge moved to enter into non-public session in accordance with RSA 91-A:3,II at 6:41 p.m. for matters of negotiation and legal. Linda Quintanilha second. Unanimous on a roll call vote.

Tim Theberge moved to exit non-public session at 8:10 p.m. Katherine Heck second. Unanimous on a roll call vote.

Tim Theberge moved to seal the minutes of non-public session for legal and negotiations for five years. Linda Quintanilha second. Unanimous on a roll call vote.

3. Public Comment

None.

4. Consent Agenda

a. Personnel

None.

5. Old Business

a. 2nd Read/Adoption (Board Vote Required)

AC: Non-Discrimination

Linda Quintanilha moved to adopt Policy AC as presented. Tim Theberge second. Unanimous on a roll call vote.

6. New Business

a. Anticipated New Positions

Carrie James reported out on the positions that have been posted to meet district needs.

These are a combination of open and new positions. Some are related to the needs related to the current circumstances.

b. Food Service – Dublin Christian Academy

Lori Schmidt said that Dublin Christian Academy has asked if they can participate in our lunch program in such a way that families can benefit from Free and Reduced Lunch (FRL). The board would have to authorize to add them as a site. We would need to look at the management fee to cover transportation.

Café Services is looking at this as an additional 70 lunches per day. It would be the cost of the food.

Tim Theberge said that if there is no cost to the district then he would have no issue.

ConVal would bill them for the cost of the food. As long as it is net neutral.

Stephen Ullman asked how the food is transported. He too wants a net neutral with no loss. Lori said that we currently deliver to our Dublin Consolidated School and it could be built into the route. We are looking at bagged meals but it could change.

Linda Quintanilha moved to allow Lori Schmidt to work to explore to provide options to the Dublin Christian Academy to have access to our summer food service program. Tim Theberge second.

Niki McGettigan shared her worry that we are taking on something this year that is not smart. It is neighborly but is it the best year to take it on?

Tim Theberge said that if there is any cost to the district, he would not support it.

Kevin Pobst and Niki McGettigan opposed. All others in favor. Motion carried.

c. Testimony Regarding new Ed. Rule

Tim Theberge spoke about the mandate for school districts to provide remote learning. There are challenges related to available resources and equipment; in particular internet access. Tim shared a statement that he has prepared to share in August at the State level. It is an equity issue in large part. The price tag for the ConVal District is at a minimum, \$5M. It does not account for families accessing and paying for service.

The testimony is to raise the idea that although he loves the idea, it is a mandate that has been handed down that presents an equity issue.

Rich Cahoon said that Tim Theberge can offer this testimony on his own or on the board's behalf.

Tim Theberge moved that the board allow him to present this testimony on the board's behalf.

Janine Lesser second. Unanimous on a roll call vote.

d. Update on Reopening Plan

The Reopening Plan will be released to the public on Friday, July 31, 2020. Kimberly Saunders will be meeting with staff to go over the highlights. The starting date of the school year for students is September 8th and an end date of the school year as June 17th is in the plan.

7. Requisitions

Lori Schmidt presented a list of requisitions in the amount of \$629,587.32. In addition, there is a stipend that was not budgeted for minute-taking.

Stephen Ullman made mention of the quality of the minutes for both in-person meetings and Zoom.

Rob Short asked about the requisitions for newspapers. Those costs reflect advertisement of open positions, postings for Public Hearings and other public communication.

Tim Theberge moved to approve as submitted. Jim Fredrickson second. Unanimous on a roll call vote.

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

Budget transfers have not been submitted tonight.

Kimberly Saunders reported that a long-term issue related to the delta with insurance and health insurance and the way that they are represented on the balance sheet. It has the potential to change the unreserved fund balance. We will not know what the actual balance is until the actual audit. It does have the potential to decrease the balance of the unreserved.

Tim Theberge said that it seems that towns always ask what the number is and it changes up until the audit. The presumption is that we will spend what we budgeted, but we do not. The policy should be that the number will be released after the audit.

Kimberly Saunders said that now that we have an accountant, she feels that the number will be able to come forward. It has been a number that has been given.

Linda Quintanilha said that there are deltas in the budget that cause us not to spend all of the budget in lines and other related reasons for the unreserved fund balance.

Kimberly said that part of the issue is that towns are operating under different calendars causing this to rise up for certain towns.

9. Public Comment

None.

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

a. Negotiations

b. Personnel

c. Legal

Linda Quintanilha motioned to adjourn at 8:51 p.m. Jerry Wilson second. Unanimous on a roll call vote.

Respectfully submitted,

Brenda Marschok

August 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4 Policy Committee Mtg. @ 5:00 p.m. Public Hearings (4) @ 6:30 pm School Board Mtg. immediately following hearings	5	6 Negotiations	7	8
9	10	11 School Board Mtg. @ 6:30 pm	12	13	14	15
16	17	18 Budget & Property Committee Mtg. @ 5:00 p.m. School Board Mtg. @ 6:30 pm	19	20	21	22
23	24	25 School Board Mtg. @ 6:30 pm	26	27 Selectmen's Advisory Committee Mtg. @ 7:00 p.m.	28	29
30	31					

September 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7 District Closed – Labor Day	8 School Board Mtg. @ 6:30 pm	9	10	11	12
13	14 Food Service/Wellness Mtg. @ 5:30 p.m.	15	16	17	18	19
20	21	22 School Board Mtg. @ 6:30 pm	23	24	25	26
27	28	29	30			

Vendor	Total Amt.	Project	Internal Notes	Reference
Bartsch, Stephen	\$360.00	Benefit		Cell Phone Reimb
Foecking, Katherine A	\$360.00	Benefit		Cell Phone Reimb
Forrest, Ann E	\$360.00	Benefit		Cell Phone Reimb
Janoch, Amy B	\$30.00	Benefit		Cell Phone Reimb
Life Space Crisis Intervention	\$800.00	Contracted Srvc		
Linkit!	\$11,167.00	Contracted Srvc	assessment software	
Wenger Corporation	\$13,998.00	Equipment	Chorus Risers	Trust Fund?
Ellis Music	\$486.20	General Maintenance	Instrument Repairs	PCard
ASCD	\$558.00	Membership	GBS - 2 People	PCard
NAESP	\$430.00	Membership	GBS - 2 People	PCard
NHASEA	\$4,530.00	Membership	SPED - 6 People	
Cahoon, Rich	\$1,500.00	n/a	Annual Stipend	Board Member
Dunning, Richard	\$1,000.00	n/a	Annual Stipend	Board Member
Edelkind, Harvey A	\$1,000.00	n/a	Annual Stipend	Board Member
Fredrickson, James	\$1,000.00	n/a	Annual Stipend	Board Member
Heck, Katherine	\$1,000.00	n/a	Annual Stipend	Board Member
Lesser, Janine	\$1,000.00	n/a	Annual Stipend	Board Member
McGettigan, Niki	\$1,000.00	n/a	Annual Stipend	Board Member
Pobst, Kevin	\$1,000.00	n/a	Annual Stipend	Board Member
Quintanilha, Linda	\$1,000.00	n/a	Annual Stipend	Board Member
Short Jr, Robert	\$1,000.00	n/a	Annual Stipend	Board Member
Theberge, Timothy	\$1,000.00	n/a	Annual Stipend	Board Member
Ullman, Stephen	\$1,000.00	n/a	Annual Stipend	Board Member
Wilson, Jerome	\$1,000.00	n/a	Annual Stipend	Board Member
Comcast	\$4,656.96	Phone/Internet		BCIVIDDV
US Cellular	\$16,554.48	Phone/Internet		District Cell Phones
Windstream	\$34,950.96	Phone/Internet		
USPS Peterborough	\$500.00	Postage		P card
NASET	\$44.95	Prof Dev		
US Cellular	\$8,640.00	Remote Learning		Hotspots
Verizon	\$48,012.00	Remote Learning		Hotspots
Amazon.com	\$237.92	Supplies	CVHS Office	P-Card
Amazon.com	\$645.49	Supplies	Art 1st Qtr	PCard
Amazon.com	\$73.97	Supplies	Lanyards	P card
Home Depot	\$238.00	Supplies	Cameras for Entrance	Security
National Hospitality Supply Inc	\$15.20	Supplies		

Recommend Approval of

\$161,149.13