

**OFFICE OF THE SUPERINTENDENT OF SCHOOLS
106 Hancock Rd.
Peterborough, New Hampshire**

CONTOOCOOK VALLEY SCHOOL BOARD

Tuesday, November 3, 2020

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

School Board Meeting

6:00 p.m.

Non-Public Session: RSA 910A:3,II

a. Student Matter

**ConVal High School Library
184 Hancock Rd.
Peterborough, NH
6:30 p.m.**

Virtual Location:

<https://us02web.zoom.us/j/81896057771?pwd=YVNHNDUaU05K3g2eDZVL1d2RFBnQT09>

Meeting ID: 818 9605 7771

Password: 2pymD4

Phone: +1 646 558 8656 US

Meeting ID: 818 9605 7771

Password: 478166

MINUTES

BOARD

Rich Cahoon, Richard Dunning,
Alan Edelkind, Jim Fredrickson,
Katherine Heck, Janine Lesser,
Robert Short, Jr., Tim Theberge,
Stephen Ullman, Jerome Wilson

ADMINISTRATION

Dr. Kimberly Saunders, Supt.
Dr. Ann Forrest, Asst. Supt.
Cari Christian-Coates, Student Serv.
Lori Schmidt, B.A.
Mark Schaub, Technology
Carrie James, H.R.

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. Roll call attendance was taken.

2. Right to Know for Public Meeting Emergency Declaration

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

3. Non-Public Session: RSA 91-A:3,II (6:30 pm – 7:15 pm)

Tim Theberge moved to enter into non-public session in accordance with RSA 91-A:3,II for matters of personnel at 6:38 p.m. Dick Dunning second. Unanimous on a roll call vote.

Tim Theberge moved to exit non-public session at 6:51 p.m. Second. Unanimous on a roll call vote.

Tim Theberge moved to seal the minutes of non-public session for a period of five (5) years. Dick Dunning second. Unanimous on a roll call vote.

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

a. October 6, 2020

Stephen Ullman moved to adopt the minutes of October 6, 2020. Janine Lesser second. The minutes were amended to change the last name "Morrissey" to "Ullman".

Tim Theberge abstained. Unanimous on a roll call vote.

b. October 20, 2020

Tim Theberge moved to adopt the minutes of October 20, 2020. Dick Dunning second. Unanimous on a roll call vote.

c. October 27, 2020

Tim Theberge moved to adopt the minutes of October 27, 2020. Dick Dunning second. Unanimous on a roll call vote.

5. Points of Pride

Kimberly Saunders reported that the ConVal School District, over the last two Professional Development Days, has completed requirements for Suicide Prevention training from NAMI. Cari Christian-Coates and Tim Cotreau aided in the implementation. A great point of pride and great work.

Dick Dunning shared how he is impressed with Peterborough Elementary School.

6. Public Comment

None

7. Consent Agenda

a. Personnel

1) Paraprofessional Justification

Carrie James referenced a justification for a paraprofessional.

Dick Dunning moved to approve the Paraprofessional Justification request. Tim Theberge second.

Jim Fredrickson asked if this is permanent or just this year. Carrie James said that just this year for now, it is not COVID related.

Kimberly Saunders said that when we add a position for an IEP, it is removed only when the IEP is amended.

Jim Fredrickson asked about the impact on next year's budget. Kimberly said that it would be included in next year's estimation.

Unanimous.

8. Superintendent's Report and Presentation of Business

a. Monthly Events Calendar

A Budget & Property/Capital Improvement Plan (CIP) meeting was scheduled on Thursday, November 5, 2020 from 1:30 to 2:30. The purpose is to discuss the CIP before the next Budget & Property Committee meeting.

b. November 1, 2020 Enrollment Update

Carrie James reported that 2,025 students are presently enrolled. Of those, 1,602 are in person and 423 remote. Kindergarten numbers reflect that this is the highest enrollment in a decade.

c. ConVal School District Reopening Update & Local COVID Data Update

Kimberly Saunders reported local COVID data is updated on the ConVal School District website. Increases are evident around us but not in ConVal. We are looking working with a team of middle school teachers. Middle School seems to have the heaviest lift in terms of what it takes to teach remotely. We are surveying them over the next several weeks to determine changes needed. Teachers who are struggling to instruct multiple children are less effective.

Kimberly posed the question to see if there was anything that could be done to allow us to make it to Thanksgiving in person. While we have had students, who have had to quarantine, we have not had any positive students or staff. The COVID teams see nothing more could be done. Guilfoil will be creating a Public Service Announcement that talks about washing hands, masks, and distancing. It will be filmed on Friday.

Dick Dunning asked what role the specialists will play in terms of instruction when we go remote. Kimberly said that a meeting is scheduled for tomorrow to make sure that everything is well planned.

Dick further said that he wants to make sure the workload is equitable. The classroom teacher's workload should be equitable to others. Are there roles that could be taken on to minimize screen time that would take workload off of others?

Katherine Heck asked when the detailed plan would be reviewed as a board with the public; what is the plan for discussion? Kimberly said that communication will be sent out later this week.

Katherine further asked if attendance will be taken during remote as done last spring or how? The plan for attendance is to take it daily for each zoom session.

Tim Theberge said that Starlink might work if you are in an area that does not have great coverage. It allows expanded data at approximately \$100 per month with a sign-up charge.

d. Classroom Management Data

Cari Christian-Coates said that the breakdown in offenses is more available at the high school level. A significant decrease in behavior across all grade levels is evident. The situation for 19/20 is very different than for the current 20/21 situation. We are comparing data that is not comparable. The question was "what does student behavior look like?".

Referrals are down at the elementary level across the board compared to last year. Cari Christian-Coates said that the opportunity for students to be outside has been a plus. Looking at theories as to why will be done throughout the year. SEL data may provide insight. We have fewer students in the buildings with increased support. Ann Forrest said that consistency of routines across has had an impact across classrooms.

e. COVID Personnel Information

A schedule of positions that were hired as a result of COVID for a single year was reviewed. Funding sources are indicated. This data factored into the fund balance retention. \$336,271.06 from the general fund and \$131,569.88 from ESSER funds. Positions from Title I schools in the amount of approximately \$75K and the retained funds total approximately \$320K to cover salary and benefits. There are positions that are still trying to be filled.

Stephen Ullman asked about the cost of a school nurse and also Great Brook School support.

Katherine Heck clarified the board request. The schedule was FEMA costs and were left with an amount that was approximately \$370K. If we retained \$320K we would only have \$50K to be found in the budget. There was not a correlation to find PPE funding. It explains the situation that we find ourselves in.

9. Reports

a. Teacher Representative – Larry Bourgoine

None.

b. Policy Committee – Janine Lesser

Janine Lesser reported meeting before the School Board meeting tonight. Title IX Policies are ready for legal review and return to the board. Policies related to nursing will go to Cari Christian-Coates. Tim Theberge will review the electronic signature policy.

c. Budget & Property Committee – Jim Fredrickson

Jim Fredrickson reported highlights including discussion on the proposed solar project; because we were not able to get to an agreement by Oct. 31st, Revision Energy has said that the tax advantage will go down. Economics have changed. Action items are to set up an internal review meeting and an additional meeting with Revision.

The 19/20 audit update spoke to Emergency Order #38. The 20/21 budget summary was discussed. The CIP will be reviewed in detail by Budget & Property Committee to have a detail plan in the budget binder in December. Targeting to dedicate a percentage on an annual basis to the CIP will be discussed. In addition, the Trust Fund Summary was discussed. The big change includes the 21/22 budget guidance. Guidance was provided, but changes are needed as a result of the hybrid model continuance as likely. Lastly, questions about the level of detail to review checks (manifests) was discussed. Policy will be reviewed and position developed.

d. Selectmen's Advisory Committee – Tim Theberge

Tim Theberge reported that SAC discussed tents, additional CAREs money, and the impact on the budget. SAC will not meet in November but will in December. Bennington will send a representative after some outreach.

e. Equity Committee – Linda Quintanilha

Ann Forrest reported three items of focus; offering extended day for Algebra I intervention that was put into place last year. The Math Department is finalizing what that will look like this year given current remote situation. Impact of current schedule and configuration on world language at middle school was discussed. Students who would normally have world language have not; different options are being reviewed. Lastly, a focus on educational equity, by department, at the high school was discussed and data was shared and reviewed.

Rich Cahoon said that Kimberly will walk through the scheduling process at a future meeting.

10. Old Business

a. NESDEC Services

Kimberly Saunders referenced a letter from NESDEC. In the past, the district has been a member. We have not in the past 5 or so years. She brings this forward to see if the board is interested in contracting.

Rich Cahoon said that access to demographic services and hiring services was the interest in the past. Rich asked if this was a year that access to their demographer was of interest. Kimberly said that she will have a discussion on how they are working given the current situation.

Tim Theberge said that he was unsure if data holds up next year and that it will take a while for data to shake out.

b. Unanticipated Costs Due to COVID-19

Lori Schmidt estimated that we knew we were getting an additional \$200 per student. She said that she took the projected Beginning of Year numbers to estimate. It is based on 2019 data. The projected award is \$413,600. Trust funds could be an additional source of funding. Title I calculations must be used. Funds can be used for any of our schools. SPSRF Funds in the amount of \$200 per student, K-12, is expected. Requirements were outlined. In order to use the money, expenditures from March 2020 through December 2020 must be incurred, received, and operational. These funds cannot be used to replace lost revenue. Phase II will be the application process. It must be submitted by December 1, 2020. What this all means is that the PPE could be applied if they were used. Positions can be applied at the cost through December. Chromebooks anticipated in December will not be available until April. Lori will go back to ESSER funds and evaluate expenses to determine what we already have that is operational. Lori requested that updates be provided next in December to allow her to properly apply expenses in the correct locations.

Jim Fredrickson said that a communication has been drafted on this topic and a series of communications will be released to the public.

Kimberly said that one of the questions that came up with the Department of Education (DOE) is that this money has been available in other states but we just found this information out. The DOE did not have a response. In order for us to complete what Lori needs to do to get funds, Lori has to work day and night.

Rich Cahoon said that it sounds like it is a daunting accounting exercise but it sounds like we will have the expenses to apply.

Rob asked if there was anyway the board could support Lori. Kimberly said that just knowing that time is needed to sort through while also working on the 21/22 budget is needed without an additional work load.

11. New Business

a. Requisition Approvals (Board Vote Required) – Lori Schmidt

Lori Schmidt referenced list of requisition approvals. \$20,118.23 which includes a Dunkin Donut purchase is brought forward. A Social Worker will often work with families and have used P-Card to get a gift card to purchase these in the past. This has been identified. \$13.57 was the amount spent. It needs to be paid but it has been made clear that this cannot continue.

Tim Theberge moved to approve the requisitions as presented. Jim Fredrickson second.

No gift cards will be purchased of any type for any purpose.

Unanimous on a roll call vote.

Kimberly Saunders referenced additional technology requests for 375 devices at a higher cost. We know that we can get additional devices but it will cost more money. We are asking for \$56K to pursue purchasing Chromebooks.

Janine Lesser moved to approve \$56,250.00 for Chromebooks.

Tim Theberge second.

Katherine Heck asked that in August, the Board voted to purchase 570 devices. Did we get any of those or the difference? Mark Schaub said that the delivery date was pushed back into November and into December and now into April due to lack of LCD screens.

Mark Schaub said that we are trying to procure 570 Chromebooks. We are hoping that 375 touch screens would be purchased, but 145 are available. 570 with no touch would be available at a higher price due to supply and demand. Devices should be able to be procured to meet the 570 needed.

Katherine Heck asked about the original purchase requests, it was not budgeted. What lines in the budget would the entire purchase hit? Mark Schaub said that in the current year's fiscal budget, we budgeted to replace two classes of Chromebooks in the replacement cycle. The elementary books were not budgeted but were contingent on the reopening plan and moving to remote. They were not budgeted but were an integral part of reopening.

Rob Short, Jr., asked how we will bring elementary students remote if we don't have computers. Kimberly Saunders said that families were prioritized; we do have Chromebooks that are outdated that we can use for those in the most need. Families will be asked to use their own devices until these come in. Rob asked how many outdated Chromebooks we have. Mark Schaub said that once we move remote, our primary way of addressing hardware issues is swapping out books. We are not in the position to provide every student a device without this purchase.

Unanimous on a roll call vote.

b. Expenditure and Encumbrance Report - Lori Schmidt

Lori Schmidt referenced line 739 "other equipment" that has been used for replacement technology. This line has been used to keep items grouped together. She said that she is distributing costs. When the budget is approved, we can transfer out of the general fund. After application for supplemental funds and second requests, dollars will have been shifted to allow a solid picture of where we are at.

Lori reported that monthly journal entries will be made.

Dick Dunning moved to accept the expenditure report and any encumbrances therein. Janine Lesser second.

Unanimous on roll call vote.

c. Unanticipated Costs

Agenda item 10b. addressed this topic.

d. Bussing

The daily rate per bus is \$330.00; we are running fewer buses and being charged for fewer. During remote, routes will be run. The bus company will run food door to door. Financially, we are in a good place with bus company. Negotiations for time lost is not necessary.

e. Food Service

Lori Schmidt reported that the USDA has extended waivers for free meals until June, or if funds run out. This means that meals are free to people receiving meals age 18 and under. Claims are submitted but not reimbursed at full cost. During remote, we will have students on campus and remote. Meals will be delivered door to door again. We will work with Guilfoil to develop a press release so that parents can sign up. Weekly changes will be made available; not daily. A waiver from the State will be made to serve during non-school days during Christmas and March holiday and vacation breaks.

A recent press release showing 4.2M meals served in State of NH for free was mentioned.

Rich Cahoon shared his concern for next year when people may not complete the Free & Reduced Lunch paperwork. The process will be the same. Rich asked if we should encourage people to fill out the paperwork. Lori said that we have and people have completed it to a comparable level as in prior years.

f. Athletic Spectators

Rich Cahoon said that an athletic competition plan was adopted. Now, we need to talk about crowds at sporting events. Kimberly Saunders said that Heather McKillop and John Reitnauer are present tonight to contribute to the conversation. Many events will happen during remote period and some after. We have a MOU that speaks to not having people in our facilities to protect everyone in place. Livestream options have been looked at.

Heather McKillop said that she and John Reitnauer spoke about livestreaming. John Reitnauer shared information that when COVID happened and the spring season did not happen, the national federation gave away two cameras to allow livestreaming of events. One for the stadium field and one for the gymnasium was provided to national federation schools of which NH schools are a part of. John said that many colleagues already have these cameras and have taken advantage of this offer. They would be available free of cost if the Superintendent wrote a letter that they would be installed within a month of delivery. The National Federation offers subscriptions to follow events. The public can buy a seasonal or annual subscription. If we can't get them installed in a month, we would be charged \$2,500 for a contractor to install. John said that this is a good option for us.

Heather McKillop said that she spoke with John about potential implications for this system beyond athletics i.e. Graduation. John Reitnauer said that the policy for this would have to be reviewed to identify which events could be live streamed.

Rich Cahoon asked if the administration recommendation is that athletic events are livestreamed. No recommendation.

Tim Theberge asked if sports not previously charged for that would now be charged is new, and what would the charge be. John was not sure the charge.

Kimberly Saunders said that access would not just be for ConVal games.

Will we allow spectators at games or not?

An option that may allow us to make something available to parents at some cost is under consideration.

Rich Cahoon said that when talking about cameras we are not talking about skiing. John said that two cameras are being discussed for the gym and stadium field. Down the road, it might expand to the baseball field or other. Not sure about Nordic or cross country.

Rich Cahoon said that for sports not hosted here, spectators would follow facilities rules. We are only talking about our campus.

Katherine Heck said that her feeling is that since we have a policy of no visitors that we adhere to that while looking at the camera option and no live spectators. We have no jurisdiction over outside facilities.

Rich Cahoon said that we are not banning parents from buildings and charging; we are saying that this would allow some degree of participation.

Tim Theberge asked if there are exclusivity agreements. Can we do no cost streaming of other events?

Rich Cahoon said that there is no appetite to rescind the earlier decision to not allow people on campus.

Katherine Heck said that if the Superintendent finds that these cameras are not a fit to see if there are other affordable options and possibly seek outside funds to support.

12. Public Comment

None.

13. Approval of Manifests (Board Vote Required)

Lori Schmidt certified that manifests listed totaling \$1,165,460.54 and Payroll totaling \$1,983,566.43 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. Jim Fredrickson second. Unanimous on a roll call vote.

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

Tim Theberge moved to enter into non-public session for matters of personnel at 9:03 p.m.

Dick Dunning second. Unanimous on a roll call vote.

Dick Dunning moved to exit non-public session at 9:17 p.m. Tim Theberge second. Unanimous on a roll call vote.

Tim Theberge moved to seal the minutes of non-public session for 7 years. Rob Short, Jr. second. Unanimous on a roll call vote.

Tim Theberge motioned to adjourn at 9:19 p.m. Dick Dunning second. Unanimous on a roll call vote.

Respectfully submitted,

Brenda Marschok