

# OFFICE OF THE SUPERINTENDENT OF SCHOOLS

106 Hancock Road  
Peterborough, New Hampshire

## CONTOOCOOK VALLEY SCHOOL BOARD

### School Board Meeting

Tuesday, May 18, 2021

### School Board Meeting

6:00 p.m.

Physical Location: SAU 1 Board Room

Virtual Location:

<https://us02web.zoom.us/j/83863694831?pwd=UDJYV0l1VHFJRmlhd1RzTHBsMGkrQT09>

Meeting ID: 838 6369 4831

Passcode: 3Yh8ZJ

Phone: +1 646 558 8656

Webinar ID: 838 6369 4831

Passcode: 252420

### Minutes

#### BOARD

Rich Cahoon, Keira Christian,  
Richard Dunning, Alan Edelkind,  
Jim Fredrickson, Katherine Heck,  
Janine Lesser, Kevin Pobst,  
Robert Short, Jr., Liz Swan,  
Tim Theberge, Stephen Ullman,

Rachael Heard, CVEA

#### ADMINISTRATION

Dr. Kimberly Saunders, Supt.  
Dr. Ann Forrest, Asst. Supt.  
Lori Schmidt, B.A.  
Cari Christian-Coates, Student Serv.  
Carrie James, H.R.  
Heather McKillop, CVHS  
Kat Foecking, GBS

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

Tim Theberge called the meeting to order at 6:04 p.m. The Pledge of Allegiance was recited.

#### 2. Right to Know for Public Meeting Emergency Declaration

None.

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

##### a. Legal

Janine Lesser moved to enter into non-public session in accordance with RSA 91-A:3,II for legal matters.

Dick Dunning second. Unanimous.

Dick Dunning motioned to exit non-public session at 6:19 p.m. Katherine Heck second. Unanimous.

Janine Lesser moved to seal the minutes of non-public session for a period of ten years. Dick Dunning second. Unanimous.

#### 4. Points of Pride

Kimberly Saunders shared various points of pride as reported to her from administrators.

Dr. Saunders reported that Dr. Ann Forrest has been recognized as the NHSAA outstanding service award recipient. She will be presented with that award at the annual EDies Conference.

#### 5. Public Comment

None.

#### 6. Consent Agenda

##### a. Acceptance of School Board Meeting Minutes (Board Vote Required)

1) May 4, 2021

##### b. Personnel

1) Nominations

2) Resignations

### **c. Monthly Events Calendar**

The Education Committee will meet on Monday, June 21<sup>st</sup> rather than the 14<sup>th</sup>. Budget & Property Committee and Communication Committee will both meet on Tuesday, June 8<sup>th</sup> rather than the 10<sup>th</sup>. Food Service Committee will meet on June 14<sup>th</sup> at 5:30 p.m.

**Tim Theberge asked the board if there were any objections to any of the items on the consent agenda. None were heard; therefore, they were adopted.**

## **7. Superintendent's Report and Presentation of Business**

### **a. School Board Induction Series**

#### **- Finance/Human Resources Presentation**

Lori Schmidt, Business Administrator and Carrie James, Director of Human Resources introduced themselves.

The two areas of the business office and human resources are intertwined in many ways and support one another.

The role of the Business Administrator is responsible for providing accurate data whom many rely. Substantive duties cover a broad scope of areas which include, but are not limited to, the knowledge and ability to apply principles of school finance, ability to implement budgeting and financial planning, manage purchasing, manage fixed asset management, manage the school district's cash, investments, and debt.

Each member of the financial team is integral; they include an accountant, accounts payable, accounts receivable and federal funds, and payroll. Each of their responsibilities were outlined.

State Reporting is a responsibility of the Business Administrator. Compliance is a key component of the position. Risk Management is another area of responsibility. Transportation is a responsibility of the Business Administrator. Lori Schmidt said that she is the liaison between Student Transportation of America for the district. State statutes require transportation be provided to students K-8; ConVal provides transportation through grade 12. Federal guidelines for special education and athletics exist. Board policies for transportation are provided under section "E". We run a propane fleet which is environmentally friendly.

Food Service is contracted out to Fresh Picks Café. The Business Administrator is responsible for compliance as a result of receiving federal aid. Fresh Picks is committed to using local products and are Safe Certified. The ConVal Food Service participates in various food service programs.

Collaboration is key to functioning as an effective business administrator.

Carrie James said that Human Resources (HR) is responsible for administering benefits for our employees. Best practices are promoted. Human Resources is all about people. It is important that HR supports staff and administrators to improve student outcomes. It is about recruitment and staffing, benefits and compensation, employee and labor relations, performance management, and employee's health and wellness. Recruitment and staffing involve recruiting, hiring, onboarding, and succession planning.

Employee and Labor Relations is tied to CVEA Negotiations, Implementation of Policies and Agreements, Support Building Leaders, and Discipline, Grievances, and Internal Investigations. Benefits & Compensation involve assuring that ConVal remains competitive by making comparisons through survey and analysis. Labor Laws and Legal Compliance, Health and Wellness, Strategic Planning and Training are human resource functions.

## **8. Reports**

### **a. Teacher Representative**

Rachael Heard reported that the CVEA is offering two \$500 scholarships to those students interested in pursuing a degree in education.

### **b. Strategic Plan Kickoff – Tim Theberge**

Tim Theberge reported that the Strategic Plan kickoff occurred last week. He said that there was a great turnout. Efforts will continue to make sure that the subcommittee leads will be talked with to determine next steps. Tim further said that it is an improvement over previous involvement.

### **c. Budget & Property Committee – Jim Fredrickson**

Jim Fredrickson reported that the solar project was discussed at this meeting. The Budget & Property Committee action plan was a main focus of this meeting to move specific work forward. Information will be posted on the website for public access once reviewed, including the Capital Improvement Plan (CIP). Jim reported that the Trust Fund Summary was distributed just prior to the start of this meeting.

Jim Fredrickson asked the board to review and send questions to him. The CIP has been updated last year and what is anticipated for next year. FY'23 work has begun on the CIP.

The elementary school costs were discussed in terms of need and purpose. We requested an update as a result of accounting. It is important to know the costs of specific schools. Board financial reports were discussed. The current system has a lot of capability. Additional funding may be required to provide a higher level of reporting. Lori Schmidt said that was someone else's suggestion to provide resources for additional systems. Additional training may be required.

Robert Short, Jr. said that it was his suggestion as a result of basic reports needing additional functionality.

FY'21 is near end. It appears that trust funds can be funded and also return funds to the taxpayers. Final encumbrances will take place.

Jim Fredrickson said that the FY'22 budget was approved and the system will be loaded.

In July, we will owe guidance to the FY'23 budget.

Kimberly Saunders reminded that it is not good to set budget guidance until the board sets goals in early July.

Jim Fredrickson reported that \$2.7M was approved for loss learning with grant funding. A timeline to incur expenses will be needed.

### **d. Communication Committee – Janine Lesser/Alan Edelkind**

Alan Edelkind reported that discussion took place on the publication of policies that deal with public participation, complaints, and other complaints. The activity is an electronic communication to the school board from the public to ConVal. The ConVal website would be the launching pad. The ConVal Community Informational Forum was discussed as well. Defining the purpose, to provide

a venue for the community to interact with the school board on areas of concern is the focus. Details of the forum were discussed. A document for presentation to the school board will be coming forward. Communication on Learning Loss was the third focus of this meeting. Constructing a higher-level type communication was discussed.

**e. Education/Equity Committee** – Stephen Ullman/Rich Cahoon

Stephen Ullman reported that disaggregated NWEA results were shared. Disparities in math and reading scores were evident. Social class differences reflect themselves in test results. The gap between all students and those on free and reduced lunch expands as we head toward the tenth-grade level. Scheduling of courses and physical constraints were discussed. Small enrollment courses were discussed. There is a shared responsibility with decisions to go forward with small enrollment courses. The school counseling staff have embarked on a project that would give them special accreditation; we would be the only school in NH who would have the RAMP designation. It was a positive meeting.

Rich Cahoon reported that the counseling group shared work internally to draft an equity statement initially for the counseling department in the district. They brought it forward with a hope to expand it as a district statement. The Equity Committee will also create a draft and join in July to come up with a combined draft on equity for the district.

**f. Policy Committee** – Katherine Heck

Katherine Heck reported that policy DIA Fund Balance is on tonight agenda. Word changes in the first draft will come forward. Policies on hold will have extensive work due to legal changes and the spring update. Other policy work done at tonight's committee meeting were shared.

What is the process for the board to set goals? Kimberly Saunders said that she will work with administrators who will work with staff. Goals will be set by the board that in turn adjusts other goals.

**9. Old Business**

**a. Legislation**

NH School Board Administration shares weekly updates to our board members that are school specific among others.

Rich Cahoon asked if the board wants to take a position on the use of unused school facilities. The State is going to require that property be disposed of that it did not pay for. The definition of what constitutes used and unused is up for debate.

Tim Theberge said that he would, with the board's approval, register our complaint against that item.

The board confirmed.

Kimberly Saunders reported that she regularly receives emails related to HB544.

Tim Theberge said that he had submitted a letter for consideration to be sent to the Governor at the time. HB544 is the divisive content education that did not pass the House but is getting built into the budget.

Tim said that he can resend his letter to the board. Other districts have voiced their opinion in opposition.

Tim Theberge confirmed that he will send the letter he previously wrote.

**10. New Business**

**a. 1<sup>st</sup> Read Policy**

**- DIA: Fund Balance**

Should board members have questions please forward them to Katherine Heck.

**b. Expenditure and Encumbrance Report** – Lori Schmidt

Lori Schmidt reported out on the Encumbrance Report. FEMA guidance has been received; costs can be identified.

Lori said that efforts to clean up ESSER and FEMA buckets can go forward.

**Katherine Heck moved to accept the report as presented and encumbrances therein. Kevin Pobst second. Unanimous.**

**11. Public Comment**

None.

**12. Approval of Manifests (Board Vote Required)**

Lori Schmidt certified that the manifests listed totaling, \$1,110,361.89 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 as presented. Jim Fredrickson second. Unanimous.**

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

**a. Negotiations**

**b. Legal**

**c. Personnel**

**Janine Lesser moved to enter into non-public session in accordance with RSA 91-A:3,II at 7:42 for matters of negotiations.**

**Dick Dunning second. Unanimous.**

**Dick Dunning moved to exit non-public session at 8:42 pm. Janine Lesser second. Unanimous.**

**Janine Lesser moved to seal the minutes of non-public session for negotiations for a period of 10 years. Dick Dunning second. Unanimous.**

**Dick Dunning motioned to adjourn at 8:44 p.m. Katherine Heck second. Unanimous.**

Respectfully submitted,  
Brenda Marschok