

# OFFICE OF THE SUPERINTENDENT OF SCHOOLS

106 Hancock Road  
Peterborough, New Hampshire

## CONTOOCOOK VALLEY SCHOOL BOARD

### School Board Meeting

Tuesday, June 1, 2021

### School Board Meeting

6:00 p.m.

Physical Location: SAU 1 Board Room

Virtual Location:

<https://us02web.zoom.us/j/84699190763?pwd=dnVLakN1eFNQnNBSXZqeTFTRDhOQT09>

Meeting ID: 846 9919 0763

Passcode: 0ssDgk

Phone: +1 646 558 8656

Webinar ID: 846 9919 0763

Passcode: 590711

### Minutes

#### BOARD

Rich Cahoon, Keira Christian,  
Richard Dunning, Alan Edelkind,  
Jim Fredrickson, Katherine Heck,  
Janine Lesser, Robert Short, Jr.,  
Liz Swan, Dr. Stephen Ullman,  
Jerry Wilson

#### ADMINISTRATION

Dr. Kimberly Saunders, Supt.  
Dr. Ann Forrest, Asst. Supt.  
Lori Schmidt, B.A.  
Ben Moenter, Special Ed.  
Cari Christian-Coates, Student Serv.  
Carrie James, H.R.  
Kat Foecking, GBS  
Lexy Heatley, GBS  
Amy Janoch, HES

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

Janine Lesser called the meeting to order at 6:02 p.m. The Pledge of Allegiance was recited.

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

A physical quorum of the board was present; therefore, the declaration was not required.

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

- a. Legal
- b. Negotiations

None.

#### 4. Points of Pride

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

Stephen Ullman reported that Ben Pratt, Antrim, passed away last week. Mr. Pratt was an advocate for public education and this is an enormous loss for the community.

#### 5. Public Comment

None.

#### 6. Consent Agenda

##### a. Acceptance of School Board Meeting Minutes

- 1) May 18, 2021

##### b. Personnel

- 1) Nominations
- 2) Retirement June 2021
- 3) Resignations June 2021
- 4) Co-Curricular Notifications

### c. Monthly Events Calendar

**Dick Dunning moved to accept the Consent Agenda items as presented. Katherine Heck second.**

**Jerry Wilson abstained on the May 18 minutes.**

Jim Fredrickson asked if Budget & Property Committee could start the June 8<sup>th</sup> meeting an hour earlier. Several Budget & Property Committee members were opposed. The committee will advise a revision date.

Kimberly Saunders reported that a public hearing will be scheduled just prior to the next School Board meeting.

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

### a. School Board Induction Series

- Special Education/Student Services

Cari Christian-Coates and Ben Moenter thanked the board for the opportunity to present this evening. They shared the various points that they hoped that the board will better understand and be aware of after the presentation.

The history of Student Services and Special Education was shared. Cari Coates shared the organization chart for Student Services. In addition, she outlined the roles and responsibilities of the department. One of the big pieces of the Director of Student Services includes the area of the McKinney Vento Act in the area of homelessness. This is a federal law that supports the attendance of students in school and addresses the challenges of homelessness and academic success. The duties are to be sure that students are identified as a result of outreach, that the barriers to access education are removed, to ensure that families receive referrals to appropriate services, and to ensure that parents are informed about opportunities, among others. Other duties include acting as District Court Liaison. Student Services contribute to the academic success of our students.

ConVal 2025 is a group that supports a system framework in the ConVal District. It drives a multi-tiered system of support. It provides targeted support for all learners.

Ben Moenter, Director of Special Education, shared information on the roles and responsibilities of Special Education department. He shared the organizational chart for his department. A role of his department is to protect student and family rights. He navigates the confidentiality of information under the Individuals with Disabilities Education Act. Board members should preserve the confidentiality of all student educational information. The Special Education Process is very complicated. His role is to assure that the process is followed. Duties of his department include the responsibility to find and evaluate students for special education services. Procedural Safeguards are tied into the work of the special education department. Mr. Moenter shared various timelines that must be followed. The IEP Team requirements were outlined. Mr. Moenter touched upon FAPE, Federal & State Compliance requirements, IDEA Grants, Medicaid to Schools, Special Education Aid, Chapter 402 (court ordered placements), District Budget, and his Special Education Leadership Team. The roles of paraprofessionals, physical therapists, and Transition Coordinators were shared. The role of the Director of Student Services with many other areas, including preschool, were shared.

Equity is the basis for inclusion. The work is to support all students.

Rich Cahoon referenced the timeline representing changes in the ConVal model. The Federal Government committed to covering 40% of the costs and never has. The failure to fully fund IDEA is an outrage. The board has had difficulty discussing the cost of special education and the funding sources for it.

Dr. Stephen Ullman asked for an average of the overall spending for special education. Ben Moenter estimated that the annual cost is approximately \$11 million.

Kimberly Saunders said that we are spending \$11 million in addition to money we receive for these costs. The real cost for special education for our district ranges between \$11 million and \$15 million.

### b. Annual Financial Audit Report

Lori Schmidt, provided a review of the types of audits that ConVal undergoes. Financial audits are required by NH RSA's and are required within a certain time frame. Auditors provide opinions. Single audits are required for organizations that expend \$750K or more in federal awards within a fiscal year. A higher level of testing is conducted.

Lori Schmidt provided a report summary on the financial audit and single audit. Had the report been negative, the board would have been notified immediately. A federal review was conducted and no material weaknesses in internal controls were noted. Auditors are required to provide certain communications. Audit Letter General Points were shared.

Findings identify areas in need of improvement or correction. The report identified policy related, general and other area findings for review.

Next steps include work on policies and written procedures, naming a Deputy Treasurer, and addressing finance office procedures.

Rich Cahoon requested an administrative recommendation for Deputy Treasurer. Rich reported nine years of findings related to student activities.

Dr. Saunders said that student activities findings are not the same finding, they are findings every year.

Lori Schmidt said that a manual on student activities will be helpful.

**Katherine Heck moved that the board ask administration to bring forward a Deputy Treasurer candidate prior to July 1. Jerry Wilson second.**

Katherine Heck said that the board should make a commitment on policy review on internal controls. Robert Short, Jr. asked if the policies and procedures regarding deposits have been mitigated. Has this been addressed for this year so that we will not see a finding on deposits again? Lori Schmidt said that individual schools are responsible for making their deposits. A manual under development will be distributed that outlines the process and timeliness. Kimberly Saunders said that there is not supposed to be any money left in buildings overnight. Anything outside of daily deposits is considered late. Stephen Ullman shared his congratulations to Lori Schmidt on her outstanding work considering the time frame that she has been working under and in. Rich Cahoon noted turnover in the Business Office as a result of resignations. Kimberly Saunders responded that interviews are underway.

### **c. Draft Reopening Plan**

Dr. Saunders asked the board for feedback on the plan. She would like to release the plan tomorrow to parents and community members and receive feedback. The goal is to approve it at the next board meeting. Kimberly Saunders said that the DOE will be looking for updates at 60- and 90-day intervals as well. Will the reopening plan require a Memorandum of Agreement (MOA)? Not as presented today. Katherine Heck asked for clarity on page 33 where it talks about in person, remote, and shifts. Kimberly Saunders said that discussion with the high school are underway for clarification. Jim Fredrickson asked what would happen with the need for a MOA should COVID spike again. Kimberly Saunders said that there are concerns about what might happen next winter. It will depend a lot on vaccination rates. We may need a MOA if shifts were needed. One may not be necessary.

### **d. ConVal Lawsuit, total number of Districts joined**

Nineteen districts have currently joined the lawsuit. This suit represents 25% of the total districts, and every type of school and district is represented.

## **8. Reports**

### **a. Teacher Representative**

None.

### **b. Selectmen's Advisory Committee – Stephen Ullman**

Dr. Ullman reported that the tone of these meetings has changed. Last year, the board and town administration were more aggressive with concerns over what the district is doing with their money. At recent meetings, reports out from school committees are shared. Concerns were in the areas of the audit calendar to inform tax rates.

### **c. Policy Committee – Katherine Heck**

Katherine Heck reported having met prior to tonight's board meeting. Policy IHAK was discussed with several modifications made. IHCD and LEB along with LCC were discussed. IHCD and LEB will merge and a version from the NHSBA will be brought forward. Work on the Superintendent evaluation tool and process and goal setting was discussed.

Two policies come to the board tonight for a first read.

## **9. Old Business**

### **a. Legislation**

Katherine Heck reported waiting on two House Bills still being worked out.

Janine Lesser said that Senate Bill 130 has been incorporated into the budget as well as divisive teachings legislation.

Rich Cahoon also reported that the exemption from holding meetings in person will soon end if voted.

HB220 was referenced and Rich Cahoon said that State imposed immunization freedoms may impact schools in the fall. Janine Lesser asked the board's feeling on HB220.

Rich Cahoon said that it is ironic that local schools have always been able to require immunizations and now there is the intent to consider a significant step back.

How many are in favor of taking a stand against this legislation: 5

Opposed to taking a stand against: 5

Janine Lesser broke the tie and voted in favor of taking a stand against that legislation. She will ask the Board Chair to write to legislators or do so herself.

### **b. 2<sup>nd</sup> Read/Adoption (Board Vote Required)**

#### **- DIA: Fund Balance**

Katherine Heck moved to adopt with the following amendment to remove the sentence on page 10 "Please note...".

**Second. Unanimous.**

## 10. New Business

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

#### - ILD: Non-Educational/Non-Academic Questionnaires, Surveys, and Research

Katherine Heck said that this policy is required by law. It was previously developed but there is no record of it. It is currently being followed. This is a housekeeping policy.

### b. Accept Gift/Donation (Board Vote Required)

1) ConVal High School requests authorization to accept from: The Carl J. Britton Sr. Memorial Fund, a check in the amount of \$2,270.00 for the purpose of purchasing equipment for the ConVal Music Department.

**Katherine Heck moved to accept the donation as presented with thanks. Dick Dunning second.**

Robert Short, Jr. said that he would like to see expense tracking to assure that restricted monies are being spent appropriately. Confirmed.

**Unanimous.**

### c. Superintendent Authorization to Hire (Board Vote Required)

Kimberly Saunders said that the board typically authorizes her to hire staff through mid-September. This will come to the board in notifications. These would normally be brought forward for nomination. This allows her to bring a letter of commitment to the candidate.

**Stephen Ullman moved to provide the Superintendent the authorization to write conditional letters of employment and hire staff.**

**Rich Cahoon opposed. All others in favor. Motion carried.**

### d. Livestream Update

Kimberly Saunders reported that we are in discussion with two vendors regarding live streaming meetings. Equipment and service costs are under development.

Robert Short, Jr. asked with all of the technology that we have in the classroom don't we have the necessary technology to do so.

Kimberly Saunders said that there is not the right type of audio in the board room and other needs to livestream meetings.

### e. Research Proposal

None.

### f. Technology Purchase Recommendation

Mark Schaub referenced four purchase recommendations that would require board approval due to the amount that they are. All four support the replacement cycles of hardware. These requests represent replacing existing equipment in classrooms or assigned to staff or students.

Recommendation #1 replaces SMARTBoard/Projectors in classrooms. Mr. Schaub noted technology advances. They would replace the oldest SMARTBoards in schools. WCA is the low bid recommended totaling \$53,144.00.

Robert Short, Jr. asked what would be done with existing technology. Are they used elsewhere or sold on a secondary market? Mark Schaub confirmed that if we can receive a higher price on technology then we pursue that option.

Have we received commitments that these vendors will be able to deliver? Mark Schaub confirmed having current stock and lead time information on each. It is more of a factor with laptops and chromebooks with delays in deliveries.

Are we expecting the chromebooks used for K-4 to still be needed in those grades or will they be used elsewhere? Mark Schaub said that they are part of the reopening plan and will remain in the elementary schools.

Rich Cahoon said that we have a detailed technology plan. A replacement cycle is embedded in that plan and this is in line with the technology plan and parts of the Strategic Plan.

**Rich Cahoon moved to adopt purchase recommendation number one to spend \$53,144.00 on interactive projectors. Katherine Heck second. Unanimous.**

Purchase Recommendation #2 – 500 11" Touchscreen Chromebooks to continue with the planned replacement cycle of student devices. The recommendation is to go with vendor SHI for Acer Chromebooks.

**Rich Cahoon moved to go with SHI in the amount of \$162,890.00. Katherine Heck second. Unanimous.**

Purchase #3– 60 Staff replacement laptops for a total of \$57,649.80 from CDWG as a result of cost and availability was recommended.

**Rich Cahoon moved to adopt the recommendation to purchase 60 laptops from CDWG in the amount of \$57,649.80. Katherine Heck second. Unanimous.**

Purchase #4 – 15 Point of Sale computers to replace aging point of sale devices in use in school cafeterias.

**Rich Cahoon moved to adopt the recommendation to spend \$15,465.00 from WCA for this purchase.**

**Dick Dunning second. Unanimous.**

**g. Budget Transfer (Board Vote Required)**

Lori Schmidt reported submitting a transfer request for items listed.

**Dick Dunning moved to approve transfers as listed.**

**Jim Fredrickson second.**

Robert Short, Jr. asked if bids will be forthcoming. Kimberly Saunders said that this is for repair for those that can be repaired.

Katherine Heck asked how many treadmills does this cover. Should we replace or repair?

Kimberly Saunders said that we can go out to bid but the dollars could still be transferred.

Rich Cahoon said that we could repair and replace some or repair. We will exceed the bid policy requirements.

Robert Short, Jr. asked if this is based on money available to transfer or do we have quotes.

Kimberly said that we are spending money as a result of safety concerns.

**Unanimous.**

**11. Public Comment**

None.

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

Lori Schmidt certified that manifests listed, totaling \$2,557,246.25, 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 shared.**

**Jim Fredrickson second. Unanimous.**

Rich Cahoon reported that he is happy to see that Amy Janoch will be taking on the Director of Learning Recovery position.

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

**a. Negotiations**

**b. Legal**

**c. Personnel**

**Rich Cahoon moved to enter into non-public session in accordance with RSA 91-A:3,II at 8:40 p.m. for personnel. Stephen Ullman second. Unanimous.**

**Rich Cahoon moved to exit non-public session at 9:13 p.m.**

**Katherine Heck second. Unanimous.**

**Katherine Heck moved to seal the minutes of non-public session for matters of personnel for 10 years. Rich Cahoon second. Unanimous.**

**Keira Christian motioned to adjourn at 9:14 p.m. Dick Dunning second. Unanimous.**

Respectfully submitted,

Brenda Marschok