

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

CONTOOCCOOK VALLEY SCHOOL BOARD

School Board Meeting

Tuesday, April 19, 2022

Immediately Following Public Hearings that begin at 7:00 p.m.

Physical Location: SAU #1 Board Room

Livestream Link: <https://www.youtube.com/watch?v=k5VJI-mFYik>

Minutes

BOARD

Tom Burgess, Richard Dunning,
Alan Edelkind, Jim Fredrickson,
Katherine Heck, Greg Kriebel,
Janine Lesser, Crista Salamy,
Liz Swan, Tim Theberge,
Stephen Ullman

ADMINISTRATION

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

1. Call to Order and Pledge of Allegiance

Tim Theberge called the meeting to order at 7:26 p.m. The Pledge of Allegiance was recited.

2. Points of Pride

Kimberly Saunders shared various Points of Pride as reported to her by administrators.

3. Student Representative – Abby Kamieniecki

None.

4. Public Comment

None.

5. Consent Agenda

a. Acceptance of School Board Meeting Minutes

1) April 5, 2022

b. Personnel

1) Retirement

2) Resignation

3) Nominations – SY' 2022-2023

Kimberly Saunders asked to add an item to the consent agenda to accept a gift from an anonymous donor. Board confirmed.

Kimberly Saunders asked to remove nominations from consent agenda and address it immediately following. Board confirmed.

School Board Minutes, retirement, and resignation make up the consent agenda along with a \$5K anonymous donation. Ms. Young is resigning from administration and moving back to the classroom.

Dick Dunning commended Steve Bartsch as an administrator and individual. This is a great loss for the ConVal School District.

The School Board unanimously accepted the consent agenda with thanks to anonymous donor.

Nominations:

Tim Theberge referenced the annual to annual, annual to continuing, and continuing to continuing contracts.

Teachers are on an annual contract for their first five years of employment. On their sixth year they are nominated to move to continuing contract. It is the reelection of the continuing contract.

Katherine Heck moved to accept the nominations for annual to annual contract for School Year 2022/2023. Janine Lesser second. Dick Dunning abstained. All others in favor. Motion carried.

Katherine Heck moved to accept SSPs for School Year 2022/2023. Janine Lesser second. Dick Dunning abstained. All others in favor. Motion carried.

Katherine Heck moved to accept the nominations for annual to continuing contract for School Year 2022/2023. Janine Lesser second. Dick Dunning abstained. All others in favor. Motion carried.

Katherine Heck moved to accept the nominations for continuing to continuing contract for School Year 2022/2023. Janine Lesser second. Dick Dunning abstained. Motion carried.

6. Superintendent's Report and Presentation of Business

a. Monthly Events Calendar

No changes were made to the month calendar.

b. School Board Requests

Kimberly Saunders noted that there is one website request outstanding.

c. Leadership Cohort

Kimberly Saunders reported on a Leadership Cohort with Keene State College that ConVal is able to fund with grants. Consideration to include funding for books might occur. \$4,500 total for the amount of the program for all participants.

Janine Lesser moved to allocate \$4,500 for Leadership Cohort books.

Katherine Heck second if funding is available.

Dick Dunning asked where we are in the process with letting staff know that this is possible.

Kimberly Saunders reported that information will be included in the Pay Day Memo.

Unanimous.

d. Position Justification

Kimberly Saunders referenced information for a position should the board so desire. The high school has put together a proposal for a School Resource Officer.

Katherine Heck asked for a sense of the board and then have a discussion.

Katherine Heck moved to move forward with a School Resource Officer position as requested for the high school.

Crista Salmay second.

Jim Fredrickson asked if the vote is to move forward to hire or for investigation. Tim said that the direction is to move forward with recruiting and hiring.

Jim asked where candidates come from when considering the skill set. The response was typically the police force.

Katherine Heck amended her motion that we accept the recommendation of hiring an SRO for CVHS for the amount up to \$75K.

Crista Salmay second. Unanimous.

e. Research Project Notification

Kimberly Saunders shared a research project request. The Board confirmed.

7. Reports

a. Teacher Representative – Cheryl Jessie

None.

b. Policy Committee – Crista Salmay

Crista Salmay reported that several policies will be coming for a first read. Any questions should be forwarded to Kimberly Saunders or Crista Salmay.

c. Education Committee – Stephen Ullman

Stephen Ullman reported that a Learning Recovery update on middle schools and high school was shared.

Approaching learning recovery has been reviewed by Ms. Janoch and maintaining normal grade level instruction, supplemented by intensive tutoring, is best. Consultants have been engaged.

The challenges in getting tutors was discussed. The highlight was a presentation on a draft Professional Development Plan. Mr. Ullman said that he was impressed by the level of offerings. There are five pathways for various instructors.

The document was sent out as a link with the Education Committee agenda. Feedback should be sent to Ann Forrest as well as Stephen Ullman. This will eventually come to the full board.

d. Budget & Property Committee – Jim Fredrickson

Jim Fredrickson reported an RFI for modernization was released. Three vendors attended the walk-through. Responses are due in May.

Four policies and one procedure related to fixed assets were reviewed by Budget & Property. Lastly, the Trust Fund Summary was updated.

Strategic Plan Committee met on Monday. Defining priority areas took place with two groups remaining to complete their work. Goals will follow, as well as objectives, after Thursday.

8. Old Business

a. Legislative Update

Katherine Heck reported that HB1417 related to Retirement Contributions was heard on Wednesday and in a different committee a one-time payment from surplus was proposed. One bill is long-term and sustainable and the other is a one-time payment in the same spirit.

SB420, extraordinary need, will soon be voted that will provide direct tax offset.

HB1671 is relative to content of an adequate education. It adds financial literacy and other components.

Other bills were shared.

b. Preschool

Kimberly Saunders referenced information in tonight's packet about *Preschool for All* to make sure that the board is supportive of the sliding fee and recommendations for placement.

Sliding Fee - Dick Dunning moved to adopt the sliding scale as presented.

Greg Kriebel second.

The scale is based on the criteria for Free and Reduced Lunch.

Liz Swan asked if this preschool for all will be available to families outside of this district.

Kimberly Saunders said that we would accept out of district students if there were space.

Liz asked in light of the petitions that came from Temple and Frankestown, she asked for confirmation of locations.

PES, HES, and GES will add additional programs where currently located.

Katherine Heck asked if out of district student came in and we have a sliding scale, would out of district be full cost or sliding. Kimberly confirmed that they would pay full tuition.

Katherine Heck said that this should be discussed since it is tax subsidized.

Katherine further asked if the preschool program is fairly distributed in terms of cost.

Kimberly responded by saying that right now, the preschool program is evenly distributed across the district. ADM can be used if so desired.

Katherine asked that these two items, ADM and tuition, be placed on a future agenda.

Crista Salamy reported that taxpayers have asked if we could get a count per town as to where the preschool students are from.

Kimberly reported annual income guidelines; \$36K income for a family of five would not pay.

Jim Fredrickson asked if someone qualifies for reduced tuition what they would pay. There is a 40-70% range for reduced cost.

Katherine Heck asked how we are basing the tuition cost. It will be based on estimated cost.

Cari Christian-Coates clarified on the sliding scale and how tuition is arrived at.

We are continuing to use the current model, which is an assessment of like programs in and outside the area, to determine the going rate and then we base our rate on that. The tuition rate is not based on the cost per child to implement the program. If it needs to change, that is a different conversation. We have been billing tuition for preschool for 25 years. The rate is periodically reviewed. This program was never about making money. The target group of children are those that would not be able to afford it otherwise.

Kimberly Saunders said that the board has turned over and they would be interested in seeing the numbers.

Katherine Heck said that she would like to see the total cost of the program divided by number of children. Then the total financial implication of the program can be known regardless of tuition.

Kimberly said that administration has been transparent about the total cost of the program. She was unsure if discussing this is a fruitful endeavor.

Tim Theberge said that the sliding scale should be understood. Second, the question of how we choose to distribute that is a question. Relative to that, what do we want to do with tuition; stick with ConVal rate or charge more. It is not a question of support for preschool.

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

- IHCD/LEB: Advanced Coursework/Advanced Enrollment

Stephen Ullman moved to adopt policy IHCD/LEB. Janine Lesser second. Unanimous.

9. New Business

a. 1st Read Policy

- DK: Payment Procedures

- DAF: Administration of Federal Grants

Tim Theberge referenced the above two policies for a first read. Send comments to Crista Salamy.

b. Rescind Policies (Board Vote Required)

- GBAA: Sexual Harassment – Employees/Staff (Replaced by ACAC)

Janine Lesser moved to rescind this policy for employees and staff because it has been replaced by ACAC. Dick Dunning second. Unanimous.

- JBAA: Sexual Harassment – Students (Replaced by ACAC)

Janine Lesser moved to rescind this policy for students because it has been replaced by ACAC. Dick Dunning second. Unanimous.

c. Draft RFI

This is an RFI/RFQ to identify a statement of need to conduct an analysis of consolidation and/or realignment in the ConVal School District. The RFI document was reviewed.

Liz Swan publicly acknowledged that this RFI does respond to the warrant article that was passed in 2019 that a comprehensive analysis be submitted to the ConVal communities.

Tim Theberge said that the work has been done at least three times in the past. The discussion has been that administration would not be asked to do this work once again but rather contract with an outside organization or person to conduct this work.

Kimberly Saunders asked if legal counsel should review the RFI. Tim said that after input it would be reviewed by legal. Greg Kriebel asked for clarification about building capacity. 240 in an elementary school would result in a student in every portion of the building vs. seven classrooms with 20 students as an example.

Alan Edelkind said that the 240 was provided to the State but it is not what we subscribe to. If board members have suggestions on companies or consultants it would be helpful.

Dick Dunning said that the elementary schools were built for 120 students. Vermont and Maine might have resources to provide guidance.

Janine Lesser said that there is an expectation that models previously worked on would be looked at. The impact on communities and logistics has been the missing piece. She said that she does not see that in the RFI.

Send questions or comments to Tim Theberge.

This will move to legal within the next several weeks.

d. Technology Purchase Recommendations

Katherine Heck moved the first purchase for 20 laptops from WCA for \$19,220.00. Dick Dunning second. Unanimous.

Katherine Heck moved to purchase 560 11” touch screen chrome books with license from WCA for \$190,960.00 Dick Dunning second. Unanimous.

Katherine Heck moved to purchase 6 Allied Telesis switches and 10 GBIC port adapters from ISC in the amount of \$18,422.00. Dick Dunning second. Unanimous.

e. Discipline Review Committee

Tim Theberge said that Janine Lesser, Kevin Pobst, Stephen Ullman, Tom Burgess, and Crista Salamy are on the Discipline Review Committee (DRC).

A Motion is to authorize the DRC to act on behalf of the board during those hearings was asked.

Dick Dunning moved to authorize the DRC to act on behalf of the board during hearings. Liz Swan second.

The Discipline Review Committee hears issues of suspension or expulsion. If there is a recommendation to expel a student or if a student appeals a suspension, the board hears those appeals on the board's behalf.

Kimberly Saunders said that the first 10 days of suspension cannot be appealed to the board level. Anything over ten days is appealable to the board.

If, after a hearing, the behaviors are repetitive or a single significant behavior, Kimberly may move a student to a hearing before the School Board.

JICD outlines the policy as well.

Kimberly clarified that there was a training held on Monday for the DRC to more deeply understand the process.

Unanimous.

f. General Assurances

General Assurances cover the rules when receiving federal funds.

Kimberly Saunders said that we receive approximately \$2.5M in potential grant dollars for FY'22-23. This includes competitive grants. This is a uniquely NH requirement by the Commissioner.

Dick Dunning moved to allow Chair to sign documents as requested. Janine Lesser second. Unanimous.

g. Investment Guidance

Lori Schmidt said that the Trustees of the Trust Funds have requested guidance on the intended use of District Trust Funds to assist them in choosing investment instruments that align with the District's liquidity needs.

The recommendation is to provide the District's targeted balances and anticipated annual use of trust funds to the Trustees of the Trust Funds. The target balances should be the guideline for higher yield investments.

Jim Fredrickson moved to approve the proposed Investment Guidance.

Katherine Heck second.

Specific instruments to invest in cannot be directed.

Katherine Heck proposed the preservation of capital while maximizing interest. Mitigating the impact of inflation is important. The intent of the longer-term investment is intended as longer than one year.

The guidance would be provided in writing with backup documentation.

This guidance would be issued likely next month.

Jim Fredrickson asked for information for review to be brought to the Budget & Property committee but to send information to the Trustees as soon as possible.

The Trustees have asked for guidance on how we plan to spend our money so that they can align the investments.

The "Prudent Person Rule" was discussed. Preserving principal while trying to maximize is the aim.

Tim read the recommendation as shared by Lori.

Unanimous.

h. Expenditure and Encumbrance Report – Lori Schmidt

Lori Schmidt referenced the report. We are in the process of closing out open purchase orders and items will be cleaned up.

Dick Dunning moved to accept the Expenditure Report and encumbrances therein. Katherine Heck second.

At the second meeting in May the unencumbered balance will be discussed.

Unanimous.

10. Public Comment

None.

11. Approval of Manifests (Board Vote Required)

Lori Schmidt certified that manifests listed, totaling \$4,538,591.13, 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 presented. Jim Fredrickson second. Unanimous.

12. 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 for matters of negotiations, legal and personnel at 8:54 p.m. Katherine Heck second. Unanimous on a roll call vote.

Stephen Ullman motioned to exit Non-Public Session at 9:21 p.m. Janine Lesser second. Unanimous.

Stephen Ullman moved to seal the minutes of Non-Public Session for personnel and negotiations for five years. Janine Lesser second. Unanimous.

Katherine Heck moved to approve the buyback as discussed. Janine Lesser second. Unanimous.

Stephen Ullman moved to approve changes to the CVAA agreement. Jim Fredrickson second. Unanimous.

Stephen Ullman motioned to adjourn at 9:23 p.m. Janine Lesser second. Unanimous.

Respectfully submitted,

Brenda Marschok