

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

CONTOOCCOOK VALLEY SCHOOL BOARD

School Board Meeting

Tuesday, April 4, 2023

7:00 p.m.

Physical Location: SAU #1 Board Room

Livestream Link: <https://www.youtube.com/c/ConValEvents>

Agenda

- 1. Call to Order and Pledge of Allegiance**
- 2. Introduction and Swearing in of Returning and New Board Members**
- 3. Call for Election of Officers – Superintendent**
- 4. Points of Pride**
- 5. Public Comment**
- 6. Consent Agenda**
 - a. Acceptance of School Board Meeting Minutes**
 - 1) March 21, 2023 (pg. 1-3)
 - b. Personnel (pg. 4-5)**
 - 1) June 2023 Resignations
 - 2) Co-Curricular Notifications
- 7. Superintendent's Report and Presentation of Business**
 - a. Voting Results (pg. 6)**
 - b. School Board Requests**
 - c. Monthly Events Calendar (pg. 7-8)**
- 8. Reports**
 - a. Student Representative – Katherine Craig**
 - b. Communication Committee Meeting – Alan Edelkind**
 - c. Selectmen's Advisory Committee Meeting – Janine Lesser**
- 9. New Business**
 - a. Policy BDE: Committees and School Board Member Special-Duty Assignments (pg. 9-11)**
- 10. Public Comment**
- 11. Approval of Manifests (Board Vote Required)**
- 12. Non-Public Session: RSA 91-A: 3, II (If Required)**
 - a. Negotiations**
 - b. Legal**
 - c. Personnel**
- 13. Adjourn**

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School Board Meeting

Tuesday, March 21, 2023

7:00 p.m.

Physical Location: SAU #1 Board Room

Livestream Link: <https://www.youtube.com/c/ConValEvents>

Minutes

BOARD

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

Katherine Craig, Student Rep.

ADMINISTRATION

Dr. Kimberly Saunders, Supt.
Dr. Ann Forrest, Asst. Supt.
Lori Schmidt, B.A.
Carrie James, H.R.

1. Call to Order and Pledge of Allegiance

Janine Lesser called the meeting to order at 7:00 p.m. The Pledge of Allegiance was recited.

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

Janine Lesser reported that two non-public discussions are needed with one additional non-public toward the end of the meeting.

Student Report – Janine Lesser requested that this be moved up on the agenda. Confirmed.

Katherine Craig - reported that snow days have thrown things off a lot. The Chorale Concert is tonight. The Band performed last night.

A recent Blood Drive on Friday resulted in 27 pints gathered.

The first day of spring sports was yesterday. A Glow Dance was postponed from last Saturday with a date TBD. The National Honor Society is holding a fundraiser. SAT's are tomorrow for Juniors. Mini-Career showcase for math and science teachers is coming up. All-State is next week. There will be an early college planning session on March 29th to jumpstart the college planning process.

Alan Edelkind moved to enter into Non-Public Session in accordance with RSA 91-A:3, II at 7:05 p.m. Dick Dunning seconded. Unanimous on a roll call vote.

Greg Kriebel moved to exit Non-Public Session at 7:17 p.m. Dick Dunning seconded. Unanimous.

Dick Dunning moved to approve the recommendation of administration on a retirement request and early payout.

Jim Fredrickson abstained. Katherine Heck seconded. Eight in favor; one abstention. Motion carried.

3. Points of Pride

Kimberly Saunders thanked everyone for the support provided last week during the storm. People were out of power for multiple days and administration came together with the bus company to plan for school.

Janine Lesser said that the work done to pull together was a huge Point of Pride. We had a lot of snow and seeing people come in to figure it all out was wonderful.

4. Public Comment

None.

5. Announcements

a. Voting Postponement & Absentee Ballots

Kimberly Saunders reported that voting was postponed to March 28th. A huge thank you to Sterling Abram from Dublin for his work on the postponement. Absentee ballots are still good for this date.

b. Mailer

Kimberly Saunders shared that there was some concern about the mailer that went out.

Jim Fredrickson reported that there are two tables in the mailer and the bottom table is incorrect.

Kimberly shared that she can make sure that JGPR puts this front page out in a corrected version as long as she has the information. It can be put on line and on ConVal News.

Katherine Heck said that the words operating budget will say either gross or operating budget.

Jim Fredrickson reported that he sent a corrected version out on March 13th.

The board was in consensus for the Superintendent to put out the corrections.

6. Consent Agenda

a. Acceptance of School Board Meeting Minutes

1) March 7, 2023

b. Personnel

c. March 1, 2022 Enrollment Update

The consent agenda was accepted.

7. Superintendent's Report and Presentation of Business

a. School Board Requests

Kimberly Saunders reported being all caught up on School Board Requests.

A presentation on the audit will be shared at the April 18th meeting.

b. Monthly Events Calendar

Policy Committee will not meet on April 4th.

8. Reports

a. Student Representative – Katherine Craig

This agenda item was discussed at the start of the meeting.

Kimberly Saunders refocused on the Career Fair scheduled tomorrow night to hire math and science teachers.

The ConVal Lawsuit trial begins April 10th through mid-May.

Jim Fredrickson asked for anyone else to share interest in attending with him.

Kimberly Saunders reported that an order from the Judge about the request for a summary judgement; the Judge denied that request and was very clear that expert testimony will take place.

9. Old Business

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

- BBBF: Student Board Members

Katherine Heck moved to adopt Policy BBBF. Dick Dunning seconded. Unanimous.

10. New Business

a. Expenditure and Encumbrance Report – Lori Schmidt

Lori Schmidt reported that she is working on finishing encumbrances through the school year to help facilitate closing year end.

Katherine Heck asked if we have any line item transfers that will be needed to approve.

Lori confirmed that there will be budget transfer requests coming forward.

Katherine Heck moved to accept the Expenditure and Encumbrance Report. Dick Dunning seconded. Unanimous.

b. Consolidation/Reconfiguration – Request for Proposal Review

Alan Edelkind reported that the RFP is completed and thanked staff and legal for working on this.

Alan asked if there were any questions on the RFP. Permission to send the RFP to the three vendors is asked with a target date of one month for returns.

Crista Salamy shared concerns with the way something is written in the background section. Page 12 reflects a summary of the different work that has been done to date and recommendations made to date. Crista said that there were pros and cons that are not on the lists. Katherine Heck said that she was provided historical information years ago and it has been made public in the past. It could be posted; the historical work done on reconfiguration. It could be identified as the history and not the work underway. Alan said that the kind of information that should be put out will be discussed at Thursday's Communication Committee meeting. Janine Lesser said that aside from posting the RFP, it might be helpful to post the past information. A dedicated space was suggested on the website. Crista cited the example that the potential con for closing a school might be the impact on real estate. Crista agreed to share information that she has. The School Board shared drive and further under School Board request folder contains this information. Janine Lesser thanked the committee and added that the RFP was very well done. **Dick Dunning moved to authorize the Superintendent to send out the RFP with additional information added if necessary and post on the website.** **Liz Swan seconded.** Who sends out the RFP? The Superintendent would send the RFP out like any other RFP. **Unanimous.**

11. Public Comment

None.

12. Approval of Manifests (Board Vote Required)

Lori Schmidt certified that manifests listed totaling \$648,057.76, 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 seconded. Unanimous.**

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

Alan Edelkind moved to enter into Non-Public Session at 7:47 p.m. for matters of personnel. Dick Dunning seconded. Unanimous.

Greg Kriebel motioned to exit Non-Public Session at 8:04 p.m. Dick Dunning seconded. Unanimous.

Greg Kriebel moved to seal the minutes of Non-Public Session related to a staff member resignation for a period of ten (10) years. Katherine Heck seconded. Unanimous.

Greg Kriebel moved to seal the minutes of Non-Public Session related to a retirement for a period of (10) ten years. Katherine Heck seconded. Unanimous.

Greg Kriebel moved to seal the minutes of Non-Public Session related to a staff member resignation for a period of ten (10) years. Dick Dunning seconded. Unanimous.

14. Adjourn

Greg Kriebel motion to adjourn at 8:05 p.m. Dick Dunning seconded. Unanimous.

Respectfully submitted,

Brenda Marschok

OFFICE OF THE SUPERINTENDENT OF SCHOOLS
Peterborough, New Hampshire

CONTOOCOOK VALLEY SCHOOL DISTRICT

April 4, 2023
Personnel Agenda

June 2023 Resignations:

CVHS

Taryn Hagan Health/PE Teacher

Susan Robbins Special Education Teacher

GBS

Joseph Wright Assistant Principal

PES

Jacqueline Colaneri Pre-School Teacher

FES

Cheryl Orcutt Special Education Teacher

AES

Christine Miller Pre-School Speech/Language

Co-Curricular Notifications:

See Attached

NOTICE OF STIPEND POSITIONS
School Board - April 4, 2023

First Name	Last Name	School	Position	Stipend	FTE	School Year
Athletics						
Kevin	Carne	CVHS	Lacrosse-Girls Assistant	\$ 2,846.20	1	22-23
Nick	Duffy	CVHS	Lacrosse-Boys Assistant	\$ 2,846.20	1	22-23
Spencer	Fetrow	CVHS	Track Assistant-Spring	\$ 2,846.20	1	22-23
Leslie	Foster	CVHS	Unified Track	\$ 1,071.61	1	22-23
Matt	Harris	CVHS	Baseball-Varsity	\$ 3,557.75	1	22-23
Shauna	Hautanen	CVHS	Softball Assistant	\$ 2,846.20	1	22-23
Amanda	Hinton	CVHS	Softball - Varsity	\$ 3,557.75	1	22-23
Scott	Liljeberg	CVHS	Baseball-JV	\$ 2,846.00	1	22-23
Elizabeth	MacEchran	CVHS	Tennis - Girls Varsity	\$ 2,846.20	1	22-23
Cindy	McLaughlin	CVHS	Track Coed-Spring	\$ 4,376.04	1	22-23
Greg	O'Brien	CVHS	Track Assistant-Spring	\$ 2,846.20	1	22-23
John	Okerman	CVHS	Track Assistant-Spring	\$ 2,846.20	1	22-23
Derek	Sorbello	CVHS	Lacrosse -Girls Varsity	\$ 3,557.75	1	22-23
Eric	Peterson	CVHS	Unified Track	\$ 1,071.61	1	22-23
Jessica	Weeks	CVHS	Softball - JV	\$ 2,846.20	1	22-23
Barton	Wheeler	CVHS	Lacrosse-Boys Varsity	\$ 3,557.75	1	22-23
Michael	Young	CVHS	Tennis - Boys Varsity	\$ 2,846.20	1	22-23

ConVal School District
Voting Results - March 28, 2023

OFFICIAL ConVal School District - Results of Voting March 28, 2023

	1		2		3		4		5		6		7		8		9				
	YES	% Y	YES	% Y	YES	% Y	YES	% Y	YES	% Y	YES	% Y	YES	% Y	YES	% Y	YES	% Y			
Budget																					
	NO	% Y	NO	% Y	NO	% Y	NO	% Y	NO	% Y	NO	% Y	NO	% Y	NO	% Y	NO	% Y	NO	% Y	
2025	1117	70%	2821	84	177%	274	50	75%	278	80	70%	272	89	75%	324	35	100%	291	59	81%	
2026	126	11%	135	109	55%	142	102	50%	151	84	62%	137	114	53%	178	84	74%	182	80	67%	
District	234	13%	269	87	73%	264	103	73%	274	87	70%	261	104	72%	302	53	85%	271	89	72%	
Francestown	206	154	87%	259	120	67%	243	116	60%	246	111	60%	221	136	62%	300	50	86%	260	96	73%
Gwynedd	75	112	40%	81	98	40%	68	98	47%	89	95	46%	65	102	45%	131	52	72%	112	75	60%
Hancock	202	85	78%	283	64	82%	280	65	81%	285	60	83%	268	76	78%	310	29	91%	294	51	85%
Petersborough	453	107	81%	492	68	80%	493	88	89%	492	66	88%	470	89	84%	537	13	98%	512	46	92%
Sharon	50	20	71%	49	21	70%	48	22	69%	47	22	68%	47	22	68%	61	10	86%	60	11	85%
Temple	202	199	50%	223	178	58%	224	176	56%	235	164	59%	202	193	51%	223	176	56%	247	139	64%
Total	1963	1037	84%	2063	837	71%	2104	788	73%	2107	770	73%	1957	825	68%	2455	388	86%	2209	635	77%

School Board Members

- Antrim- 3 Year Term (One Position)
 - William Byk
 - Write-In: Erin Pits Martin
- Bannington - 1 Year Term (One Position)
 - R. Michael Hoy
 - Write-In
- Francestown - 3 Year Term (One Position)
 - Thomas John Kiffin
 - Stephan Morrissey
 - Write-In
- Hancock - 2 Year Term (One Position)
 - Dim Hüpper
 - Write-In
- Petersborough- 3 Year Term (One Position)
 - Greg Kriebel
 - Write-In
- Sharon- 3 Year Term (One Position)
 - James M. Fredrickson
 - Write-In

April 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4 School Board Mtg. @ SAU @ 7:00 p.m.	5	6	7	8
9	10	11	12	13	14	15
16	17	18 Policy Committee Mtg. @ SAU @ 5:45 p.m. School Board Mtg. @ SAU @ 7:00 p.m.	19	20	21	22
23	24	25	26	27 Selectmen's Advisory Committee Mtg. @ SAU @ 7:00 p.m.	28	29
30						

May 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 Policy Committee Mtg. @ SAU @ 5:45 p.m. School Board Mtg. @ SAU @ 7:00 p.m.	3	4	5	6
7	8	9	10	11	12	13
14	15	16 Policy Committee Mtg. @ SAU @ 5:45 p.m. School Board Mtg. @ SAU @ 7:00 p.m.	17	18	19	20
21	22	23	24	25 Selectmen's Advisory Committee Mtg. @ SAU @ 7:00 p.m.	26	27
28	29	30	31			

BDE – Committees and School Board Member Special-Duty Assignments

Category: 0

Standing Committees Purpose

The ConVal School Board utilizes standing committees to consider issues, proposals, and tasks in a smaller venue to allow members to delve more deeply into issues than may be possible at full School Board meetings. The committee structure is an efficient way of allowing for more thorough consideration of policy proposals, constructing budgets, initiating new programs, reviewing curricular issues, monitoring of progress toward Board goals, and Board communication. The committees may initiate and investigate any matter within their jurisdiction. All recommendations of these committees should represent a majority vote of committee members. No vote or discussion of a standing committee – with the exception of the Student Discipline and Grievance Committees – will constitute a School Board decision unless so authorized by Board action at a public meeting. Additional committees may be created, or existing committees dissolved, by a vote of the Board at the annual Board organizational meeting following the annual Board election.

The following committees currently exist as part of the governance of the Board:

- Budget and Property
- Education
- Policy
- Strategic Planning
- Communication
- Equity
- Selectmen’s Advisory Committee

Committee Organization

Each committee should have at least four members. The Chair of the Board, in consultation with Board members, makes committee appointments annually. These appointments are for a term of one year. All appointments will be made promptly after each Board election. An organizational meeting of each committee will be held annually promptly after each Board election and the announcement of committee appointments by the Board Chair. A Chair for the committee will be selected annually by the appointed members of the committee at the organizational meeting of the committee. Any Board member may attend and participate in any committee meeting at any time. However, the voting members of each committee will be limited to those who have been appointed. All committee meetings shall be posted publicly.

Committee Administration

The Superintendent or designee shall attend committee meetings whenever possible, as non-voting members. The Chair of the committee is responsible for prioritizing issues, setting meeting agendas, dates, and times. A record must be kept of the proceedings of each committee meeting. That record must be approved by the voting membership of the Committee and kept on file at the Board office. That record must be posted publicly and maintained on file in the Board office. The Chair of each standing committee shall be responsible for reporting on the committee's business at the full Board meeting.

Committee Responsibility and Jurisdiction

Each committee of the Board will be assigned a jurisdiction. This jurisdiction will be reviewed and confirmed annually by the Board following the organizational meetings of all committees. Each committee Chair may periodically initiate review and adjustment of the committee's jurisdiction when deemed appropriate; any change to a committee jurisdiction must be approved by the School Board. Committee jurisdictions will be posted on the School Board's website. A committee of the Board shall not appoint a committee of that committee without approval of the Board.

School Board Member Special Duty Assignments

Special Duty Assignment Purposes

Individual Board members may be designated to fulfill special assignments on behalf of the whole Board to facilitate the efficient, or confidential, completion of Board responsibilities.

Special Duty Assignments

The following special duty assignments will be made to facilitate Board governance:

- Negotiations/Grievance
- Student Discipline
- Food Service / Wellness
- Review of the Manifest
- Representative to the New Hampshire School Board Association (NH SBA) Delegate Assembly

Special Duty Assignment Procedures

The Chair of the Board, in consultation with Board members, make special duty appointments annually. These appointments are for a term of one year. All appointments will be made promptly after each Board election. The committees on Negotiation, Employee Grievance, or Student Discipline are not open to participation by Board members who have not been appointed. Nor are meetings of the Negotiations, Employee Grievance, or Student Discipline committee meetings open to the public.

Board members appointed to fulfill a special duty assignment will report to the full Board as requested to do so by the Board Chair.

Board member(s) designated to review the Manifest prior to each Board meeting will bear the responsibility of moving for acceptance of the certified manifest at the Board meeting.

The Board member appointed as the representative of the ConVal School Board to the NHSBA Delegate Assembly will review all proposals with the Board prior to the annual Delegate Assembly and seek Board advice regarding their vote at the Delegate Assembly.

Ad-Hoc Committees of the Board

Ad hoc committees of the Board may be appointed by the Chair of the Board. The function of the ad hoc committee will be to study specific issues for a specifically limited period of time, and if appropriate, to make recommendations to the full Board for approval. The dates, times, and location of ad hoc committee meetings will be posted publicly and the meetings will be open to all members of the Board. No vote or discussion of an ad hoc committee will constitute a decision of the Board, unless such authority is granted by the School Board at a public meeting.

Ad Hoc Committees with School Board Members

The School Board may form committees with members of the public, students, parents, and/or employees to do specific tasks and make recommendations to the Board. The Board Chair may appoint members of the School Board to such ad hoc committees. Meetings of ad hoc committees must be properly posted and open to the public. Board members not appointed by the Board Chair may attend and participate in ad hoc committee meetings but may not be voting members of the ad hoc committee. The Board will establish the charge of the scope of responsibility for such ad hoc committees. Such ad hoc committees are advisory and have only such authority as specified by the Board. The Board will receive reports or recommendations from an ad hoc committee at the direction of the Board Chair. A record must be kept of the proceedings of each meeting of an ad hoc committee. That record must be approved by the membership of the ad hoc committee and kept on file at the Board offices. The Board retains the right and has the duty to make all final decisions related to such reports or recommendations of an ad hoc committee. The Board reserves the right to limit, create or dissolve an ad hoc committee at any time as it deems appropriate.

First Read: April 6, 2021

Second Read: May 4, 2021

Adopted: May 4, 2021

< BDD - Board-Superintendent Relationship

BDG -- School District Attorney (<https://schoolboard.convalsd.net/district-policies/bdg-school-district-attorney/>)