

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

106 Hancock Road

Peterborough, New Hampshire

CONTOOCCOOK VALLEY SCHOOL BOARD

School Board Meeting

Tuesday, June 20, 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. Non-Public Session: RSA 91-A: 3, II
 - a. Negotiations
3. Points of Pride
4. Approval of Manifests (Board Vote Required)
5. Public Comment
6. Consent Agenda
 - a. Acceptance of School Board Meeting Minutes
 - 1) June 6, 2023 (pg. 1-4)
 - b. Personnel (pg. 5)
 - 1) Resignations
 - 2) Nominations
7. Superintendent's Report and Presentation of Business
 - a. Monthly Events Calendar (pg. 6)
 - b. School Board Requests
 - c. Meet Charlie
 - d. School Resource Officer Presentation
8. Reports
 - a. Budget & Property Committee Meeting – Jim Fredrickson
9. Old Business
 - a. Update Technology Purchase Proposal (pg. 7)
 - b. Reconfiguration/Consolidation Proposal Recommendation from SOC (Board Vote Required)
10. New Business
 - a. Town Payment Schedule
 - b. Field Trip Proposal (Board Vote Required) (pg. 8)
 - 1) ConVal Regional High School, grades 9-12, request to travel to Belize from February 24-March 4, 2024. Science students will participate in field ecology studies and inquiry-based learning with the opportunity to earn college credit.
 - c. Accept Gift/Donation (Board Vote Required) (pg. 9-12)
 - 1) The Pierce School requests authorization to accept from the Pierce School PTO, the gift/donation of playground equipment valued at \$60,790.00 for the purpose of updating degrading equipment and adding ADA compliant and inclusive equipment.
 - 2) The ConVal Regional High School requests authorization to accept five (5) Girl's Lacrosse sticks valued at \$522.25 for the purpose of supplying athletes with equipment from the FCVA.
 - 3) The SAU Office requests authorization to accept a gift/donation of \$1,711.94 from the ConVal Stadium Improvement Committee for the purpose of future improvements to the athletic facilities, fields, concession stand, etc.
 - d. Set Rate of Out of District Tuition (Board Vote Required)
 - e. Expense and Encumbrance Report – Lori Schmidt
 - f. Budget Transfers – Lori Schmidt
 - g. Fund Balance
 - h. Lunch Price Recommendation (pg. 13)
11. Public Comment
12. Non-Public Session: RSA 91-A: 3, II
 - a. Negotiations
13. Adjourn

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

CONTOOCCOOK VALLEY SCHOOL BOARD

School Board Meeting

**Tuesday, June 6, 2023
Immediately following Public Hearings (3) @ 7:00 p.m.**

Physical Location: SAU #1 Board Room

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

Minutes

BOARD

William Bryk, Tom Burgess,
Dick Dunning, Alan Edelkind,
Jim Fredrickson, Dan Harper,
Katherine Heck, Thomas Kirlin,
Janine Lesser

Katherine Craig, Student Rep.

ADMINISTRATION

Dr. Kimberly Saunders, Supt.
Dr. Ann Forrest, Asst. Supt.
Lori Schmidt, B.A.
Carrie James, H.R.
Tim Grossi, Facilities
Tim Conway, SMS
Larry Pimental, PES
Kris Levesque-Lee, PES

1. Call to Order and Pledge of Allegiance

Dick Dunning called the meeting to order at 7:16 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 – Katherine Craig

Katherine Craig reported that the in-school concert included both band and choral performances. The New Hampshire Scholars event was recently held with 77 seniors recognized. In addition, the craft fair held recently went well.

Break the Silence 5K run had an incredible turnout in support of Suicide Prevention.

Performing Arts Awards "Lucie's" recognized students who excelled. Lastly, class elections recently took place.

Katherine Craig was recognized for her service to the board as Student Representative.

Katherine thanked everyone for giving her the insight as to what goes on at the board level.

4. Approval of Manifests (Board Vote Required)

Lori Schmidt certified that the manifests listed, totaling \$3,044,016.71, 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.

Jim Fredrickson moved to approve the Manifests as read. Alan Edelkind seconded. Unanimous.

5. Public Comment

Alicia Griffiths, Peterborough parent with an incoming fourth grade student, was present and requested that the number of teachers at PES not be reduced. Keeping the number of teachers for incoming fourth grade students is what they would like to do.

Mr. Chism, Peterborough, said that he has a daughter entering 4th grade. This is his family's first year here. The size of the class here was a draw to Peterborough. He shared that his daughter was able to catch up with the rest of her class and excel with the smaller class size to allow teachers to address areas of growth.

6. Consent Agenda

a. Acceptance of School Board Meeting Minutes

1) May 16, 2023

b. Personnel

1) Nominations

Kimberly Saunders reported that three new principals will be joining the district. Alisha Hansen at Pierce School, Nicole Pease will be returning to DCS, and Rachel Lunan Hill will join FES.

c. June 1, 2023 Enrollment Update

The Consent agenda was accepted.

7. Superintendent's Report and Presentation of Business

a. Monthly Events Calendar

Kimberly Saunders reminded that ConVal High School Graduation is Saturday, June 10th at 10:00 a.m. Board members who plan to attend and have not RSVP'd should do so with Kimberly before the end of tonight's meeting.

The All-Staff celebration is on the 16th at 1:30 p.m.

b. School Board Requests

Kimberly Saunders reported all caught up on School Board Requests.

c. Research Project

Kimberly Saunders reported that a student from Lesley University, and also a staff member, is pursuing their PhD and has requested a Research Project. It is recommended to approve that project.

Janine Lesser moved to approve the research project as recommended by administration.

William Bryk seconded. Unanimous.

d. Equity Goal Report Out

Kimberly Saunders referenced information about the charge and recommendation for an RFP related to Diversity, Equity, Inclusion, and Accessibility.

The board will need to make decisions about the Strategic Plan and this begins that work.

The board was asked to read it over and it will be brought forward at the next board meeting.

Who will carry this out? Dick Dunning said that the full school board would.

Kimberly Saunders said that there is the potential to ask for additional staffing. There have been shifts in enrollment.

Part of it is the need for a teacher in Dublin because of the way that the fifth grade will integrate.

An increase at the second-grade level is needed at PES. The 4th grade is on the cusp of needing someone.

Kindergarten numbers are also being watched. Kindergarten teachers may need to be moved around based on numbers.

In addition, enrollment at the second-grade level at Hancock Elementary may result in additional needs.

Eight positions were cut with the potential to add four back.

Dick Dunning said that he would like to see a motion that addresses his concern at the fourth grade at PES.

He is concerned about equity across the district.

A motion to reinstate the fourth-grade teacher that was reduced was suggested. The following year, the fourth-grade class would require an additional teacher. Continuity is important.

Janine Lesser moved to reinstate the fourth-grade teacher at PES. William Bryk seconded.

Kimberly Saunders shared that at PES, there will be 22 students in the second grade in each class totaling 44. 4th grade will be at 40 putting them just under the guideline of 20-22 in a class.

The motion is to add one teacher at the fourth-grade level.

Kimberly said that we always budget for an extra teacher. An analysis of our delta is strong. The delta is the difference between what we budgeted for and having a staff member leave and bringing in another teacher. We are in a good position.

Dick Dunning said that there are two critical parts; the equity across the district and the continuity of study which is critical.

The motion is to reinstate a 4th grade teacher at PES.

**Dan Harper abstained because he has a grandchild in that class. All else in favor.
Motion carried.**

Kimberly Saunders asked the board to consider adding a second-grade teacher at PES.
Janine Lesser moved to add a second-grade teacher at PES. Katherine Heck seconded.
This would use half of the delta.

Dan Harper said that he is receiving concerns at HES about the population and combined classrooms. At some point he said that he would like to discuss Hancock.
Unanimous to add a second-grade teacher at PES.

Kimberly Saunders requested that at DCS, in order to accommodate reasonable class size, to add one teacher.

Janine Lesser moved that we add a teacher at DCS for the fifth-grade combination.

Jim Fredrickson asked for the history of fifth grade at DCS.

Kimberly Saunders said that for the last two years there has not been a fifth grade. This year, five students will remain in Dublin. Until 2026, we would continue if there were a certain number of students.
Unanimous.

8. Reports

a. Selectmen's Advisory Committee Meeting – Katherine Heck

Katherine Heck reported that the topics of discussion were set by the Selectman's Advisory Committee. They are excited to collaborate and share information about what is going on in their communities.

b. Strategic Organization Committee Meeting – Dick Dunning

Dick Dunning reported that the committee met and interviewed two companies to come forward. One has been selected. More to come in tonight's non-public session for negotiations.

9. Old Business

a. Consolidation/Reconfiguration RFP

More to come when more information is available to come forward.

10. New Business

a. Permission to Hire

Kimberly Saunders said that it is that time of year where staff need to be hired at the drop of a hat. The board traditionally gives her the authority to hire so that we don't lose staff to other districts.

**William Bryk moved to allow the Superintendent to hire during the summer. Janine Lesser seconded.
Unanimous.**

11. Public Comment

None.

12. Non-Public Session: RSA 91-A: 3, II

a. Negotiations

**William Bryk moved to enter into Non-Public Session in accordance with RSA 91-A:3,II at 7:55 p.m.
Janine Lesser seconded. Unanimous on a roll call vote.**

Janine Lesser motioned to exit Non-Public Session at 8:15 p.m. William Bryk seconded. Unanimous.

**Janine Lesser motioned to authorize the Superintendent to transfer students as requested.
Tom Burgess seconded. Unanimous.**

**Janine Lesser motioned to seal the minutes of Non-Public Session for a period of ten (10) years.
William Bryk seconded. Unanimous.**

Dick Dunning reported on a social meeting with the Union that he said went well. A CVEA Representative will attend one School Board meeting a month next year.

Dick Dunning said that School Board members are encouraged to visit schools by letting Kimberly Saunders know in advance.

Jim Fredrickson said that negotiations will begin next year.

13. Adjourn

William Bryk motioned to adjourn at 8:19 p.m. Janine Lesser seconded. Unanimous.

Respectfully submitted,

Brenda Marschok

OFFICE OF THE SUPERINTENDENT OF SCHOOLS
Peterborough, New Hampshire

CONTOOCOOK VALLEY SCHOOL DISTRICT

June 20, 2023
Personnel Agenda

June 2023 Resignations:

HES

Stephanie Simiele Preschool Teacher

2023-24 Nominations:

CVES

Emily Primrose Library/Media Specialist \$51,000

Kristin Harris PE/Wellness \$41,941

HES

Jessica Vezina Principal/Coach \$95,500

PES

Beth Perullo Pre-School Teacher \$50,100

CVHS

Diane Darius ESP Teacher \$68,563

Samantha Bocchiere Life Science Teacher \$50,100

Jessica Madden Graphic Design Teacher \$44,100

Special Education

Mary Goodwin Occupational Therapist \$63,600

July 2023

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



ConVal School District - Purchase Recommendation 1 of 1

General Information

Description:	505 11.6" 8GB RAM/64GB storage touchscreen Chromebooks to continue with planned replacement cycle of student and para devices.
Sole Source:	No
RFP Number:	ConVal Technology RFQ 2023-01 - Extended
RFP Date:	June 2023
RFP Post Location:	https://convalsd.net/finance-operations/finance/request-proposal-quotes/conval-technology-rfq-2023-01/
Budgeted Item:	Yes
Line Item(s):	School-level COMP TECH REPL EQUIP lines

Low Bid Information

Vendor	Description	Bid
EDI	Lenovo 300e Yoga Chromebook G4	\$331.00/each \$167,155.00
GCI	Lenovo 300e Yoga Chromebook G4	\$332.62/each \$167,973.10
WCA	Lenovo 300e Yoga Chromebook G4	\$333.00/each \$168,165.00

Purchase Recommendation

Vendor	Bid
WCA	\$168,165.00

Comments	Original recommendation to purchase from B&H was not successful, vendor provided 2 separate options and were unable to fulfill either. While WCA is the high bid for this model (by only \$2/device) shipping lead time was also considered. WCA expects to ship on or before 6/28. Other vendors' response was end of July or 1st week of August.
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CONTOOCOOK VALLEY SCHOOL DISTRICT - FIELD TRIP PROPOSAL

Policy IJOA-R: At least two weeks before the proposed day of any field trip if transportation is involved, the teacher shall supply the following information to the principal in duplicate.

1. Name: Carol Young Grade: 9-12 School: CVHS
2. Destination: Belize
3. Date(s) of Trip: Feb 24- March 4, 2024 Departure Time: TBD Return By: TBD
4. Description of Trip: See Attached program description + administrators' document from Ecology Project International (EPI)
5. How will this trip relate to your program and/or curriculum? Science students will participate in field ecology studies + inquiry based learning with the opportunity to earn college credit.
6. Transportation will be by: Bus Co. Private Car Other (explain) Airline TBD
(Private cars require completion of District Use of Private Vehicle Form by individual drivers)
7. Number of Staff: 1-2 Number of Students: 9-20 Number of Chaperones: 2-3

(Proposed list of all adults (staff and chaperones) along with invited students are attached (check))

Carol Young + John Reitraver + ?

<u>Carol A. Young</u> Staff Signature	<u>5/23/2023</u> Date	_____ Administration Signature	_____ Date
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SCHOOL USE ONLY: At least **two** weeks prior to the proposed trip, the following information must be completed. Administration verified (initialed): _____

- | | |
|---|---|
| <input type="checkbox"/> Bus Confirmation Sent/Received
<input type="checkbox"/> PO for Bus: _____
<input type="checkbox"/> PO for Trip: _____
<input type="checkbox"/> Permission Slips To Parents/Guardians Prepared
<input type="checkbox"/> Posted on School Calendar(s)
<input type="checkbox"/> Staff Absences Entered in Frontline
<input type="checkbox"/> TASC blocked or rearranged
<input type="checkbox"/> Check with Attendance, day of event to make sure student(s) are clear to go | <input type="checkbox"/> Kitchen Notified If Lunches Would Be Affected
<input type="checkbox"/> Provided Nurse(s) with proposed list
<input type="checkbox"/> Check in with Nurse(s) regarding meds
<input type="checkbox"/> CPR/First Aid Trained (name/expiration date): _____
<input type="checkbox"/> Final list provided to Attendance
<input type="checkbox"/> Coverage Arranged for Students Not Attending (If no substitute) |
|---|---|

SCHOOL BOARD APPROVAL REQUIRED FOR TRIPS OF MORE THAN TWO (2) DAYS (REFER TO FIELD TRIP POLICY IJOA)

Proposal forms must be submitted to the Principal by April 1st, to the Superintendent by May 1st and approved by the School Board no later than the August meeting for trips during the new school year

Date Received at SAU Office: _____ Date Approved/Not Approved by School Board: _____
(Please Circle One)

Superintendent/Board Chairman Signature: _____

NEW HAMPSHIRE PUBLIC SCHOOLS
SCHOOL ADMINISTRATIVE UNIT #1

CONTOOCCOOK VALLEY SCHOOL DISTRICT
OFFICE OF THE SUPERINTENDENT OF SCHOOLS
106 Hancock Road, Peterborough, NH, 03458-1197

Telephone: 603-924-3336

Fax: 603-924-6707

Dr. Kimberly Saunders
Superintendent of Schools
ksaunders@conval.edu

Dr. Ann Forrest
Assistant Superintendent of Schools
afortrest@conval.edu

TO: Contoocook Valley School Board
FROM: Pierce School PTO
DATE: 5/30/23
RE: REQUEST TO ACCEPT A GIFT OR DONATION

The Pierce Elementary School requests authorization to accept from:

Name/Address: Pierce School PTO
19 Main St., Bennington, NH 03442

the following gift/donation of: playground equipment valued at * \$ Please see attached letter
for the purpose of: updating degrading equipment and adding
ADA compliant and inclusive equipment

*All checks, upon receipt, should be sent to Accounts Receivable at the SAU Office.

Bethelby
Teaching/Supervising/Principal's Signature

SAU OFFICE USE ONLY: Date Received _____

Date Approved by School Board _____

Date Not Approved by School Board/Reason: _____

Date Check Received by SAU: _____

Form Updated: April 2019



Pierce School PTO
19 Main St., Bennington, NH 03442
603-588-2131
Ptopierceelem@gmail.com

Officers:

Amy Powell: President

Crystle Bullard: Vice President

Tanisha Lowell: Treasurer

Ashleigh O'Brien: Secretary

May 30, 2023

The Pierce School PTO has raised \$60,790 in the past 2 years for a new playground for Pierce School. We would like to donate this amount to be able to move forward with playground construction. Originally, we were told to plan to spend around \$50,000, however, with the rising costs due to inflation, that number has increased.

We have a beautiful rendering and plans that include inclusive for all and ADA compliant equipment. We are looking to do the community build option which costs \$7,000 as the company sends a few people to supervise the build and help install it correctly. The total amount needed for equipment and the supervised build fee is \$72,605.14. We would like to donate the \$60,790 we currently have raised and request for the school board/district to help cover the remaining \$11,815. This overage contains the \$7,000 for the supervised build and \$4,815 towards the remaining cost of equipment.

This build would take place in the spring of 2024. In the meantime, we will still continue fundraising and any extra money raised will be added to the cost of the playground.

Our current playground is approximately 25 years old and was purchased by the Pierce School PTO following the 1996-1997 addition and renovations to Pierce School. The structures are outdated, one piece of equipment is in disrepair, the equipment does not meet the developmental needs of our kindergarten through fourth grade students and is not ADA (Americans with Disabilities Act) compliant. Providing students with up to date play structures that meet safety standards will allow our students and the Bennington community to have an enhanced, safe, and fun outdoor play environment.

Thank you for your consideration!

Sincerely,

Amy Powell

Amy Powell

Pierce School PTO President

NEW HAMPSHIRE PUBLIC SCHOOLS
SCHOOL ADMINISTRATIVE UNIT #1

CONTOOCCOOK VALLEY SCHOOL DISTRICT
OFFICE OF THE SUPERINTENDENT OF SCHOOLS
106 Hancock Road, Peterborough, NH, 03458-1197

Telephone: 603-924-3336

Fax: 603-924-6707

Dr. Kimberly Saunders
Superintendent of Schools
ksaunders@conval.edu

Dr. Ann Forrest
Assistant Superintendent of Schools
aforrest@conval.edu

TO: Contoocook Valley School Board
FROM: CONVAL ATHLETICS - KEVIN PROCTOR
DATE: 6/9/23
RE: REQUEST TO ACCEPT A GIFT OR DONATION

The CONVAL HIGH SCHOOL School requests authorization to accept from:
Name/Address: FCVA

the following gift/donation of: 5 GIRLS LACROSSE STICKS valued at * \$522.25
for the purpose of: SUPPLYING ATHLETES w/ EQUIPMENT

*All checks, upon receipt, should be sent to Accounts Receivable at the SAU Office.


Teaching/Supervising Principal's Signature

.....
SAU OFFICE USE ONLY: Date Received _____
Date Approved by School Board _____
Date Not Approved by School Board/Reason: _____
Date Check Received by SAU: _____

NEW HAMPSHIRE PUBLIC SCHOOLS
SCHOOL ADMINISTRATIVE UNIT #1

CONTOOCCOOK VALLEY SCHOOL DISTRICT
OFFICE OF THE SUPERINTENDENT OF SCHOOLS
106 Hancock Road, Peterborough, NH, 03458-1197

Telephone: 603-924-3336

Fax: 603-924-6707

Dr. Kimberly Saunders
Superintendent of Schools
ksaunders@conval.edu

Dr. Ann Forrest
Assistant Superintendent of Schools
aforrest@conval.edu

TO: Contocook Valley School Board
FROM: Stadium Committee
DATE: 6/15/2023
RE: REQUEST TO ACCEPT A GIFT OR DONATION

The SAU Office School requests authorization to accept from:

Name/Address: ConVal Stadium Improvement Committee

(Mike Crowe, Brenda Salmonson & Barry Echavarria)

the following gift/donation of: \$1,711.94 valued at * \$

for the purpose of: it be used for future improvements to the athletic facilities, fields

concessions stand, etc.

*All checks, upon receipt, should be sent to Accounts Receivable at the SAU Office.

Teaching/Supervising Principal's Signature

.....
SAU OFFICE USE ONLY: Date Received _____

Date Approved by School Board _____

Date Not Approved by School Board/Reason: _____

Date Check Received by SAU: _____

Form Updated: April 2019



Conval School District
Lori Schmidt, Business Manager
106 Hancock Rd.
Peterborough, NH 03458

Dear Lori,

Enclosed is the foodservice agreement between the Conval School District and Fresh Picks Café LLC for the 2023/2024 school year.

The attached agreement has been reformatted based on the checklist being used by the state agency to review all FSMC contracts. It captures all CFR reference updates and required wording; this should simplify the review process with the state agency. If you have any questions or concerns about the new format, please let us know. Once the agreement has been approved by the state agency, please have an executed copy returned to me for our files.

The projections are based on the following operating conditions:

- Enrollment: Total 2082
- 180 Operating days in school learning normal bell schedule and in Cafeteria service.
- Annual increase to all associates wages.
- A recommended price increase of \$.20 Elementary Lunch, \$.15 Middle School Lunch, \$.10 High School Lunch, \$.25 Elementary Full Price Breakfast, \$.25 Middle and High School Full Price Breakfast

The projections will result in a subsidy to the program after all Fresh Picks Café expenses of \$205,453.00.

If the District chooses to continue the satellite feeding program for the elementary programs excluding PES it will result in a savings of \$65,000.00. This will result in a reduced subsidy of \$140,453.00

If you have any questions or concerns, please let me know.

Thank you for allowing Fresh Picks Café LLC the privilege of providing our services to the Conval School District we look forward to another very successful year.

Sincerely,

William VanZandt

749 E Industrial Park Drive | Manchester, NH 03109
p: 603.437.0200 | f: 603.434.5962 | sales@freshpickscafe.com | www.freshpickscafe.com