

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

**CONTOOCH VALLEY SCHOOL BOARD**

**School Board Meeting**

**Tuesday, July 18, 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. Approval of Manifests (Board Vote Required)**
- 3. Public Comment**
- 4. Consent Agenda**
  - a. Acceptance of School Board Meeting Minutes**
    - 1) June 20, 2023 (pg. 1-5)
  - b. Personnel**
    - 1) Resignations
    - 2) Nominations
  - c. July 1, 2023 Enrollment Update (pg. 6-7)**
- 5. Superintendent's Report and Presentation of Business**
  - a. Monthly Events Calendar (pg. 8-9)**
  - b. School Board Requests**
- 6. Reports**
  - a. Strategic Organization Committee – Alan Edelkind**
- 7. Old Business**
  - a. Pierce School Playground**
  - b. Hancock Elementary School Enrollment**
- 8. Public Comment**
- 9. Non-Public Session: RSA 91-A: 3, II**
  - a. Negotiations**
- 10. Adjourn**

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**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>**

**Minutes**

**BOARD**

William Bryk, Tom Burgess,  
Richard Dunning, Alan Edelkind,  
Jim Fredrickson, Dan Harper,  
Katherine Heck, Michael Hoyt,  
Thomas Kirilin, Greg Kriebel,  
Janine Lesser, Crista Salamy,  
Liz Swan

**ADMINISTRATION**

Dr. Kimberly Saunders, Supt.  
Lori Schmidt, B.A.  
Carrie James, H.R.  
Tim Grossi, Facilities  
Larry Pimental, PES

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

Dick Dunning called the meeting to order at 7:01 p.m. The Pledge of Allegiance was recited.

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

**a. Negotiations**

Board Permission to move this agenda item down on the agenda was requested.  
No objections.

**Meet Charlie** – Dick Dunning shared that Charlie is a Therapy Dog being piloted at Peterborough Elementary School (PES).

Charlie is an 8-month black Labrador Retriever and has been going to PES since he was 9 weeks. He is half-way through logging 1,000 hours of training. Charlie is popular.

Larry Pimental said that Charlie came in December and has been coming in more frequently. Kids learned how to address Charlie. Larry shared several stories. Charlie is a calming influence on both the students and the staff. PES is excited about the work Charlie is doing.

Melissa Saari, trainer, shared the learning process for Charlie. He has also been at a nursing home and other environments. During the summer, he will learn tasks to make the teachers job easier. He is learning to turn on lights and do tricks. They are rewards for kids who engage with him.

Larry Pimental shared that he watched Charlie play dodgeball with five-year-old students.

**Public Comment** - public may share comments or concerns and are allowed two minutes. The board takes information in and does not respond.

Sadie Faber, Hancock, parent of 2nd and 4th grade students, shared concern about the plan to combine classrooms resulting in 19 students. It seems inconsistent across the district. It would be a multi-grade classroom with various needs. This does not seem to be the best for students. Parents have had to substitute during the year. Ms. Faber asked the board to review the decision and keep the two grades separate.

Ashley Flamino, grades 2 and 4 at HES, echoed Ms. Faber's message and shared concern about combining grades. The impact of removing the first-grade teacher were shared. The loss will have ripple effects throughout the school. Next year will be the fourth principal in five years. Other staff impacts were shared. She asked the board to move forward in a thoughtful and well-meaning way and retract the decision to combine classrooms.

Sara Parlee, grades K and 1, said that her first-grade daughter has an IEP and developmental delay and asked not to combine first and second grade classes. Concern for individual attention was shared. Combining the classes does not put the safety and well-being of students first. She shared stories of injury, destruction, and fear. She

asked for a safe environment for students to learn. She asked the district to consider her words and reverse the decision to combine classrooms.

Hannah Kokoski, son going into first grade, came in support of those that have spoken on behalf of their children. Hannah said that it is the role of schools to provide a sense of stability. The change of staff and combinations does not provide students with a sense of stability. She thanked the board for their time.

Amy Powell, Pierce School parent, said that she has been working hard to get a new playground. There is an agenda item to accept a donation tonight. The original quote was \$50K and now has gone up considerably. She asked that the district or board to cover the remaining \$10-\$11K to make this happen. Donors are waiting to see this move forward. Pierce School does not have any ADA or inclusive equipment. Providing something that every child can use, regardless of their needs, is asked.

Tanisha Lowell, Pierce School parent, said that handicap accessibility is a priority for her.

Dick Dunning said that this will be taken into consideration. A decision will be made at some point in the future. He thanked everyone for coming.

### **3. Points of Pride**

Kimberly Saunders reported that we ended the school year with a wonderful celebration with teachers and staff on Friday. Prizes were given away. Many donated gifts were given away. Teachers were relieved to have their cleaning day yesterday.

Dick Dunning shared that it was a fun day with a packed house.

#### **Non-Public:**

**William Bryk moved to enter into Non-Public Session in accordance with RSA 91-A:3,II at 7:27 p.m. for matters of negotiations. Katherine Heck seconded. Unanimous on a roll call vote.**

**Janine Lesser moved to exit Non-Public Session at 8:28 p.m. Seconded. Unanimous.**

**Janine Lesser motioned to authorize the Superintendent to make necessary school assignment changes for two students. Tom Burgess seconded. Unanimous.**

**Janine Lesser moved to direct the Superintendent to approve two administrator contracts reviewed in non-public. Katherine Heck seconded. Unanimous.**

**Katherine Heck moved to authorize the Superintendent to provide a retention bonus of \$500 per staff member for a total not to exceed \$191K. Greg Kriebel seconded. Mike Hoyt abstained. All others in favor. Motion carried.**

**Alan Edelkind moved to approve the contract for Prismatic for \$187,270.00. Greg Kriebel seconded. Unanimous.**

**Katherine Heck moved to authorize the Superintendent to move forward with a Letter of Intent with the Dublin Community Preschool. Greg Kriebel seconded. Unanimous.**

Sense of the Board for the Superintendent to have discussions with the CVEA? Confirmed.

Dick Dunning asked for motion to authorize the Superintendent to look at hiring a position if the enrollment goes over 20 students at HES.

**Katherine Heck moved to authorize the Superintendent to look at hiring a position if the enrollment goes over 20 students. William Bryk seconded. Unanimous.**

Kimberly Saunders said that this will be on the July 18th school board agenda.

**Katherine Heck motioned to seal the minutes of non-public around students for a period of ten (10) years. William Bryk seconded. Unanimous.**

**Katherine Heck motioned to seal the minutes of non-public for negotiations for five (5) years. William Bryk seconded. Unanimous.**

#### **4. Approval of Manifests (Board Vote Required)**

Lori Schmidt certified that manifests listed totaling \$1,963,023.66, 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. Katherine Heck seconded. Unanimous.**

#### **5. Public Comment**

This agenda item was held earlier in this meeting.

#### **6. Consent Agenda**

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

1) June 6, 2023

##### **b. Personnel**

1) Resignations

2) Nominations

The Consent Agenda was accepted.

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

##### **a. Monthly Events Calendar**

No changes were made to the calendar.

##### **b. School Board Requests**

Outstanding requests were to meet Charlie and also a School Resource Officer (SRO) presentation. The SRO could not be here this evening.

##### **c. Meet Charlie**

This agenda item was moved up to the start of tonight's meeting.

##### **d. School Resource Officer Presentation**

This will be rescheduled for the July 18th meeting.

#### **8. Reports**

##### **a. Budget & Property Committee Meeting – Jim Fredrickson**

Jim Fredrickson said that in terms of trust funds, the trust fund managers from the Town of Peterborough asked for more guidance on how to invest the funds. Investing funds not planned for immediate use might be more aggressively invested.

The Capital Improvement Plan has been updated. Security and technology will be added to the plan but kept confidential.

Budget guidance will follow board goals in August.

#### **9. Old Business**

##### **a. Update Technology Purchase Proposal**

Mark Schaub, Tech Director, referenced an updated recommendation for student Chromebooks.

A purchase was previously agreed but the vendor could not fulfill the RFQ.

The second replacement offer was unable to be fulfilled. Updated pricing for Chromebooks was sought and pricing came back similar with preference given to WCA because they had the best delivery estimate.

The purchase recommendation is \$168,165.00 with WCA. \$105K for B&H purchase was previously encumbered so the difference is what is being asked.

Lori Schmidt said that we have \$105K encumbered so \$63,165 is the additional amount above what is encumbered.

**Greg Kriebel moved to add \$63,165 to the previous motion to purchase Chromebooks.**

**Katherine Heck seconded. Unanimous.**

##### **b. Reconfiguration/Consolidation Proposal Recommendation from SOC (Board Vote Required)**

See information under agenda item 3.

#### **10. New Business**

##### **a. Town Payment Schedule**

Lori Schmidt referenced four options for town payment schedules. Budget & Property has a recommendation to move forward with \$500K return.

Jim Fredrickson said in order to reduce tax payments the recommendation is to approve the return \$500K on the tax payment schedule.

**Greg Kriebel moved to approve the recommendation to return \$500K. Katherine Heck seconded.**

**Janine Lesser said that this is not the final return. Confirmed.**

**Unanimous.**

**b. Field Trip Proposal (Board Vote Required)**

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.

**Greg Kriebel moved to approve the field trip proposal presented. Katherine Heck seconded.**

Katherine Heck asked if they are fundraising for this. Confirmed.

**Unanimous.**

**c. Accept Gift/Donation (Board Vote Required)**

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.

**Katherine Heck moved to approve this very generous gift and thanked the PTO for their time to upgrade the equipment to make it ADA compliant.**

**Greg Kriebel seconded.**

Katherine Heck asked if it is budgeted for the remainder of the amount.

Kimberly Saunders said that it is not part of the budget.

Mike Hoyt said that he and Tim Grossi went to the meeting. There will be a community install. Once the contract is signed they will not be able to put the playground in until at least late next spring. Because of the time period, they are still fundraising. They might return with a firmer amount of what it will actually cost.

Katherine Heck said that when you talk about the timeline, an amendment to RSA has passed that requires any playground equipment installed after January 2024 to include pathways that are resilient and identifies the pathway install. It is not bark mulch but more a rubber playground surface. If the board accepts a gift, we want to ensure that we can move forward with this project.

Crista Salamy asked if the district has helped with funds for other playgrounds in the district.

Kimberly Saunders confirmed that equipment was added in Antrim. We do all of the inspections across the district and it is no small feat.

**Katherine Heck moved to amend the motion so that this district could move forward to meet all requirements.**

Dick Dunning suggested tabling the motion until July to allow more data to be gathered beyond the \$11K needed.

The intent is to figure how the district can partner with the PTO.

**Katherine Heck withdrew her motion. Greg Kriebel withdrew his second.**

**William Bryk motioned to table discussion until July. Seconded. Unanimous.**

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.

**William Bryk moved to accept the gift as presented. Liz Swan seconded. Katherine Heck abstained. All others in favor. Motion carried.**

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.

**Katherine Heck moved to accept the generous donation in the amount of \$1,711.94 from the Stadium Improvement Committee as presented. Liz Swan seconded. Unanimous.**

**d. Set Rate of Out of District Tuition (Board Vote Required)**

Kimberly Saunders shared that \$9,569.59 represents 40% of average cost in the district.

**Janine Lesser motioned to approve the out of district tuition rate of \$9,569.59. William Bryk seconded.**

**Unanimous.**

**e. Expense and Encumbrance Report – Lori Schmidt**

Lori Schmidt reported that the report combines May through anticipated June.

\$200K for the Prismatic contract can be adjusted downward to what was voted tonight.

An increase in encumbrances to reflect the purchase of tech and retention payments will be added. Approval of this report is requested.

The balance would be reduced from \$1.4 to \$1.1M based on board actions just taken.

The report includes the impact of budget transfers included in the packet.

**Katherine Heck motioned to approve the expense and encumbrances therein. William Bryk seconded. Unanimous.**

**f. Budget Transfers – Lori Schmidt**

Lori Schmidt reported that budget transfers include special education needs, reconfiguration consult and other consult fees. Budget transfers rather than trust funds was the previous recommendation. An increase in public notices and advertising of positions is reflected.

**Katherine Heck moved to approve line item transfers as presented. William Bryk seconded. Unanimous.**

**g. Fund Balance**

Jim Fredrickson said that there was \$2.9M to make decisions on in terms of encumbrances, retention of funds, trust funds voted, resulting in \$1.9M to allocate.

Budget & Property Committee recommends that we can retain up to \$1M in funds this year in a very prescribed use of the funds for emergency purposes. The committee recommendation is to retain \$250K.

The high school parking lot of \$1.5M will take a lot from trusts. Taking \$200K and encumber from this year's funds will save spending of trust funds.

\$1.2M could be returned to tax payers after the audit. It means that District Assessment would drop and tax increase would be lower to an 8.3% average.

Budget & Property recommends \$200k for the parking lot and \$250K for retention.

Katherine Heck said that encumbrances need a vote. Retention will be decided later when more information is available so more time is available. Jim Fredrickson agreed.

**Katherine Heck moved to encumber \$200K for the contract for paving of the CVHS parking lot.**

**Jim Fredrickson seconded. Unanimous.**

**h. Lunch Price Recommendation**

Lori Schmidt reported that Fresh Picks recommends an increase to meal prices. A .20 increase is proposed at the elementary level, .15 at the middle school lunch, .10 increase at the high school lunch level, .25 elementary, middle, and high school breakfast.

Lori recommended to look at adult meals as well.

**Janine Lesser moved to approve the recommendations for increases in the food service program. Liz Swan seconded.**

**Crista Salamy asked for more information on adult meals.**

**The recommendation is to increase to \$5.50 for adult lunch. Adult breakfast will go to \$4.00.**

**Unanimous.**

**11. Public Comment**

None.

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

**a. Negotiations**

None.

**13. Adjourn**

**William Bryk moved to adjourn. Crista Salamy seconded. Unanimous.**

Respectfully submitted,

Brenda Marschok

Grade Total	105	115	132	135	143	141	5	PreK	K-4
<b>SCHOOL</b>	<b>Preschool</b>	<b>Kindergarten</b>	<b>1st Grade</b>	<b>2nd Grade</b>	<b>3rd Grade</b>	<b>4th Grade</b>	<b>5th</b>	<b>Teachers</b>	
AES	29	22	20	20	19	24			
# of Sections	2	2	2	1	1	2		2	8
Ratio	14.5	11.0	10.0	20.0	19.0	12.0			
<b>BES</b>	<b>Kindergarten</b>	<b>1st Grade</b>	<b>2nd Grade</b>	<b>3rd Grade</b>	<b>4th Grade</b>	<b>5th</b>			
# of Students	9	13	10	17	14	14			
# of Sections	1	1	1	1	1	1			5
Ratio	9.0	10.0	17.0	17.0	14.0	14.0			
<b>DCS</b>	<b>Kindergarten</b>	<b>1st Grade</b>	<b>2nd Grade</b>	<b>3rd Grade</b>	<b>4th Grade</b>	<b>5th</b>			
# of Students	8	14	9	16	13	11	5		
# of Sections	1	1	1	1	1	1			4
Para									
Ratio		17.0		16.0	13.0	16.0			
<b>FES</b>	<b>Kindergarten</b>	<b>1st Grade</b>	<b>2nd Grade</b>	<b>3rd Grade</b>	<b>4th Grade</b>	<b>5th</b>			
# of Students	7	14	8	8	14	9			
# of Sections	1	1	1	1	1	1			3
Ratio		7.0		16.0	23.0				
<b>GES</b>	<b>Preschool</b>	<b>Kindergarten</b>	<b>1st Grade</b>	<b>2nd Grade</b>	<b>3rd Grade</b>	<b>4th Grade</b>			
# of Students	26	12	16	12	17	14			
# of Sections	2	1	1	1	1	1		2	5
Ratio	13.0	12.0	12.0	12.0	17.0	14.0			
<b>HES</b>	<b>Preschool</b>	<b>Kindergarten</b>	<b>1st Grade</b>	<b>2nd Grade</b>	<b>3rd Grade</b>	<b>4th Grade</b>			
# of Students	20	13	16	9	9	20			
# of Sections	2	1	1	1	1	1		2	4
Ratio	10.0	13.0	16.0	20.0	9.0	20.0			
<b>PES</b>	<b>Preschool</b>	<b>Kindergarten</b>	<b>1st Grade</b>	<b>2nd Grade</b>	<b>3rd Grade</b>	<b>4th Grade</b>			
# of Students	30	38	50	45	53	40			
# of Sections	2	3	3	3	3	3		2	15
Ratio	15.0	12.7	15.0	15.00	17.7	13.3			
<b>TES</b>	<b>Kindergarten</b>	<b>1st Grade</b>	<b>2nd Grade</b>	<b>3rd Grade</b>	<b>4th Grade</b>	<b>5th</b>			
# of Students	6	9	8	8	4	9			
# of Sections	1	1	1	1	1	1			3
Para									
Ratio		6.0		16.0	13.0				
* Teaching Principal Para Enrollment numbers may include tuitioned-in students								8	47
<b>Numbers in blue represent census enrollment list as of 10.12.2022</b>									

# IIB – Class Size

The ConVal School District will adhere to all state laws and regulations pertaining to class size. In the event of scheduling conflicts, staffing shortages, space limitations, fiscal limitations, or other issues that prevent a classroom from adhering to class size regulations, the Superintendent or designee will contact the New Hampshire Department of Education and seek alternative compliance allowances through the applicable State procedures.

The School Board recognizes the many instructional benefits based on reasonable class sizes. To that end, the Board recommends and will make reasonable efforts to support the following class size guidelines:

Grade Level	Number of Students
Kindergarten	15 – 18
Combination Kindergarten/Grade 1*	
Grade 1	18 – 20
Combination Grade 1/Grade 2*	
Grade 2	
Grade 3	20 – 22
Combination Grade 3/Grade 4*	
Grade 4	
Combination Grade 4/Grade 5*	
Grade 5 – Grade 8	22 – 25**
Grade 9 – Grade 12	

\* When considering combining multiple grades into one class, the guidelines for the lowest grade will be used.

\*\*Except for classes that benefit from an increased number of students—e.g., Concert Band.

When class sizes fall below or exceed these guidelines, the staff, administration, and School Board will review all available options and recommendations. Staffing needs, safety, class schedules, as well as material and space allocation will be considered as part of the final decision in adjusting class sizes.

## **Legal Reference:**

*NH Code of Administrative Rules, Section Ed 306.17, Class Size*

## **Category: R**

1<sup>st</sup> Read: August 7, 2018

2<sup>nd</sup> Read: August 21, 2018

Adopted: August 21, 2018



# 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					

# August 2023

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