

OFFICE OF THE SUPERINTENDENT OF SCHOOLS  
Peterborough, New Hampshire

CONTOOCOOK VALLEY SCHOOL BOARD

Tuesday, February 20, 2007

Hancock Elementary School

7 p.m.

MINUTES

**Board**

Mary Allen, Beverly Bacon,  
Stewart Brock, Ray Cote,  
Gail Cromwell, Butch Estey,  
Christy Greene, Dan Harper,  
Craig Hicks, Arthur Knight,  
Bill McKinnon, Tom Welden

**Administration**

Keith Burke, Supt.  
Marian Alese, B.A.  
Dick Dunning, SMS  
Gib West, GBS  
Sue Dell, CVHS  
Sue Copley, PES  
Anita Flanagan, HES  
MaryEllen Stanley, FES

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

Tom Welden called the meeting to order at 7:03 p.m. The Pledge of Allegiance was recited.

Keith Burke introduced Anita Flanagan, HES Principal. Ms. Flanagan welcomed the School Board to Hancock tonight. She introduced her staff present. Anita introduced Hancock Elementary students dressed in vacation attire to perform for the Board this evening.

Ms. Flanagan said that 10 years ago ground for this school was broken. She said that it was really through Keith Burke's hard work that they got this school.

She presented Mr. Burke with a gift from her and the school in thanks for everything that he has done. Mr. Burke expressed his thanks.

**2. Minutes (Board Vote Required)**

**a. February 6, 2007 (Pgs. 1-25)**

Butch Estey moved to accept the minutes of the February 6, 2007 meeting. Stewart Brock second. The minutes were amended to include Beth SanMartino's name, which was omitted from the minutes. Unanimous.

**3. Public Comment**

None.

**4. Superintendent's Report and Presentation of Business**

**a. Request to Accept a Gift or Donation (Board Vote Required) (Pg. 26-27)**

1. Dublin Consolidated School has received from the Dublin Community Foundation a donation of \$132.50 to be used for the Lend An Ear program

2. South Meadow School has received from Bill Faller of Temple, a used upright McPhail piano valued at \$500 to be used for Wilder Team musical activities

Keith read the gifts and donations listed.

**Ray Cote motioned to accept the gifts/donations as read. Stewart Brock second. Unanimous.**

**b. Field Trip Request (Board Vote Required) (Pg. 28-32)**

1. ConVal High School students will travel to England during February vacation 2008, as enrichment for students in English, World Civilization and Humanities

Keith read the field trip request above.

Gail asked what would happen if the February and April vacations were combined on the school calendar. Cindy Dickinson said that she and Lisa Gilmore are handling this trip and they can wait until the schedule is firm before making plans.

Bill McKinnon asked if it was self-funded by the students. Keith confirmed that it was. Cindy said that they would like to do some fundraising.

**Gail Cromwell moved to approve the trip as listed. Arthur Knight second. Unanimous.**

**c. Jon Hall – Certified Athletic Administrator (Pg. 33 )**

Keith congratulated Jon Hall's accomplishment and wanted the Board to be aware of it.

**d. Staff Appreciation Day – Friday, May 25, 2007**

Keith said that typically they release students half-day to recognize retiring staff and show appreciation for the work that the staff has done. He asked for the Boards approval.

**Christy Greene moved. Beverly Bacon second. Unanimous.**

**e. Monthly Events Calendar (Pg. 34)**

Keith referenced the monthly calendar included in tonight's packet.

Dan Harper said that Personnel will take place on March 6<sup>th</sup> at 6:30 and added that he is inclined to continue them at 6:30.

**5. Reports**

**a. Teacher**

None.

**b. Student**

None.

**c. Education**

Christy said that they met on February 12<sup>th</sup>. Two basic items were on the agenda. The World Language review was touched on. She said that there is a statement in the Superintendent search brochure that that we offer both French and Spanish to students in the middle schools and had concern for the future of these programs if stating them in the brochure. In addition, academic placement was discussed. Keith said that the statement to be included in the Program of Studies is complete. The next meeting will take place on March 5<sup>th</sup>.

**d. Budget and Property**

Craig said they will meet on March 19<sup>th</sup>.

**e. Personnel**

Dan said that they last met on February 6<sup>th</sup>. They will meet next on March 6<sup>th</sup> at 6:30.

## **f. Professional Development**

Gail said that they have not met.

## **g. Communications**

Stewart said that they have not met.

Tom Welden said that the first page of the brochure lists our website and said that it needs to be up to date. Ray will look at the site.

Stewart said that they should meet and he would speak with Beverly.

Tom said that when they began working on the brochure the committee had twenty pages of complimentary information about our district. Our website needs to be enhanced. There are a few holes on the site. Beverly will send out some webpage suggestions.

Ray wanted to review the mechanism to get the changes complete. Keith said that if the changes were forward to Marian and himself that they would make sure that the changes were made.

## **6. Old Business**

### **a. Technology**

#### **1. Update Technology Plan**

Keith said that the report is still at the State and he expected contact before the end of the week.

#### **2. Establish Technology Committee**

Tom said that with the technology plan that it is important to reestablish a Technology Committee. Ray distributed a document surrounding the Technology Committee (see attachment #1). Gail asked who the district administrators were. Ray said that they are the central office administrators. He said that his primary goal is technology integration. He said that the LEAF plan needs to be discussed. He said that he tries to keep it general and open. He knows that there is a fair amount to be expended in the future. He wanted to make sure that there were training programs in place and that the technology was being used to its fullest capacity. Dan said that the question has been asked "why the students aren't doing some of this work" and he asked if this would be further discussed. Ray said that we have an ATC and that the discussion would be furthered.

Keith suggested that this document be taken back to the Principals for input. Tom Welden said that he would like to bring it back to the Board in March. Tom thanked Ray for his work.

### **b. Alternative Credits**

Keith said that Sue Dell would provide an update after the first semester. Sue Dell said that CVHS has six or seven students who took advantage of alternative P.E. this past semester. Competencies are being developed for students to pursue this out of the building. She hoped that this would provide a template for other alternative credit opportunities.

Tom said that this is a continuing process.

### **c. Update on Superintendent Search**

Keith introduced Ken DeBenedictis from New England School Development Council (NESDEC) to provide an update on the Superintendent search. He said that he is delighted to be working with ConVal and pleased to be here tonight. (see attachment #2 and 3)

He said that thanks to Mary Allen and others, work has been done on the brochure. He said that it is important to complete that particular component because it will be distributed nationally. We will send it to all inquiring about the position.

Mary Allen said that work was done on Friday. Gary Baker took answers from the questions asked. She said that further tweaks should be brought to either her or Tom Welden's attention.

She said that they are ready to start talking to the printer tomorrow.

Craig said that Monadnock Paper has been contacted for paper and Sim's Press will provide the work for fifty cents on the dollar. He said that including more artwork should be considered.

Ken said that we want someone to be attracted to the brochure that can be read in a short period of time. He added that there was a nice overview of the district.

Craig said that we have six pages of text already. The font can be reduced to include pictures.

Dan Harper asked whom this would be mailed to. Ken said that he has a mailing list of over 800 people. Stewart Brock suggested that doing something different might catch the attention of some. Mary said that we have an excellent printer. They can take the material and provide a draft. She said that it needs to be in the printer's hands by February 28<sup>th</sup>.

Tom Welden asked NESDEC for a PDF of North Andover's brochure. Tom Welden passed around a piece of artwork of Mt. Monadnock from Gary Shepard for permission for inclusion in the brochure. Tom said that a lot of community input has come forward to offer help.

Ken said that all brochures will be mailed from NESDEC. \$650.00 will be saved by having them printed ourselves.

Ken said that the search committee needs to be organized. He suggested six school board members. Tom Welden said that there is a teacher representative, Mr. Jim Sweeney, Principal, Dick Dunning, and SAU representation with Marian Alese to represent the committee. Parents are still being sought. Ken suggested that the chair or co-chairs be identified to help coordinate what the committee will do. Gail Cromwell asked if it was properly called a search or screening committee. Ken said that it is what we want it to be called. Gail thought the first committee would be a screening committee and then there would be a selection committee. Tom said that they would further discuss.

Ken said that the calendar has not changed. The next date of activity is March 21<sup>st</sup> for the Open Forum. The advertisement will be in Ed Week on February 28<sup>th</sup>. It is read by tens of thousands of people. The recruitment process is underway. He said that we have a wonderfully marketable school district. The facilities are well cared for and the curriculum is excellent. He said that the area is culturally rich and he thought that the search would engage some very interesting candidates. He said that if there were specific candidates to consider that either he or Gary Baker be notified. He said that he has spent ten years as a Superintendent in New Hampshire and he knows many of the administrators. He said that he is comfortable in making contacts. Stewart Brock asked the point of order in the best way to do this. Tom Welden said that all suggestions should go through him first.

Dan Harper asked if there was an administrative magazine that would target this position more accurately. Keith said that Ed Week is the publication to advertise in.

Ken thanked everyone for their participation and said that they can be contacted through the Board Chair at any time.

### **New Business -**

Craig said that last evening at CVHS Sgt. McLaughlin was present at ConVal to provide information on Internet safety. He said that he could not believe the things that he learned about how quickly the world could gain information about individuals. He wanted us to keep an eye on this. He said that it should be on our agenda to learn more about it.

Tom asked if it was a presentation that could be provided electronically. Sue Dell said that there are a series of slides but it would not be meaningful. Tom Welden said that it sounded like it could be meaningful for middle school parents. Sue Dell said that he was provided through a grant from the Sullivan Foundation. Dick Dunning said that the discussion about whom this should be delivered to has been discussed. He believed that delivering it to the middle school students was not the best option. It should be provided to staff and parents. Dick said that through discussions with predators, students more apt to be at risk were identified. How a predator selects their victim was discussed. Gib said that he invited his parents in his Friday letter. He agreed that for the younger kids, providing information for faculty would be more meaningful. Stewart suggested that the Board offer this to the community. They can come get the information. He asked if this could be presented to the community at a higher level. It could be a local

townsperson. Christy said that private school students and homeschoolers could be identified. Keith said that he would look into.

Craig said that the parents need to be aware. He did not know all of this stuff. The kids don't know what they are doing. He was in agreement to bring it back.

Butch said that he speaks to Sgt. McLaughlin weekly and would be happy to approach him for further presentations.

Tom said that a report back from Stewart about the report card results will be given tonight.

The group took a break at 8:07 p.m.

The meeting was reconvened at 8:19 p.m.

Stewart said that goal number three was to develop a report card. (see attachment #4 and 5). When doing research, only 10% of School Boards evaluate themselves. This is a scary statistic he said.

Stewart thanked the Board and SAU for their 100% participation. There were 65 questions on the survey. He provided the following information in a PowerPoint presentation. He said that there is consensus and lack of consensus in areas.

Stewart detailed the objectives for the report card. He said that the template of the report card is posted on the website. The results will also be posted.

Stewart continued to read action items that were identified.

The report card was a self-evaluation. It had 10 domains, which were listed. The average scored by domain as well as lowest items scored was identified. He said that they wanted to close the gaps. A summary of the results was discussed. Policy, The Board and Superintendent relationship, District Planning, Yearly Board Goal setting and 2007 Board goals were identified as areas where improvement were needed. Other areas in various domains were identified in need of improvement as well.

Areas of strength were detailed. He said that they need to continue to work on areas in need of improvement.

Stewart thanked everyone for their support in the completion of this effort.

Tom said that this will help the future Superintendent coming in. There are areas that they are doing well in as well as in need of improvement. He thanked Stewart for his work and pushing for this effort to be completed.

Christy echoed this. She said that Stewart provided a format and the energy for this to be completed. Tom asked that Board members take responsibility to get paper copies to their respective town libraries and town offices. They should be in place by the end of this week.

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

Marian Alese certified that manifests 85 – 90 totaling \$ 586,041.74 and Payroll 17 totaling \$ 801,549.65 and Sub Run 123 and 124 totaling \$ 26,476.10 have been reviewed by me 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 the submittal to the School Board.

**Craig Hicks motioned to accept the approval of the manifests as read. Butch Estey second. Unanimous.**

#### **8. Non-Public Session: RSA 91-A:3,IIc**

None.

**Craig Hicks motioned to adjourn the meeting at 8:40 p.m. Butch Estey second. Unanimous.**

Respectfully submitted,

Brenda L. Marschok