

**OFFICE OF THE SUPERINTENDENT OF SCHOOLS  
Peterborough, New Hampshire**

**CONTOOCOOK VALLEY SCHOOL BOARD**

**Tuesday, April 19, 2005  
SAU Office**

**Steering Committee  
6.30 p.m.  
Board Meeting  
7 p.m.**

**MINUTES**

**Board**

Joe MacGregor  
Tom Welden, Stewart Brock  
Dan Harper, Bill McKinnon  
Hope Hunt, Nan Fornal  
Christy Greene, Ken Young  
Tom Lawless, Gail Cromwell  
Craig Hicks, Butch Estey

**Administration**

Keith Burke, Supt  
Paul Bartolomucci, Asst  
Marian Alese, Bus Adm  
Sue Copley, PES  
Linda Potter, SpEd  
Sue Dell, CVHS  
Cari Coates, SpEd  
Jon Ingram, CVHS  
Niki McGettigan, TES  
Dick Dunning, SMS  
Deb Lesure, AES

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

Joe MacGregor called the meeting to order at 7PM and led the Pledge to the flag.

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

**a. April 5, 2005**

Motion to approve minutes as presented by Tom Welden and second by Craig Hicks. Bill McKinnon noted that an amendment should be made to the minutes of March 15. The second occurrence of "Bill McKinnon" should read "Priscilla Martin". Mr. McKinnon also noted that in item 9a of the April 5 minutes, it should be stated that Hope Hunt is the Chair of the committee formed to research the feasibility of putting documents on the web. Motion to approve as amended passed, with one opposed (Ken Young).

**2. Public Comment**

Joe MacGregor stated that since no requests to speak were received by the Superintendent, there would be no Public Comment session, however, Mr. MacGregor did allow discussion regarding the additional 4<sup>th</sup> grade position at PES (Paul Bartolomucci noted that this position is funded by a grant and the District should know its allocation by the second week in May). In addition, the question was asked if the Art teacher from PES would be moving to SMS. Keith Burke stated that the individual has applied for the position at SMS, but Personnel has not acted on it yet.

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

**a. Request to Accept a Gift or Donation (Board Vote Required)**

1. Dublin Consolidated School has received from the Bitty Foundation a check in the amount of \$3,000 to purchase two LCD projectors and a digital camera  
Motion to accept with gratitude by Christy Greene and second by Nan Fornal.  
Unanimous.

**b. Congratulations to the ConVal Hockey Team for taking their second in a row Division III State Ice Hockey Championship**

Congratulations! At this time, the team presented CVHS with the plaque.

**c. Congratulations to Lynn Compton recently named New Hampshire Elementary Environmental Teacher of the Year**

Great job!

**d. 2005-06 School Calendar**

Keith Burke asked that proposed calendar for 2005 – 2006 be approved. Motion to approve by Ken Young and second by Tom Welden. Discussion began regarding the date of February vacation ( is this the same as other schools?). It was noted that the proposed calendar is the same as the state's calendar. In addition, there is no Columbus Day holiday. Board members asked if any discussion was had regarding combining the February and April vacations. Yes, but the calendar committee decided to keep them separate. Tom Welden asked if that could be a serious consideration for the next time. Craig Hicks asked that administration check on the earlier question regarding the February vacation. Motion to approve passed.

**5. Personnel (Board Vote Required) (Please Bring Your Agenda with You)**

**a. Resignations**

Amy Thacker, SpEd, Speech/Language Specialists  
Pat Berry-Kevan, GBS, SpEd Teacher 7<sup>th</sup> Grade  
Sarah Goodman, PT French, CVHS

Motion to accept with regret by Dan Harper and second by Butch Estey. Unanimous.

**b. Job Descriptions Admin Assistant Positions**

Motion to approve as presented by Dan Harper and second by Butch Estey.  
Unanimous.

**c. Co-Curricular/Athletic Nominations**

Melinda Martel, GBS Track \$2,105.61  
Michael Young, Boys Varsity Tennis, CVHS \$2,335.39

Motion to approve as presented by Dan Harper and second by Butch Estey. Unanimous.

**d. 05 – 06 Nomination List**

Motion to approve as presented by Dan Harper and second by Butch Estey. Motion passed with two (2) abstentions (Tom Welden and Craig Hicks).

**6. Reports**

**a. Principal**

Presentation by Linda Potter on the process the District just went through regarding the yearlong Special Education Program review just completed. The goal was to determine whether District programs were aimed at raising student achievement while making the most effective use of available resources. The process began with an essential question: what is the best way to organize, manage, and lead special education programs to insure high levels of student learning, appropriate level of services,

sufficient staffing and cost effectiveness. Initial discoveries point to inconsistencies from building to building within the areas of staff training, caseloads, and in some cases, services provided. This comprehensive review process began in September, and the final report is due back in June.

Deb Lesure (AES) noted that over 285 parents and children attended Literacy Night, which was a great success!

**b. Teacher**

No report.

**c. Student**

No report.

**d. Fields Committee**

No report, however, field usage by other organizations is an item on the agenda for the next Budget & Property meeting.

**e. Education**

Christy Greene reported that the committee met last night. Topics included an update on the high school's adequate yearly progress (AYP) as required by No Child Left Behind (NCLB). CVHS has had one group who has not made AYP, and must provide a plan for improvement. However, it is important to note that the group does not contain the same students each year. In addition, ATC (Applied Technology Center) Director Chet Bowles presented an overview of the center, as the first step in the discussion for future plans for the Tech Center at CVHS. Next meeting is May 16.

**f. Budget and Property**

Tom Welden reported that the next meeting is May 3, featuring the April 12 agenda. Craig Hicks will be the new Chair.

**g. Personnel**

Dan Harper reported that the committee met last Monday to review the items presented earlier. Next meeting is May 9. Butch Estey noted that May 5 is the Orientation Workshop being presented by NH School Boards Association (NHSBA). Contact the SAU if you wish to register.

**h. Staff Development**

Ken Young reported that the committee met on Monday to review and approve routine requests. In addition, Mr. Young asked Sue Dell about potential scholarships for seniors at CVHS, and asked that the announcements of the recipients be made as early as possible.

**i. Steering**

Joe MacGregor reported that the committee met earlier this evening. Topics included preliminary discussion on the date for the Board retreat and the May meeting schedule:

May 3 & 17	Budget & Property
May 9	Personnel
May 10 & 24	School Board
May 16	Education
May 23	Communication

Mr. MacGregor also noted that the negotiating team would be meeting with the CVEA to finalize some language within the new agreement.

As the Vice Chair, Tom Welden will now be helping with focusing on agenda items for full Board discussion.

All Board members remember to send in your choices for subcommittee membership.

Please note that the ad hoc Right to Know Committee has not yet met.

**j. Communications**

Nan Fornal reported that the committee has not met, but asked that May 23 be scheduled for the next meeting. This committee is made up of other subcommittee chairs, however, all are welcome to attend and participate. Currently, review of the District website is underway – suggestions for change are welcome.

**7. Old Business**

**a. Procedures for Policy JICBB**

Please note that the proposed changes to the procedures submitted at an earlier meeting have been sent to District counsel for review. Paul Bartolomucci noted that normally the Board does not vote on procedures, but does vote on policy. Bill McKinnon voiced some objections to counsel's opinion, citing page 28 of the agenda, second paragraph, asking how the use of District forms could be inconsistent with the policy. Discussion included the statement by Paul Bartolomucci, that requiring the use of District forms (as proposed by the earlier amendment to the procedures may preclude someone from making a complaint. Craig Hicks pointed out that if a form is not used, the information taken might be inconsistent. Hope Hunt noted that an oral report could be reduced to writing to ensure consistency.

Bill McKinnon was also concerned with the Superintendent designating the Assistant Superintendent as the individual receiving bullying reports. Keith Burke noted that this how incidents have been handled in the past. In addition, Paul Bartolomucci is the hearing officer in student matters, which allows the Superintendent to be the avenue of appeal.

There was also discussion regarding the reporting (February 27, 2005 proposed changes) – should the statement be by phone, email, *and/or* interoffice mail. Discussion.

Antrim resident Shelly Nelkins stated that the policy does not allow for any designee at the Superintendent's level. Keith Burke stated that opinion of counsel says that this is appropriate. Joe MacGregor asked that this be clarified.

Discussion began about Mr. McKinnon's proposal to have parents decide about forwarding student records. After discussion, it was decided that all reports regarding bullying would remain with the student records. Paul Bartolomucci noted that there were other District policies that addressed student records. Craig Hicks noted that retaining student records should solve past concerns brought to the Board (regarding the previous destruction of records).

Bill McKinnon noted that the Board has not received bullying reports. Joe MacGregor noted that the Board would receive a report this evening.

Bill McKinnon asked about tracking the time a student is out of class due to discipline issues, in an attempt to bring forward concerns regarding the procedures at GBS. Keith Burke suggested that rather than trying to shape District policy to address concerns at one building, the matter should be brought to administration, and suggested that this concern be a matter for the Personnel committee. Paul Bartolomucci noted that the various student behavior programs had been discussed at a previous Education Committee meeting.

Tom Welden asked if the policy should be changed to allow the Superintendent to designate the Assistant Superintendent. Keith Burke will confirm whether this should happen with District counsel.

Motion to accept procedure as originally presented by Tom Welden and second by Christy Greene. (Note that earlier points will be clarified). Ken Young asked whether a report designated as unfounded would also stay in the student's record – yes. Motion passed, with one opposed (Ken Young) and 2 abstentions (Christy Greene and Craig Hicks).

## **8. New Business**

### **a. Recording of School Board Meetings**

Bill McKinnon stated that the minutes should contain more detail, so that Board members could reconstruct what took place during a meeting. Mr. McKinnon stated that at an earlier meeting, Keith Burke did not do what he said he was going to do, and there was no record in the minutes. Joe MacGregor asked that personnel issues be contained to non-public sessions. Mr. McKinnon then suggested that a non-biased individual take the minutes. At this time Marian Alese (the clerk) asked if Mr. McKinnon was suggesting that what was being reported was biased. Mr. McKinnon said no, he was only stating that an unbiased individual should do the minutes.

Craig Hicks stated that the town has begun to provide additional substance to their minutes, as well. Christy Greene suggested that any statement that individuals wish to be contained in the minutes be prefaced with the statement "Let the minutes show that..."

Tom Welden noted that is difficult to participate in a meeting and also record what is happening. It is possible to look at a different format, but an audio recording of the meeting may be difficult to do. Bill McKinnon noted that RSA's and policies state that minutes must be kept, but neither addresses what must be included in them. Administration was asked to look into different formats, and the possibility of an outside source to take the minutes, and report back as soon as possible. Christy Greene suggested that the Board should be more specific as to what they are looking for. Bill McKinnon stated that the minutes should contain enough information to determine what comments had been made, and what arguments took place before a decision was made.

Motion by Bill McKinnon to obtain independent minute taker. Second by Craig Hicks for discussion. After discussion regarding potential costs, motion amended to have administration "look into" an independent service, and as noted above, report back as soon as possible. Motion passed.

**Butch Estey asked that Porta Potties be made available at all games at CVHS.**

**Tom Lawless stated that students at CVHS were unable to make phone calls to certain towns from CVHS, and asked that the District look into voice over IP**

services to contain costs. Keith Burke said he would talk with District technology personnel.

Stewart Brock made a request to remove the unsafe playground equipment at FES. This is already being addressed.

Question from the floor: when will administrator pay raises be made public? Joe MacGregor stated that administrative raises have not been decided yet.

Shelly Nelkins asked about a letter she had sent to Joe MacGregor on March 28. Mr. MacGregor said he would address it.

**9. Approval of Manifests (Board Vote Required)**

**Marian Alese** certified that manifests **120-125**; payroll **21 & Sub 130-131**, have been reviewed and found to be proper charges against the Contoocook Valley School District for goods or services received and have been properly processed prior to their submittal to the School Board. **Motion to approve as presented by Tom Welden and second by Ken Young. Unanimous.**

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

**Motion to enter Non-Public Session as per RSA 91-A: 3,IIc to discuss personnel by Dan Harper, duly seconded at 9:05 p.m. Board polled – Passed, with one opposed (Ken Young).**

**Return to Public Session**

**Motion to exit Non-Public Session by Dan Harper at 9:15 p.m. Second by Tom Welden. Passed.**

**Adjournment**

**Motion to adjourn at 9:17 by Craig Hicks and second by Tom Welden. Unanimous.**

**Respectfully Submitted**

**Tuesday, April 19, 2005  
SAU Office**

**Steering Committee  
6.30 p.m.  
Board Meeting  
7 p.m.**

**NON\_PUBLIC SESSION  
9:05 PM**

**Personnel**

Christy Greene asked when the Board would address the personnel issue brought forward by Shelly Nelkins and Priscilla Martin. Joe MacGregor asked that the administration be at the next meeting.

**Exit at 9: 15.**