

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

CONTOOCCOOK VALLEY SCHOOL BOARD

**Tuesday, August 29, 2006
SAU Office**

**6:30 p.m.
Personnel Committee
(See separate minutes)**

Board Meeting Immediately Following

MINUTES

Board

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

Beth SanMartino, CVEA

Administration

Keith Burke, Supt.
Paul Bartolomucci, Asst. Supt.
Marian Alese, B.A.
Linda Potter, SpEd.
Susan Dell, CVHS
Dick Dunning, SMS
Chet Bowles, CVHS
Gib West, GBS
Sue Copley, PES

1. Call To Order and Pledge of Allegiance

Tom Welden called the meeting to order at 7:08 p.m. The Pledge of Allegiance was recited.

2. Minutes (Board Vote Required)

a. August 15, 2006

Ray Cote motioned to accept the minutes of the August 15, 2006 meeting as read. Stewart Brock second. Arthur Knight abstained. All else in favor.

3. Public Comment

None

4. Bus Company – Goffstown Truck

Marian Alese said that representatives from Goffstown Truck are present tonight. Mike Kennedy, Goffstown Truck, said that he appreciates the vote of confidence the Board has given them. They look to provide a high level of service and are looking forward to a good year. He introduced members of his staff. An entirely new 2007 fleet of buses have come on board. Four or five busses have been borrowed from Goffstown and are labeled Goffstown Truck. A terminal has been established. He is pleased with the

quality of the staff on board. They are going to devote their best interest in delivering. Mike said he works for the company because they are a small company within a large company and are given freedoms to run their business that way. The General Manager, Frank, said that the management team is extremely dedicated. They worked endless hours over the summer. Frank spoke on behalf of his staff. He said that they are dedicated, committed and hard working. Every run is covered with local people. We have a driver for every seat. Two drivers are in training. Three charter drivers have been hired as well. Frank said that the property is under construction. He looks forward to a prosperous year together.

Dan Harper said that he hopes that the road agents will be contacted when making the decision to cancel school should weather be an issue.

Keith Burke said that it will continue to be the process. Discussion on the coordination of how communication will take place has occurred.

Marian said that given the amount of time they had to mobilize, they really did a great job. She thanked them for everything that they have accomplished.

Linda Potter said that Mary at Goffstown Truck has been unbelievable. The ease that things have been able to take place has been positive. Craig Hicks said that as of July 1, these folks took over the bussing of students. He asked what the fuel mileage and motor was in the busses. The response was from 8 ½ to 9 miles to a gallon. Craig asked if this was better than before. Mike said that it should be better and they are cleaner.

Tom Welden thanked them for coming in.

5. 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 \$ 5000 for the purpose of computers and books.

Christy Greene motioned to accept the donation as listed. Arthur Knight second. Unanimous.

b. Personnel (Board Vote Required) Please bring your agenda with you.

Keith Burke said that the Personnel committee has approved the nominations from tonight's Personnel agenda.

Dan Harper motioned to accept the nominations as read by the Superintendent. Unanimous.

c. ATC Programs

Keith Burke said that in July the Board asked that the ATC programs be looked at. He said that he feels a response to that request has been put together (Attachment #1). Keith distributed an analysis of Potential ATC Programs. He said that he felt that what was being sought were anchor careers, those that can't be outsourced were desired. We needed to look at what some of the requirements would be with start up figures. Real numbers would be provided at the second meeting in October. Keith suggested that a meeting be set up with the Jaffrey-Rindge and Mascenic Board Chair's and Superintendent's to weigh in on where we are going. In addition, Keith said that we are looking at developing a true e-commerce program. We are looking at starting an

e-commerce business. Keith said that what he needs from the Board is this. "If the Board believes the Tech center is functioning well, what would we see happening and how would we know it" is the question Keith is looking to be answered. This would be very helpful to the Administration and to the center. In addition, we want to further our community resources. For example, culinary arts would be too expensive to roll out as a full blown program but we should be able to make that possible by reaching out to the community. The numbers will be available in October should we desire to move forward with budget issues.

Ray Cote asked when the questions would be put out. Keith said that he has put the question out and the Board can answer any time.

Craig Hicks said that the analysis and its direction would be a substantial increase in that a new group of kids would be interested in it. He said he thinks that this is wonderful.

Gail Cromwell said that she agreed with Craig. Kids in her town have difficulty getting into existing programs and would be interested in this. Keith said that he is proposing that we all move in the same direction. Bart said that he loves the question and he suggested to Christy that we find some time in the Education Committee to address this.

Tom Welden said that given the timeline for October, he would like to know in more detail what the discussion will be. Keith said that the preliminary discussion should take place first. If the other two districts feel we should move in a different direction then we would need to know that first. Keith agreed to call the other districts tomorrow to have that discussion.

d. District Goals

Keith distributed (attachment #2) ConVal School District Goals 2006 – 2007. He said that four main goals have been arrived at - Technology, Assessment, Learning Environment, and Curriculum. All of the goals will have the back-up of having sub goals, steps toward achieving the goal, evidence as well as an anticipated completion date. Keith said that he wants all of the Principals to tie their school goals into this. We can leverage professional development if it is leveraged one way. We would be focusing our resources. Many of these goals are based on things raised over the years. Reduction of paper is one of the goals. Lap tops will be brought to meetings. Stewart Brock applauded Keith for this work. He asked how he would envision meeting the year-end goals. Keith said that they haven't figured that part out yet. The Curriculum goal will change every year. At the end of the year, we look at what we set out to do and what we accomplished. Stewart said that we can determine if we met, exceeded or did not meet the goal. Keith said that this will provide a focus. Stewart said that he would like Administration to provide updates along the way. Bart asked how the percentage of paper reduction would be measured. Keith said that we would look at things that we put out on a regular basis and then we would figure out how we could reduce it by 20%. Gail said that it would be easier to tell if we had to purchase the paper or not. Gail added that on page one, the statement of measuring the overall effectiveness of District programs is great but she would like to see a comparison of improvement. What are the children actually achieving? Keith said it is very closely lined up with what they are thinking. He would like to see at the end of year one or two, how the school district is doing as a whole based on statistical evidence. We would be able to look at how each student would be measured in academics, social/emotional and physical well being. We want to

put out a comprehensive picture of how the district is doing. Stewart applauded the direction and sees it as a great way to measure future compensation of staff. We could be able to reward for the work they do and hold them accountable for that work to the extent that they can be.

Tom Welden thanked Keith and said that he looks forward to the balance in October.

Keith said that the AYP results are out. Conval has made AYP and has turned that situation around. Keith said that he wants to continue his position that although it is good that we do well on these tests he feels it does not accurately reflect how students are doing in this district. He said that we will continue to measure student growth and performance. To date, we have found that the formula for success has little to do with content but more with teaching the student to take the test. He is glad that success has been achieved. GBS did not make AYP in reading and math in the subgroup. We are looking at whether we want to appeal that or not. Craig said that next year is another good barometer year. If two years on the list, something kicks in. Two years off of the list then you're off the list. Keith said that in the socio/economic group, we hit close with the competency. Unlike special education, we are not permitted to know who the kids are in the socio/economic group so we cannot identify students and work with them. Christy said that we as Board members need to explain to the public what those figures mean and urged members that want more of an explanation to contact the mentor. Craig said that on the State website it states that we need the 2%. Keith said that there is a 2% margin when looking at the district as a whole. Tom said that the web site Craig is referring to is the Department of Education website.

e. Monthly Events Calendar

Tom Welden said that he would like the subcommittees to book out for two months. Stewart Brock urged all Board members to set town forum meetings in their respective towns. Stewart said that whatever works with each member in their town is how they should schedule their meeting. (See Attachment # 3)

Dan motioned to go into matters of personnel at 8:06 for one matter of personnel. Unanimous

Tom called the public session back to order at 8:29 p.m

Tom distributed Time Line - Short List. (See Attachment #4)

Tom said that he was hoping to provide Craig Hicks with information. At last night's meeting a timeline was provided with the budget process. It moves fast therefore ideas, questions or thoughts should be brought forward. Craig said that our thoughts should be formulated by the next meeting.

Dan Harper said that instead of coming up with a percentage, we should try to look at what we need. Craig said if someone has a better way to approach this he is open.

Christy Greene said that she wanted to throw out that we might want to look at working on multi-year budgeting. We for example might be able to look at a five-year plan in certain areas. We might not struggle so much if we could chunk out three or five years.

Tom Welden said that the Aramark contract expires this year. It was decided to put an R.F.P. out. We are going to have to move fast. Notice has to be given by March. Stewart asked what the length of the contract was. Five years was the response. Gail Cromwell said that we are also including the option of going in-house by hiring our own people. Keith said that an R.F.P. is an R.F.P. You can decide to accept it, reject it, or go in-house. Gail said that there is a procedure if we were going to do it in house. We would advertise for talented people to see what the response is.

Tom said that the goals and objectives of different subcommittees was reviewed last week. The major topic areas were discussed. World Languages was on the list. Clarification will be given.

Butch Estey distributed (Attachment # 5) Contoocook Valley School District Policy on Tobacco Use. He said that a lot of other school districts were looked at when devising this. The basic tobacco use is pretty cut and dry. It won't be tolerated on school property. We felt that there was a need to apply something for the public. First offense was to request them to stop. Second, to vacate the property. Lastly, to refer them to the police. Tom said that state law says that they can't smoke in or out on school property. Gail Cromwell asked about chewing tobacco. Butch said that Tobacco Use covers all tobacco use. Bart Goodeve said that the part that is missing is how to deal with staff and employees. Nashua has a policy that ultimately ends with firing the employee. Keith said that we don't permit anyone to smoke on school property. Bart said that he understands that we don't permit it but what do we do if it happens. Keith said that it hasn't been an issue. Bart said that if everyone understood everything then we wouldn't need policy. Keith said that we should not consider only enclosed places. Bart said that it is a reference to what the statute says. Butch said that we didn't state anything about the use of tobacco on the school busses. Arthur said that we need to consider off site, field trips, the prom etc. Arthur said that he was unsure how to address such issues. Bart said that we put language in about the school busses. We weren't comfortable about going down the road of a first, second, written warning and ultimately dismissal issue with employees.

Tom said that suggestions should be given to the committee members. Keith would distribute the policy electronically to the principals.

Ray Cote asked why policy JFCH only mentions students. Bart said that it is a statement of belief. Butch said that if all of the policies are looked at together our philosophy will be viewed. Ray said that he still feels that parents should be included. Gail said that she is not sure that parents are our concern. Tom said that sometimes getting a referral for the parent is helping the student. Gail said that she accepts that but that she doesn't feel that we have to write it down. Do we all agree on this? Bart said that there is a division of opinion if this should be an enforcement problem or a counseling situation. JFCH is more of a background statement. JFCHR actually has the meat.

Tom Welden said that because this is the first time this document has been available for review he suggested they be reviewed and comments be sent back to the committee. Bart said that the question of what "counseling" means may come into play when reviewing this document.

Gib West asked if we said to an individual that we suggest that a student seek counseling or receive alternate sanction, are we agreeing to pay for the counseling. Bart said that we are not requiring outside counseling but the use of in-house counseling.

Tom asked Keith to get this to the Principals and be brought back to the second October meeting.

Tom said that Communications meetings have been set up and quarterly meetings are in the process of being set up. Tom said that website update is part of the communication process.

Tom distributed notes from a chair meeting on August 24th. (See Attachment # 6) It outlines issues that they would like to address. If there is something missing or clarification is needed please let that be known.

Christy clarified that "Annette Gagnon" should read "Lynette Fagnan".

Gail asked about the "random" item suggesting we survey why people come to ConVal.

Tom said that bits and pieces as well as other information are important for us to know.

We don't have a huge turnover. Approximately thirty attended the "new staff" meeting.

The caliber of people that come into the district is high.

Tom asked for an up-to-date phone and email list of members. He asked that he be emailed with as much contact information as possible that could be provided to him. He will get the list out to everyone at the next meeting. If you don't want the information out, please provide the information but let him know that you do not want it published.

Gail Cromwell handed out (Attachment #7) about an internal audit committee. Gail said that the most common is when an outside company would come in to audit. This is not her suggestion. They look at whether or not the policies that we want to have in place are being followed or not. Gail read her attachment. Gail said that the committee would not have a standing membership. The committee would exist for the purpose only. Once accomplished, the committee would dissolve. The committee would report its findings. It is not for the purpose to conduct a witch hunt. It is to clarify and increase better communications. This is not something that we should regard as totally extraordinary.

Craig said that it might be a tool that we could use from time to time. Tom Welden asked that we sit on this for one week and that it be brought back. Tom thanked Gail for her work. Keith said that the assessment goal requests procedures for an audit to be produced. He felt they could work together.

Tom said that with regard to the Concessions stand, we are not looking to drive away the booster organizations. Tom said that it might be relatively inexpensive for organizations to get insurance. Because these are booster clubs for the benefit of the district, we might choose to fund the cost of the insurance. In addition, liability could be waived off by the booster clubs. Tom said that more information will be provided at the next meeting.

Because boosters have an existing tax identification number they are not able to come under the district umbrella insurance.

Karen Estey said that at last night's meeting she asked if groups could sell outside of the concession area at a table. Karen said that last night Keith said that that was at the Athletic Directors discretion. Keith said that is not what he said. What he said was that the A.D. would be contacted to make that determination. Karen said that it does not say that no food items could be sold unless it is from the concession stand. Keith said that the outline viewed last night was only to govern the use of the concession. Karen said that her question last night was answered by her interpretation that the A.D. would determine. Tom asked Sue Dell if things have been sold outside the concession stand at games before. Sue said that not since the food service took on the concession.

Stewart Brock said that there may be some misunderstanding that the only way items can be sold is through the concession. He suggested that Jon Hall talk to the individual boosters.

Marian said that not everything falls under food service. Clubs do whatever school clubs do to raise money but they have to follow the district guidelines. When we reviewed the building use a few years ago, concessions are stated to be under the control of the district. The superintendent has the right to waive that. It has not been a problem until this year when the issue of insurance surfaced.

Marian said that the insurance is tied around if they are under our governing body. The difference is whether they are organized or not. Tom said that clarification would be provided by the next meeting. Tom said that if they are not organized and want to sell they should contact the A.D.

6. Old Business

a. Alternative Credit Policy

Keith said that pages 13 – 20 in tonight’s agenda packet speak to this. The technical advisory, a draft of policy for extended learning opportunities and an alternative credit options are included. Craig asked which gets us closer to the alternative credit for physical education. Keith said that page 13 includes this. We can continue to develop this. Keep it simple, put this in place and it could apply to a number of circumstances. Gail said that it references team sports. She suggested that it might say “individual or team sports”. Keith said that the sentence says “including but not limited to”. He said that the high school Principal is the one to determine if credits would be gained here. Sue Dell said that a couple of drafts exist that would get us going. Sue said that because this is at the beginning of the year, she recommended that we open this to grades 11 and 12 at this time. Craig said that he understood that if you are participating in a sport then often times you are postponing P.E. until grades 11 or 12. Beverly Bacon asked if we had competencies in place. Sue said that they do currently exist in the P.E. area. Bart clarified if it was Sue’s intent for it to include only grades 11 and 12. Keith said that we are talking about the physical education credit. The only people who could access it for physical education credit are those participating in another sport. Sue Dell said that the proposal that was brought forward was solely for physical education credit. Sue said that they had to have a bigger umbrella for that piece to begin. She said that it is going to take time to measure these other competencies. Bill McKinnon asked why it was being limited to juniors and seniors. Sue said that had the policy been made earlier then students might have made different choices in the course selection process. Bill McKinnon said that if it is a good thing to do this why not make it available to all students. Sue explained if you have a sophomore that has ½ credit of P.E. and is in line to take P.E. this year and they withdraw from this class they might not be able to fill this time with another class. They might sit in study hall. Keith said that we are trying to put this into place this year for a group of students. Sue said that a student cannot initiate a change in schedule but that a staff member could. Ray asked that a teacher would therefore have to recommend that a student not take a P.E. class but should take an outside class.

Karen Estey asked about her senior student who has participated in varsity sports. He is not scheduled to take P.E. until fourth block during the fourth quarter of his senior year. If he made the Varsity lacrosse team would credit be given?

Tom Welden brought the meeting back on focus by stating that we cannot discuss individual matters. Bart asked where this would go from here. Tom said that this was brought forward quickly. This is just the tip of the iceberg and requested that one element be taken care of.

Bart asked what next year would like. Sue said that it hasn't been fully flushed out. Non-team sport participation is part of a next step.

Keith said that his goal is that we were asked to get this in place. The high school has balanced the need with the desire of the Board to have this in place. Going forward he directed our attention to the Department of Education guidelines. It can't be a free for all. Keith said there are a variety of things that people are doing that might meet the requirements.

Gail said that we ought to give kids the opportunity to do the things that they would like to pursue.

Gail would like to motion to have the high school open this up.

Keith said that the recommendation was for the high school to put this in place and maintain some order. We want to have this in place but we need to do it deliberately and slowly. Keith said that he doesn't want people to think that simply participating in a sport is equal to what we are trying to do in P.E. We are trying to equate the two. Christy Greene wanted clarification on the draft of policy. Keith said that here is the proposed policy; the way we plan to implement is the way the high school outlined it tonight. Craig Hicks agreed that we were going to improve on this. He wanted to introduce it so that juniors and seniors would have something in place. We are part of the problem by not getting this out sooner. We all see the benefit of activities everywhere. Craig said that he doesn't understand why we can't put this in place tonight and get it done soon. Keith proposed that the policy be approved and that it would be implemented tomorrow the way the high school stated and that it be revisited in thirty days. Chet Bowles said that we always intended that it would be a much broader policy than just juniors and seniors. We wanted to assess what the pitfalls are in the first year of implementation. Arthur Knight asked if anything in the policy implementation would prevent Sue Dell from making an exception in the policy. Keith said that Sue would have the freedom to do that. Christy said that she is hopeful that the policy will state district requirements as well.

Christy Greene motioned to implement the policy as a first step for juniors and seniors and urged that we approve this policy. Craig Hicks second. Unanimous.

Gail Cromwell motioned that we have a much broader opportunity not limited to juniors and seniors that we extend to fulfill the P.E. requirement. Bill McKinnon second.

Tom Welden restated what the Board asked the high school to do. The intent was to bring it forward for the physical education requirement.

Bill McKinnon said that he had a problem with restricting it to the upperclassman. He does not understand what chaos that would create.

Ray Cote said that if it helps, he would like to table this for thirty days, for discussion of a broader scope.

Bart Goodeve encouraged that the motion be withdrawn and we follow Rays lead.

Gail Cromwell motioned that we open the policy to all grades and team sports. Christy Greene said that her heart is with that motion but that her head was with the high school. The high school is doing curriculum work, implementing PBIS, NEAS&C etc. but that we need to consider what they are thinking that they can chew off at this time.

Dan Harper said that he couldn't support the motion on the table.

Motion failed.

Tom Welden said that this will definitely come back within sixty days and broaden.

Keith Burke nominated Steve Bartsch as the interim Assistant Principal at CVHS.

Dan Harper motioned to accept the nomination of Steve Bartsch as interim Assistant Principal at ConVal High School.

Butch Estey second.

Unanimous.

7. New Business

Bill McKinnon questioned the parking restrictions at ConVal High School to seniors only. Bill asked about those underclassmen students involved in after school activities that are not seniors. He suggested that preference be given to those students as well. Sue Dell said that limiting parking to seniors only is a matter of supply and demand. We have a limited number of parking spaces, less than that of the senior population. Many have obligations outside the school community. It seems to be more fair that it is a senior privilege.

Bill McKinnon asked about student senior count. Bill asked about the population desiring other interests. Butch Estey said that he understood what Bill was saying. He looked at the parking situation at ConVal last year and did discover that there was limited parking. Interns also require parking spaces. Students having doctor appointments are given a day pass to attend these appointments. Butch said that he has checked and there aren't many spaces.

8. Approval of Manifests (Board Vote Required)

Marian certified that manifests 15, 16, 5601, 17 – 19 totaling \$ 895,450.89 and Payroll 4 totaling \$ 166,212.24 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 their submittal to the School Board.

Craig Hicks motioned to accept the approval of the manifests as read. Stewart Brock second. Unanimous.

Tom distributed the School Board At School proposed 2006 – 07 Schedule. (See Attachment # 8)

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

Conducted earlier in tonight's meeting. See notes above on page four.

Butch Estey motioned to adjourn tonight's Board meeting at 10:08 p.m. Craig Hicks second. Unanimous.

Respectfully submitted,

Brenda L. Marschok