

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

**CONTOOCOOK VALLEY SCHOOL BOARD**

**Tuesday, September 2, 2008  
SAU Office  
7 p.m.**

**MINUTES**

**BOARD**

Mary Allen, Beverly Bacon,  
Stewart Brock, Ray Cote,  
Gail Cromwell, Butch Estey,  
Bart Goodeve, Dan Harper,  
Craig Hicks, Lauren Kirkpatrick,  
Mary Loftis

Cheryl Orcutt, CVEA

**ADMINISTRATION**

Richard Bergeron, Supt.  
Don Johnson, Asst. Supt.  
Marian Alese, B.A.  
Linda Potter, SpEd.  
Tim Markley, H.R.  
May Clark, DCS  
Dick Dunning, SMS  
Kelly Parker, SMS  
Sue Copley, PES  
Sue Dell, CVHS  
Gib West, GBS  
Pamela Campbell, BES

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

Craig Hicks called the meeting to order at 7:00 p.m. The Pledge of Allegiance was recited.

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

**a. August 19, 2008 (pg. 1-8)**

**Butch Estey moved to accept the minutes of the August 19, 2008 meeting as read. Stewart Brock second. Mary Allen abstained. All else in favor.**

**3. Public Comment**

Dick Dunning introduced Kelly Parker as the new Assistant Principal at SMS.

**4. Consent Agenda**

**a. NHLGC – Planning and Zoning (pg. 9-13)**

Dick Bergeron referenced information included in tonight's packet about zoning issues. Clarification if this extends to building permit exemptions will be obtained. He said that it appears that all that is required is "courtesy notification".

**b. Summer Maintenance/Custodial Projects (pg. 14)**

Dick said that the Leadership Team visited all of the schools on the first day of school. They are extremely pleased with the summer cleaning of the buildings.

Marian said that zone leaders were established and went from building to building cleaning the small schools within a week or two and then shut them down for the remainder of the summer. They then moved on to the larger schools.

**c. First Day Count (pg. 15)**

Dick said that today was the first day of Kindergarten. Periodic updates will be provided as time goes on. Bart asked for trend reports. Dick said that as flow is determined trends will develop. Stewart asked for a rough idea if it appears as we expected. Dick said that it is as expected.

**d. CVHS Staff Letter/CVHS Student and Families Letter (pgs. 16-19)**

Dick said that letters from the high school are included in tonight's packet. Overall, it has been a very smooth opening. He gave hats off to teachers and administration.

**e. SAT-ACT Score Comparisons (pgs. 20-21)**

Information is contained in tonight's packet. Data is being analyzed.

**f. Initial Approval Notification (pgs. 22-23)**

Dick said that this allows us to spend 25% of the grant until official notification is received. The remaining 75% can be spent from there.

Ray said that several issues have not yet been resolved and he asked if this held up the funds. Dick said that it did not.

**g. Kick-Off Event (handout)**

Tom Many's kick-off even handout was distributed.

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

Dick said that teachers were afforded the opportunity to hear students speak at the new teacher orientation. He introduced Emily Hartnett, Mentor, to the Board.

Emily Hartnett thanked the Board for having them tonight and introduced herself. She said that she was inspired to include students to her orientation this year. She had the opportunity to hear students speak at another event which planted the seed for her to involve students as well. Emily recognized students who participated in the orientation event but could not participate tonight. Ben Carne introduced himself and said that he enjoyed participating and took pictures throughout the event. RJ Carney greeted people at the doors and said that he liked learning how new teachers are absorbed into the district. Amanda Crowley said that she helped set up binders and create packets. Danielle Boutwell introduced herself and said that she enjoyed inspiring new teachers. Sarah Jordan said that she wrote a speech and delivered it. Matt Colinari said that he worked on the technical aspects of the orientation. Each read aloud a speech of their own or one from a student not present tonight.

Emily thanked the Board for listening. She said that she has had positive feedback from this event.

**a. Monthly Events Calendar (pgs. 24-25)**

Dick referenced the monthly events calendar. Budget & Property will meet on September 8<sup>th</sup>. Bev said that the Education Committee will meet on the 15<sup>th</sup> and not the 17<sup>th</sup> as originally scheduled. Mary Allen said that the Energy Committee will meet on the 24<sup>th</sup>.

**6. Personnel (pgs. 26-29)**

**Retirement 2008/2009**

Christine Howe SMS 8<sup>th</sup> Grade Teacher

**Nomination**

Katelyn Sullivan CVHS English

Tim Markley read the retirement and nomination above.

**Bart Goodeve moved to accept the retirement and nomination as read. Dan Harper second. Craig said that Christine Howe will be missed. Unanimous.**

Tim Markley read the resignation of Tom Horn as CVHS Assistant Football Coach as well as the nomination for Mike Sielicki for the CVHS Assistant Football Coach and the nomination of Diane Burnett for SMS Assistant Cross Country Coach.

**Mary Allen moved to accept the resignation and nominations as read. Stewart Brock second. Unanimous.**

## **7. Committee Reports**

### **a. Communication Committee Recommendations**

Stewart distributed handouts. He said that the Communications Committee met at the end of June and said that the committee recommends that the short list and long list come back to the Board. In addition, he wants to obtain and restate the District goals. He said that he appreciates a lot of the work in the area of PLC's. A comprehensive plan on PLC's is a goal of the committee. They want to share information about PLC's in their communities. He said that Principal's reports are on the "wish list". Stewart said that he is pleased to see this item on the agenda tonight. Multi-Age classroom information is an item that the committee would like to represent well. Lastly, Meet & Greets should be scheduled. Dublin will meet on Sept. 20<sup>th</sup>, Francestown will meet on Sept. 24<sup>th</sup>. Stewart asked Board members to schedule their meeting by the end of September.

Stewart asked if there were any questions or concerns. Bart said that discussion about methods and means of communication has been debated. Those discussions need to continue. He asked if the Communications Committee would handle this. Stewart said that Communications should own that task to determine appropriate channels of delivery.

Stewart said that they have a responsibility to meet with the Superintendent on his objectives. He suggested that a date be selected for the Superintendent to report back. The intent is that the Board understands where the Superintendent is coming from and provides him an opportunity to be made aware of the successes and where more work is needed.

Gail asked Dick Bergeron to speak about the Mission Statement. Dick said that he challenged the administrators to reflect on the Mission Statement and determine if it reflects the purpose of our organization. This is the result of their work. It is a reflection of a statement of purpose for us. Gail asked what we will do with this. Dick said that this is a District Mission statement; each of the schools may have their own. Gail said that she thinks that it is terrific.

Mary Allen said that the Energy Committee has met three times. Progress is being made. We have an opportunity to involve some students through a program involving an energy conservation contest. She said that help identifying locations where alternative energy sites might be available is a goal. She said that two proposals for lighting in all of the schools are available for cost and energy savings. One proposal details motion detectors as a cost/energy saving recommendation. The group looks forward to developing a proposal to bring forward to the Board in the area of solar/thermal energy. Craig asked if geothermal was being looked at. Stewart said that the Francestown Library is using geothermal. Mary said that it is a partnership. She added that the green cleaning that was added this summer was a huge step. Stewart suggested that in addition to taping into our students that Mary access college students.

**Craig Hicks introduced Cheryl Orcutt as the new CVEA representative.**

## **8. Old Business**

### **a. Greenfield School Board Representative Opening**

Craig will draft a letter to the Town of Greenfield Selectmen asking for help in filling the School Board Greenfield representative.

### **b. Pierce School – School Improvement Plan (pgs. 30-48)**

Don Johnson said that a group met five times over the summer with a DOE trained facilitator to develop the School Improvement Plan for the Pierce School. Information was gathered and shared with interested parents and Pierce staff. Identifying issues affecting student achievement was investigated. The plan was finalized last week and has been submitted to the DOE. The committee followed a “root cause analysis” process to identify possible reasons or underlying issues that are most likely to affect student achievement. This led the team to develop a hypothesis that instruction may need to be further aligned with the State GLE’s and the team identified the following goal for the School Improvement Plan: Using the 2007 NECAP results as the baseline, all students will make progress toward state performance targets in Reading, as evidenced by state and local assessments.

Pamela Campbell thanked the Board and SAU Staff for their support during this process. She said that we did not have any students exercise School Choice as an option.

Gail asked about information in the demographic area and asked for student count information. She asked if students graduated out. Pamela confirmed that many students did graduate out.

Bart said that throughout the monitoring aspect, a 10% threshold is mentioned. He asked what this represents. Don said that he is looking for a 10% increase by setting the bar higher. Bart asked if this threshold was met would it satisfy the requirement to get us out of the woods. Bart asked what it would take to get us out of the woods. Don said that he would work on getting this figure to the Board.

Mary Allen said that she thought that the plan was great and appreciated the work gone into it. She asked if testing would begin in October that would be incorporated into the figures we are aiming at. Don confirmed. Mary said that she raises it as another criticism of No Child Left Behind. There is not enough time to do what we need to do before we are judged again.

Gail said that NCLB has made everyone look at the reality of what our kids are learning.

Bart said that we need to establish a reasonable expectation.

### **c. Adoption of Policies (Board Vote Required) (pgs. 49-64)**

#### **1. AC – Nondiscrimination (As Amended)**

Gail referenced the revised policy AC. She said that changes in the third line down should include “and students” as well as the highlighted statement. Gail said that the problem that we are faced with is coming up with a list which is imperfect. She would view AC as our statement that we are going to meet the legal requirements. She recommended that we accept this.

Gail said that GBA comes from a School Board Association recommendation. She said that this does not qualify as a first reading, it is for the Board’s information only. The proposal will be to adopt GBA as a first read at some point.

Policy GCC is another way of stating the same as GBA. She recommended that the strikethrough included in tonight’s copy be implemented. Gail said that she recommends that we accept AC knowing that the companion policies will be brought forward.

Bart suggested that the word “served” in the third paragraph, first sentence, be considered in policy AC. Gail suggested that Don or Tim could aid in the wording.

**Gail Cromwell moved to accept the two amendments to AC. Stewart Brock second. Unanimous.**

#### **2. ADC/GBED/JICG – Tobacco Products Ban**

Mary Loftis said that the additions are bolded in the copy tonight.

**Mary Loftis moved that these policies be adopted. Stewart Brock second. Unanimous.**

#### **3. ECF/ECF-R – Energy Management & Conservation Policy**

Gail said that the problem on ECF-R is that the custodians have identified items such as microwaves and refrigerators in place that are not in designated areas. Gail brought attention

next to thermostat settings. The custodians set classrooms at 68 but in reality, the temperatures of rooms become much higher. They favor adjusting behavior such as not opening windows or not block heating ducts. She suggested that the numbers be omitted on thermostat settings, change the temperatures to state a maximum, or leave it alone.

Bart said that he supported striving for a temperature that we feel is workable. Gail said that GBS will have a new thermostat system that will help us in this area. Gail said that she recommends not stating a temperature setting.

Don Johnson clarified that the Board adopts policy, ECF-R is not part of the adoption. This can be widely debated. He said that he likes the idea of maximum temperature settings being stated.

Mary Allen said that this has been discussed during Energy Committee meetings. It depends, in some cases, where the classroom is located. Part of this is culture and part is getting a hold of the technology. Ray Cote said that he liked the concept of the maximum settings. He said that staff has identified an ecosystem issue in all of the buildings.

**Gail Cromwell moved to adopt ECF. Mary Allen second.**

Dick Bergeron suggested that temperature rather than thermostat settings be considered.

**Unanimous.**

#### 4. EEAE – School Bus Safety Program (ECAAF)

Mary Loftis referenced ECAF which would come back to the Board at some point in time. It is for informational purpose only.

**Mary moved to adopt EEAE as presented. Stewart Brock second.** Butch asked for the Administrative rules. Don Johnson will provide. **Unanimous.**

#### 5. IHBBA – Limited English Proficiency Instruction

**Gail Cromwell moved that this policy be adopted. Butch Estey second. Unanimous.**

#### 6. IJ – Instructional Materials

Mary Loftis said that IJ is being passed over for discovery of some faults.

### 9. New Business

#### a. First Reading Policies (pgs. 65-80)

##### 1. GBAA/GBAA-R/JBAA- Sexual Harassment and Violence

**Gail Cromwell moved to accept this combination of policies for a first read.** One is for faculty and one is for students. The languages are identical.

Ray said that there is confusion in several places with the use of the word “Verbal” He said that it should state “Oral” or “written” because verbal is written. Verbal means using words. Ray would provide Gail with proposed changes.

**Gail moved to accept this policy with modifications as a first read. Butch Estey second. Unanimous.**

##### 2. JICC/JICC-R – Student Conduct on School Buses

**Mary Loftis moved to adopt JICC as read. Stewart Brock second. Unanimous.**

#### b. Summer Professional Development Activities

##### 1. Curriculum Development Teams

Don said that Math and Language Arts Curriculum teams met this summer to align with state frameworks. He provided a sample of format to the Board in Reading Grade 8. (see attached) Key learning concepts need prioritization. In addition, Don referenced a document that goes through key learning components. It is a user friendly document that Don hopes all subject areas will be formatted. It is a document in process. Don said that test taking strategies and building of motivation was discussed as well among the teams.

## 2. Data Team

Don said that the Data Team met for two days this summer. They identified target students in each of the schools. They developed a standard report for each student in their weakest areas. The Data team will work with each school to make sure that the information was useful. Some schools are moving forward while others need a little more help.

Stewart reminded Don that NECAP information be sent out to parents soon as well.

### **c. Unanticipated Cost Factors – Special Education (pg. 81)**

Linda Potter referenced page 81 of tonight's packet. These are items that were not in the 08/09 budget. They are a result of students who have moved into our District. Linda said that we determine as a team, the amount of support each student needs. Linda broke down all of the positions. The Tuition portion reflects 402 placements, which are court ordered, the district has no choice. The largest reflects a student who left the District, came back and then aged out of Crotched Mountain.

Bart asked if the total of this page was net of any other figures. He said that staff costs should be added to this list. He said that the total should be included on the page.

Gail Cromwell asked if the needs at BES, AES could be combined. Linda said it is driven by the students needs. Linda said that a student must be replaced in the least restrictive environment which in most cases, is their local school.

Marian said that there is \$125,000 plus \$50,000 going into the budget. She is in the process of going through the salary lines which may cover the figures listed. Linda said that it should be understood that these numbers are transient, it could change tomorrow should a student move in or out of the District.

Craig asked what a Residential placement aide was. Linda said that it is a person that is with a student requiring 24/7 care. It covers them from when they leave school through the next morning. Catastrophic aid was discussed. Gail asked Marian what the actual calculation was. Marian said that it is approximately 40% when all calculations are complete. The net impact will be better tuned later in the month.

Ray Cote asked where catastrophic aid was on last year's budget. Marian said that it was on the revenue side.

Gail asked that Marian and Linda prepare information on estimates of real numbers and how this will be funded for the next Budget & Property meeting. Linda said that she will not be able to do this by Monday.

### **d. School Points of Pride (Presented by School Administrators)**

Dick said that Administrators are present who would like to share information on their schools. May Clark said that DCS has been a PBIS school for more than three years. She said that a quilt was designed and completed as a wall hanging with the theme "Our School Rules". On the first day of school a dedication ceremony took place recognizing Ms. Kidd who worked with the students on this project.

DCS has joined with the Cornucopia Project in a gardening effort. Garden beds were built with the students. Harvesting, cooking, and measuring is now taking place. She said a compost container will be built this fall. May said that DCS is jumping into PLC's with both feet. Norms will be established and a scheduling plan for students who need additional support as well as time for teachers to meet are in the works.

Sue Copley said that PES has experienced a wonderful opening. The PTO hosted early morning welcoming coffees for parents. The PLC workshop was very inspirational and helpful. School wide morale is being worked on. A staff/family cookout has been scheduled for next week. Math Piloting is underway bringing about much excitement. Sept. 13<sup>th</sup> and 14<sup>th</sup> are the dates for new playground equipment installation. She thanked Craig Hicks for supporting the playground equipment installation. He has been instrumental in the collaboration with the Town of

Peterborough. She said that she is pleased that a new Health Curriculum is in place. She said that thanks to the support of Ken Campbell, the SAU, and donations from Gov Connections, a new Thin Client lab is in place. She said that she is pleased to have three Reading Recovery teachers at PES to help struggling readers. She thanked the SAU for their leadership.

Pamela Campbell said that she is pleased that no students exercised School Choice.

Gib West said that he and Jim Elder have been very busy. He thanked the AES and GBS staff in their support. Much time has been spent in classrooms. Kindergarten students arrived today. The AES staff have been tremendous to work with. He expressed his thanks.

Sue Dell said that CVHS has the Mission Statement from the District and the High School hanging in the link for parents and community to view our purpose. She said that they had a wonderful "Just for Freshmen Day". She said that the seniors got together and wore tags on their shirts identifying themselves as "Seniors" and that underclassmen could ask them for help. In addition, she said that field maintenance has been especially good this year and she said that the high school sparkles like it has not.

#### **e. Banwell Architect Proposal**

Marian said that a proposal for the next phase has been received. She said that it will be discussed at the next Budget & Property meeting and brought back to the next Board meeting.

Beverly Bacon said that it is nice to have the reports from the Principals on the agenda and suggested that it be placed higher on the agenda.

Ray Cote asked for copies of the Bedford School District competencies in electronic format. Sue Dell said that she has hard copies and was not sure that it was a complete copy.

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

Marian certified that Sub Run 101 totaling \$4,375.30 and Payroll 905 and 5 totaling \$1,455,656.64 and Manifests 15, 07\*08, 16, 17, 18, 19 totaling \$443,722.29 have been reviewed by her and found to be proper charges against the Contocook Valley School District for goods and/or services received and have been properly processed prior to their submittal to the School Board.

**Butch Estey moved to accept the approval of the manifests as read. Stewart Brock second. Unanimous.**

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

None.

**Butch Estey moved to adjourn at 9:18 p.m. Stewart Brock second. Unanimous.**

Respectfully submitted,

Brenda Marschok