

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

CONTOOCOOK VALLEY SCHOOL BOARD

**Tuesday, September 5, 2006
SAU Office**

7 p.m.

MINUTES

Board

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

Beth SanMartino (CVEA)

Administration

Paul Bartolomucci, Asst. Supt.
Marian Alese, B.A.
Linda Potter, SpEd.
Richard Dunning, SMS
Tim Iwanowicz, GES
May Clark, DES
Gib West, GBS
Pamela Matthews, BES
Sue Copley, PES
Sue Dell, CVHS
Anita Flanagan, HES
Jon Hall, CVHS

1. Call to Order and Pledge of Allegiance

Tom Welden called the meeting to order at 7:04 p.m. The Pledge of Allegiance was recited.

2. Minutes (Board Vote Required)

a. August 29, 2006 (Distributed at Meeting)

The minutes of the August 29th meeting were distributed. To allow time for review, the approval of these minutes was scheduled for the next Board meeting.

3. Public Comment

None

4. Superintendent's Report and Presentation of Business

a. Monthly Events Calendar (Pg. 1)

Tom Welden reported that Keith Burke is on vacation. Paul Bartolomucci said that calendar is included in tonight's packet. He said that we had a great opening this year. He thanked the principals, staff, and teachers and gave special thanks to the maintenance staff for preparing the schools.

Gail Cromwell asked Paul Bartolomucci about the school district goals sheet distributed (curriculum). Gail thought that this referred to reading and writing skills. She is not aware of any problems with the Language Arts curriculum but is with the Computer/Health curriculum. Paul said that we are in our second year of working on curriculum in Language Arts. Gail said that she doesn't want this to go too far without going through a change. She doesn't want us to waste our time when we should be spending the time on Computers/Health. Paul said that this is something

that we come up with as a district. Our priority is Language Arts but it is not the only thing that we are working on. Our major focus this year is Language Arts.

Gail had an additional question. The Superintendent asked his question at the last meeting "How would we know if we were doing the right thing?" Gail said that the fairest way to know is to ask the kids. How do we get this on to the agenda for this year? Tom Welden said that it was one of the School Board goals (goal #3) in the evaluation of the School Board and to get information back from former students. What we haven't done yet with goal #3 is to frame it out. He would put it on the next agenda to frame out.

Dan Harper asked when the next SAC (Selectman's Advisory Committee) meeting was. October 4th was the response.

Stewart Brock asked about the school board meetings in each town. He said that Gail Fath at the SAU is requesting dates for each town. Tom Welden reported that Greenfield will hold theirs on September 11th at 7:00 p.m.

Sue Dell said that Kelsey Stewart will do the student portion in future meetings along with an additional student to be named.

5. Reports

a. Teacher

Beth SanMartino said that the teachers were off to good start. The kids were very excited. In addition, Great Brook School began with their new principal. The principal returned for a second week so all is well.

b. Student

None.

c. Education

The next Education meeting will be held on Monday, September 11th.

d. Budget and Property

Craig Hicks said that they met last week. Good conversations took place. The next Budget & Property meeting is scheduled for September 12th at 7:00 p.m.

Tom Welden said that all minutes will be posted on the website which is being worked on. Minutes to all of the subcommittee meetings are being taken professionally.

e. Personnel

Dan Harper said that Personnel will meet next on September 18th.

f. Staff Development

Gail Cromwell reported that the Staff Development Committee met on August 28th. Gail said that this committee should be referred to as the Professional Development Committee. The available funds are divided into two parts, Tuition Reimbursement and Workshop Reimbursement, with \$51,750 in each part. The amounts remaining after the July and August requests are \$36,160 and \$43,807 respectively. The next meeting is scheduled for September 11th.

g. Communications

Stewart Brock said that the next meeting is scheduled for September 13th. The Web page, Budget communications and newsletter will be discussed.

Tom said that another subcommittee on the drug policy is currently formed. Paul Bartolomucci said that he would contact Mr. Kitz to request he attend the next meeting. Craig suggested that when Mr. Kitz comes Mr. Bruder should as well to talk about the Youth Risk Survey.

6. Old Business

a. Concession Stand

1. Income Flow
2. Expectations

Marian Alese distributed concession stand update (Attachment #1). She said that a series of raffles took place to fund a mobile concession stand for the ConVal district. It was done to award spectators at events a healthier choice. It was looked at as a way to raise additional funds for athletics. It was also looked at as a tool for students to gain management skills when running the concession stand. A donation was requested to be made to the Hal Porter Memorial Fund when using the concession. The idea is that the food service acts as a commissary. There is a \$25.00 user fee. A certificate of insurance is required as well as a \$500.00 deposit. In addition, Marian included the current concession bookings for the upcoming year.

Bart Goodeve asked how the 10% charge for cost of goods sold would be computed. Marian said that it is 10% of what is ordered from the Food Service. Dan Harper asked who oversees this. Marian said that either Tony Geracci and/or Donna Reynolds. One of the charges for Tony this year was to get this going. Bart asked why 10% rather than gross receipts. Marian said that she did not know.

Marian said that some organizations thought that gross receipts were unfair. Overtime would be required if staff was to run the concession.

Marian said that ConVal Food Service pays the bill and the organizations pay them back. Craig said that the concessions were not always run by a non-profit.

Marian said that the intention is to get it out in the community as much as possible. It is recognized that non-profits do not have a lot of money.

Craig said that most of this is up on the fields at the high school and is being run there. Marian confirmed.

Tom Welden asked if there were any other expectations here. Should anyone think of anything, please email Tom and he will get the information to Tony Geracci. Stewart Brock said that the perception why it was not being used is because the actual cost of goods was prohibitive and they thought that they could do better by going out to purchase the food themselves. Stewart suggested that Tony meet with people to relay this information to break down those thoughts. Marian said that the Wellness Policy controls some of the things that are being sold. We are trying to keep everyone happy and it is not always an easy thing to do.

Bart Goodeve said that he did not understand the 10% cost of goods sold charge. How do we justify this. Marian said that one of the intents was to help generate an additional source of revenue for the food service program. Marian said that if that is not what we want to do that is fine, that is the operation we ran under. Bart says that it creates an obstacle for some. He also said that it strikes him as a double dip. They get an inside cut. Marian said that the food service fund is a separate fund than the general fund. Marian said that if the food service is not operating at the revenue that we want them to then this was one way of addressing that. She also said that if it is a school group on school grounds we have to have some control. Bart said that he thought that the 10% margin added to the cost of goods was silly. He was against this additional margin. Craig said that we should just leave the concession at the ball field. If you have to buy the food from the food service it is different than accepting donations for the product. Our primary focus is to comply with the Wellness Policy. He disagreed with trying to boost the food service revenue when they are really trying to earn money for athletics. Marian said that if you use the facilities form, it states that concession sales are controlled by the District. Craig said that he understands that this is one of Tony's focus points but even if we quadrupled what was earned last year there is still a cost associated with having Tony manage this. Craig said that he is not faulting Tony but

that we should think further on this. Marian asked if he is suggesting that if it is onsite, that there is not fee. Craig said that you could still charge a fee for electricity, gas for the cookers etc.

Karen Estey said that there are only two items that they cannot sell in the concession, candy and French fries. Soda can be sold, corn dogs, and other non-healthy items. Karen asked if the Rotary uses the concession, who is going to move it? Marian said that the maintenance staff would move it. Karen said that she has never seen anything written about it.

Gail said that the easiest thing would be to charge everyone \$25.00 and give them the healthy guidelines.

Butch Estey said that it says that if they use the concession we would control what is being sold. If they sell at a table, are they allowed to bring their own food onto sight.

Tom Welden asked Craig if this should be addressed under Budget & Property. He further said that there might be an agreement not to charge the additional 10%. It will be resolved and put into writing at the next Budget & Property.

Marian asked about the Football Boosters usage this Saturday. Craig said that it would be in place as is.

Bart Goodeve motioned that until Budget & Property comes up with an alternative that we waive the 10% cost of goods and that we allow users to purchase their own goods provided they comply with our wellness guidelines. Stewart Brock second.

Butch asked now that they are told they can have soda, who will purchase the soda. Bart said that they will have to purchase it on their own. It does not yet go against our Wellness Policy. Marian said that the restrictions are for what our Food Service provides.

Unanimous.

Dan Harper asked if goods are not used that are purchased from the Food Service can they be returned. The response was that they could.

b. Internal Audit Committee

Gail Cromwell distributed a document titled "Internal Audit Committee". (Attachment # 2) Paul Bartolomucci said that any subcommittee is required to post their meeting schedule and take formal minutes. Paul said standards could be provided. Gail asked if this was not specific enough. Paul said that he did not feel that they were not specific enough. Bart Goodeve said that it was intended to capitalize on the adhoc nature of this. Tom said that because membership changes it would be good to have policies established.

Gail motioned to establish an internal audit committee. Butch Estey second. Unanimous.

Gail said that in last weeks Wall Street Journal, an interesting article on school laptops was printed. She distributed a copy to provide more information should this topic come to light again. (Attachment #3).

c. Policy Regarding Boosters and Facilities (Pgs. 2-5)

Tom said that this will not be discussed tonight but will be discussed under Budget & Property. Marian said that there is an event scheduled to be held this week.

Bart Goodeve reclused himself from further discussion.

Stewart Brock motioned that the insurance requirements be waived for this weekend only pending further review in Budget & Property. Butch Estey second.

Tom Welden said that this discussion comes because of the costs associated with obtaining liability insurance. Tom said that only two organizations exist with Tax I.D.'s which would require this waiver. Craig Hicks asked about the liability associated with someone eating a bad hotdog. Craig said that if they want to buy their own food and not buy the insurance we might want to withdraw the motion. Tom suggested that we contact LGC. Marian said that she has contacted LGC but they will not have a response by this weekend. Tom referenced a release document enclosed in tonight's packet. Craig said that in the past we have sold food out of a building on the fields and asked what has changed. Marian said that because there are two separate groups things have changed over the years. Karen Estey said that the football boosters have never needed this insurance before. No one ever required a certificate before. Arthur Knight said that the release could be used for this weekend. We could let them operate without insurance, at their own risk. Craig said that all agreements aside, they are going to look to the deep pockets which is us. Craig said that we should let the two organizations spend the \$200.00 to get the insurance. Marian said that binders could be obtained under the homeowner's policy in the past. Tom said that it is worthless. Craig said that he doesn't think that we should have to do anything. The Boosters should get a binder for this weekend. The idea is not to be punitive to the Boosters but to protect ourselves said Tom. Marian said that if they operate under our policies and procedures and follow our fundraising polices then they would fall under the District. Tom said that the organizations should obtain the coverage for a short time. They should get a binder from an agency. Tom said he would be happy to help with this.

Stewart Brock withdrew his motion. Butch withdrew his second.

Tom Welden distributed Timeline – Short List (Attachment #4).

Tom asked that anyone with thoughts on the budget should email Craig for the next Budget & Property meeting.

The ATC program will come back to us for further discussion on October 17th.

Drug Policy will come back to the Board after the Principals are heard from. Most likely for the October 3rd meeting.

High School Graduate requirements – Sue Dell said that the next meeting will take place on the 13th and then brought forward to the Education Committee.

Youth Risk Behavior Survey – Paul will contact Lee Bruder and George Kitz.

Communications will meet next week.

Principal goals will be brought forward on October 3rd.

Parking at the High School will be put on the Budget & Property agenda.

Stewart Brock suggested that Goal #3 – Report card be added to the list.

Wellness Policy – Ray Cote will outline and bring something forward for the next meeting.

Tom said that local pediatricians have concern about the obesity in children and have detailed a program to deal with this.

7. New Business

Stewart Brock said that he has received direct feedback from high school students about Lunch D and says that it is very crowded and that the food often runs out by that lunch. Secondly, about six months ago problems with the FES alarm system were discussed. An inspection had taken place and the alarms were still not operable. We need to make sure that they are operational. The next time they are inspected the school will be shut down for 24 hours. Paul said that they are aware of the situation and are taking corrective measures.

8. Approval of Manifests (Board Vote Required)

Marian certified that manifest 20 and 5602 totaling \$ 49,924.13 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 motioned to accept the approval of the manifests as read. Stewart Brock second. Unanimous.**

9. Non-Public Session: RSA 91-A:3,IIc
a. Two Personnel Issues

Dan Harper motioned to go into non-public session for two purposes of personnel at 8:16 p.m. Unanimous.

Respectfully submitted,

Brenda L. Marschok