

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

**CONTOOCOOK VALLEY SCHOOL BOARD**

**Tuesday, October 28, 2008  
Hancock Elementary School  
7 p.m.**

**MINUTES**

**BOARD**

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

**ADMINISTRATION**

Richard Bergeron, Supt.  
Don Johnson, Asst. Supt.  
Marian Alese, B.A.  
Linda Potter, SpEd.  
Tim Markley, H.R.  
Jeanie West, HES  
Sue Copley, PES  
Sue Dell, CVHS  
Gib West, AES/GBS  
Richard Dunning, SMS  
Chet Bowles, ATC

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

**Craig Hicks called the meeting to order at 7:05 p.m. The Pledge of Allegiance was recited.**

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

**a. October 14, 2008**

**Butch Estey moved to accept the minutes as read. Ray Cote second. Gail Cromwell abstained. All else in favor.**

**3. Public Comment**

None.

Jeanie West, Teaching Principal at Hancock Elementary, welcomed everyone tonight. She said that she feels very fortunate to have walked into a beautiful building that is well kept. She introduced Marianne Adams, HES Administrative Assistant.

Jeanie said that HES is working together in a combination of morning staff and evening gatherings reading Popham's book, *Transformative Assessment*. They are looking for ways of forming their own instruction to help students learn and recognize when they are not learning and how to change their habits to create a culture for learning.

Jeanie said that a culture of trust is being built in the classroom. Growth is being looked at to identify progression throughout the year as well as short term. Differentiated instruction is being looked at to keep students engaged in learning. All of this cannot happen if we do not support each other. We have made a commitment to support one another.

*Professional Learning Communities at Work* is another book that Jeanie is working with.

Jeanie said that the people at HES are committed to participating in their PLC. In addition, technology is another initiative at HES. Eight PC's are five years old, everything else in the building is 10 years old or older. She said that she came from a building where technology is soaring and she is aiming to bring HES up to a higher level. Jeanie said that four new PC's will be

added this year in addition to every teacher in the building possessing a laptop. Jeanie West invited everyone on a brief tour of HES. Craig Hicks thanked Jeanie for the tour and for hosting tonight's meeting.

#### **4. Consent Agenda**

##### **a. CVHS – Twelve AP Scholars Named**

Dick Bergeron referenced information in tonight's packet detailing a news release identifying 12 ConVal students as AP Scholars.

##### **b. ConVal Community Scholarship Foundation – Dollars for Scholars**

Dick referenced information in tonight's packet about ConVal Community Scholarship Foundation Dollars for Scholars. He said that he supports this 100%.

##### **c. Literacy Coach Introduction Memo**

Included in tonight's packet is a memo from Donna Issenberg, Literacy Coach, introducing herself as well as providing background information on herself.

##### **d. ATC Meeting Agenda**

Dick referenced the agenda to the ATC Region #14 meeting that he and Craig attended hosted at the SAU. Chet Bowles and Susan Dell were present as well. Dick said that it was a positive collaborative experience. The next meeting is scheduled in November.

Craig said that there was a lot of positive energy and a desire to collaborate. They will meet again in two weeks.

##### **e. Tech Advisory Meeting Agenda**

Dick referenced the first tech advisory meeting agenda included in tonight's packet. He recommended members of the tech advisory attending an education meeting to discuss performance standards.

Ray Cote said that there was a phenomenal amount of energy at this meeting.

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

##### **a. Request to Accept Gift/Donation**

- 1) South Meadow School has received from an anonymous donor, a donation of \$2,500 for the purpose of purchasing a Smart board for Nicole Pease and Lisa Foley's classroom.

**Butch Estey moved to accept the donation as read. Beverly Bacon second.**

Bev asked if staffing or some other change occurred would this change. For example, if these teachers did not team teach or something changed. Dick Bergeron said that it would go to the classroom. **Unanimous.**

- 2) Peterborough Elementary School has received from the PES PTO, a donation of \$17,356 for the purpose of purchasing playground equipment, surfacing and installation.

**Butch Estey moved to accept the donation as read. Beverly Bacon second. Unanimous.**

- 3) Pierce Elementary School has received from Linda Quintanilha, a donation of \$1,149.27 for the purpose of the student activity fund.

**Butch Estey moved to accept the donation as read. Mary Allen second. Unanimous.**

### **b. School Points of Pride**

Dick attended a meeting this morning at the high school. He said that as a follow up to Rachel's Challenge and in celebration of Red Ribbon Week, high school and middle students have spent the last two weeks in Advisory making a "red ribbon" chain. In an effort to start a "chain reaction" of awareness, CVHS, SMS, and GBS students answered two questions on the two sides of their chain link:

- What influence have I received from someone that I would like to pass on?
- What will I do to pass "it" on?

At CVHS today, students linked their Advisory chains together to create one part of an even greater chain that will connect the district middle schools together with the high school and eventually with regional schools to express the message: Be kind to one another and to yourself by making good choices.

The Harris Center for Environmental has chosen the outstanding fifth grade team at GBS as this year's Teacher of the Year. The team includes Linda Bundy, Sylvia Shea, Anne Kenney, and Barbara Black.

### **c. Straight-Line Enrollment Data**

Dick referenced the data included in tonight's packet. He said that there are classes that are projected to hover around 10 students per class next year.

Craig said that this brings a discussion about how we will support this. Alternatives will need to be discussed.

### **d. Monthly Events Calendar**

Dick said that we have scheduled our April 2009 School Board meeting for SMS over April vacation. In addition, a request was made for Pierce to hold their visiting Board meeting in December which is in conflict with their schedule. Pierce will host December 2<sup>nd</sup> and the December 16<sup>th</sup> meeting will take place at the SAU.

Bart Goodeve suggested conducting one meeting in April on the 14<sup>th</sup> at SMS.

In addition, the Energy Committee will meet on November 19<sup>th</sup>. The Technology Committee will meet on November 20<sup>th</sup>.

### **e. Personnel (attached)**

**Bart Goodeve moved to accept the resignations and nominations as read. Dan Harper second.**

Dan asked about the number of basketball resignations. Tim Markley said that several were not renewed and others have moved on.

Gail asked about the teams that are not designated as boys or girls, are they both. Gail said that she has seen the Golf Team advertised as the Boy's Golf Team and she would like to see gender equity in the title. Sue Dell confirmed that Jon Hall certainly had gender equity in mind. There was a change in coaching. She will remind athletics of this reminder. **Unanimous.**

## **6. Reports**

### **a. Wellness Council (Oct. 8<sup>th</sup> Minutes Attached)**

Topics from this meeting were discussed at the October 14<sup>th</sup> School Board meeting. Minutes from that meeting are included in tonight's packet.

### **b. Education Committee (Oct. 7<sup>th</sup> Minutes Attached)**

Topics from this meeting were discussed at the October 14<sup>th</sup> School Board meeting. Minutes from that meeting are included in tonight's packet.

**c. Communication Committee (Oct. 9<sup>th</sup> Minutes Attached)**

Topics from this meeting were discussed at the October 14<sup>th</sup> School Board meeting. Minutes from that meeting are included in tonight's packet.

**d. Budget & Property Committee (Oct. 21<sup>st</sup> Minutes Attached)**

Gail recommended that an ad-hoc committee form to address the Food Service Program. Lauren Kirkpatrick, Beverly Bacon, Mary Loftis, Butch Estey, and Gail Cromwell were interested in participating on this committee.

**e. Student Representative**

Craig introduced Mitchell Carney as the CVHS student representative.

Mitch reported that the Boy's Soccer team will play their first play-off game tomorrow on home turf at 3:00 p.m.

**f. Teacher Representative**

None.

**7. Old Business**

**a. Banwell Architects – Jules Chatot**

Jules Chatot, reported that the CVHS building has been looked at. It is structurally sound. It was found to have handicap accessibility issues. Doorways were too narrow, lack of accessibility to the girl's locker room were just several of the issues.

A program of building improvements that would meet program needs was developed. Goals to improve site access and traffic circulation, improve accessibility in the PE/Athletic area, add athletic fields, improve security and oversight at entrances, replace temporary Alternative Education classrooms, add and standardize CVHS classrooms, recover ATC space from CVHS use, provide more classrooms with windows to exterior, improve indoor air quality, include renewable energy, and coordinate work with ongoing data infrastructure improvements were cited.

Jules said that the overall sight was reviewed. The most significant thing is that the best way to relieve traffic within these sights was to develop a west access road that would be used for loading and unloading busses.

In addition, drawings of the building were consolidated to provide a solid basis of the building.

Jules provided a timeline of phasing. Phasing might work well to implement the projects in conjunction with debt. Phase A is to correct accessibility at locker room areas and gym area. Roof replacement is detailed. Phase B is the proposal to add a new west road between SMS and CVHS.

Bart asked for clarification of new and renovated space totaling approximately 164,000 sq. ft.

Craig said that the scope is the overall master plan of the facility and not just what we want to do. He said that some items may remain on the shelf for years to come. Although it totals a huge number, it is a master plan and not a wish list ASAP. Tonight, a better understanding of what is wanted by the Board is the goal.

Bart said that the 35 million dollars, is this the best bang for our buck versus looking at new space. He would need to be convinced that this is the best use of this money to meet our needs. We are never addressing the performance arts. It is always to be addressed and at the bottom of the list.

Gail said that she is interested in pursuing \$6 million dollars of items on the list.

She said that we have just toured a wonderful facility that was built for 140 students and now occupies approximately 60. We estimated 1,200 students at the high school. She does not see the future of CVHS with 1,200 students enrolled. She has looked at projections, she believes that we will be at 900 students +/- 50 students. She asked where the project that will improve air quality is listed.

Jules said that Phase C involves renovations that include air quality improvement.

Craig suggested that Phase E be implemented in one of the phases.

Mitch Carney, student representative, said that the arts is about handicap accessibility. Those students can get to the LHT and the music rooms. They cannot get to the gym for events because ½ of the stairway to get to the gym is consumed by a handicap elevator.

Ray Cote said that biomass is a significant project on its own and should not be tied to other expenses. In addition, he asked under Phase D, there is a project BE.2, which involves insulation. He asked the benefit. Craig said that the heat is going out and up right now. Ray said that he would like to see this done in an earlier phase.

Craig said that he had brought the bio-mass Phase up and the fixing up of the gym.

Ray asked that we come to an agreement on Phase A. He would like to see BE.2 included.

Bart said that Phase A is under pressure in terms of voters. Beyond that there are opportunities for alternative thinking.

Michelle Baggaley said that air quality at the high school has been a problem for years. Accessibility and the gym are problems. She suggested that air quality move up on the list.

Craig said that we can't just do "air quality" alone. He said that he will talk to the architect. Jules said that there may be an interim solution.

Bart suggested that Phase B and beyond be discussed in a separate time and hammered out.

Craig said that we are trying to couple our bond payments with our improvements.

Discussion took place.

Mary Allen asked for more information about debt reduction.

Marian Alese said that there will be a shortfall in building aid. In order to receive 55% building aid, we have to have a renovation that costs 25% of the value of our building or five million dollars. We have to prove that renovations will total either of those figures in order to receive building aid. The value of the building is based on 177,000 sq. ft X \$180.00 or \$150.00 per sq. ft.

Craig said that we currently have a bond payment on 25 million dollars. He said that we need to identify Phase A.

Ray Cote asked if Biomass would be considered for state aid.

Marian said that new construction is eligible.

Craig said that the Alternative Education space will need to be replaced.

Craig suggested that Phase A occur with ADA Compliance, biomass heating system.

Mary Allen said that she did not feel that we had an opinion on the biomass system yet.

Craig said that he would like to accelerate work in the Lucy Hurlin Theatre.

Craig said that Jules could devise a plan for the LHT. We need to focus on things that can be isolated and done by themselves.

Jules said that the theatre, language lab, and music rooms are located near one another. To work on them together will result in a lesser cost than if done separately.

Craig said that the hallways and main stairways along with circulation are of concern.

Dan said that Phase A should include things that the public can get behind and support. Things that they can embrace that can be seen, touched, and felt.

Craig said that the maintenance center and alternative education area should be considered.

\$2.2 million for ADA

\$1.6 for some alternative PE

\$500K for alternative education

\$500K for LHT

\$300K for BE.2

\$800K Maintenance Center

Dick asked Jules if we traded the maintenance for the adjoining maintenance, are we reducing our maintenance space.

Jules said current space is smaller than proposed.

Ray asked if 3300 sq ft. is sufficient.

Linda Potter said that the space also houses other personnel.

Bart said that we need to decide if \$5 million is what we want to pursue on the bond issue. Beyond that there are a dozen different opinions.

A sense of the Board was requested. Several Board members (Ray Cote, Beverly Bacon, Gail Cromwell, and Mary Allen) were in favor of further thought. All else were ok with the list

Craig asked for a motion of the Board

**Butch Estey moved for a contract to be brought forward from Banwell. Dan Harper second.**

Discussion took place

**Craig asked for a sense of the Board that a contract be brought to the next Board meeting but that all were in favor of the Architect moving forward. All in favor.**

Phase C includes a new heating system, alternative education, renovation of classrooms, LHT, music rooms, foreign language labs, ATC space and new childcare and life skills space.

#### **b. Stadium Improvement Project – Update & Request – Mike Crowe**

Mike Crowe, Co-Chair of the Stadium Improvement Project, does not want the project to just be thought of as the lights committee. He provided an update.

The Committee has met five times. They have 11 people on the committee and have subgroups. There are some challenges. We are trying to appeal to the public in several ways. They are considering alternative energy and light pollution. A solicitation has gone out. To date, we have generated over \$30K. Since the rollout, Wall Street has crashed, the economy is down. Letters to the Editor have been submitted. The group is excited for the progress so far. Another \$14,000 is committed from the Football Boosters. The money that has come in has been documented on a spreadsheet. They have set up a tent at several events to generate interest. The goal is for completion next fall. The interest generated is very positive. He said that the support of the Board and Superintendent is very big. They need to now brand their product. The letter generated from the Superintendent's office provided legitimacy. Since then, a brochure and letterhead have been developed. Three companies have been asked for bids on the lights. The recommendation will come forward to the Board. It will be the best bid, not necessarily the cheapest bid. There has been a favorable response. The problem is that people did not have all of the facts when they wrote letters to the editor. This will be a self-sustaining effort. The cost to light the field for one game is \$60.00. Jon's cost to rent the lights were high, the gate covered that expense. Mike said that this will be a revenue generator for this district. Plans for fundraising are underway. They have only just begun.

Mike asked for the Boards continued support. This is Mike's third time going at this project. Never before was there the support of the Board and District.

Mike Crowe made a formal request for \$40,000 from the Daniels Trust Fund to be transferred into their fund. Mike said that we will have to trench electric to the field. We may come back in the future to ask for more money.

**Dan Harper moved to transfer \$40,000 from Daniels Fund to the Stadium Improvement Project/Field Development. Bart Goodeve second.** He said that we are pledging 40K but that it didn't have to actually move yet.

Ray asked if this would go into a capital expenditure at this point.

Butch asked what the fund was earmarked for. Craig said that it was earmarked for this purpose.

Gail said that the principal of the Daniels Fund can be used and not just the interest.

Craig said that by us pledging \$40K will encourage more people to do the same.

Ray said that the bulk was suppose to come from community funds.

Dan said that we had this discussion previously and agreed on this.

Mike Crowe said that the goal is \$230K. He said that it will be broken down. We have had time and equipment donated. There is a huge cost associated to that in the total amount that can be

taken off in in-kind service. Other things will be able to be taken care of with this money. It is not just lights, but bathrooms etc.

Butch asked if this would go out to the public for bid.

Dick said that three vendors have been contacted for submittal of quotes. In addition, a thorough evaluation of replacement bulbs and other costs has been conducted.

Bart said that there is concern if there is a gap with fundraising and the start of the project. He asked that this be kept in mind. Mike said that we are aggressive, it is our goal.

**Ray Cote asked to entertain an amendment by saying that the Board will commit to \$40K vs. transfer of funds until the monies are raised. Mary Allen second. Unanimous.**

Mitch Carney said that with recent difficulties that the Board is facing, he would emphasize that it is not the Board that is requesting and it is not taxpayers footing the bill. There are a lot of people who are excited about this. There are also many who believe that it is taxpayer funded. He suggested that this be clarified.

Michelle Baggaley agreed that it should be clear that the \$40K was board supported and that this is not taxpayer funded.

Mitch further said that once this is clarified, there will be more enthusiasm.

Mike said that new letterhead will be used, everyone's strength will be necessary for this to become a reality.

Ray said that there has been some discussion about the letter. Dick Bergeron said that the letter was sent out by the committee but did have his signature. It was sent out from the committee.

#### **c. ConVal High School Competencies Update – Sue Dell**

Sue Dell said that she brings the new and improved high school competencies tonight. It has been challenging. The DOE chose not to establish a template. She and Dr. Bergeron attended a forum where they were able to hear a discussion on performance standards. She used material from that day to guide the staff. She reported that the high school staff has worked very hard to complete what she has requested of them.

She said that copies will be made available in key locations and placed on the web. She said that they are very good but still a work in progress.

Teachers will be able to use the competencies to write formative assessments that will allow teachers to teach and distinguish what is and is not being learned. It provides an opportunity to explore standards based grading and onto mastery at a proficiency level.

Sue said that competencies are not the end of anything but the beginning of everything.

#### **d. Second Read/Adoption Policies**

IJ – Instructional Materials

**Gail Cromwell moved to adopt as a second read. Ray second. Unanimous.**

Craig said that we directed the Superintendent to come up with alternatives to tutor our students who have been unable to receive extra help. We are taking steps because of Work to Contract to make sure our kids get what they need.

### **8. New Business**

#### **a. ATC – EBD (Engineering by Design) – Chet Bowles**

Chet distributed two documents, a copy of the RSA and an overview of EBD. We are one of few in the state to receive free curriculum. One option was to adopt curriculum called *Project Lead the Way*. It came with available funding to purchase equipment and supplies. It was very prescriptive of costs. We chose never to implement it. Two years ago, when curriculum EBD was designed, it

addressed the expenses and flexibility guidelines. It allows schools to be flexible in their implementation. Curriculum is far less expensive. Last year, the cost was approximately \$25K for

the entire State. It has credibility for inclusion in the RSA. The RSA says that those same funds for *Project Lead the Way* can be accessed for EBD. Up to \$15K in middle school funds can be used in a variety of ways specific to this program. The application is beginning to access funds.

Chet said that the class is currently called Mechanical and Architectural Design. It is part of the reason why some students fail to enroll in this class. The name will be changed.

We currently are connected with the NH Technical Institute with a program called Running Starts. Two of our courses are currently connected. Six college credits could be earned by taking our current course. They are transferable credits. The curriculum for EBD is part of a national group of technology educators. NH is endorsed by NH Technology Education Association and by the State Directors of Career Technical Education. It is supported by the DOE. We have adopted the EBD curriculum this year for our first year students.

Ray Cote said that this is wonderful that this is moving forward. He was confused by the RSA and the goals. The EBD is focused on all students getting this experience. He asked what the vision is for getting all students involved in this experience. Chet said that by moving this into the middle schools to broaden this experience is one way. Connections with Pre-Calculus have taken place in the past. Ray said that he hoped that connections in the area of Literature would be made as well, it is a way of problem solving. He said that EBD is explicitly all students.

Emily Fernandes, CVHS student, asked if they were specific classes. Would they be considered college prep or honors? Chet said that they are 123 courses and the next level would be college prep. They may have to rethink this in the future.

#### **b. First Reading Policies**

##### IHBH – Extended Learning Opportunities

Gail said that this deals with programs that students might engage in as an alternative.

**Gail Cromwell moved to accept IHBH as a first read. Butch Estey second. Unanimous.**

##### IHBH-R - CVHS Extended Learning Opportunities Course Criteria and Application Procedures

Gail said that these are the regulations associated with the above.

##### IMBC – Alternative Credit Options

Gail said that this is a way for students to do something other than what is actually in the curriculum. This is a bigger policy that is more global.

**Gail Cromwell moved to accept this as a first read. Butch Estey second. Unanimous.**

Dick suggested that a whole new set of obligations that state the “super or designee” in the policy. He asked that “designee” be added.

##### IHBI – Alternative Learning Plans

Gail said that the above all go together. They deal with multi-year programs. Alternative Learning Plans is much larger than the other two.

**Gail Cromwell moved IHBI for a first read. Butch Estey second. Unanimous.**

##### IKF – High School Graduation

Gail Cromwell said that this will be tabled for another day.

##### ILBA – Assessment of Educational Programs

**Gail Cromwell moved for a first read. Ray Cote second. Unanimous.**

##### ILBAA – High School Competency Assessments

Gail said that this is how we define competencies. It defines what you will learn and performance based assessment on how you will show that you have learned.

**Gail Cromwell moved as a first read. Butch Estey second.**

Ray asked if the course credit is associated with proficiency or mastery, what is the definition of that. Craig said that because they are a first read, more conversation is needed. **Unanimous.**

GBA – Equal Opportunity Employment

Gail said that these deal with EOE and it states that we will not discriminate.

**Gail Cromwell moved GBA for first read. Butch Estey second. Unanimous.**

GCC – Professional Staff Recruiting

Gail said that we have hired an HR Director.

**Gail Cromwell moved GCC for a first read. Butch Estey. Unanimous.**

**c. Policies for Deletion**

IL – Testing Programs

IM/AFE – Evaluation of Instructional Programs

**Gail Cromwell moved to delete IL and IM/AFE because of redundancy. Beverly Bacon second. Unanimous.**

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

Marian certified that manifests 38 – 44 totaling \$493,666.92 and Sub Run 108 and 109 totaling \$295,670.84 and Payroll 9 totaling \$1,330,604.70 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.

**Ray Cote moved to accept the manifests as read. Gail Cromwell second. Unanimous.**

**10. Input and Corrections - Electronic Actions/Requests**

**None.**

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

**a. Negotiations**

**Dan Harper moved in accordance with RSA 91-A:3, llc on a roll call vote at 10:00 p.m. to enter into non-public session for purposes of negotiations. Unanimous.**

**Butch Estey moved to seal the minutes of non-public session and adjourn at 10:31 p.m.**

**Mary Allen second. Unanimous.**

Respectfully submitted,

Brenda Marschok

