

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

CONTOOCOOK VALLEY SCHOOL BOARD

Tuesday, December 2, 2008

Pierce Elementary School

7 p.m.

Minutes

Board

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

Cheryl Orcutt, CVEA

Administration

Don Johnson, Asst. Supt.
Marian Alese, B.A.
Tim Markley, H.R.
Linda Potter, SpEd.
Pamela Campbell, Pierce
Sue Copley, PES
Richard Dunning, SMS
Sue Dell, CVHS
Gib West, AES/GBS

1. Call to Order and Pledge of Allegiance

Craig Hicks called the meeting to order at 7:02 p.m. The Pledge of Allegiance was recited.

Pamela Campbell, Pierce Elementary Teaching Principal, welcomed everyone to tonight's meeting. She shared a PowerPoint presentation outlining the rules and accomplishments in her building. Among them are that three of her teachers are "Fellows" of the Plymouth Writers group. Four are Ortan-Gillingham reading certified as well. Five master level teachers are in her building, third and fourth graders participated and reflected on the results of the "My Voice Surveys". Fourth graders see themselves as leaders and models involved in all PBIS roll-outs. In addition, close involvement with the town including the Police Dept., Historical Society, Bruce Edes Forest, Fire Department as well as sponsorships and donations from the Monadnock Paper Mills take place in conjunction with Pierce. Ms. Campbell shared that their School In Need of Improvement (SINI) goal is that students will make progress toward state standards. They will prioritize use of NH GLE's and key concepts, and provide responsible instruction based on systematic assessment data. They aim to provide Pierce School staff supports through professional development. PLC's fit into Pierce by constantly visiting the four guiding tenants. Master Meetings take place five mornings a week to increase communication among personnel, increase the resources in the building and in the district. It allows for better coordination of the curriculum within the grades. Moral has been increased. Ms. Campbell said that the HILL fits in to Pierce by assessing literacy strengths and needs, addressing the school's needs regarding the RTI model. Literacy Coaches fit in by bringing embedded professional development into the classroom. They help them to use data that is reflected in instruction. They assist teachers by aligning their practice with state expectations. Lastly, Ms. Campbell distributed a copy of the School Improvement Action Plan. A tour of Pierce took place.

Craig Hicks thanked Pamela for hosting tonight's meeting and for the tour.

MISSION STATEMENT

The ConVal Regional School District, in partnership with its member communities, will inspire all learners to achieve academically, contribute to the global community, and thrive as independent and productive citizens.

2. Minutes (Board Vote Required)

a. November 18, 2008

Butch Estey moved to accept the minutes of the November 18th meeting. Ray Cote second. Unanimous.

3. Public Comment

Fran Chapman, Peterborough, said that he likes cell phones but that he cannot see them in our schools. He feels that the distraction is not needed. In addition, he hopes that the hot lunch program will get a hard look.

Craig explained that Saturday's Budget & Property meeting has been cancelled and will be rescheduled. Date to be determined.

Dan Harper suggested conducting a four-hour evening meeting rather than a Saturday meeting. Craig asked for a sense of the Board. Ray and Gail were in favor of one Saturday. Craig said that tentatively we should consider December 13th.

4. Consent Agenda

a. Catastrophic Aid Memo

Craig referenced a letter enclosed in tonight's packet relative to catastrophic aid.

b. CVHS Student Letter

Craig referenced a letter in tonight's packet from a CVHS student.

5. Superintendent's Report and Presentation of Business

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

ConVal High School has received from Robert & Shirley Osborn of Bridgeport, CT, a Baldwin Piano valued at \$500.00 for use in the Lucy Hurlin Theater.

Butch Estey moved with sincere gratitude to accept the gift as read. Beverly Bacon second. Unanimous.

b. Personnel (Board Vote Required)

1. Retirement 2010

CVHS – Marie Clarie Wheeler French

CVHS – Raymond Sweeney Music/Chorus

Tim Markley said that in addition to the two above, Margaret Sharby, PES Special Education, will be retiring in 2010.

2. Resignation

CVHS – Mary-Ellen Burnett Science

Tim read the resignation above.

Stewart Brock moved to accept the retirements and resignations as read. Mary Loftis second. Unanimous.

3. Sabbatical Leave Request

SMS – Michelle Brezovec January 2010 – June 2010

Craig Hicks said that this item would be tabled until non-public session.

c. Monthly Events Calendar

The Selectmen's Advisory Committee meeting scheduled for December 3rd will take place with the selectmen themselves to organize. It will not encompass the School Board. Therefore, remove from calendar. In addition, the Budget & Property work session will not take place on December

6th. Wellness will meet on December 10th at 7:00 p.m. at the SAU. Communications Committee will not meet on December 10th but rather on December 15th at 5:30 p.m. before the Education

Committee meeting. The Policy Committee will meet on December 17th at 8:30 a.m. at the SAU and Food Service Committee will meet on December 15th at 9:00 a.m.

6. Reports

a. Points of Pride

Craig Hicks outlined the selection of Emily Hartnett and her mentoring proposal to attend the NSDC Annual Conference Planning Committee in Boston, MA from July 19-22, 2009.

In addition, Craig read information from Jon Hall, CVHS athletics, recapping the fall season for most sports.

Bart Goodeve said that the production of the Laramie Project was a fine production. It was integrated with a visit from Gene Robinson which was well coordinated by Kirby Elliott.

b. Teacher

Cheryl Orcutt, CVEA, said that the teachers are delighted to resume regular duties and extra-curricular duties. She appreciates all the hard work on both the teachers part and Board in resolving contract issues.

c. Student

None.

Butch Estey reported that the Food Service Committee has met twice. There is a deficit of over \$400,000. Plans were made, and took place, to visit the schools and have meals in some of the buildings. This clarified questions that existed. The Committee came up to raise the prices as a first step for meals. The amount that we get paid by the feds actually causes us to lose money. Middle School and High School will now be \$3.00 and .50 more for the adult meal. Elementary School meals will cost \$2.00 and \$4.50 for adults.

We took into consideration the cost out in the field, the quality of the food and the quantity.

Gail Cromwell added that Donna Reynolds and Marian have been thinking of this. A letter will be sent out to parents along with free and reduced lunch applications. The increase will take affect in January. Bart asked what benchmarks would be measured. Butch said that they want to measure if participation will go up or down. Marian said that because it is a federal program, there is a lot of data that can be used to look at. Bart asked if specifics have been identified in advance for monitoring. Gail said that we cannot continue to run at a deficit. We are offering a quality meal. Bart asked if the increase in price is expected to translate to specific revenue. Gail said that they did not. We want to know how many children start bringing their own lunch. We care that kids eat a lunch. Craig said that the fed pays \$2.57 and we have to be .40 cents above that. We have not capitalized on the .40. Stewart suggested that the letter be sent out sooner rather than later. If it gets too close to January the increase should be moved to February. Arthur Knight said that he has eaten at GBS several times and finds the food to be good and a good value. He asked if the a la carte items would be increased as well. Marian confirmed. Dan Harper asked if thought was given to beginning this the next school year. Gail said that this discussion began in August with a plan for an increase this year. Craig disagreed with Dan. He said that we have the data and it is our job. We are trying to be smart about managing the district's resources.

Marian said that the goal is to have the Food Service Program be 100% self sufficient. Currently it is being subsidized by the general fund. In the past, we have raised prices after the holiday break. It is not something new. Bart supported Dan. Care should be given as to how we roll this out. K Linda Quintanilha, parent, said that she prepaid for the entire year. Would invoices be mailed to those that have prepaid. It was confirmed that an adjusted invoice would be mailed.

Fran Chapman said that we feed more people in the region than any other one facility in the area. Therefore, if you are studying food costs, the prices are going up. We are in trying times. He said that if we recognize a loss we ought to do something about it. Beverly Bacon said that those that prepaid received a discount. She asked if this would still remain. It was confirmed.

Linda Quintanilha said that it should be clearly explained that if Free and Reduced Lunch (FRL) is applied for, the school district receives extra assistance. Butch said that one person or two are the only two that know who receives FRL. The information is kept confidential.

Butch Estey moved to increase the price for lunches \$2.00/2.50/3.00 in the elementary, middle and high school respectively plus adult lunches to 4.50 effective January 2009. Dan Harper was opposed. All else in favor.

Mary Allen reported that the Energy Committee met. A lot of time has been spent discussing energy conservation. The HVAC addition has been a good one. We were looking at unused space in the small schools. Closing up unused space for the winter will be discussed. In addition, looking at space usage by outside groups will be researched. A vote was taken to look at options of biomass or wood heat usage. We are interested at looking at this further in one year. We are not recommending that this be included this year. Craig added that although a dip in the price of oil has taken place, we should continue to investigate alternative sources of energy. Craig said that we will have to reinvestigate our a la carte menu for building. This should be placed on a future agenda.

7. Old Business

a. 2nd Read/Adoption of Policies (Board Vote Required)

IHBH – Extended Learning Opportunities

Mary Loftis said that this encourages study outside the regular classroom. Classes may be taken for credit or to supplement regular classes among other reasons.

Mary Loftis moved to adopt IHBH. Butch Estey second. Bart said that the policy speaks about an ELO Coordinator. Sue Dell said that it would be the Director of Guidance. **Unanimous.**

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

Included above. Procedural piece to policy IHBH.

IMBC – Alternative Credit Options

Gail Cromwell moved to adopt IMBC. Butch Estey second. Unanimous.

ILBA – Assessment of Educational Programs

Mary Loftis moved to adopt policy ILBA. Butch Estey second. Unanimous.

ILBAA – High School Competency Assessments

Gail Cromwell moved to adopt ILBAA. Butch Estey second. Unanimous.

8. New Business

a. 1st Read of Polices (Board Vote Required)

EHAA/EHAA-R – Acceptable Use Policy: Staff

Mary Loftis said that this has been reviewed by the Technology Committee. It addresses appropriate use of technology by staff. **Mary Loftis moved that it be accepted as a first read.**

Ray Cote second. Ray added that there is no statement that the email address will only be used for ConVal related work. He was disappointed not to see such a statement in this document and

would like to see a statement added. Bart Goodeve asked how it would be monitored and enforced. Ray was not aware of such a discussion. Ray said that if you are having communications when visiting websites, one should not use their ConVal email address. Ray said that the intent is presentation of ConVal outside of the ConVal community. Bart said that many educational institutions have given up on this attempt. He asked about the expectations of privacy paragraph. He said that we are governed under the rights of privacy but we do not guarantee any. Don said that the language might have come from NHSBAA. Bart asked Don for verification. Don

confirmed that he would find out. Ray said that email is often insecure. We might want to consider assuring secure internet connections between staff and the SAU. Bart said that a paragraph is needed to affirm that it comes under FERPA.

Craig said that it needs more work and is here tonight as a first read.

Unanimous as a first read.

IK – Earning of Credit

Gail Cromwell moved to accept as a first read. Stewart Brock second. Unanimous.

IKA – Grading System

Mary Loftis moved to accept as a first read. Gail Cromwell second. Unanimous.

IKB – Homework

Gail Cromwell moved to accept as a first read. Arthur Knight second. Unanimous.

IKE – Promotion and Retention of Students

Mary Loftis moved to accept as a first read. Gail Cromwell second. Unanimous.

IL – Evaluation of Curricular Programs

Gail Cromwell moved to accept this as a first read. Stewart Brock second. Unanimous.

Craig thanked Mary Loftis and Gail Cromwell for their hard work on this committee.

Stewart distributed information on talking points about the new contract. (See attachment #1)

Gail corrected the third item to delete CVEA and state all contributing members. Bart said that precise numbers are not available yet. Bart said that as of April 1st covered employees will be covered under the new salary schedule during those months. When they will be paid needs further discussion. A surplus of funds is necessary to pay them in the current year. If not, they will be paid in the following budget year. An Article is necessary for this to take place. Craig added that it was his understanding that the voters will need to approve this contract first for anything to occur. Stewart asked for more time to continue to put something together. This provides information to the public. Stewart will seek clarification on the steps.

Gail said that she is bothered by the vagueness of this. She said that we voted on dollars. Bart said that the numbers shown were tentative only for illustration purposes. Craig said that calculations need to be done. Stewart said that we want to communicate more detail.

Bart said that he was asked to contribute to a Viewpoints column by the Ledger. He said that he is happy to contribute unless there are objections. Gail asked the point of the two pieces. Bart said that it provides more information to the public. Mary Allen said that although we are in agreement, a vote is still necessary. The March vote is the focus.

9. Approval of Manifests (Board Vote Required)

Marian certified that the manifests 52 through 55 totaling \$295,099.04 and Sub Run 113 and 114 totaling \$197,837.66 and Payroll 11 totaling \$1,345,194.49 have been reviewed by her 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.

Gail Cromwell moved to accept the manifests as read. Butch Estey second. Unanimous.

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

Dan Harper moved in accordance with RSA 91-A:3,IIc for two matters of personnel. Unanimous on a roll call vote at 8:45 p.m.

Butch Estey moved to seal the minutes of non-public session at 9:17 p.m. Second by Stewart Brock. Unanimous.

Stewart asked if anyone had an objection to the communication about the tentative agreement to the Ledger be in the form of a Letter to the Editor. There were none.

Bart asked about the information in last weeks Ledger in form of a full-page information page from SAU # 63. Mary Allen will investigate.

Marian distributed a copy of the ConVal School District Proposed Budget for 2009/2010. The budget is roughly up 2%. Things have changed since, and she urged people not to get upset. In addition, the information included in tonight's packet includes names of individuals and this is a Confidential Document. Lastly, she distributed additional information for consideration to the budget. She said that it is a changing document.

Craig will confirm the 13th or confirm if preference is for two nights for the Budget work session.

Craig Hicks moved to adjourn at 9:24 p.m. Second by Ray Cote. Unanimous.

Respectfully submitted,

Brenda Marschok