

**NEW BOSTON SCHOOL DISTRICT  
New Boston, New Hampshire 03070**

**NEW BOSTON SCHOOL DISTRICT SCHOOL BOARD MEETING  
Wednesday, March 22, 2017 - 6:30 PM**

**New Boston Central School Library  
15 Central School Road, New Boston, NH 03070**

**PRESENT**

**SCHOOL BOARD**

Wendy Lambert  
Kary Jencks  
  
Fred Hayes  
Glen Dickey (6:35)

**ADMINISTRATORS**

Brian Balke, Superintendent  
Tori Underwood, Principal  
Ray Labore, Business Administrator  
Corey Izbicki, Business Office Assistant  
Randy Loring, Facilities Director

**OPENING**

**CALL TO ORDER**

Brian Balke called the meeting to order at 6:30 PM with the Pledge of Allegiance. The Clerk swore in re-elected members Kary Jencks and Fred Hayes.

**NOMINATION OF OFFICERS**

*Fred Hayes moved to nominate Wendy Lambert Chair of the Board. Kary Jencks seconded the motion. The motion carried (3-0 Glen Dickey and Bill Schmidt absent)) Wendy took over the meeting. Kary Jencks nominated Glen Dickey Vice-Chair of the Board. Fred Hayes seconded the motion. The motion carried (4-0 Bill Schmidt absent)*

**APPROVAL OF MARCH 8, 2017 SCHOOL BOARD MEETING MINUTES**

*Fred Hayes moved to approve the March 8, 2017 School Board meeting minutes as written. Kary Jencks seconded the motion.* The Board then reviewed the March 8, 2017 School Board meeting minutes and made the following changes:

Page 2, third paragraph, second sentence, change “spelling” to “spelled”

Page 2, under Manifest and Vouchers, last sentence, change “his” to “Glen Dickey’s”

Page 2, under Unreserved Fund Balance, change “\$165,000 for elevator repairs done in last spring and the promised tax relief to the town of \$150,000” to “\$165,000 for elevator repairs and other projects approved last spring and the previously promised tax relief to the town of \$150,000”

Page 3, under RFP Review, second line, add “mill EPDM” after “60”

*Fred Hayes moved to approve the March 8, 2017 School Board meeting minutes as amended. Kary Jencks seconded the motion. The motion carried (3-0-1 Glen Dickey abstained)*

**CORRESPONDENCE**

Brian noted the Correspondence folder contained the following:

- A memo from the Planning Board about a new town business. No school impact is anticipated.
- A memo from NHSBA about School Board Member Orientation and New Member Workshop. Board members should let Administrative Assistant Denise Morin know if they are interested in attending.
- Wendy displayed an artistic trophy the District purchased for former District Moderator Jed Callen that will be gifted to him in thanks for his 22 years of service to the District. Glen noted he reviewed the purchase in the Manifest and Denise helped the District purchase this beautiful item for a great price.

## **PUBLIC COMMENT**

None.

## **BUSINESS OPERATIONS/FINANCIALS**

### **MANIFEST AND VOUCHERS**

The Board conditionally approved the March 8, 2017 manifest at that meeting. Glen has now reviewed the manifest and it is ready for final approval. *Glen Dickey moved to approve the March 8, 2017 manifest in the amount of \$2,457,757.77. Fred Hayes seconded the motion. The motion carried. (4-0)*

The Board reviewed the March 22, 2017 Manifest Summary sheet noting the modular roof is included. The Board asked Facilities Director Randy Loring if anything would need to be added over the door to protect people entering from falling snow. Randy did not think it would be needed due to the pitch of the roof but will confirm that with portable manufacturer Schiavi. *Glen Dickey moved to approve the March 22, 2017 manifest in the amount of \$439,133.20. Fred Hayes seconded the motion. The motion carried. (4-0)*

### **UNRESERVED FUND BALANCE**

The Board reviewed the updated projected unreserved fund balance with a handout. Ray reported this is a first look at the balance for the 16/17 school year. He is not sure yet how revenues will total or how the fund balance will be used for 16/17. The balance is currently \$328,532 after deposit to the Building and Renovation fund of \$100,000 now that Article 3 passed, road repair \$52,500 for drainage close to the pavement, \$165,000 for elevator repairs and other projects approved last spring and the previously promised tax relief to the town of \$150,000. A project list will be reviewed at the April Board meeting.

## **REPORTS**

### **PRINCIPAL'S REPORT**

Tori Underwood reported the following:

- Two NBCS Destination Imagination teams competed at GHS. The team led by fifth grade teacher Jenna Lydon will compete at the state competition April 1.
- Fourth graders began Smarter Balanced testing.
- Tori and Assistant Principal Tim Stokes began teacher evaluations.
- The incoming Readiness/First Grade parent information night is April 4 at 6:00 PM in the NBCS library. There are approximately 86 first graders registered so far so four first grade classrooms will be needed next year.
- Approximately 39 kindergarteners are registered currently for next year. More are expected. The incoming kindergarten parent information night will be held in early May.
- The next Community Meeting showcase of student work is April 6 at 8:30 AM.
- Wendy commented the heat in the gym was not working correctly during the election. This was mentioned at the Selectmen's meeting March 20. It is now fixed.

### **SUPERINTENDENT'S REPORT**

Brian Balke gave the Superintendent's report:

- Options for the unfilled custodial position and uncompleted projects that need to be done around NBCS will be presented to the Board such as hiring contractors or offering overtime to current custodians.
- Randy will update and prioritize the project list.
- Brian will write a press release tomorrow as MVMS was selected as a NE League of Middle Schools Spotlight School that exemplifies best practices.
- An SAU safety meeting focusing on school safety took place yesterday with all Principals, Police and Fire Chiefs.
- Brian will attend the upcoming Recreation Commission meeting to discuss options for afterschool activities and possible NBCS needs concerning the White Buildings.

- The SAU Board meeting is tentatively scheduled for April 11 at 7:00 PM at the Goffstown library.
- The Goffstown budget committee will hold a Public Hearing next week to request expenditure from its 2.5% contingency fund for a large drainage project.
- The GHS Destination Imagination team placed first.
- A successful lock down drill took place at GHS today where emergency equipment was tested and worked appropriately.
- An unusual smell was noticed in the GHS Art wing today causing discovery of a bushing and pipe issue. It was fixed immediately.

## **GOFFSTOWN SCHOOL BOARD SUB-COMMITTEE REPORTS**

### **C&E COMMITTEE REPORT (NEXT MEETING 4-10-17 @ 7:00 PM @ SAU)**

Wendy reported she attended the recent meeting where Technology Directory Gary Girolimon presented on the technology and dark fiber system in Goffstown that he plans to use in New Boston as well. Gary will meet with the New Boston School Board in April to present his analysis of the NBCS technology system. The GHS Guidance Counselor also presented at the meeting as all SAU Guidance Counselors recently met to update their curriculum.

### **POLICY REVIEW COMMITTEE REPORT (NEXT MEETING 4-10-17 @ 6:00 PM @ SAU)**

Fred reported the Committee reviewed Goffstown School District policies at their recent meeting.

### **NEW BOSTON POLICY REVIEW COMMITTEE REPORT**

Fred reported the Committee met March 8 where the following policies were reviewed:

**1<sup>st</sup> Read-IJOC Volunteers:** The Committee amended this policy and it is now very similar to the Goffstown policy. The changes include a volunteer confidentiality agreement Goffstown has that was added as a regulation. The Board will discuss implementation of this policy including budget impacts at a later date. Insurance coverage needs to be considered. Ray will research this and report to the Board. Brian noted the RSA recently changed to involve new reporting information after fingerprinting where the Superintendent is now notified of any misdemeanor convictions and he meets with these people confidentially and then shreds the information after.

**2<sup>nd</sup> Read-BCA Ethics and BCA-R Ethics Regulations:** The Board will read, review and sign this policy annually, probably at its Retreat meeting. The Board noted there is a repeated sentence that needs to be removed. *Fred Hayes moved to approve Policy BCA and BCA-R as amended. Glen Dickey seconded the motion. The motion carried (4-0)*

### **ANGELL AND COMPANY FINANCIAL AUDIT REPORT**

Matt Angell from Angell & Company and Cory Izbicki from SAU 19 were present to meet with the Board to present the results of the recent School District financial statement audit. No difficulties were found during the audit. Matt complimented the District on a very clean audit as one of the best he has ever seen. The Board thanked the Business Office for maintaining records and the business office to allow this process to run smoothly. Matt commended NBCS Administrative Assistant Ruth O'Brien for doing a great job managing the Student Activity fund and noted it is very well managed.

### **OLD BUSINESS**

#### **UPDATES**

**Roof RFP:** Facilities Director Randy Loring presented the draft RFP for Board review. The Board revised the RFP and recommended it be put to bid. The Board viewed roofing samples. Bill sent comments by e-mail and these were reviewed. The roof is a major investment and the District wants to make sure it is done right. Randy will be the direct point of contact and plans to hold regular meetings to review progress throughout the project, which is expected to take four weeks this summer. Randy will review all bids and bring a recommendation to the Board who will consider the recommendation by reviewing all bids. *Fred Hayes moved to authorize Facilities Director Randy Loring to release the Roof RFP. Glen Dickey seconded the motion. The motion carried (4-0)*

**Space Needs Committee:** Kary reported the Space Needs Committee will meet April 19 to discuss projected Kindergarten enrollment and possible NBCS White Building needs. The Board wants to give the Recreation Department as much advance notice as possible if this is necessary and does not plan to affect the Recreation

Summer Program. Architect Jamie Neefe agreed to for update cost estimates for the proposed addition. The Committee will review these at the meeting.

**Snow Day Discussion:** Brian reported the GEA met today for an emergency meeting and vote regarding snow day makeup. The outcome of the vote is unknown at this time. Denise will e-mail the results to the Board. Brian, Assistant Superintendent MaryClaire and Human Resources Director Kate Magrath have been working with the unions and other groups that work for the SAU. A meeting took place with all four unions to discuss options. The same conversation took place with all Principals. The Administrators recommend extending school days by 15 minutes in the morning and 15 minutes in the afternoon beginning April 10 to make up four of the five snow days. If this occurs, the last day of school for student will be a half day on June 19 and the last day for teachers will be June 21. New Boston unions agreed. The Goffstown Board conditionally approved adding thirty minutes to each school day beginning April 10 contingent upon GEA approval. The GEA is the last union to approve. The bus company and food service workers are on notice of the possibility of four less days and the administrators are working with these groups. The possibility of New Boston going forward with the recommendation if Goffstown denies it was explained to all groups. Wendy requested the calendar be discussed at the upcoming SAU Board meeting as many groups have asked that starting school earlier in the fall be considered. *Glen Dickey moved to conditionally approve extending each school day by adding fifteen minutes before and fifteen minutes at the end of each school day beginning April 10 contingent upon GEA approval. Fred Hayes seconded the motion. The motion carried (4-0)*

## **NEW BUSINESS**

### **ECOSMITH RECYCLERS REQUEST**

President of the NBCS Support Staff Association Jillian Smith was present to meet with the Board to discuss a fundraising idea for the annual NBCS Support Staff Scholarship. The only requirement to apply for the scholarship is to have attended NBCS for at least one year. The Association currently fundraises through an annual 50/50 raffle. ECOSmith has similar ideas about children's futures. Jillian met with ECOSmith Manager Peter Schellenberger who suggested placing a bin to collect textiles in a far corner of the NBCS parking lot. It would be well maintained by ECOSmith and they would pick up every other week or more if necessary. They would be a phone call away if any issues arise. The bin is expected to be used as NBCS is one of the largest businesses in town with heavy traffic each morning and afternoon and the location of many diverse activities at night and on weekends. A bin would show NBCS' commitment to recycling. The Association would receive a monetary award for setting up a bin and a quarterly award that it would use toward the annual scholarship. ECOSmith is a local business. The items would not be reused but would be shredded and shipped for use overseas, a commodity like paper and cardboard. The Association is asking for permission to place a collection bin to profit the support staff scholarship.

Brian reviewed the history of this request as Dreamkeepers previously presented a request with ECOSmith to the Board approximately six years ago. The Board at that time was concerned and decided not to go forward. Goffstown schools do not have bins; the Dunbarton school does, as do other schools. NBCS does not have a dumpster except in summer months and is completely dedicated to recycling and trash removal by the Green Machine truck with the New Boston Transfer Station. The Transfer Station does not have a bin. The dumpster kept at NBCS belongs to the Recreation Department.

The Board is concerned about what would happen to items left that are not allowed to be collected. The SAU will review the minutes from the meeting six years ago when this was discussed and bring it to the Board at the April meeting along with any applicable policies. This will be tabled for now. Jillian will ask ECOSmith how they deal with the issues the Board is concerned with.

### **ELECTION RESULTS**

More voters voted this year than previous years. 1,200 people voted in New Boston. The School District ballot had a good result with all candidates unopposed and both Article 2 and 3 passed. 1,100 people voted in Goffstown. The Goffstown School District ballot had a good result with both the budget and contracts passed. The Board considered how to get information out to voters and hopes the New Boston Bulletin will be able to

help with this. New Boston has among the lowest per pupil cost in the state with great return on investment as despite the low spending, NBCS is above the state average in all areas of NECAP/SBAC testing. Voters are requesting a prioritized project list that the District plans to provide next year but the District is concerned about unanticipated facility needs that could be very expensive such as septic or heating system failure that could happen anytime.

## **2017-2018 COMMITTEE ASSIGNMENTS**

### **NEW BOSTON SCHOOL BOARD COMMITTEE REPRESENTATIVES 2017-2018**

**AREA Committee:** Wendy Lambert and Glen Dickey

**CIP Committee:** Bill Schmidt

**Finance Committee:** Glen Dickey and Bill Schmidt (Alternate)

**Public Relations Liaison:** Kary Jencks. Tori also writes an article for the New Boston Bulletin.

**MVMS Liaison Committee:** Kary Jencks

**GHS Liaison Committee:** Wendy Lambert

**New Boston Policy Review Committee:** Wendy Lambert and Fred Hayes

**Selectmen's Meeting Liaison:** Wendy Lambert

**School Board E-Mail Monitor:** Wendy Lambert

**\*\*Goffstown School Board Sub-Committees\*\***

**Administrative and Finance Committee:** None

**Curriculum/Education Committee:** Kary Jencks and Fred Hayes (Alternate)

**Planning and Communications Committee:** None

**Policy Review Committee:** Fred Hayes

**Support Staff Contract Committee:** Wendy Lambert and Kary Jencks. District Attorney Kevin Collimore and Human Resources Director Kate Magrath will be invited. Brian and Tori are available to the Committee if needed.

*Fred Hayes moved to approve the 2017-2018 Board Committee Representative Assignments. Glen Dickey seconded the motion. The motion carried (4-0)*

## **SCHOOL STAFFING**

### **Nominations:**

**Teachers:** Brian distributed the 2017-2018 Teacher Nomination list. There are no non-renewals or resignations. The Special Education Facilitator position is currently on interim status with one staff member on leave. The Board can discuss this as part of administration evaluations. The Art and Gym teachers are retiring and are not included on this list. The positions have been advertised and applications are being accepted. The hiring committee has not yet formed. *Glen Dickey moved to approve the 2017-2018 Teacher Nomination list as presented. Fred Hayes seconded the motion. The motion carried (4-0)*

**Student Observer:** NHTI student and former NBCS student Kacey Merron will be working with Mrs. Howe a couple days per week for a couple months, teaching some lessons and being observed by someone from her college. No Board action is necessary.

## **OTHER BUSINESS THAT MAY LEGALLY COME BEFORE THE MEETING**

Wendy attended the March 20 Selectmen's meeting where Rodney was appointed the new Chairman. During Public Comment at the end of the meeting, a gentleman suggested a feasibility study for items in town such as the Fire Station. The Selectmen did not respond, as they are not required to respond to Public Comment.

## **PUBLIC COMMENT**

None.

## **NON-PUBLIC SESSION RSA 91-A: 311**

None.

## **ADJOURNMENT**

*Glen Dickey moved to adjourn the public meeting at 8:54pm. Fred Hayes seconded the motion. The motion carried (4-0). Meeting Adjourned.*

All back-up material to this meeting is held in the Principal's Office.

Respectfully submitted,  
Maralyn Segien