

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

**NEW BOSTON SCHOOL DISTRICT SCHOOL BOARD MEETING
Wednesday, August 24, 2016 - 6:30 PM**

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

PRESENT

SCHOOL BOARD

Wendy Lambert
Bill Schmidt (7:41)
Glen Dickey
Fred Hayes

ADMINISTRATORS

Brian Balke, Superintendent
Ray Labore, Business Administrator
Tori Underwood, Principal
Tim Stokes, Assistant Principal
MaryClaire Barry, Assistant Superintendent

OPENING

CALL TO ORDER

Wendy Lambert called the meeting to order at 6:30 PM with the Pledge of Allegiance.

APPROVAL OF JUNE 8, 2016 SCHOOL BOARD MEETING AND 6/22/16 BOARD RETREAT MINUTES

Glen Dickey moved to approve the June 8, 2016 School Board meeting minutes as written. Fred Hayes seconded the motion. The Board then reviewed the June 8, 2016 School Board meeting minutes and made the following changes:

Page 2, under Unreserved Fund Balance, change “approved matching that amount” to “did elect to pay”

Page 2, under Principal’s Report, fifth bullet, change “Ordione” to “Odiorne”

Page 3, under Incoming Kindergarten Readiness and First Grade Numbers, second paragraph, third line, change “Frist” to “First”

Page 4, first paragraph, change “there” to “that” after “Kary noted”

Glen Dickey moved to approve the June 8, 2016 School Board meeting minutes as amended. Fred Hayes seconded the motion. The motion carried (3-0 Bill Schmidt and Kary Jencks absent)

Glen Dickey moved to approve the June 22, 2016 School Board Retreat meeting minutes as written. Fred Hayes seconded the motion. The Board then reviewed the June 22, 2016 School Board Retreat meeting minutes and made the following changes:

Page 4, fourth paragraph, add “both sets of” after “seal”

Glen Dickey moved to approve the June 22, 2016 School Board Retreat meeting minutes as amended. Fred Hayes seconded the motion. The motion carried (3-0)

CORRESPONDENCE

Brian noted the Correspondence folder contained the following:

- Press Releases:
 1. Technology Director Gary Girolimon’s team highlighted as the only School District to implement dark fiber.
 2. NHSBA Academy offering training opportunities to School Board members.
- Curriculum links requested by the Board.
- Septic system project update.
- Cost information for a full time kindergarten teacher.

PUBLIC COMMENT

None.

NON-PUBLIC SESSION RSA 91-A: 311(c)

Wendy Lambert made a motion to go into nonpublic session at 6:38pm under RSA 91-A:3II(c) Matters which if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant. Glen Dickey seconded the motion. The Chair took an individual voice poll from all board members present. Vote: 3-0-0 – All in Favor – Motion Passes.

Wendy Lambert moved to come out of non-public session at 6:42pm, seconded by Glen Dickey. The Chair took an individual voice poll from all board members present. Vote: 3-0-0 – All in Favor – Motion Passes.

Fred Hayes made a motion to seal the non-public meeting minutes for 5 years. Glen Dickey seconded the motion. Vote: 3-0-0 - All in favor - Motion passes.

Wendy Lambert made a motion to go into nonpublic session at 6:44pm under RSA 91-A:3II(c) Matters which if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant. Glen Dickey seconded the motion. The Chair took an individual voice poll from all board members present. Vote: 3-0-0 – All in Favor – Motion Passes.

Glen Dickey moved to come out of non-public session at 7:23pm, seconded by Fred Hayes. The Chair took an individual voice poll from all board members present. Vote: 3-0-0 – All in Favor – Motion Passes.

Fred Hayes made a motion to seal the non-public meeting minutes for 5 years. Glen Dickey seconded the motion. Vote: 3-0-0 - All in favor - Motion passes.

BUSINESS OPERATIONS/FINANCIALS

MANIFEST AND VOUCHERS

The June 8, 2016 manifest was conditionally approved pending Glen's review. The Board reviewed the manifest again tonight. Ray reviewed the Manifest Summary sheet noting Payroll related items included one payroll and totaled \$154,216.95 (7%). Special Education for May services totaled \$18,463.80 (1%). General Expenses included tuition to the Goffstown School District of \$2,068,730.80, May Regular Education Transportation of \$44,568.00 and the June SAU Assessment of \$18,439.00 and totaled \$2,135,093.05 (92%). *Glen Dickey moved to approve the June 8, 2016 manifest in the amount of \$2,309,860.02. Fred Hayes seconded the motion. The motion carried. (3-0)*

The Board reviewed the June 22, 2016 manifest. Ray reviewed the Manifest Summary sheet noting Payroll related items included three payrolls and totaled \$612,220.27 (72%). Special Education included tuition for semester 2 for TransVoc program students and 1 on 1 aides of \$143,202.29 and totaled \$148,606.90 (17%). General Expenses included June regular education transportation of \$46,452.60 and Big Ideas student and teacher materials of \$9,581.30 that was paid from grant funds and totaled \$66,671.26 (8%). *Glen Dickey moved to approve the June 22, 2016 manifest in the amount of \$850,418.39. Fred Hayes seconded the motion. The motion carried. (3-0)*

The Board reviewed the July 28, 2016 manifest. Ray reviewed the Manifest Summary sheet noting Payroll related items included two payrolls and totaled \$184,899.03 (51%). Special Education included New Boston's share of March and April transportation of \$39,349.39 and totaled \$53,142.26 (15%). General Expenses included Macbooks and protection plans of \$37,727.05 and 2017 Property and Liability Insurance of \$18,406.00 and

totaled \$112,581.78 (31%). *Glen Dickey moved to approve the July 28, 2016 manifest in the amount of \$365,990.95. Fred Hayes seconded the motion. The motion carried. (3-0)*

The Board reviewed the August 11, 2016 manifest. Ray reviewed the Manifest Summary sheet noting Payroll related items included one payroll and Medical/Dental/125 Plan Payments for July and August of \$196,123.37 (these will decrease by the end of the year) and totaled \$250,430.98 (60%). Special Education included May and June transportation and monitors and totaled \$31,281.07 (7%). General Expenses included Library computers and cart at \$20,856.00 (\$10,000 from the PTA, \$10856 from the School District) and \$3,720 reimbursement to the NBCS Student Activity Account for transportation, SAU July and August Assessment of \$81,431.68 and totaled \$127,766.40 (31%). *Glen Dickey moved to approve the August 11, 2016 manifest in the amount of \$418,462.48. Fred Hayes seconded the motion. The motion carried. (3-0)*

COMMODITY BID UPDATE (#2 HEATING OIL; PAPER)

Ray reviewed the commodity bids. He noted there is new paper pricing and the contract for the upcoming year was awarded to WB Mason whose bid was \$2,100 lower than the Central Paper bid. The New Boston and Goffstown School Districts, Town of Goffstown and SAU participate in this buying group. The contract with Dead River was extended for Heating Oil at \$1.77 per gallon for the New Boston School District and the SAU and Propane at \$1.27 per gallon for the New Boston and Goffstown School Districts. The Board noted that there is a backlog of maintenance projects at NBCS but they would like Facilities Director Randy Loring to consider converting NBCS from heat to propane or to dual fuel for considerable savings as seen in Goffstown.

MS-25 (DRA REPORTING)

Ray noted the MS-25 is ready for signature and will be filed with the state on time. It is due September 1, 2016.

UNRESERVED FUND BALANCE

Ray reviewed the building project summary approved by the Board and the June 2016 Unreserved Funds Projection with a handout dated August 24, 2016. A meeting to bring this information to the Selectmen is tentatively scheduled for September 6, 2016.

REPORTS

PRINCIPAL'S REPORT

Tori Underwood reported the following:

- A successful five-week summer school program took place this summer where teachers and students worked hard. Title I technology materials were used this year with a final presentation for families on the last day.
- Teacher workshops and student visits to meet teachers are scheduled for the days preceding the first day of school.
- The first day of school is September 6, 2016.
- A meet and greet with the bus drivers is scheduled the first day of school to review PBIS and allow the staff to meet the bus drivers and review policies.
- Kindergarten enrollment is currently at 58 students with three sections with 19 and 20 students in each. Tori requests four sections as these are large classes, new students move in all the time and more kindergarten students are likely to enroll. There are 19 students in each Glen Lake kindergarten class in Goffstown. Tori reviewed the demographic study and the school population it estimated was less than the current school enrollment. School population is larger than it has ever been. 572 students are expected September 6. There were 551 students at the end of the 2015/2016 school year. There are 19 and 20 students in each first grade class, 22 in each sixth grade class and 21 and 22 students in each third grade class this year. There is new construction going on in New Boston, students are moving in but few are requesting to move out of school. There are 162 new building lots approved in New Boston. The part time kindergarten teacher is making \$23,368. The impact of changing this position to full time is up to \$75,330 depending on benefit selection. Kindergarten parents have not yet been notified of student placements. Letters will go out this week after tonight's meeting. The Board will discuss this topic later in the meeting.

SUPERINTENDENT'S REPORT

Brian Balke gave the Superintendent's report:

- The SAU Board meeting is scheduled for October 13, 2016 at 7:00 PM at the SAU.
- \$661,752 is available from the School District for tax relief. The Town Administrator asked the School Representatives to meet with the Selectmen September 6, 2016 at 6:00 PM. Tori and Board members may want to attend the meeting.
- The Board congratulated Business Office Assistant Corey Izbicki as he received his BA certification this week.
- Brian asked Tori to prepare guidance to provide to "room mothers" and any "room fathers" this year and in coming years.
- Goffstown and New Boston School Districts were notified that they were again randomly selected for the NEAP Assessment. This is a test used for the national data pool. The results are not shared with the school districts but are used to compare the USA to other countries. Outside test facilitators come in with their own equipment and questions include non-academic questions, some about parent demographic information. The schools lose one day of teacher and learning, no data is collected and there is questionable benefit to citizens. Brian reached out to the NH Department of Education to confirm these School Districts will be required to take the test. This is expected to be referred to the Attorney General. The test is scheduled and the Districts are ready to take the test if required. It is for grades 4, 8 and 12. The Districts will not refuse to take the test if that would jeopardize any federal grant funding.

FACILITY DIRECTOR REPORT (RANDY LORING)

Facility Director Randy Loring was present and reported the following:

- **EPOXY FLOORING** Randy reported the epoxy floor project in the NBCS kitchen and hallway is in progress and the project is expected to be complete next week in time for the first day of school. He has had good coordination and cooperation with NBCS and Goffstown staff to get the area prepared in time. A formal bid process was used. The project is expected to cost \$21,000 and includes additional areas.
- **SEPTIC SYSTEM REPLACEMENT** Randy reported this project is complete and final sign offs are expected from the state this week. This project went to bid with five bids received. St. Onge was the lowest bidder at \$17,500. They are a vendor regularly used at NBCS and were selected for the project.
- **PAVEMENT AND SHOULDER REPAIR** One bid came in for the pavement and parking lot sealing. This was from John Neville. He works often with the Goffstown and New Boston School Districts. The scope of the project will be confirmed with him before awarding the contract.
- **RETAINER WALL PROJECT** This became a separate project instead of being done in conjunction with the septic project. The RFP process will be used. A commercial grade block is expected to be used.
- Randy noted the NBCS staff has been great to work with since he began in this new position and all are working hard to get ready for the first day of school.
- The Goffstown School District brought its lift over to NBCS to use to clean the rafters and high places in the gym. Head custodian Heather Kilar was thanked for coordinating this.
- The front door of NBCS was repaired and working much better. A stop will be added to the door to prevent further damage.
- The hinges on the gym doors will be changed to make the doors easier to open as this can be very difficult when they are in direct sun.
- The cleaning supply purchase system will be streamlined and this is expected to improve the cleaning supply budget process.
- The work order process was improved to make sure NBCS gets the services it needs.
- Randy is working to redesign the playground slope and hoping this will prevent culverts from filling with bark mulch as often happens.
- Blocks of the gym wall were noticed to be separating. An engineer looked at it and it is estimated to cost \$1,500 to determine what is wrong.
- Brian reported the building envelope projects listed on the unreserved balance handout have not been started.
- Stantech selected SAU 19 as the recipient of their Volunteer Day Of The Year. A team from Stantech will work on the NBCS and MVMS facilities for half a day for free.

- Randy is working to establish a roofing program for the district. He will get a roofing company to inspect the roof of all buildings twice a year and make repair suggestions including costs to help the district make good decision to repair or replace roofs. The roof at NBCS will be inspected in the fall.
- The Board thanked Randy for his hard work during the summer.

TECHNOLOGY DIRECTOR REPORT (GARY GIROLIMON) TECHNOLOGY UPGRADES

Technology Director Gary Girolimon was present and reported the following:

- The Technology Department has been very busy in Goffstown and New Boston this summer.
- NBCS switched telephone services for savings as discussed at a prior meeting.
- Netgear switches were purchased as approved in the spring. Gary applied for and received a discount on internet bills and netgear switches. Goffstown received two new switches that will be used at NBCS to use with the two switches NBCS currently has. These are a terrific product the District received for free. The District will announce these cost savings in the New Boston Bulletin along with the energy discounts.
- New computers are ready at NBCS for students for the first day of school. This required some extra help to get ready in time.
- Microsoft Office licenses were purchased through Goffstown's Select agreement at an already reduced rate plus \$10 savings on each license for savings of \$350.
- Goffstown received surplus hardware from the State of NH.
- NBCS phone and wireless system is becoming obsolete and difficult to maintain. This will be considered for upgrade this year.
- \$8,000 is available in the budget that was included each year for an outside consultant to manage parts of the network. This is no longer needed as the District now has Gary in the new Technology Director position. Gary brought in a part time Technology Department employee from Goffstown this year who did a great job. This money could be repurposed to bring him in for some days to help NBCS. The Board is interested in seeing a proposal for this possibility.
- The Board thanked Gary for his hard work during the summer.

GOFFSTOWN SCHOOL BOARD SUB-COMMITTEE REPORTS

C&E COMMITTEE REPORT (NEXT MEETING 9-12-16 @ 7:00 PM @ SAU 2ND FLOOR CONFERENCE ROOM)

POLICY REVIEW COMMITTEE REPORT (9-12-16 @ 6:00 PM @ SAU 2ND FLOOR CONFERENCE ROOM)

NEW BOSTON POLICY REVIEW COMMITTEE REPORT (NEXT MEETING 9-8-16 @ 5:30 PM @ NBCS-LIBRARY)

DATES TO REMEMBER

FIRST DAY OF 2016-2017 SCHOOL YEAR-9-6-16

NEXT SCHOOL BOARD MEETING-9/14/16 @ 6:30 pm

SAU BOARD MEETING-10-13-16 @ 7:00 PM @SAU CENTRAL OFFICE (TENTAIVE)

Confirm this date with Denise Moring to ensure a quorum.

OLD BUSINESS

BUS ROUTES REVIEW

Brian read aloud a letter he received today from Goffstown Truck Center including the following: Goffstown Truck Center has implemented the eleventh bus. This will cover high school runs allowing them to begin routes 10 minute later. Elementary runs will begin on time with less stress. There will be less riders on each bus. Each bus will have its own students. Bus routes will take ½ hour instead of 45 minutes. The Chestnut Hill bus will not be overloaded. Buses are on the roads, drivers are trained and bus routes are done. Wendy noted she received some concerns about buses and forwarded them to Brian.

2016-2017 SCHOOL BOARD MEETING DATES REVIEW

The November and December Board meetings were moved due to holidays. The Board confirmed it would meet these scheduled days.

NEW BUSINESS

CIP DISCUSSION

The CIP Committee is beginning its meeting cycle. The School District has a place holder for a four-classroom addition on the CIP Schedule for 2018/2019. This is an issue for the Space Needs Committee to consider as well. This cannot be moved to an earlier year but could be moved to a later year. Fred noted he serves on the CIP Committee and reminded the Board that with the current date the School District will need to be prepared with real numbers at its meeting with the CIP Committee next year or ask to move the date at that meeting. The School District has numbers but they need to be updated.

FINANCE COMMITTEE MEETING DATES

Wendy attended last week's Selectmen's meeting and learned the School District is meeting with the Finance Committee December 15 at 6:30 PM. There is a conflict that night due to the First Grade Winter Performance.

SAU SCHOOL BOARD MEETING DATE

As above.

SCHOOL STAFFING NOTIFICATION(S) TRACK CHANGES

This will be presented at the next Board meeting.

RESIGNATION(S)

Special Education Facilitator Deb Richard resigned this summer after one year of service. Brian accepted the resignation. *Glen Dickey moved to accept Special Education Facilitator Deb Richard's resignation. Bill Schmidt seconded the motion. The motion carried. (4-0)* This replacement will be discussed in non-public.

OTHER BUSINESS THAT MAY LEGALLY COME BEFORE THE MEETING

Brian noted Smarter Balanced Assessment results went out to student families this summer immediately after they were received with a letter and a link to an informative video. The Board thanked the Administration for doing this.

PUBLIC COMMENT

None.

NON-PUBLIC SESSION RSA 91-A: 311(a)(c)

Wendy Lambert made a motion to go into nonpublic session at 8:46pm under RSA 91-A:3II(c) Matters which if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant. Glen Dickey seconded the motion. The Chair took an individual voice poll from all board members present. Vote: 4-0-0 – All in Favor – Motion Passes.

Wendy Lambert moved to come out of non-public session at 8:56pm, seconded by Fred Hayes. The Chair took an individual voice poll from all board members present. Vote: 4-0-0 – All in Favor – Motion Passes.

Fred Hayes made a motion to seal the non-public meeting minutes for five years. Glen Dickey seconded the motion. Vote: 4-0-0 - All in favor - Motion passes.

Wendy Lambert made a motion to go into nonpublic session at 8:57pm under RSA 91-A:3II(a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation

of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. Glen Dickey seconded the motion. The Chair took an individual voice poll from all board members present. Vote: 4-0-0 – All in Favor – Motion Passes.

Wendy Lambert moved to come out of non-public session at 9:19pm, seconded by Glen Dickey. The Chair took an individual voice poll from all board members present. Vote: 4-0-0 – All in Favor – Motion Passes.

Fred Hayes moved to accept Jenn Gilliland's one-year leave of absence request as Special Education Teacher at NBCS. Bill Schmidt seconded the motion. The motion carried. (4-0)

Fred Hayes moved to appoint Jenn Gilliland as Interim Special Education Facilitator for one year pursuant to the terms discussed with the Superintendent effective as of August 24, 2016. Glen Dickey seconded the motion. The motion carried. (4-0)

All present noted they are looking forward to the new arrangement with the great Special Education Team at NBCS.

OTHER BUSINESS THAT MAY LEGALLY COME BEFORE THE MEETING

Fifty-eight kindergarten students are currently enrolled. The Board threshold for adding a fourth kindergarten section this year is 60 students. This currently compares class sizes at 19, 19 and 20 to four sections with 14.5 students each. The Board considered the financial aspect v. small class sizes. Four sections of kindergarten were last held in 2012/2013 and some prior years. Tori recommended increase the current part time kindergarten teacher contract to full time for one year and review staff needs and enrollment for this position again next year. There are paraprofessionals helping in different capacities in each class. The Board considered adding a support paraprofessional to float between classrooms for a possible savings. The classroom is available for a fourth kindergarten section.

*Wendy Lambert moved to approve a fourth kindergarten section for 2016/2017 with the current part time teacher moving to full time for one year. Glen Dickey seconded the motion. Discussion: The Board considered if the position should be posted. Teacher Union Chairman Jen MacDonald was present and noted the contract changed and this may not be necessary. Administration noted in this particular situation there is an existing person who is willing and ready to move to full time. It is for one year. **The motion carried. (3-0-1 Fred Hayes abstained.***

NON-PUBLIC SESSION RSA 91-A: 311(c)

Wendy Lambert made a motion to go into nonpublic session at 9:35pm under RSA 91-A:311(c) Matters which if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant. Glen Dickey seconded the motion. The Chair took an individual voice poll from all board members present. Vote: 4-0-0 – All in Favor – Motion Passes.

Wendy Lambert moved to come out of non-public session at 9:38pm, seconded by Glen Dickey. The Chair took an individual voice poll from all board members present. Vote: 4-0-0 – All in Favor – Motion Passes.

Fred Hayes made a motion to seal the non-public meeting minutes for five years. Glen Dickey seconded the motion. Vote: 4-0-0 - All in favor - Motion passes.

ADJOURNMENT

Glen Dickey made a motion to adjourn the meeting at 9:39pm. Bill Schmidt 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