

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

**NEW BOSTON SCHOOL DISTRICT SCHOOL BOARD MEETING
Wednesday, December 7, 2016 - 6:30 PM**

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

PRESENT

SCHOOL BOARD

Wendy Lambert
Bill Schmidt
Glen Dickey
Fred Hayes
Kary Jencks

ADMINISTRATORS

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

OPENING

CALL TO ORDER

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

APPROVAL OF NOVEMBER 16, 2016 SCHOOL BOARD MEETING MINUTES

Glen Dickey moved to approve the November 16, 2016 School Board meeting minutes as written. Bill Schmidt seconded the motion. The Board then reviewed the November 16, 2016 School Board meeting minutes and made the following changes:

Page 1, add Tim Stokes to Administrators column

Page 2, under Principal's Report, third bullet, last sentence, change "make" to "made"

Page 3, first bullet, add "Police and Fire" before "Chiefs"

Page 3, second bullet, change "now" to "as soon as possible"

Page 3, under Smarter Balanced Presentation, third line, add "for budget presentations" after "further"

Page 4, second line from the top, change "The current balance is approximately \$210,000." to "This balance is projected at \$234,500 for the end of this year."

Page 4, under Proposed School District Budget Work Session, tenth bullet, add "for 2017/2018" after "library"

Page 5, under Public Comment, sixth line, change "a few" to "six" before "years"

Glen Dickey moved to approve the November 16, 2016 School Board meeting minutes as amended. Fred Hayes seconded the motion. The motion carried (4-0 Kary Jencks abstained)

CORRESPONDENCE

Brian noted the Correspondence folder contained the following:

- A letter from Ray to the Recreation Department regarding White Building notifications.
- A letter from Naturally Rooted, LLC about NBCS playground design and work.
- Planning Board memorandums regarding a minor subdivision and redistricting for an at home business.
- A Press Release Brian sent after a reporter contacted him about a memo purportedly from Principal Wendy Hastings noting severe budget cuts at MVMS. Brian then researched the memo and learned it was a fake memo used in a class as an example of unfair taxation in colonial times. Students were sending the memo to parents who were posting it online where the reporter noticed it.

PUBLIC COMMENT

None.

BUSINESS OPERATIONS/FINANCIALS

MANIFEST AND VOUCHERS

Glen was unable to review the manifest before tonight's meeting but they are ready to approve. Ray reviewed the Manifest Summary sheet noting Payroll related items included two payrolls and related items and totaled \$413,419.92 (70%). Special Education totaled \$17,076.26 (3%). General Expenses included heating fuel at \$1,291.34, electricity at \$4,402.40, repairs by Granite State Plumbing and Heating at \$5,112.56, November contract with Goffstown Truck Center at \$52,351.95, equipment lease with Hewlett Packard of \$28,550.19, a payment to Nature's Classroom of \$7,830 for the sixth grade nature camp week, food service food stock of \$1,521.07, the November SAU Assessment of \$47,027 and custodial supplies at \$1,400.52 and totaled \$149,487.03 (25%). *Glen Dickey moved to conditionally approve the December 7, 2016 manifest in the amount of \$592,021.91. Bill Schmidt seconded the motion. The motion carried. (5-0)*

ENERGY AUDIT RFQ

Facility Director Randy Loring was present to review the RFQ distributed for the Board's review at the November 16 meeting. Randy noted this document was prepared after he researched school districts that have done this and customized it for a facility needs assessment and energy audit of NBCS. The Board thanked Randy and agreed it is very comprehensive. Randy expects the audit to cost approximately \$15,000. The RFQ will be amended and the Board will review it again and approve.

BASKETBALL EQUIPMENT UPDATE

Brian reported an engineer reviewed the hoop attached to a cracked outside wall by taking pictures and measurements. The final information is not ready but the engineer said the structural integrity is intact.

REPORTS

PRINCIPAL'S REPORT

Tori Underwood reported the following:

- She expects to select a candidate for the Special Education Secretary position this week.
- She contacted energy Commission Chairman Susan Carr as the Board asked to get a copy of any report prepared after a walk through Tori conducted with Susan and another gentleman. Susan noted there is no report, it was not an energy audit, it was scheduled as the gentleman was new to the town and the Energy Commission and just wanted to see the school.
- Special Education Director Salina Millora applied for and was awarded a Special Education Technology grant. Through this award, five people representing the New Boston School District spent two days at an informative workshop this week. Three more meetings and a work session are planned. The District is excited to be part of this initiative.

SUPERINTENDENT'S REPORT

Brian Balke gave the Superintendent's report:

- Human Resources Director Kate Magrath completed cost out the proposed nine-month maintenance position with Randy and prepared a detailed plan. There are no additional costs to the budget to hire for this position now and it is posted.
- MVMS bus routes were combined for two days in September. The eleventh bus has always been in use this school year with a permanent driver. Buses are running well.
- The Board asked that the document showing percentage of school age children in New Boston that Brian prepared for the April 20 All Boards meeting be updated for the Deliberative Session.

GOFFSTOWN SCHOOL BOARD SUB-COMMITTEE REPORTS

C&E COMMITTEE REPORT (NEXT MEETING 12-12-16 @ 7:00 PM @ SAU)

POLICY REVIEW COMMITTEE REPORT (12-12-16 @ 6:00 PM @ SAU)

NEW BOSTON POLICY REVIEW COMMITTEE REPORT

Fred reported Committee activity as follows:

- At the first read of BBAA, the Board asked about parental involvement. Fred researched this and found it is covered under Policy BA, which he then read aloud.
- The Board also asked about removal of Board members. Fred researched this and found Board members can be removed for two reasons, misuse of funds and violation of confidentiality, as required by RSA.
- Policy BBBD is a model policy from the NHSBA. New Boston does not have this policy and probably needs it. This will be brought to the next Policy Review Committee meeting.
- On November 17 the Committee reviewed many policies but recommended no changes. The review date will be noted on these policies for future reference.

OLD BUSINESS

2ND READ POLICIES-MATRIX

BBAA-Board Member Authority

Fred Hayes moved to approve BBAA as amended. Glen Dickey seconded the motion. The motion carried (5-0).

BBA-R-Duties of School Boards

The NHSBA updated this policy. Goffstown reviewed it and it is now her for New Boston review. *Fred Hayes moved to approve BBA-R as presented. Bill Schmidt seconded the motion. The motion carried (5-0).*

POLICIES FOR BOARD DISCUSSION

BCA-R-School Board Member Ethics

The New Boston Policy Committee discussed this policy. Similar policies will be researched and the Committee will consider this further regarding the Conflict of Interest portion.

BCB-Board Member Conflict Of Interest

This policy was adopted in May 2015 but was amended. *Fred Hayes moved to approve BCB as amended. Glen Dickey seconded the motion. The motion carried (5-0).* The Board decided to add “his or her” in place of “his” throughout all policies.

BDD-Board/Superintendent Relations

The Committee recommended some amendments. *Fred Hayes moved to approve BDD as amended. Bill Schmidt seconded the motion. The motion carried (5-0).*

2ND DRAFT 2017 WARRANT REVIEW

The Board reviewed the proposed Warrant Articles and noted Article four was removed.

NEW BUSINESS

STATUS UPDATE TO TEACHER MOU

An MOU was included in the Teacher contract for additional planning time during library or another time during the day. A Committee will be formed to find a good time to add this planning session. Kary will serve on the Committee on the Board’s behalf.

2017-2018 PROPOSED SCHOOL DISTRICT BUDGET WORK SESSION AND FINANCE MEETING PREPARATION

The Board reviewed the line item budget reports and other handouts as follows:

- \$4,000 insurance buyout duplicate was removed from the budget.
- Special Education transportation and services were updated.
- Brian reviewed research on Board questions about ESY services.
- The Board and Administrators thoroughly reviewed the General Building Repairs and Maintenance line on page 67. Randy proposed the amount of \$58,000 after researching amounts spent in prior years. He is concerned if this line is too low it will hinder the custodial and maintenance staff from doing repairs as needed. The Board decided \$28,000 is an appropriate amount for this line with the rest to be paid from the Building and Renovation CRF, along with a \$14,000 piece of equipment.

- New Boston student population grew by 32 students this year in MVMS and GHS. The NBCS student population also increased. These student increases cause many other lines to increase including supplies and furniture. The portable was installed a couple years ago due to student population increases and this needs to be maintained. These are all costs of population growth.
- One-time expenditures were only \$7,200 this year due to the Default Budget.
- \$5,000 will be removed from the Technology Replacement line on page 7.
- Hoop Straps at \$5,800 will be removed from page 67.
- The budget is ready to send to the Finance Committee for review before their December 17 meeting. Tori will do a PowerPoint Presentation at that meeting with the updated numbers. The PowerPoint will be e-mailed to the Finance Committee.
- Ray reported the Goffstown Budget Committee accepted the Goffstown School District budget last night.

SCHOOL STAFFING

Student Observer

SNHU student Laura Bishop will observe Cori Gallegos in December.

Other

None.

OTHER BUSINESS THAT MAY LEGALLY COME BEFORE THE MEETING

- The Principal's Report at the meeting of November 16 mentioned the SAU is moving to an electronic method for staff to request sick time and leave and holding workshops for staff to learn this process. This was a function of Pentamation but the SAU has learned there is an issue with the plug in. Technology Director Gary Girolimon is working with Pentamation to try to change this but Pentamation refused. This procedure will be abandoned and a new platform other than Pentamation will be proposed to the SAU Board at their meeting December 8.
- The status of outstanding facility projects will be brought to the next Board meeting.

PUBLIC COMMENT

None.

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

Wendy Lambert made a motion to go into nonpublic session at 8:50pm 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. Fred Hayes seconded the motion. The Chair took an individual voice poll from all board members present. Vote: 5-0-0 – All in Favor – Motion Passes.

Wendy Lambert moved to come out of non-public session at 9:07pm, seconded by Glen Dickey. The Chair took an individual voice poll from all board members present. Vote: 5-0-0 – All in Favor – Motion Passes.

Glen Dickey made a motion to seal the non-public meeting minutes for 20 years. Fred Hayes seconded the motion. Vote: 5-0-0 - All in favor - Motion passes.

ADJOURNMENT

Glen Dickey made a motion to adjourn the meeting at 9:08pm. Bill Schmidt seconded the motion. The motion carried (5-0). Meeting Adjourned.

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

Respectfully submitted,
Maralyn Segien