

NEW BOSTON SCHOOL DISTRICT
New Boston, New Hampshire 03070
NEW BOSTON SCHOOL DISTRICT SCHOOL BOARD MEETING
Wednesday, December 20, 2017 - 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 via phone
Kary Jencks
Fred Hayes

ADMINISTRATORS

Brian Balke, Superintendent

Tori Underwood, Principal

OPENING

CALL TO ORDER

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

APPROVAL OF THE DECEMBER 6, 2017 AND DECEMBER 13, 2017 SCHOOL BOARD MEETING MINUTES

Kary Jencks moved to approve the December 6, 2017 School Board meeting minutes as written. Bill Schmidt seconded the motion. The Board then reviewed the December 6, 2017 School Board meeting minutes and made the following changes:

Change the date in the heading from December 4 to December 6.

Page 2, under Manifest and Vouchers Discussion, change "Voucher" to "Voucher"

Page 4, under Non-Public Session, change "10:07" to "10:17"

Page 4, under Adjournment, change "10:08" to "10:18"

Kary Jencks moved to approve the December 6, 2017 School Board meeting minutes as amended. Bill Schmidt seconded the motion. The Chair took an individual voice poll from all board members. Vote 5-0-0 (Glen Dickey via phone). All in Favor – Motion Passes.

Kary Jencks moved to approve the December 13, 2017 School Board meeting minutes as written. Glen Dickey seconded the motion via phone. The Board then reviewed the December 13, 2017 School Board meeting minutes and made the following changes:

Page 1, under Special Education Capital Reserve Fund, change "depositing" to "a Warrant Article to deposit"

Page 1, under New Boston Central School Facilities Renovation and Repair Fund, change "depositing" to "a Warrant Article to deposit"

Page 2, first paragraph, add "one of the main reasons we chose to have school on MLK Day was because we have here voting days in 2018/2019 and holding school in Goffstown on voting days pose challenges due to transportation costs. We need to align with Goffstown."

Page 2, last paragraph, change "stated that we will be" to "asked what the Board's feelings were about"

Page 2, last paragraph, change "TThe" to "The"

Kary Jencks moved to approve the December 13, 2017 School Board meeting minutes as amended. Bill Schmidt seconded the motion. The Chair took an individual voice poll from all board members. Vote 5-0-0 (Glen Dickey via phone). All in Favor – Motion Passes.

CORRESPONDENCE

Brian noted the Correspondence folder contained a press release that was sent to the Board Friday and posted on the website.

PUBLIC COMMENT

Maureen Arkelian of Susan Road was present and noted she is here to observe and report back to the New Boston Taxpayers Association regarding concerns about the bookkeeping issue and results and implications for taxpayers. She offered New Boston Taxpayer Association input to the Board and noted there is some input noted online.

BUSINESS OPERATIONS/FINANCIALS

APPROVAL OF MANIFEST AND VOUCHERS

Glen has not had a chance to review the December 20, 2017 Manifest. Brian reviewed the December 20, 2017 Manifest Summary sheet. Payroll related items included one payroll and totaled \$248,585.65 (75%). Special Education items totaled \$16,901.19 (5%). General Expenses included \$1,000 for the audit, \$4,081.93 for propane and oil, \$1,377.50 for water testing, \$1,000 for playground design split with the PTA (this will be researched to see if it qualifies as a one-time expenditure), \$3,692.60 to RPF & Son for maintenance and \$44,629.60 for the December SAU Assessment. General Expenses totaled \$56,281.63 (17%). *Glen Dickey moved to conditionally approve the December 20, 2017 manifest in the amount of \$330,727.52 pending his review. Bill Schmidt seconded the motion. The Chair took an individual voice poll from all board members. Vote 5-0-0 (Glen Dickey via phone). All in Favor – Motion Passes.*

MANIFEST AND VOUCHER DISCUSSION

Not needed and will be removed from future agendas.

REPORTS

PRINCIPAL'S REPORT

Tori Underwood reported the following:

- The evacuation drill on December 7 went well, students were well behaved. NBCS worked in conjunction with the Police and Fire Departments. Tori is collecting staff feedback on the process.
- Tori and Tim went to GHS to review evacuation drill reunification procedures with other administrators on December 15.
- All administrators attended the SNHU graduation ceremony December 12 for Jacqui Cotnoir who graduated from the Graduate Studies cohort program NBCS offered to its teachers.
- The band and strings concert is January 11.
- Kary reported she attended the student animal presentations in Mrs. McNish's class. She complimented NBCS for how students handled public speaking, research, technology use as well as their manners and respect shown.

SUPERINTENDENT'S REPORT

Brian Balke gave the Superintendent's report:

- Along with the evacuation drill procedures, NBCS has procedures in place for incidents where students would have to leave the village area.
- The posting for the open Interim Business Administrator position is up and one application was received so far.
- Brian presented the audit to the Goffstown School Board with five options of what to do with the money left on the books. Goffstown has significantly more money heldover than New Boston.
- The SAU learned the generator discussed at the December 6 Board meeting is not allowable under the Public School Infrastructure Grant.
- The Graduate Studies cohort program offered to NBCS teachers was 1/3 the cost of taking the course on campus and there was great comradery between the participants.
- Energy audit proposals are due Friday.
- Rita is working as the temporary Business Administrator one day per week. She is coming back tomorrow and Brian will continue to report her progress to the Board.
- The Fire Department sent an invitation to the Board and administrators to their annual Oyster Dinner January 3.

**GOFFSTOWN SCHOOL BOARD SUB-COMMITTEE REPORTS
GOFFSTOWN POLICY REVIEW COMMITTEE REPORT (1-29-18 @ 5:30 PM @ SAU 2ND FLOOR
CONFERENCE ROOM)**

Fred reported the Committee is working on the following:

- The Committee is working on a high school graduation policy and civics and physical education graduation requirements.
- A couple policies were moved forward.
- The Committee worked on the athletics policy.
- Kevin Farley and Steve Fountain presented the new athletic handbooks.

**C&E COMMITTEE REPORT (NEXT MEETING 1-29-18 @ 7:00 PM @ SAU 2ND FLOOR
CONFERENCE ROOM)**

The Committee reviewed the new athletic handbooks line by line and will present them to the Goffstown School Board for review and approval.

**NEW BOSTON POLICY REVIEW COMMITTEE REPORT (NEXT MEETING 1-10-18 @ 5:00 PM @
NBCS)**

2nd Read Policies: AC-AC-R Non-Discrimination Policy and Regulation: *Fred Hayes moved to approve AC-AC-R Non-Discrimination Policy and Regulation as presented. Bill Schmidt seconded the motion. The Chair took an individual voice poll from all board members. Vote 5-0-0 (Glen Dickey via phone). All in Favor – Motion Passes.*

ACE Procedural Guidelines: This is a new policy required by law. *Wendy Lambert moved to approve ACE Procedural Guidelines as presented. Kary Jencks seconded the motion. The Chair took an individual voice poll from all board members. Vote 5-0-0- (Glen Dickey via phone). All in Favor – Motion Passes.*

BEDD-BEDD-R Rules Of Order: This is from the NHSBA for information only. New Boston already has BDEH so no action will be taken.

CA Administration Goals and CB School Superintendent: Review date added.

EBBC/JLCE-EBBC-R/JLCE-R First Aid and Emergency Care: These are identical and this is a 1st read.

ECAF Audio and Video Surveillance On School Buses: The Board corrected a typo. The language matches a new RSA. *Fred Hayes moved to approve ECAF Audio and Video Surveillance On School Buses as amended. Bill Schmidt seconded the motion. The Chair took an individual voice poll from all board members. Vote 5-0-0 (Glen Dickey via phone). All in Favor – Motion Passes.*

EEA-EEA-R Student Conduct On Buses: *Fred Hayes moved to approve EEA-EEA-R Student Conduct On Buses as presented. Kary Jencks seconded the motion. The Chair took an individual voice poll from all board members. Vote 5-0-0 (Glen Dickey via phone). All in Favor – Motion Passes.*

IHAMB Teaching About Self Protection: This is a 1st read of new policy required by RSA.

IHBA Programs For Pupils With Disabilities: Special Education Director Salina Millora worked on this policy extensively incorporating all new law since 2008. *Fred Hayes moved to approve IHBA Programs for Pupils With Disabilities as presented. Kary Jencks seconded the motion. The Chair took an individual voice poll from all board members. Vote 5-0-0 (Glen Dickey via phone). All in Favor – Motion Passes.*

IHBAA-IHBAA-R Determination Of Eligibility Of Specific Learning Disability: Salina revised this entire policy and NHSBA wording will be used. IHBAA-R was removed. *Fred Hayes moved to approve IHBAA Determination Of Eligibility Of Specific Learning Disability as presented. Kary Jencks seconded the motion. The Chair took an individual voice poll from all board members. Vote 5-0-0 (Glen Dickey via phone). All in Favor – Motion Passes.*

JKAA Use Of Restraint And Seclusion: Salina reviewed this policy and ensured it is compliant with current law. *Fred Hayes moved to approve JKAA Use Of Restraint And Seclusion as presented. Bill Schmidt seconded the motion. The Chair took an individual voice poll from all board members. Vote 5-0-0 (Glen Dickey via phone). All in Favor – Motion Passes.*

JILF Receipt & Use Of Sex Offender Register Information: This policy is not required by NHSBA and the Committee decided to take no action.

KLG Relations With Police and Fire Department: *Fred Hayes moved to approve KLG Relations With Police And Fire Department as presented. Glen Dickey seconded the motion. The Chair took an individual voice poll from all board members. Vote 5-0-0 (Glen Dickey via phone). All in Favor – Motion Passes.*

OLD BUSINESS

2018-2019 PROPOSED BUDGET REVIEW

The District presented to the Finance Committee on December 13 where the Committee had questions that were addressed. No changes were made. The Board commended Tori for giving a great presentation. The Finance Committee put the District on its January 11 meeting agenda at 6:00 PM.

DRAFT 2018 SCHOOL DISTRICT WARRANT

The Board reviewed the draft 2018 Warrant as follows:

- Article 1: Bill's term is up and he plans to file for candidacy.
- Article 2: Numbers will be added.
- Article 3: Support Staff contract.
- Article 4: Request for \$100,000 unreserved fund deposit to the Building and Renovation CRF.
- Article 5: Request for unreserved fund deposit to the Special Education CRF will be removed. A Warrant Article is not needed to deposit unreserved funds into the 2.5% contingency fund.

NEW BUSINESS

AUDIT DISCUSSION

A Press Release went out Friday. New Boston's audit is 30% complete so the SAU and Board does not have all the information or numbers yet. This is the independent audit done every year. The Press Release provides a lot of information. No money is missing, it is in the bank. There were errors made in submission of forms (DOE-25 to NH DOE and MS-24 to NH DRA) when the District reported to the state. \$1 million was kept on the New Boston books that should have been returned to the town for tax relief after overcollection of revenue and underspending of the general fund. This is approximated at \$1.70 on the tax rate. This will be a Board decision. They are consulting with legal counsel and the NH DRA. Brian recommends the Board treat the money as surplus at the end of the year and return it to the town as tax relief along with any unreserved funds as is done every year. The Board plans to work with the Selectmen to keep stability of the tax rate and avoid a dip in the tax rate one year with an increase the next year. Brian presented options and a handout to the Goffstown School Board at its recent meeting. The video of the meeting is available online and the document is available upon request. The Goffstown audit is almost complete.

The state released 2016/2017 per pupil costs on December 7. State elementary average for per pupil expenses was \$15,397.60. NBCS per pupil expense for 2016/2017 was \$11,919.21 per pupil, the 7th lowest in the state out of 156 elementary schools. Despite the low spending, NBCS students are above the state average in all areas of NECAP/SBAC testing except for one-third grade cohort that was below state average in math. State middle school average for per pupil expenses was \$14,740.66. MVMS per pupil expense was \$12,134.35 per pupil, the 5th lowest in the state out of 63 middle schools. State high school average for per pupil expenses was \$15,537.80. GHS per pupil expense was \$12,923.70 per pupil, the 7th lowest in the state out of 73 high schools. These averages do not include any bonds or transportation costs the school districts may have. Despite the low spending, great programs are offered and student achievement is high. School aged children make up 20% of New Boston's population compared to 13% in Goffstown.

The SAU is managing the bottom line and was completely surprised the money was on the books. The District is not legally allowed to keep it on the books. After June 30 each year schools cannot keep unassigned funds on the books, the money is returned to the town for tax relief. The auditor did not disclose the money kept on the books to the Board and the District relied upon the Business Administrator to make sure the accounting was proper and money was being handled correctly. This money was found through a projection issue with the tax rate when a mistake was identified with Goffstown and Brian asked the auditor to review all forms submitted with the state. The forms were not routinely part of the annual School District audit but are now. Brian is very sorry this has happened, he and the Board are taxpayers as well, very sensitive to this and will work hard to make sure the money is handled appropriately and transparently. Brian invited anyone with questions to call his office and he will fully answer their questions. He offered to attend a New Boston Taxpayers Association meeting to discuss it. The Board can consider if Warrant Articles need to be changed and will review them with the Finance Committee in a timely manner due to upcoming deadlines.

Maureen Arkelian of Susan Road noted the Pembroke School District also has an issue. Brian noted Pembroke has the opposite problem as New Boston as Pembroke has an expenditure issue and had to ask for more money and cut services to children. Instead, New Boston realized through an audit that errors were made, is able to return money to taxpayers and make the information available to the public as soon as legally possible.

Fred noted \$1,150,000 was identified through 2016 and the 2017 unreserved funds will not be calculated until the audit is complete. He also noted the auditor identified the mistake in previous audits but never clearly called it out. NH DRA is reviewing this issue as well. Rebate checks to taxpayers were discussed. The School District cannot issue these but the town has the ability if it decides to.

STAFFING

Notification:

Intern: Connor Forsythe from NHTI is working with Technology Director Gary Girolimon and Gary Bouchard.

Track Change: Jacquelyn Cotnoir changed from B+15 to M. The Board congratulated her.

Other: Request For Additional Paraprofessional At MVMS: Special Education Director Salina Millora sent a memorandum requesting a paraprofessional at MVMS. The Memorandum was read aloud saying a student moved from Goffstown to New Boston so the paraprofessional charge of \$11,648 from December 21 to the end of the school year will be charged to New Boston. This cost will be transferred from the Goffstown to New Boston budget. There is money available in the budget. *Fred Hayes moved to approve the paraprofessional charge of \$11,648 from December 21 to the end of the school year. Kary Jencks seconded the motion. The Chair took an individual voice poll from all board members. Vote 5-0-0- (Glen Dickey via phone). All in Favor – Motion Passes.*

OTHER BUSINESS THAT MAY LEGALLY COME BEFORE THE MEETING

- The Board researched the 2.5% contingency fund and found it voted to deposit \$100,000 in June 2017.
- Bus concerns: Laura Taylor in the Business Office reviewed the Goffstown Truck Center costs and is working with the billing department to ensure proper billing. There was an issue of overcrowding when a driver called out. This is part of the driver shortage and this is expected to be an ongoing challenge.

PUBLIC COMMENT

- David Litwinovich of Beard Road asked about policy JLCD as it was not discussed. The Board will research the status of this policy along with JLCB.
- David Smith of Bedford Road offered his support of the accounting issue. He served on the Board ten years ago, his wife has worked at NBCS for ten years and their children went through the school system. He noted with this experience he expects the audit review process to be handled well.
- Keith Gentili of Summit Drive was present to give an update on the New Boston Beacon. He thanked the Board for its efforts in finding student representatives to report for the paper. If the Board and Administrators have any content or story ideas, they are due the first week of January. He noted the paper is on schedule and expected to be in all New Boston mailboxes January 30. A mailer was sent to every house for the GoFundMe account set up for the startup. Marie MacDonald and Mary Constance will be reporting on NBCS, Julia Lambert and Liam Sagna will be the GHS and MVMS student representatives. The Board and Administrators are excited to see the New Boston Beacon.

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

Wendy Lambert made a motion to go into nonpublic session at 7:50pm 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. Kary Jencks seconded the motion. The Chair took an individual voice poll from all board members present (Glen Dickey via phone) Vote: 5-0-0 – All in Favor – Motion Passes.

Wendy Lambert moved to come out of non-public session at 8:11pm, seconded by Glen Dickey. Vote 5-0-0 – (Glen Dickey via phone) All in Favor – Motion Passes.

Fred Hayes moved to seal the non –public minutes indefinitely, seconded by Kary Jencks. Vote: 5-0-0 – (Glen Dickey via phone) All in Favor – Motion passes.

ADJOURNMENT

Glen Dickey moved to adjourn the public meeting at 8:12pm. Bill Schmidt seconded the motion. The motion carried (5-0) (Glen Dickey via phone). Meeting Adjourned.

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

Respectfully submitted,
Maralyn Segien