

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

**NEW BOSTON SCHOOL DISTRICT SCHOOL BOARD MEETING  
Wednesday, January 24, 2018 - 6:30 PM**

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

**PRESENT**

**SCHOOL BOARD**

Wendy Lambert  
Kary Jencks  
Glen Dickey  
Fred Hayes  
Bill Schmidt

**ADMINISTRATORS**

Brian Balke, Superintendent  
Tori Underwood, Principal  
  
Randy Loring, Facilities Director

**CALL TO ORDER**

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

**APPROVAL OF THE JANUARY 6, 2018 AND JANUARY 10, 2018 BUDGET HEARING/SCHOOL BOARD MEETING MINUTES**

*Glen Dickey moved to approve the January 6, 2018 School Board meeting minutes as written. Fred Hayes seconded the motion.* The Board then reviewed the January 6, 2018 School Board meeting minutes and made the following changes:

Page 1, under Call to Order, add "The meeting would have taken place on Thursday or Friday but couldn't be scheduled due to inclement weather."

Page 1, under Public Comment, fourth line, change "expect" to "expects"

Page 1, under Public Comment, sixth line, change "and" to "in"

Page 2, first line, add "a Warrant Article requesting a"

Page 2, third line, add "from Goffstown School Board meetings"

Page 2, seventh paragraph, fourth line, change "all" to "most"

Page 2, ninth paragraph, third line, add "2016/2017"

Page 2, tenth paragraph, first line, change "math interventionist" to "budget funded math interventionist, fingerprinting reimbursement, outdated sink and outlet updates in five classrooms"

Page 3, fourth line, change "recommended" to "required"

Page 3, under School Board Motion Needed for Moving The Proposed Budget Forward To The January 10<sup>th</sup> Budget Hearing, second paragraph, fourth line, change "math interventionist" to "budget funded math interventionist, fingerprinting reimbursement, outdated sink and outlet updates in five classrooms"

Page 4, under Public Comment, second paragraph, second line, add "It was noted that someone on the Finance Committee thought he heard Brian say the Business Administrator was on medical leave but Brian"

Page 6, second paragraph, sixth line, change "notice" to "noticed"

Change "Ray Labore" to "the Business Administrator" throughout.

Page 6, sixth paragraph, third line, add "and budgets"

Page 6, ninth paragraph, first line, add "who is also present at the meeting"

Page 6, ninth paragraph, sixth line, change "60" to "600"

Page 6, ninth paragraph, seventh line, remove "as science labs or more appropriate music classroom space"

Page 7, add "The Board thanked the public for all of their feedback and attendance at the meeting and welcomes anyone at the Board meetings and encourages the community to come with questions."

*Glen Dickey moved to approve the January 6, 2018 School Board meeting minutes as amended. Fred Hayes seconded the motion. The motion carried (5-0)*

***Glen Dickey moved to approve the January 10, 2018 School Board meeting minutes as written. Kary Jencks seconded the motion.*** The Board then reviewed the January 10, 2018 School Board meeting minutes and made the following changes:

Page 1, under Opening, third paragraph, seventh line, add “Goffstown”

Page 2, third paragraph, first line, add “which include paraprofessionals, custodians, kitchen staff and administrative assistants”

Page 2, third paragraph eighth line, change “a long time Support staff member” to “, three long time Support staff members”

Page 2, third paragraph, ninth line, change “cares” to “care”

Page 2, third paragraph, ninth line, add “This shows the type of caring, invested individuals who work at NBCS.”

Page 3, under Correspondence, first bullet, change “the Board” to “Tori”

Page 4, under Superintendent’s Report, first bullet, change “January” to “February”

Page 5, under Update on Financial Audit, third line, change “and it is” to “in the past and it has been”

Page 5, under Update on Facility Prioritization, last bullet, add “in”

Page 6, under Other, remove “School District”

***Glen Dickey moved to approve the January 10, 2018 School Board meeting minutes as amended. Kary Jencks seconded the motion. The motion carried (5-0)***

### **CORRESPONDENCE**

Brian noted the Correspondence folder contained the following:

- SAU 19 was awarded some NH Infrastructure Grant funds.
- GHS received results of the Scholastic Art Awards, which included many New Boston students.
- MVMS and GHS student representative reports are included in the Board information packets.
- Wendy asked the PTA if they could provide childcare for the town and school Deliberative Sessions.

### **PUBLIC COMMENT**

None.

### **SIEMENS ENERGY AUDIT PLAN PRESENTATION**

Facility Director Randy Loring introduced Sean Foye from Siemens to the Board. Sean distributed copies of the presentation and introduced Charlie Roman and Kerri Warms from Siemens. Sean, Charlie and Kerri reviewed Siemens’ energy audit proposal with a Powerpoint presentation. The Board will review the information provided and contact Siemens with any questions or the Board’s decision on this project.

### **BUSINESS OPERATIONS/FINANCIALS**

#### **MANIFEST AND VOUCHERS**

The January 10, 2018 manifest was provisionally approved at the January 10 meeting pending a corrected Summary Sheet that is yet to be provided.

Glen has not had a chance to review the January 24, 2018 Manifest. Brian reviewed the January 24, 2018 Manifest Summary sheet. Payroll related items included one payroll and totaled \$148,068.08 (72%). Special Education items totaled \$7,897.75 (4%). General Expenses totaled \$41,336.48 (20%). ***Fred Hayes moved to conditionally approve the January 24, 2018 manifest in the amount of \$205,927.26 pending Glen Dickey’s review. Glen Dickey seconded the motion. The motion carried. (5-0)***

#### **MANIFEST AND VOUCHER DISCUSSION**

Not needed and will be removed from future agendas.

### **REPORTS**

#### **PRINCIPAL’S REPORT**

Tori Underwood reported the following:

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*Final Minutes*

- A nurse observer from the Massachusetts College of Pharmacy and Health in Manchester will be observing at NBCS, GHS and MVMS.
- Luke Lavalieri won the Spelling Bee and Tyler Sanders was the runner up. The regional competition will be February 24.
- Andrew Voisine won the Geography Bee and Mary Picone was the runner up. They will continue to compete as scheduled.
- The Board will honor the Spelling and Geography Bee winners at a March Board meeting.
- Tomorrow is the next Community Meeting showcase of student work at 8:30 AM.
- Tori will give information on the Bobcat Award application to SAU Administrative Assistant Denise Morin.

## **SUPERINTENDENT'S REPORT**

Brian Balke gave the Superintendent's report:

- The Deliberative Session is February 6 at 7:00 PM in the NBCS gym and the Board meeting will immediately follow in the NBCS library. The snowdate is February 8.
- The Board needs to sign the MS-26 form needs so it can be posted.
- Brian spoke to Emergency Management Director Dan MacDonald to see if any grants are available for the potential generator project.
- The SAU prepared a list of completed projects at NBCS. Denise will e-mail it to the Board.
- State Infrastructure Grant status at SAU schools was reviewed with a handout from Technology Director Gary Girolimon.
- School District Moderator Keith Diaz is preparing for the Deliberative Session. Brian and Goffstown School District Moderator Jim Raymond will meet with Keith next week.
- Weather continues to be challenging. A third snowday and subsequent delayed opening occurred this week. To make these decisions, Brian gets up very early, talks to other superintendents and town officials, observes weather and weather reports and drives all types of New Boston roads to observe road conditions. Bus drivers are doing a great job keeping students safe. Denise continues to update the school calendar with snowdays.
- Brian and Randy visited NBCS to observe heating system challenges.
- Rudy from RPF & Sons completed the electric panel color-coding to use during manual transfer of power to the generator. Tori will post directions in the electrical panel room and will e-mail them to Emergency Management Director Dan MacDonald.
- Randy reported the heating control is an adobe-based platform without an available upgrade and is not supported on the new dark fiber system due to network security settings. Randy requested to connect the current heating system with software to digitize the controls from Granite State Plumbing and Heating by the end of February vacation for \$14,000. The Board was concerned this system would not be used after the energy audit. Randy said it could become part of the audit and would cost approximately \$30,000 for the entire system. The Board will consider what to do during the summer. Randy will ask Gary if there is a way to allow the heating system to be accessed on the dark fiber system and speak to Granite State Plumbing and Heating again.

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

**POLICY REVIEW COMMITTEE REPORT (1-29-18 @ 5:30 PM @ SAU)**

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

**NEW BOSTON POLICY REVIEW COMMITTEE REPORT (NEXT MEETING 1-24-18 @ 5:00 PM @ NBCS 1<sup>ST</sup> FLOOR CONFERENCE ROOM)**

Fred reported the Committee met with Human Resources Director Kate Magrath who is reviewing Human Resources policies to make sure applicable laws are included, as laws have changed. Kate will meet with the Committee again.

**NEW BOSTON SCHOOL DISTRICT DELIBERATIVE SESSION 2-6-18 @ 7:00 PM @ NBCS-TOM MANSFIELD GYM**

## **OLD BUSINESS**

## **2018 DISTRICT WARRANT SIGNING**

The Board signed the MS-26 and MS-DSB after they were reviewed extensively at the SAU and Board level and by the NH DRA.

## **2<sup>ND</sup> READ POLICIES**

**EBBC/JLCE First Aid and Emergency Medical Care:** Fred noted these are identical policies included in different places in the policy handbook. *Fred Hayes moved to approve policies EBBC and JLCE as presented. Glen Dickey seconded the motion. The motion carried. (5-0)*

**EBBC-R/JLCE-R First Aid and Emergency Medical Care Regulations:** Fred noted these are identical regulations included in different places in the policy handbook. *Fred Hayes moved to approve policies EBBC-R and JLCE-R as presented. Glen Dickey seconded the motion. The motion carried. (5-0)*

**IHAMB Teaching About Self Protection:** Fred noted NH SBA recommends this policy that the District never had before. *Wendy Lambert moved to approve policy IHAMB as presented. Glen Dickey seconded the motion. The motion carried. (5-0)*

## **1<sup>ST</sup> READ POLICY**

**JLD School Guidance and Counseling Program:** The board will review this policy at home in preparation for 2<sup>nd</sup> read.

## **UPDATE ON FINANCIAL AUDIT**

Brian reported he spoke with the auditor Friday and gave him a deadline of tomorrow for completion of the annual audit and submission for publication in the Town Report. The Goffstown audit is expected to be completed tomorrow but Brian is not sure if more progress has been made on the New Boston audit since it was reported it was 30% complete. Other School District items are ready to be published in the Town Report as they are each year.

Brian noted he and the Interim Business Administrator may be asked to sign off on the audit indicating concurrence with the auditor that is necessary to release the audit. This is not something Brian has done in the past but he may be asked this year. He is unwilling to sign anything that has not been thoroughly reviewed. This could affect publishing of the audit in the Town Report. The Board will prepare a letter indicating the status of the audit that will be reviewed by the District Attorney and published in the Town Report. The Interim Business Administrator is working at the SAU and will begin attending Board meetings.

The Board considered a forensic audit and researching companies to do this. *Glen Dickey moved to retain a forensic accounting firm for a forensic audit for New Boston School District at the discretion of the Superintendent and District Attorney. Bill Schmidt seconded the motion.* Discussion: The cost and scope of the project need to be determined. Goffstown School District's forensic audit went back to 2007 and found that the MS-24 and DOE-25 were completed incorrectly at the end of the fiscal year, fund balance was not reported correctly which resulted in funds being retained by the School Districts and not returned for tax relief. The findings are expected to be the same for New Boston and the forensic audit could cost approximately \$15,000. Overcollection of revenues needs to be calculated. This will be discussed during non-public session. *Glen Dickey moved to table the motion. Kary Jencks seconded the motion. The motion carried. (5-0)*

## **NEW BUSINESS**

### **APPROVAL OF IRS STANDARD MILEAGE RATE**

*Fred Hayes moved to use the IRS Standard Mileage Rate for mileage reimbursements. Glen Dickey seconded the motion. The motion carried. (5-0)*

### **DELIBERATIVE SESSION REVIEW (TORI'S BUDGET PRESENTATION I.E. PIE CHART)**

The Board reviewed the Pie Chart slide prepared for the Powerpoint Presentation. Slides for the Collective Bargaining Agreement will be added along with a bar graph for the Voter Guide. The School Warrant will

include explanations in the Town Report. The Board reviewed and revised the Deliberative Session preparation sheet.

### **REPORT OUT ON 1-23-18 GOFFSTOWN/NEW BOSTON JOINT AREA BOARD MEETING**

Wendy reported the Joint AREA Board meeting took place where the following was discussed:

- New Boston is considering a tuition rate and Special Education calculation investigation as allowed in the AREA Agreement.
- New Boston appreciates the seat at the table at Goffstown committees.
- New Boston gets a credit for state aid if it is not used.
- Transitional programs are still very important and communication is key.
- New Boston can request reports from the Goffstown School District that are listed in the Agreement. The Board requested this information. Brian noted the information is available and a presentation will be made to the Board in the spring.
- Non-AREA Schools: There is one student from Hooksett that will attend GHS in September 2019.
- Appendix I, II and III were clarified and Wendy will send these to the Board.

### **NATIONAL SCHOOL LUNCH PROGRAM (NSLP) ADMINISTRATIVE REVIEW**

The state only audited Goffstown for this program. There is nothing to report for New Boston this year.

### **STAFFING**

None.

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

The flu is reported often in the media lately. Brian spoke to NBCS Nurse Judith Limondin who said absences due to illness have been low. If this begins to increase, the District will send out notices to parents.

### **PUBLIC COMMENT**

None.

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

*Wendy Lambert made a motion to go into nonpublic session at 9:16pm 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: 5-0-0 – All in Favor – Motion Passes.*

*Wendy Lambert moved to come out of non-public session at 10:14pm, seconded by Fred Hayes. Vote 5-0-0 – All in Favor – Motion Passes.*

*Glen Dickey moved to seal the non –public minutes for 15 years, seconded by Kary Jencks. Vote: 5-0-0 –All in Favor – Motion passes.*

### **ADJOURNMENT**

*Glen Dickey moved to adjourn the public meeting at 10:16pm. 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