

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

**NEW BOSTON SCHOOL DISTRICT SCHOOL BOARD MEETING  
Wednesday, April 12, 2017 - 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 (phoned in for beginning)

**ADMINISTRATORS**

Brian Balke, Superintendent  
Tori Underwood, Principal  
Tim Stokes, Assistant Principal  
Ray Labore, Business Administrator  
Kate Magrath, Human Resources Manager  
Gary Girolimon, Technology Director

**OPENING**

**CALL TO ORDER**

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

**APPROVAL OF MARCH 22, 2017 SCHOOL BOARD MEETING MINUTES**

*Glen Dickey moved to approve the March 22, 2017 School Board meeting minutes as written. Kary Jencks seconded the motion.* The Board then reviewed the March 22, 2017 School Board meeting minutes and made the following changes:

Page 2, under Manifest and Vouchers, second paragraph, change “Schiave” to “Schiavi”

Page 2, under Principal’s Report, last bullet, add “Wendy commented”

Page 3, at the top, second bullet, change “find” to “fund”

Page 4, under Ecosmith Recyclers Request, add “Jillian Smith”

*Glen Dickey moved to approve the March 22, 2017 School Board meeting minutes as amended. Kary Jencks seconded the motion. The motion carried (4-0-1 Bill Schmidt abstained)*

*Fred Hayes moved to approve the April 5, 2017 School Board meeting minutes as written. Glen Dickey seconded the motion.* The Board then reviewed the April 5, 2017 School Board meeting minutes and made the following change:

Page 1, eighth line, add “be” after “group”

*Glen Dickey moved to approve the April 5, 2017 School Board meeting minutes as amended. Fred Hayes seconded the motion. The motion carried (4-0-1 Glen Dickey abstained)*

**CORRESPONDENCE**

Brian noted the Correspondence folder contained the following:

- A press release announcing MVMS was selected by the New England League of Middle Schools (NELMS) as a 2017 “Spotlight School”.
- A memo recognizing GHS FBLA Advisor Christa Scarlett for a successful year with this strong program.
- An article about NBCS’ Destination Imagination Team led by Coach Jenna Lydon going to the National Competition. The Board congratulated Jenna.

## **PUBLIC COMMENT**

None.

## **PLAYGROUND DESIGN-NATURALLY ROOTED PRESENTATION**

Suzanne Meyer from Naturally Rooted, LLC was present along with the PTA Officers for a Powerpoint Presentation of Suzanne's ideas for the NBCS playground. Tim introduced Suzanne saying NBCS asked Suzanne to consider NBCS' playground to address issues such as drainage, slope of hills, and to give step-by-step improvements. This began with issues with the large slide that Administrators learned might cost \$12,000 to repair/replace. The PTA considered the money could be used in a better manner and asked Suzanne for options. Suzanne noted NBCS' playground is in a fabulous location with lots of opportunities. She showed sketches of proposed improvements and ideas and said the project can be done in phases as many of her projects at other schools have. She reviewed existing issues and her recommendations.

Tim noted the first priority is improving the slope of the hill. Brian noted he and Facilities Director Randy Loring saw this presentation a couple weeks ago and have been considering how this project could be done in phases. A drainage project is beginning soon at NBCS with John Neville who could excavate materials and stockpile them for the playground. Brian and Randy will continue to think about this. Kary recommended checking with John to make sure the slope will hold up into the future. Brian noted this presentation does not include engineered plans or drawings. John Neville will be asked to review these drawings and give input. Kary noted handicap accessibility is also a priority for this project.

Wendy asked about project funding. PTA Co-Vice President Heidi Morgan said the PTA is fundraising with new fundraising ideas this year and hoping that will bring reserves to the account. The PTA will then review the project phases to determine what should be done. Suzanne noted she has worked with other schools who obtained funding through volunteers, donations and grants. PTA President Valerie Bird-Diaz asked if NBCS has a separate budget for grounds. The Board noted ground maintenance is included in the Building Maintenance budget line. Bark mulch, mowing and snowplowing have separate budget lines.

Ray asked if the proposed equipment was reviewed for property liability. Suzanne said she has dealt with this at other schools and it was not an issue. NBCS' Property Liability Carrier Primex will be asked to review the proposal. The NBCS playground equipment is inspected annually.

The Board thanked everyone for their work on this project.

## **BUSINESS OPERATIONS/FINANCIALS**

### **MANIFEST AND VOUCHERS**

Glen reviewed the Manifest prior to the meeting and found no issues. *Glen Dickey moved to approve the April 12, 2017 manifest in the amount of \$437,430.94. Kary Jencks seconded the motion. The motion carried. (4-0 Bill Schmidt absent)*

### **UNRESERVED FUND BALANCE**

The Board reviewed the updated projected unreserved fund balance with a handout. Ray reported the balance is currently \$335,420 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. The Board asked for an updated project list.

### **MS-22 SIGNING**

The Board and Clerk signed the MS-22 at the end of the meeting.

## **REPORTS**

### **PRINCIPAL'S REPORT**

Tori Underwood reported the following:

- Smarter Balanced testing continues.
- The band and string concert is tomorrow.
- The fifth grade performance of the Wizard of Oz is April 20 at 6:30 with the fifth grade open house at 6:00.

### **SUPERINTENDENT'S REPORT**

Brian Balke gave the Superintendent's report:

- The public information went out last week regarding extending the school day beginning May 1 through the end of the school year. This was also discussed at the SAU Board meeting last night.
- The SAU reached out to the NH Board of Education as next year's calendar was already submitted. The Board of Education said the calendar can be resubmitted if the District makes changes.
- Brian met with the Recreation Commissioners last week. They are aware of NBCS' enrollment/space struggle. Recreation Director Mike Sindoni was invited to the Space Needs Committee meeting April 19. NBCS does not want to take over the White Buildings that the Recreation Department is using but it may be a future possibility. The extent of the Recreation Department's White Building maintenance was discussed. Brian discussed the possibility of partnering for afterschool activities with the Commissioners. NBCS does not have money budgeted for these activities, they could be held as pay to play. A survey developed by the Recreation Department is expected to go out to parents.
- The last time the school day was extended substitute pay was increased by \$5 per day. *Fred Hayes moved to authorize administrators to offer substitutes an additional \$5 per day to compensate for the period of the extended school days. Kary Jencks seconded the motion. The motion carried. (4-0)*
- Wendy noted snow days were discussed extensively at the SAU Board meeting last night. There was a lot of frustration expressed by the Goffstown School Board about the possibility of reopening the 2017/2018 calendar. Goffstown is not interested but New Boston might be interested. Options discussed last night included beginning the school day 15 minutes earlier in September, climate control in buildings, blizzard bags, building snow days into the calendar, changing from a days to an hours calendar, and holding school Martin Luther King Day, voting days, during February and April vacations or Saturdays. All options have impediments. The NBCS teachers and staff filled out a survey. Wendy summarized the results saying they showed people working at NBCS want a solution so they are not in school in late June. If New Boston changed the calendar and Goffstown didn't, cost and contract impacts would have to be researched. Ray will confirm the per day bus costs. Kary suggested a committee could be formed to consider this and dates need to be determined for guidance of when to begin conversations with unions if negotiations become necessary each year. Glen suggested planning extended school days beginning May 1 each year might be a good idea. The Board asked Brian to send a letter to the Goffstown School Board asking them to consider holding school on Martin Luther King Day in the 2017/2018 school year to help aid in the snow day balance at the end of the year. Parent notification of changes is a concern. The District will consider color coding the calendar or presenting the calendar as Con-Val and other Districts do for clarification on the "disclaimer" at the end of the calendar.

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

#### **C&E COMMITTEE REPORT (NEXT MEETING 5-8-17 @ 7:00 PM @ SAU)**

Kary reported she attended the recent meeting where there was a great presentation by the GHS librarians. The Goffstown and New Boston librarians are collaborating nicely. Athletic Director Steve Fountain presented an update on athletic program staffing. The career and school counseling curriculum will be discussed at the May 10 meeting.

#### **POLICY REVIEW COMMITTEE REPORT (NEXT MEETING 5-8-17 @ 6:00 PM @ SAU)**

Fred reported the Committee began working on its health policy and the New Boston Policy Committee will work on its health policy soon.

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

Fred reported the Committee met tonight and reviewed IJOC and background check policies. The Committee will finish up last year's spring update policies and then work on the health policies. The Committee will now meet for one and a half hours instead of one hour to get more done.

## **OLD BUSINESS**

### **UPDATES**

**Space Needs Committee Discussion-Next Steps:** 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 update cost estimates for the proposed addition. The Committee will review these at the meeting.

## **NEW BUSINESS**

### **NBCS TECHNOLOGY ASSESSMENT AND TECHNOLOGY ANALYSIS PRESENTATION**

Technology Director Gary Girolimon was present to meet with the Board to discuss his Technology Assessment of NBCS and solutions. He presented with a detailed Powerpoint Presentation. Gary will send the Powerpoint to Administrative Assistant Denise Morin who will distribute it to the Board. Gary noted there are areas of potential investment for which he applied for an ERATE discount that expires May 11. The Board asked about the financial benefits of switching systems and Ray will research this including the budget available. The Board will review the proposals at home and discuss at their May 10 meeting. Gary said the New Boston and Goffstown School Districts have been collaborating and this is a great benefit that he expects to increase into the future. The Board thanked Gary.

### **FACILITIES MAINTENANCE REPORT: PRIORITIZING PROJECTS; REVISED MAINTENANCE PROPOSAL**

A New Boston Project List from Facilities Director Randy Loring was distributed for Board review in preparation for its next meeting. Wendy asked if anything would need to be added over the door of the portable to protect people entering from falling snow.

### **CLOTHING RECYCLING BIN**

Brian noted he researched the Board's history with this type of request and found it was discussed after a request from Dreamcatchers on March 21, 2012, April 11, 2012 and May 9, 2012 when the Board was not in favor. The Board noted it is more in favor for this request as the purpose is for a scholarship from a NBCS organization for New Boston students. President of the NBCS Support Staff Association Jillian Smith was present and said she researched this proposal further after her discussion with the Board March 22 and learned Ecosmith takes all items and there is a one-year contract but there is capability to change it if the bin is not working out at NBCS. The Board asked about liability and Ray said it is Ecosmith's responsibility as they handle all contents. The Board wants something to request pickup if there is overflow and Ecosmith should pick up the same day once called. The Board is concerned about the possibility of graffiti and Jillian said she will watch the bin daily. Tori spoke with Jillian about the possibility of a bin and is satisfied with the proposal and the fact that Ecosmith has been part of the community for years. Brian and the Board requested a report of the funding raised in one year. ***Kary Jencks moved to authorize the Support Staff Association to contract with Ecosmith for a recycling bin on NBCS back parking lot for one year. Fred Hayes seconded the motion. The motion carried (4-0)*** NBCS will receive a copy of the contract and Ecosmith insurance rider. The Principal will approve the bin location.

### **BOARD RETREAT DATE DISCUSSION**

The Board decided to move their June meeting to June 7 and hold a retreat meeting June 21.

### **POLICY BCA SIGNING**

The Board will sign this policy at the Retreat meeting.

## **PTA DESTINATION IMAGINATION REQUEST**

Wendy introduced this topic saying NBCS had two Destination Imagination teams this year; one is going to the National Competition in Tennessee. The PTA sent the Board an e-mail about the expensive fees including travel anticipated at \$20,000 for all participants and team registration fees totaling \$4,750. The PTA is meeting next week where they plan to propose paying 50% of the registration fee and asked the Board to collaborate.

Coach Jenna Lydon was present with some team members and parents who explained Destination Imagination is a creative problem solving competition with many required aspects. This team of six fifth graders and one fourth grader has been working since October and daily since November to get ready including the aspect of keeping the solution secret. At the competition, the team is also presented with an additional problem to be solved that day. The solution is timed and adults are not allowed to help. The Board watched an informational video the team created today.

Brian noted coaches volunteer a lot of time to these teams and recommended the Board help the PTA with the registration fee and coach travel expenses. He also noted it is the District's policy that an administrator attend out of state events, Tori may need to attend. This competition is also expected to be a hardship to parents. Similar situations that may involve national competitions such as the Geography Bee were considered but found not to involve the aspects that would involve funding through the District. Wendy noted this event is not budgeted and the District is in a default budget. The PTA is willing to propose helping with 50% of the registration fee to its members at their meeting next week. If the Board contributes, the money would come from the unreserved fund balance. The Board requested an itemization of the travel expenses for Tori and Jenna before making a decision on travel expenses. Glen noted this is a prestige event for NBCS and will help with property values. Wendy noted the Policy Committee is considering changing the volunteer policy to require parents to pay for fingerprinting and background checks as Goffstown does and there have been discussions as to how this policy will be implemented as far as where that money should come from. The Destination Imagination costs have not been budgeted and there are many other items such as background checks the Board is considering. The Board has been looking to grow extracurricular afterschool activities for students and this is the type of thing that the Board wants to see for the students to be involved with. The Goffstown School District reimburses these costs once the person volunteers for a certain amount of hours. The Goffstown School District is having a hard time finding funding for this reimbursement along with other items. ***Fred Hayes moved to authorize 50% of the registration fee and up to \$500 in travel expenses for the coach only. Glen Dickey seconded the motion. The motion carried (4-0)***

The Board and Administrators noted they are proud of the team.

## **SCHOOL STAFFING**

### **Notifications:**

**Student Observer (2-3 hours)** Manchester Community College student Nicole Desruisseaux will observe in Mrs. LeBourveau's class.

**Support Staff Hiring (2016-2017)** Deborah Smith was hired as a kitchen worker.

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

***Wendy Lambert made a motion to go into nonpublic session at 9:53pm 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 – (Bill Schmidt absent) All in Favor – Motion Passes.***

***Glen Dickey moved to come out of non-public session at 10:42pm, 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.***

***Glen Dickey made a motion to seal the non-public minutes for 5 years, seconded by Fred Hayes. Vote: 4-0-0 - All in favor – Motion passes.***

**Resignation (Effective 6/30/17):**

*Glen Dickey moved to accept the resignation of Jennifer Gilliland (Special Education Teacher), seconded by Fred Hayes. Vote: 4-0-0 - All in favor – Motion passes*

**Nominations (Teacher, Administrator and Other Staff 2017-2018):**

*Glen Dickey moved to nominate Jennifer Gilliland (Special Education Facilitator), Tim Stokes (Assistant Principal) and Victoria Underwood (Principal), seconded by Fred Hayes. Vote: 4-0-0 - All in favor – Motion passes*

*Glen Dickey moved to accept the nomination of Marcy Smith (Special Education Teacher) seconded by Kary Jencks. Vote: 4-0-0 - All in favor – Motion passes*

*Glen Dickey moved to accept the nomination of Jo-Ann Miller (Principal's Administrative Assistant), Margaret Anderson (COTA) and Sarah Prothero (Food Service Director), seconded by Kary Jencks. Vote: 4-0-0 - All in favor – Motion passes*

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

Ray reported the SAU Board agreed to use Angell and Company LLC for audit services at the SAU Board meeting last night. *Fred Hayes moved to accept Angell and Company LLC for audit services for the next three years for the recommended fee contract presented. Glen Dickey seconded the motion. The motion carried (4-0)*

**PUBLIC COMMENT**

None.

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

*Wendy Lambert made a motion to go into nonpublic session at 10:47pm 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 – (Bill Schmidt absent) All in Favor – Motion Passes.*

*Wendy Lambert moved to come out of non-public session at 10:51pm, 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.*

*Glen Dickey moved to seal the non –public minutes for 5 years, seconded by Fred Hayes. Vote: 4-0-0 – All in Favor – Motion passes.*

**ADJOURNMENT**

*Glen Dickey moved to adjourn the public meeting at 10:52pm. 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

Non-Public Minutes submitted,  
Wendy Lambert