

**NEW BOSTON SCHOOL DISTRICT**  
New Boston, New Hampshire 03070  
**NEW BOSTON SCHOOL DISTRICT SCHOOL BOARD MEETING**  
Wednesday, September 13, 2017 - 6:30 PM  
New Boston Central School Library  
15 Central School Road, New Boston, NH 03070

**PRESENT**

**SCHOOL BOARD**

Wendy Lambert  
Bill Schmidt  
Fred Hayes  
Kary Jencks

**ADMINISTRATORS**

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

**OPENING**

**CALL TO ORDER**

Wendy Lambert called the meeting to order at 6:32 PM with the Pledge of Allegiance.

**APPROVAL OF AUGUST 23, 2017 SCHOOL BOARD MEETING MINUTES**

*Fred Hayes moved to approve the August 23, 2017 School Board meeting minutes as written. Bill Schmidt seconded the motion.* The Board then reviewed the August 23, 2017 School Board meeting minutes and made the following changes:

Page 1, under Correspondence, first bullet, change “Salutarian” to “Salutatorian”

Page 2, first bullet, change “and” to “an” and add, ”which was a current subdivision with larger lots but approved for only two lots”

Page 3, under Principal’s Report, change “Lions” to “Lyons” in two places

Page 3, under Principal’s Report, last bullet, change “older” to “K-6”

Page 3, under Superintendent’s Report, Technology Project, remove third bullet

Page 3, under Superintendent’s Report, Technology Project, fifth bullet, change “\$90,000 RUSK” to “\$88,000 RUS”

Page 4, second bullet, change “Will” to “Bill”

Page 5, under School District CIP Items For Board Review, remove “Dan said”

Page 6, last bullet, add “and resignations”

*Fred Hayes moved to approve the August 23, 2017 School Board meeting minutes as amended. Bill Schmidt seconded the motion. The motion carried (2-0-2 Kary Jencks and Bill Schmidt abstained, Glen Dickey absent)*

**CORRESPONDENCE**

Brian Balke noted the Correspondence folder contained the following:

- A letter to the Town Administrator about Glen’s request to evaluate the stop sign on school property along with a response from the Police Chief.
- A notification from the Planning Department of a lot line adjustment.

**PUBLIC COMMENT**

None.

**BUSINESS OPERATIONS/FINANCIALS**

## **MANIFEST AND VOUCHERS**

Glen is not present tonight and has not yet reviewed the Manifests. He will review the details of several manifests at the next Board meeting. Ray reviewed the Manifest Summary sheet. Payroll related items included three payrolls and totaled \$311,215.75 (66%). Special Education items totaled \$1,068.55 (.2%). General Expenses included annual alarm system inspection and testing at \$1,550, District legal opinion services at \$1,040, August electric bill of \$2,365, course reimbursement to Jacquelyn Cotnoir and Cori Gallegos of \$7,296, FY17 fuel surcharge to Goffstown Truck Center of \$8,100 (this is encumbered from last year's budget and is the difference between the contracted \$1.50 per gallon and the market price) MealMagic startup fee of \$2,520 from food service funds, \$48,318 from prior year reserve for the pavement and drainage improvement project, the September SAU Assessment of \$49,093, and beginning of the school year supplies and totaled \$150,082.34 (32%). ***Fred Hayes moved to conditionally approve the September 13, 2017 manifest in the amount of \$462,366.84 pending Glen Dickey's review. Bill Schmidt seconded the motion. The motion carried. (4-0)***

## **UPDATES**

**Budget Development Status:** Ray reported budget development is underway especially in the Goffstown School District as they begin earlier than New Boston. The Board is expected to review the budget for the first time in October.

## **REPORTS**

### **PRINCIPAL'S REPORT**

Tori Underwood reported the following:

- It was a great start to the school year. Students and staff are glad to be back. Extracurricular activities and student council are getting organized.
- Back to school nights are next week.
- Lynn Lyons will offer a workshop to parents on September 20 in conjunction with Crispin's House. The staff attended a workshop with her on August 31.
- Band and strings parent presentation is Thursday at 5:15 PM.
- Deb Plessner driver of bus three spoke to Tori due to concern that the bus is full in the afternoon due to the number of students going to Chestnut Hill Chapel for afterschool care. Brian reviewed policy EEA and EEA-R. This is a service NBCS has been providing but cannot accept any more students on the bus at this time. Brian will contact Chestnut Hill Chapel.
- NBCS enrollment is currently 552 students, there were 568 students in June. There are 21 less kindergarten students this year but seven more students in grades R-6. Class sizes in grades 1-6 average 20.8. Students continue to move in and out of town.
- The Board asked for a comparison of extended school year enrollment from last summer and this summer.

### **SUPERINTENDENT'S REPORT**

Brian Balke gave the Superintendent's report:

- Brian welcomed Police Chief Jim Brace and thanked him for attending tonight. He was present to discuss an inquiry from Glen about possibly changing the stop sign on school property to a yield sign. Goffstown and New Boston have Highway Safety Committees to review these types of inquiries. Brian spoke to the Chief and the Town Administrator about this inquiry. Jim said he reviewed the area after he received the inquiry. He noted it is a public way, an intersection and a school parking lot. He suggested a simple solution would be to post an officer in the area. Changing the sign to yield would affect public safety as it would not slow traffic and would be a greater hazard. He suggested a reminder to parents be published in the Bobcat News. The Police Department will also put a notice about turning into the parking lot from River Road on its Facebook page. The Board discussed parking and traffic overload issues at dropoff with Jim. They noted there are certain days throughout the year when this is predictable, and on these days, caution tape and signs will be put up where parking will not be allowed. The Board and Administrators expressed appreciation to the Department for placing an officer directing traffic at dropoff. This was implemented as a solution to traffic backups that occurred regularly a few years ago. The

Administrators will consider asking most staff to park in the parking lot by the gym to allow more parking for parents. MaryClaire Barry suggested an informational video be posted on the NBCS website.

- The SAU Board meeting is scheduled for October 12 at 7:00 PM at the SAU where snowday options and the 2018/2019 calendar will be discussed.
- There are eleven buses on the road in New Boston, two need drivers and are covered with substitute drivers. Additional drivers are going through training now. Bus driver staffing is a national problem.
- The updated calendar discussed at the last Board meeting was distributed. The Teacher Workshop day does not change school days for students. *Wendy Lambert moved to approve the revised calendar for the 2017/2018 school year reflecting a Teacher Workshop day in December. Fred Hayes seconded the motion. The motion carried (4-0)*
- The revised School Board meeting schedule with the Deliberative Session date was distributed.
- The online free and reduced lunch application was implemented. Tori will check with Food Service Director Megan Bizzarro to see if families are using it.

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

**C&E COMMITTEE REPORT (NEXT MEETING 9-18-17 @ 7:00 PM @ SAU 2<sup>ND</sup> FLOOR CONFERENCE ROOM)**

**POLICY REVIEW COMMITTEE REPORT (9-18-17 @ 5:30 PM @ SAU 2<sup>ND</sup> FLOOR CONFERENCE ROOM )**

**NEW BOSTON POLICY REVIEW COMMITTEE REPORT (NEXT MEETING 9-13-17 @ 5:00 PM @ NBCS-LIBRARY)**

Fred reported the committee reviewed the spring packet of policies from the NHSBA at its last meeting.

## **OLD BUSINESS**

### **2017-2018 BOARD GOALS REVIEW/DISCUSSION**

The Board revised and approved its list of goals.

### **SPACE NEEDS DISCUSSION**

Ray distributed the CIP documentation to be submitted to the CIP Committee tomorrow. The Board planned to postpone the addition on the CIP schedule. Wendy noted enrollment is not going down and more building lots are being approved. The District is not sure what the solution could be. Options include portables and classrooms in the White Buildings. The Board wants to give the Recreation Department as much advance notice as possible if it is necessary to use the White Buildings. The District also has many outstanding capital improvement projects that could become part of the CIP schedule. The funding mechanism would be the Building and Renovation CRF or a separate Warrant Article. Ray reviewed the CIP submission and the Board approved it.

The Space Needs Committee previously asked the Board for direction. The Board noted at that time it wanted the Committee to keep track of enrollment. The Committee planned to meet again in October but a meeting is not scheduled.

### **FACILITIES DISCUSSION**

The paving and roof projects are complete. These accomplishments will be posted on the NBCS Facebook page. The New Boston Bulletin is no longer in publication. The District needs to consider how to get information to residents who are not connected to NBCS with the Bobcat News or Facebook, and considered mailing a quarterly newsletter to homes. The Board could form a committee to research this. The generator is a high priority to the District due to concerns about loss of food during power outages, power outages during the school day and the fact that NBCS is the town's emergency shelter. The Board hopes the Fire Chief can apply for a grant for a generator with District support. Wendy is meeting with Selectman Joe Constance soon and will mention the generator at the meeting. The District has many outstanding capital improvement projects that will be discussed at the Deliberative Session as part of the Building and Renovation CRF discussion. The Board requested an update from Facilities Director Randy Loring at their next meeting and in writing. Ray noted energy audit funds were repurposed for items such as the roof. The energy audit discussed last year never took place. If the Board

would like to revisit this possibility, it would have to be researched again. The Board also noted NBCS's septic system could fail at anytime and is a \$60,000-70,000 project.

### **NEW BUSINESS**

None.

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

None.

### **SCHOOL STAFFING**

**Notification(s) Track Change 8/31/17:** The Board and Administrators congratulated Danielle Wayland for changing from Masters plus 15 to Masters plus 30.

### **PUBLIC COMMENT**

None.

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

*Wendy Lambert made a motion to go into nonpublic session at 8:12pm 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 8:30pm, seconded by Fred Hayes. Vote 4-0-0 - All in Favor – Motion Passes.*

*Fred Hayes moved to seal the non –public minutes for 15 years, seconded by Kary Jencks. Vote: 4-0-0 – All in Favor – Motion passes.*

Kary Jencks spoke about the recent events that occurred in Claremont, NH and the Oyster River School District with regard to racial charges. She wanted to reach out to the Board as this is an important conversation to have about an unfortunate event in the community. She asked Brian what is the pulse in the conjoined SAU and if he reached out to the Claremont Superintendent. Brian said he would take this under advisement.

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

*Wendy Lambert made a motion to go into nonpublic session at 9:00pm 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. Fred Hayes 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 9:15pm, 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 minutes for 5 years, seconded by Kary Jencks. Vote: 4-0-0 - All in favor – Motion passes.*

### **ADJOURNMENT**

*Fred Hayes moved to adjourn the public meeting at 9:16pm. 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