

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

**NEW BOSTON SCHOOL DISTRICT SCHOOL BOARD MEETING
Wednesday, September 14, 2016 - 6:30 PM**

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

PRESENT

SCHOOL BOARD

Wendy Lambert
Bill Schmidt (6:33)

Fred Hayes
Kary Jencks

ADMINISTRATORS

Brian Balke, Superintendent
Ray Labore, Business Administrator
Tori Underwood, Principal
Tim Stokes, Assistant Principal
Jenn Gilliland, Special Education Facilitator

OPENING

CALL TO ORDER

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

APPROVAL OF AUGUST 24, 2016 SCHOOL BOARD MEETING MINUTES

Fred Hayes moved to approve the August 24, 2016 School Board meeting minutes as written. Kary Jencks seconded the motion. The Board then reviewed the August 24, 2016 School Board meeting minutes and made the following changes:

Page 6, under CIP Discussion, first sentence, change “setting” to “holder”

Page 7, under Non-Public Session, add “*Fred Hayes made a motion to seal the non-public meeting minutes for five years. Glen Dickey seconded the motion. Vote: 4-0-0 - All in favor - Motion passes.*”

Fred Hayes moved to approve the August 24, 2016 School Board meeting minutes as amended. Kary Jencks seconded the motion. The motion carried (2-0-2 Bill Schmidt and Kary Jencks abstained, Glen Dickey absent)

CORRESPONDENCE

Brian noted the Correspondence folder contained the following:

- Three letters Brian sent regarding the non-resident requests discussed at the August 24, 2016 Board meeting.
- A thank you note from Library Media Specialist Mindi Charles for the new library computers.
- Wendy sent a thank you note on the Board’s behalf to the PTA for their contribution toward the new library computers.

PUBLIC COMMENT

None.

BUSINESS OPERATIONS/FINANCIALS

MANIFEST AND VOUCHERS

Glen will not be here tonight but he indicated the manifests are ready to approve. Ray reviewed the Manifest Summary sheet noting Payroll related items included three payrolls and totaled \$299,500.48 (67%). Special Education for June and July services totaled \$12,162.20 (3%). General Expenses included homeless transportation split 50/50 with the Concord School District of \$2,642.00, kitchen epoxy floor installation of

\$21,980.00 and the September SAU Assessment of \$40,569.00 and leach field installation of \$17,500.00 and totaled \$118,361.92 (26%). *Fred Hayes moved to conditionally approve the September 14, 2016 manifest in the amount of \$449,308.93. Kary Jencks seconded the motion. The motion carried. (4-0)*

The District is keeping track of one-time expenditures in preparation of the 2017/2018 budget. The kitchen floor and septic projects were paid for from reserves from the 2015/2016 budget so will not count as one-time expenditures from the 2016/2017 budget.

Ray reported he presented a recap of the unreserved fund balance to the Selectmen at their meeting last week. The District is proceeding with the final tax relief calculation of \$661,651. Ray reviewed a handout that he gave to the Selectmen. At the bottom of the handout is a recap of projects the Board approved at the May 25 Board meeting.

REPORTS

PRINCIPAL'S REPORT

Tori Underwood reported the following:

- NBCS had a great start to the school year. The whole school is using a theme of red ribbons this year from the book *The Mountain Meets The Moon*. The author will meet with students in January.
- Tori and Tim met with bus drivers. Tori and Tim gave bus drivers red ribbons to award students with good behavior to add to their classroom wreaths. A good conversation took place with bus drivers about student behavior and expectations.
- On Friday, the police were to escort fifth and sixth graders to the fair as they do every year. This year the police had to go to a call for service and administrators and staff walked the students to the fair. The students loved it and were very appreciative.
- A teacher training took place on standardized testing. Teachers will test students next week as is done every September.
- Teacher workshops were held during Election Day. Jen MacDonald and Julie McNish held a workshop; some teachers went to MVMS for a workshop and a student writing workshop was held.
- Enrollment: there are some new registrations and some students moved out of the district, the current NBCS enrollment is approximately 560 students.
- The four sessions of kindergarten the Board approved at their last meeting are going well.

SUPERINTENDENT'S REPORT

Brian Balke gave the Superintendent's report:

- All legal notices will now be published in the *Union Leader*.
- The District is very appreciative of all the *New Boston Bulletin* did for it over the years including publishing all legal notices and many, many school events.
- The Board will meet with the Fire and Police Chiefs September 28 for a non-public session to discuss safety as allowed under the applicable RSA.
- The SAU Board meeting is scheduled for October 13, 2016 at 7:00 PM at the SAU.
- The budget process has begun. Administration are preparing budgets and considering new requests. New requirements from the state increasing employer contributions to the retirement system will have a significant impact on the budget.
- The GHS athletic program evaluation is complete and posted on the GHS website.
- Brian left a message for the Town Administrator today for an update on any town conversations about the plowing NBCS parking lot.

GOFFSTOWN SCHOOL BOARD SUB-COMMITTEE REPORTS

C&E COMMITTEE REPORT (NEXT MEETING 11-14-16 @ 7:00 PM @ SAU 2ND FLOOR CONFERENCE ROOM)

Kary reported she attended the last C&E meeting where they discussed the following:

- The Committee reviewed a draft plan to move the “report out” in each grade level to February instead of May. Kary suggested NBSD might also want to consider doing this at a February Board meeting in preparation for town meeting day. The Board and Administration will consider this.
- New courses are being proposed at GHS such as Creative Welding and Yearbook/Digital Publishing.
- Goffstown uses Google Docs for grades 3-8. It will be rolled out for grades 3-5 in New Boston; it is already used in sixth grade.
- Goffstown uses “Moodle” in Goffstown for communication between students, classroom teachers and parents.
- The Committee discussed availability of internet access in student households and Assistant Superintendent MaryClaire Barry discussed how the SAU is approaching this.
- Thirty-two Goffstown and New Boston teachers are participating in the Master’s Program cohort offered by the SAU. This is a great benefit to education in Goffstown and New Boston.

POLICY REVIEW COMMITTEE REPORT (10-10-16 @ 6:00 PM @ SAU 2ND FLOOR CONFERENCE ROOM)

Fred reported the Committee moved a few policies forward and reviewed the first read process.

NEW BOSTON POLICY REVIEW COMMITTEE REPORT (NEXT MEETING 10-13-16 @ 5:30 PM @ NBCS-LIBRARY)

Policy BGC – Policy Review – 1st readWendy Lambert moved to approve Policy BGC with the redline changes. Kary Jencks seconded the motion. The motion carried (4-0)**

Policy DGA – Authorized Signatures/Check-Writing Services: PRC Review Date Added Wendy Lambert moved to approve Policy DGA with the changes. Bill Schmidt seconded the motion. The motion carried (4-0)**

Policy GCG – Substitute Staff Employment: Board Motion Requested Fred Hayes moved to approve Policy GCG retroactive to May 11, 2016. Bill Schmidt seconded the motion. The motion carried (4-0)**

SEPTEMBER 6, 2016 SELECTMEN’S MEETING

Fred reported he, Bill, Glen, Tori and Ray attended the September 6 Selectmen’s meeting where Ray presented the unreserved fund balance and reviewed building and renovation projects the district is working on. Selectman Joe Constance had questions about the condition of the portable roof. The Selectmen later discussed continuing talks with Rose Meadow facilities for a possible tax waiver to build a fourth facility.

Wendy asked if a Board member should begin attending Planning Board meetings to improve communication between the Boards due to questions raised this year about subdivisions and their impact on the school budget. Bill will try to attend Planning Board meetings as he is available and if he is unable to attend a meeting, another Board member will attend.

SAU BOARD MEETING-10-13-16 @ 7:00 PM @SAU CENTRAL OFFICE

OLD BUSINESS

TECHNOLOGY POSITION PROPOSAL

Technology Director Gary Girolimon was present and distributed a handout regarding a proposal to hire Goffstown Technology Department employee Matthew Brinn part time at NBCS. Brian reported \$13,000 is in the budget that is historically used each year for an outside consultant to support NBCS Technology Director Vernie Federer and manage parts of the NBCS network. This is no longer needed as the District now has Gary in the new Technology Director position. Gary temporarily brought in Matthew this year who did a great job. The available money could be repurposed to bring Matthew in for some days to help NBCS with complex technology issues, conduct an analysis of the technology resources available at NBCS, and offer more hours to NBCS at a lower rate than an outside contractor. Gary proposes offering a part time position to him on Tuesdays and Thursdays. Vernie has indicated this would be helpful to her department. Tori also agrees. Fred asked if there is enough need at NBCS. Gary said there is, such as planning the phone and wireless system replacement that is needed in the 2017/2018 school year, as the current systems are obsolete. Matthew can also work with hardware

and software and can show Vernie more about the technology. ***Kary Jencks moved to nominate Matthew Brinn for two days per week during the 2016/2017 school year for seven hours per day at \$15.35 per hour for up to ninety days. Fred Hayes seconded the motion. The motion carried (4-0)***

SPED SPACE ANALYSIS

Special Education Facilitator Jenn Gilliland was present to meet with the Board and report on the use of Special Education space at NBCS. She distributed a handout listing nine spaces and how they are used and shared. Enrollment could affect the use of these spaces if the number of classrooms needed in first grade increases from three to four. The School Psychologist's office doubles as the school's only conference room. Brian noted last spring the Board requested an independent review of how Special Education space is used at NBCS. Jenn noted Goffstown School District personnel reviewed the space and found it to be sufficient for the 2016/2017 school year. These spaces are spread out throughout the building, which may be a benefit to the Special Education program.

CIP DATE/DISCUSSION

School Officials are meeting with the CIP Committee on a night the Board is meeting. The School will be the first appointment with CIP that night. Fred is on the CIP Committee and will not be able to attend the School Board meeting that night. Ray, Tori and Bill will also attend the CIP meeting. The Board then reviewed its submission to CIP that includes a four-classroom addition. The cost estimates for this project need to be updated and the current plan may need revision. This will be discussed under Goals.

UPDATE ON NEAP DISCUSSION

Brian reported he spoke to the Deputy Commissioner of Education about the NEAP testing concerns he discussed with the Board at the last meeting. The test is scheduled for February 7 for a sampling of fourth grade students.

NEW BUSINESS

RESIDENCY REQUESTS

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

Wendy Lambert made a motion to go into nonpublic session at 7:58pm 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. Bill Schmidt 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 8:05pm, seconded by Bill Schmidt. The Chair took an individual voice poll from all board members present. Vote: 4-0-0 – All in Favor – Motion Passes.

Fred Hayes moved to approve Gunnar Burnham to attend fourth grade at NBCS beginning September 6, 2016 contingent upon relocation to New Boston. Kary Jencks seconded the motion. The motion carried. (4-0)

ENERGY MANAGEMENT DISCUSSION

Ray reported three companies came in last spring and provided initial assessments. The Board considered using these companies for a large project with a lease purchasing agreement at approximately \$1 million or a smaller project paid for with the Building and Renovation CRF. Granite State Plumbing and Heating and Siemens are ready to make presentations of their proposals to the Board. Facilities Director Randy Loring has not yet reviewed the proposals but the Administration has reviewed the situation with him and he is supportive. Ray will give Randy the information from Granite State Plumbing and Heating and Siemens for review before the Board decides to move forward with the presentations.

2016-2017 NEW BOSTON SCHOOL BOARD GOALS

The Board reviewed a draft handout of its goals as follows:

- The Board is looking forward to Matthew Brinn conducting an analysis of technology needs at NBCS.
- The Board decided to begin an official NBCS Facebook page and considered a NBCS Twitterfeed.
- The Board will invite Bedford Detective Matthew Fleming to NBCS to give presentations to parents and students on internet safety. Brian and Tori will contact Matt and New Boston Police Chief Brace about this possibility.
- The Space Needs Committee is meeting in October. The Board will reconsider the Committee Charge at the next Board meeting.

SCHOOL STAFFING

TRACK CHANGES EFFECTIVE 8/31/16

Jacqueline Cotnoir, Cori Gallegos and Mindi Charles have track changes this year.

NOMINATION

Wendy Lambert moved to nominate Marcy Smith to the Special Education Teacher for one year for 2016/2017. Kary Jencks seconded the motion. The motion carried. (4-0)

STUDENT NURSE

Alyssa Young from UNH will be at NBCS one day per week into December working with exceptional School Nurse and mentor Judith Limondin.

OTHER BUSINESS THAT MAY LEGALLY COME BEFORE THE MEETING

None.

PUBLIC COMMENT

None.

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

Wendy Lambert made a motion to go into nonpublic session at 8:47pm 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. Kary Jencks 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 9:07pm, seconded by Kary Jencks. 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 meeting minutes for 5 years. Kary Jencks seconded the motion. Vote: 4-0-0 - All in favor - Motion passes.

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

Wendy Lambert made a motion to go into nonpublic session at 9:08pm 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. 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 9:16pm, seconded by Kary Jencks. 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 meeting minutes for 5 years. Bill Schmidt seconded the motion. Vote: 4-0-0 - All in favor - Motion passes.

ADJOURNMENT

Bill Schmidt made a motion to adjourn the meeting at 9:23pm. 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