

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

**NEW BOSTON SCHOOL DISTRICT SCHOOL BOARD MEETING
Wednesday, October 26, 2016 - 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
Fred Hayes
Kary Jencks

ADMINISTRATORS

Brian Balke, Superintendent

Tori Underwood, Principal
Tim Stokes, Assistant Principal
Randy Loring, Facility Director

OPENING

CALL TO ORDER

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

APPROVAL OF OCTOBER 12, 2016 SCHOOL BOARD MEETING MINUTES

Glen Dickey moved to approve the October 12, 2016 School Board meeting minutes as written. Bill Schmidt seconded the motion. The Board then reviewed the October 12, 2016 School Board meeting minutes and made the following changes:

Page 2, under Principal's Report, second bullet, remove "." before "Grenier"

Page 2, in Policy Review Committee heading, remove the extra "PM"

Page 3, under NBCS Space Needs Committee Charge, second paragraph, second line from the bottom, add "to help understand their process" after "basis"

Page 3, under Energy Management Project, ninth line down, change "they were incomplete" to "however their audits did not exhaust all aspects of the building"

Page 4, under Energy Management Project, add "but will need to be evaluated by an engineer due to the portable placement" after "spring"

Glen Dickey moved to approve the October 12, 2016 School Board meeting minutes as amended. Bill Schmidt seconded the motion. The motion carried (5-0)

CORRESPONDENCE

None tonight but Brian will bring a letter Goffstown Selectman Peter Georgantis received from the City of Franklin to the New Boston and Goffstown School Boards at their next meeting. The City of Franklin sent this letter as NH towns are losing Adequacy Aid as stabilization funding is being removed from the NH budget. New Boston will lose \$20,000 and Goffstown will lose \$100,000. NH communities may meet to determine if any action such as a lawsuit is needed.

PUBLIC COMMENT

None.

BUSINESS OPERATIONS/FINANCIALS

MANIFEST AND VOUCHERS

Glen has not yet reviewed the October 26 manifest. Brian reviewed the Manifest Summary sheet noting Payroll related items included one payroll and totaled \$264,462.33 (11%). There were no Special Education items over \$1,000 this month. General Expenses included the final oil remediation billing of \$6,970.00 that will be

reimbursed by the state, electricity of \$4,766.64, and a tuition payment of \$2,102,694.83 to the Goffstown School District and totaled \$2,115,488.77 (89%). *Glen Dickey moved to conditionally approve the October 26, 2016 manifest in the amount of \$2,388,427.31 pending his review. Fred Hayes seconded the motion. The motion carried. (5-0)*

REPORTS

PRINCIPAL'S REPORT

Tori Underwood reported the following:

- Last week's Fire Prevention Week events went well. Traffic in the parking lot went well, students enjoyed the activities and it was nice to see former students participating in the event as volunteer firefighters.
- UNH STEM Ambassadors came in for a free event for sixth graders. Sixth Grade Teacher Jill Wilmoth coordinated this event.
- WMUR Meteorologist Kevin Skarupa visited the sixth graders yesterday.
- Eyes on Owls visited second grade.
- Annual teacher evaluations are taking place. Tori and Tim met with the professional staff and are halfway through the formal teacher observations. Tori discussed the many components of this. The Board and Administration encourage senior teachers mentoring newer teachers in the classroom and newer teachers observing senior teachers in the classroom.
- Tori reviewed New Boston student enrollment at MVMS and GHS as currently there are 14 more students than budgeted at MVMS and 11 more than budgeted at GHS. Business Administrator Ray Labore is watching the budget closely as this has an approximately \$120,000 impact on the District budget, but has not yet had to freeze accounts.
- The NBCS Facebook page Terms of Use are posted on the page and the page is up and running. Tori is working on a student permission form. The New Boston Policy Review Committee will review the form and the Terms of Use to determine if any revisions are needed.
- A thank you letter was sent to Mark Smith for his gift of an iMac printer for the Special Education Department.

SUPERINTENDENT'S REPORT

Brian Balke gave the Superintendent's report:

- PSAT's were administered to GHS students last week. Students will receive the results in a couple months.

GOFFSTOWN SCHOOL BOARD SUB-COMMITTEE REPORTS

C&E COMMITTEE REPORT (NEXT MEETING 11-14-16 @ 7:00 PM @ SAU)

POLICY REVIEW COMMITTEE REPORT (11-14-16 @ 6:00 PM @ SAU)

NEW BOSTON POLICY REVIEW COMMITTEE REPORT (NEXT MEETING 11-17-16 @ 5:30 PM @ NBCS LIBRARY)

BBAA-Board Member Authority-1st Read

The Board reviewed and amended Policy BBAA. The Committee will research the questions the Board raised and will bring this policy back to the Board for a second read.

IJOC-Volunteer and GBCD Criminal Records Check-Board Review

The Board reviewed and amended Policy IJOC. The Board considered if all NBCS volunteers should be fingerprinted or if there should be two volunteer designations. The Board and the New Boston Policy Committee will consider this further and review RSA 189:13-A along with comprehensive policies from other districts.

NEW BOSTON SPACE NEEDS COMMITTEE UPDATE

Kary reported the Committee met tonight and reviewed the charge from the Board and their next steps. Bill reported he has been attending Planning Board meetings where they are discussing building lots and possible impact fees. The Committee considered how the District could use impact fees including paying the Recreation Commission according to the contract if the District has to take over use of the White Buildings, adding portables or reconfiguring the proposed NBCS addition. The Space Needs Committee will work to improve communication with the Planning Department and Town Administrator. The Committee will meet again in

February when Tori has updated enrollment information and use this information to decide if the Administration needs to meet with the Recreation Commission in April about the use of the White Buildings. The SAU will request an update on the Recreation Commission's total investment in the White Buildings for a mid-contract update. The Committee will compare this information with the cost of another portable to help determine the best option for NBCS.

OLD BUSINESS

UPDATES-BOARD DISCUSSION AND DIRECTION

ENERGY MANAGEMENT NEXT STEPS-RANDY LORING WILL ADDRESS

Facility Director Randy Loring was present to meet with the Board to discuss recommendations for an energy audit. He reported he reviewed the information received from energy audits done in March. The strongest of these were from Granite State Plumbing and Heating and Siemens but he recommends paying a third party vendor to do a comprehensive impartial analysis of NBCS at an estimated cost of \$15,000. The District has \$5,000 set aside for this purpose. Randy noted the heat control panel is incompatible with the school heating equipment and he expects to learn how to improve this and other mechanical needs with an independent audit. Otherwise, oil prices are low and the NBCS boilers are running well. Preventative maintenance is also very important to the District. The District would like a short return on investment for any improvements made. The additional \$10,000 needed could be covered from reserves leftover from last year. Administration will prepare an RFP/RFQ for this and then hold presentations for the Board with bidders.

PAVING/DRAINAGE UPDATE

Randy held a walkthrough with John Neville, the only bidder for this project. The walkthrough was very beneficial as Randy learned how the bidder plans to improve drainage. Randy explained these plans to the Board. Brian noted John worked on a drainage project at MVMS and the District was very happy with his work. John did not include paving in the bid but it does include cracksealing and sealcoating. The bid did not include drainage improvements for the basketball court area as that will be included in a playground improvement quote from an architect the District is working with to redesign the playground and improve water runoff. ***Glen Dickey moved to accept John Neville's quote of \$48,500 to perform drainage and paving repairs. Bill Schmidt seconded the motion.*** Discussion: This is a firm fixed price unless there is a change order. John is available to begin work and it is expected to take two weeks to complete the project. ***The motion carried. (5-0)***

NBCS SIGN-BRIAN WILL ADDRESS

Brian spoke to Boy Scout Ryan Mackey who proposed a new sign for NBCS for his Eagle Scout project. Brian let him know what the Board discussed at their last meeting. No further information about the current sign has been found. Brian asked Ryan to research more information about the current sign and consider an updated proposal for a new sign to present to the Board.

SOCIAL MEDIA PRESENTATION-WENDY WILL ADDRESS

The Board considered asking Bedford Detective Matt Fleming or Media Power Youth to do a presentation for NBCS fourth, fifth and sixth graders and a separate presentation for NBCS parents. Media Power Youth recently held a parent presentation at MVMS. This would cost \$400 for a student presentation at NBCS. The Board asked Tim to present a request to the PTA for funds for this presentation.

CIP COMMITTEE

Fred reported the CIP Committee met last week. Brandy asked if the School District was doing anything with the budget and Fred noted if enrollment continues to increase the School District will be coming to CIP next year with details and options for the NBCS addition that has been on the CIP Schedule for years. Fred also noted the demographic study the District obtained a few years ago was inaccurate.

NEW BUSINESS

NO CHILD LEFT BEHIND ACT VS. EVERY STUDENT SUCCEEDS ACT

Brian reported the No Child Left Behind Act has been changed to the Every Student Succeeds Act. Brian researched this and has a pdf available that he will e-mail to the Board. The Act has not been implemented yet in NH as the Regulations are not ready but they are expected to be ready next year.

**SCHOOL STAFFING
NOTIFICATION(S)
STUDENT OBSERVER**

A student observer request came in from a local college student and the necessary approval steps are complete. Brian inadvertently did not bring the information to the meeting but will e-mail it to the Board. The Board does not need a motion for approval, as this is a notification.

9-MONTH MAINTENANCE POSITION PROPOSAL

Facility Director Randy Loring has been working with Human Resources Director Kate Magrath to propose using funds available from an unfilled half time custodial position to hire a full time custodian/maintenance person for the remainder of the school year as funds allow. This seems to be the best option compared to a part time proposal. This would be very beneficial to support the new Head Custodian and allow her to spend time on building envelope and interior maintenance projects she has not been able to do as she is often called to many situations throughout the building at a moment's notice. She also spends a lot of time and works very hard every day setting up and taking down all the lunch tables. The current custodians only have time to clean the building and have not had time for maintenance projects they have been asked to do. The Board asked that the Head Custodian Job Description and Scope of Work be reviewed to make sure it is appropriate. Administration also noted the current lunch tables are very old, difficult to set up and a safety hazard for the custodians and may need to be replaced soon at approximately \$13,000. *Glen Dickey moved to fill the maintenance position currently in the budget subject to the Human Resource Director's cost out to determine there are no additional costs. Kary Jencks seconded the motion. The motion carried. (5-0)*

2017-2018 PROPOSED SCHOOL DISTRICT BUDGET PRESENTATION

Line item budget reports were distributed. Tori presented preliminary budget information with a Powerpoint Presentation. The proposed Operating Budget increased approximately \$718,000 (5%). This is mostly due to salary, insurance, retirement, tuition and SAU Assessment increases. Many of these costs are out of NBSD's control. MVMS tuition and Special Education costs decreased. Tori noted enrollment at MVMS is expected to increase from 162 current students to 165.5 and GHS enrolment is expected to increase significantly from 326 current students to 355.5. The default budget is not yet available as one time expenditures need to be compiled and reviewed. Administrators noted REAP grants have been beneficial to NBSD throughout the years. Brian will research the requirements to qualify for these grants for rural schools as New Boston's population is expected to increase. It was noted NBSD offers great return on investment with high student achievement at one of the lowest per pupil costs in the state.

OTHER BUSINESS THAT MAY LEGALLY COME BEFORE THE MEETING

None.

PUBLIC COMMENT

None.

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

Wendy Lambert made a motion to go into nonpublic session at 9:11pm 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: 5-0-0 – All in Favor – Motion Passes.

Wendy Lambert moved to come out of non-public session at 9:14pm, seconded by Glen Dickey. The Chair took an individual voice poll from all board members present. Vote: 5-0-0 – All in Favor – Motion Passes.

ADJOURNMENT

Glen Dickey made a motion to adjourn the meeting at 9:15pm. 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