

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

**NEW BOSTON SCHOOL DISTRICT SCHOOL BOARD MEETING
Tuesday, February 6, 2018 - 8:23 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
Interim Business Administrator David Jack
Jennifer Gilliland, Special Education Director

CALL TO ORDER

Wendy Lambert called the Public Hearing to order at 8:23 PM with the Pledge of Allegiance.

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

Wendy Lambert made a motion to go into nonpublic session at 8:25pm 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.

Fred Hayes moved to come out of non-public session at 8:57pm, Glen Dickey seconded the motion. Vote 5-0-0 – All in Favor – Motion Passes.

Glen Dickey moved to seal the non –public minutes for 10 years, Bill Schmidt seconded the motion. Vote: 5-0-0 –All in Favor – Motion passes.

APPROVAL OF THE JANUARY 24, 2018 SCHOOL BOARD MEETING MINUTES

Glen Dickey moved to approve the January 24, 2018 School Board meeting minutes as written. Kary Jencks seconded the motion. The Board then reviewed the January 24, 2018 School Board meeting minutes and made the following changes:

Page 3, under Superintendent’s Report, 2nd bullet, add “form”

Page 3, under Superintendent’s Report, ninth bullet, add “MacDonald”

Page 5, under Report Out On 1-23-18 Goffstown/New Boston Joint AREA Board Meeting, change “Transitional programs, communication and new TEAM time at MVMS going well with new system” to “Transitional programs are still very important and communication is key”

Glen Dickey moved to approve the January 24, 2018 School Board meeting minutes as amended. Kary Jencks seconded the motion. The motion carried (5-0)

CORRESPONDENCE

Brian noted the Correspondence folder contained a letter sent to parents on January 31 regarding the flu.

PUBLIC COMMENT

None.

BUSINESS OPERATIONS/FINANCIALS

MANIFEST AND VOUCHERS

The January 10, 2018 manifest was provisionally approved at the January 10 meeting. This is pending Board finalization and signature.

Glen has not had a chance to review the February 6, 2018 Manifest.

REPORTS

PRINCIPAL'S REPORT

Tori Underwood reported the following:

- February has been a quiet month as snowdays are typical and vacation is coming up.
- Custodians are cleaning and the school is trying to minimize illnesses as best as it can. Students and staff are hoped to stay home when sick.

SUPERINTENDENT'S REPORT

Brian Balke introduced Interim Business Administrator David Jack. He is working at the SAU through MRI, a company that offers support personnel to municipalities and school districts. He is working two to three days per week for the past three weeks. He has a lot of experience as a Business Administrator, Assistant Superintendent and Superintendent in NH and MA and has worked with many school districts. Rita Donaldson from MRI is also working at the SAU one day per week most weeks. She has an extensive background as an auditor and CPA. They bring a lot of intellectual power to the SAU. Mr. Jack said he met with the Goffstown School Board last night. He has been working at the SAU for about three weeks but is not the permanent solution. He said the Business Office is in good shape with its competent workers. There is an obvious vacancy with some tasks being done by others in the office. There is a lot of talent in the SAU office. He has been working on reviewing the 2018 budget and getting it posted. He is monitoring the existing budget. The SAU is not developing a budget at this time due to the status of the annual budget cycle. He recommends a Board Audit Committee begin including the Superintendent and Business Office to become involved with each annual audit. He also recommended a preaudit be done annually in May or June and that books be closed in August to prepare MS-25 and DOE-25 each September. He is reviewing the tuition billing, as the bill is upcoming. The SAU is considering a new financial software platform with an RFP. Two vendors responded and presentations are occurring. Brian reviewed changes that are being established in the Business Office to make it more efficient. He said Mr. Jack is proving himself and has many great ideas. The Board thanked Mr. Jack.

GOFFSTOWN SCHOOL BOARD SUB-COMMITTEE REPORTS

SAU POLICY REVIEW COMMITTEE (2-12-18 @ 5:30 PM @ SAU)

C&E COMMITTEE REPORT (NEXT MEETING 2-12-18 @ 7:00 PM @ SAU)

OLD BUSINESS

2ND READ POLICIES

JLD School Guidance and Counseling Program: Fred noted this policy was revised to reflect what NBCS is doing. *Fred Hayes moved to approve policy JLD as presented. Glen Dickey seconded the motion. The motion carried. (5-0)*

AUDIT UPDATE

Brian reported a memorandum that will be included in the Town Report was distributed at tonight's Deliberative Session. The auditor was given a deadline of January 25 for submission of the audit for the Town Report as is done each year but nothing was received. Preliminary information for Goffstown School District was provided to the SAU last week. Brian and Mr. Jack were asked to sign it. It is being reviewed very carefully at the SAU as they consider signature. The auditor cancelled today's meeting at the SAU. He still needs to do a presentation in March or April. The auditor is going into more detail with the audit so it is taking more time than usual to

complete. This shows that Mr. Jack's suggestion of a preliminary audit in the summer is a good one. This is a new procedure for the SAU but it will be recommended for the future.

GENERATOR UPDATE

The SAU will confirm that Facilities Director Randy Loring contacted Emergency Management Director Dan MacDonald with the new color coding system for starting the NBCS generator.

LIST OF OPEN PO'S

Brian reported that last year there were \$31,230 total open PO's. They were reviewed as follows:

- The dark fiber project is now complete and paid for. Brian will work with Rita to close this PO. ERate and the NH Public School Infrastructure Grant paid 70% of this project.
- Two other small PO's totaling \$375 for AIMSWEB and a requisition.
- The second floor lift was supposed to be a PO but it was never encumbered although the Board approved it two years ago. It will be submitted for the NH Public School Infrastructure Grant. If there is an unassigned balance for 2017/2018, it is expected to be assigned to this project.

NEW BUSINESS

DELIBERATIVE SESSION DEBRIEF

The Deliberative Session went well. The Board congratulated Tori on her Powerpoint Presentation. There were questions from the public regarding the Math Interventionist request. Tori noted third grade math scores were lower than typical for NBCS. NBCS has a staff Reading Specialist that supports students that are not in Special Education that need help with reading but never had this opportunity for students that need help with math. Student population and needs change all the time. Title I grant funds are planned to fund this position. The Board agreed there is a need. A position is currently advertised to hire a Math Interventionist to serve until June and will be advertised again for a time period after June. Teachers are handling this need now but students are expected to be better served with a Math Interventionist. Brian also commented that all positions are reviewed each year and if there is no longer a need that position will be cut. The Board congratulated Kary on her Powerpoint Presentation regarding the Collective Bargaining Agreement.

INTERIM BUSINESS ADMINISTRATOR UPDATE

As above.

1ST READ POLICIES

GCCBC Family Medical Leave Act: Human Resources Director Kate Magrath updated this policy to make sure it includes the updated Family and Medical Leave Act language.

CCB-Line and Staff Relations: This policy was removed from the handbook.

The Board will review these for discussion at the next Board meeting.

PRIMEX CONTRIBUTION ASSURANCE PROGRAM (CAP)

FY 2020 (July 1, 2019 through June 30, 2020); FY 2021 (July 1, 2020 through June 30, 2021); FY 2022 (July 1, 2021 through June 30, 2022)

Brian reported the District engaged with Primex last year for Property and Liability Insurance and is now eligible for CAP to cap any premium increase due to good standing. This would extend the current contract. The Goffstown School Board was interested in this program. The New Boston Board considered getting quotes from private insurance companies and decided not to enter into this agreement at this time. The New Boston School District will put this out to bid next year.

STAFFING

- A nurse observer from the Massachusetts College of Pharmacy and Health in Manchester will be observing at NBCS, GHS and MVMS.
- Fourth grade teacher Julie McNish will be out for one or two months and Karina Kelly will be the long-term substitute in that classroom. Tori noted she and Assistant Principal Tim Stokes interviewed Mrs.

Kelly, were impressed with her qualifications and considered her a good fit. Paraeducator Jodi Gallione is also helping in that class.

OTHER BUSINESS THAT MAY LEGALLY COME BEFORE THE MEETING

- Information on SB193 is included in the Board's information packet at the request of Senator Lou D'Alessandro.
- There are approximately 100 pending bills in the legislature pertaining to education.

PUBLIC COMMENT

David Litwinovich of Beard Road was present and confirmed the next scheduled Board meeting is in March. He also commended Mrs. Prive and Mrs. Kane for recently helping his family with some good advice.

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

Wendy Lambert made a motion to go into nonpublic session at 9:54pm 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.

Fred Hayes moved to come out of non-public session at 10:55pm, seconded by Glen Dickey. Vote 5-0-0 – All in Favor – Motion Passes.

Glen Dickey moved to seal the non –public minutes for 10 years, seconded by Fred Hayes. Vote: 5-0-0 –All in Favor – Motion passes.

ADJOURNMENT

Fred Hayes moved to adjourn the public meeting at 10:56pm. Glen Dickey 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