

NEW BOSTON SCHOOL DISTRICT
New Boston, New Hampshire 03070
NEW BOSTON SCHOOL DISTRICT SCHOOL BOARD MEETING
Wednesday, August 23, 2017 - 6:30 PM
New Boston Central School Library
15 Central School Road, New Boston, NH 03070

PRESENT

SCHOOL BOARD

Wendy Lambert

Glen Dickey
Fred Hayes

ADMINISTRATORS

Brian Balke, Superintendent

Tori Underwood, Principal
Tim Stokes, Assistant Principal
Ray Labore, Business Administrator
Kate Magrath, Human Resources Director

OPENING

CALL TO ORDER

Wendy Lambert called the meeting to order at 6:54 PM with the Pledge of Allegiance.

APPROVAL OF JUNE 21, 2017 SCHOOL BOARD MEETING AND BOARD RETREAT MINUTES

Glen Dickey moved to approve the June 21, 2017 School Board meeting minutes as written. Fred Hayes seconded the motion. The Board then reviewed the June 21, 2017 School Board meeting minutes and made the following changes:

Page 2, under Principal's Report, second bullet, third line, change "enjoy" to "enjoyed"

Page 2, under Old Business; change "BBD" to "BDB" in two places

Page 4, under Unreserved Fund Balance, eighth line, change "compete" to "complete"

Page 4, under New Business, IJOC, change "Board plans" to Board and Administrators plan"

Glen Dickey moved to approve the June 21, 2017 School Board meeting minutes as amended. Fred Hayes seconded the motion. The motion carried (3-0 Kary Jencks and Bill Schmidt absent)

Glen Dickey moved to approve the June 21, 2017 School Board Retreat meeting minutes as written. Fred Hayes seconded the motion. The Board then reviewed the June 21, 2017 School Board meeting minutes and made the following changes:

Page 2, under number 5, second line, add "Many parents have requested informational guidance on this topic."

Page 2, under Budget Philosophy, change "hearing" to "heating"

Glen Dickey moved to approve the June 21, 2017 School Board Retreat meeting minutes as amended. Fred Hayes seconded the motion. The motion carried (3-0)

CORRESPONDENCE

Brian Balke noted the Correspondence folder contained the following:

- An article from the New Boston Bulletin about New Boston resident and GHS Salutatorian Jacob Borges.
- The Board and Administrators were sad to read an article on page one of the New Boston Bulletin saying "This Is the End" of the New Boston Bulletin. The Board and Administrators are appreciative of all the New Boston Bulletin has done for the School District over the years.
- A letter to the Trustees of the Trust Fund dated August 10, 2017 requesting withdrawal from the Building and Renovation CRF for the roof project.

- Two notifications from the Planning Department, one for an application from a resident to open a firearm home sales business and one about a two-lot subdivision on Susan Road which was a current subdivision with larger lots but approved for only two lots.

PUBLIC COMMENT

None.

BUSINESS OPERATIONS/FINANCIALS

MANIFEST AND VOUCHERS

Glen has not yet reviewed the Manifests. He will review the details of these and the June 21, 2017 manifest at the next Board meeting. Ray reviewed the Manifest Summary sheets as follows:

- The August 23, 2017 manifest included Payroll related items including one payroll and totaled \$149,707.52 (57%); Special Education items totaled \$14,927.70 (6%) and General Expenses that totaled \$89,847.26 (34%). *Glen Dickey moved to conditionally approve the August 23, 2017 manifest in the amount of \$261,291.91 pending his review. Fred Hayes seconded the motion. The motion carried. (3-0)*
- The July 26, 2017 manifest included Payroll related items including two payrolls and totaled \$110,101.55 (28%), Special Education items totaled \$2,800.35 (1%) and General Expenses (including a 50% down payment for the roofing project of \$141, 125) that totaled \$262,004.84 (68%). *Glen Dickey moved to conditionally approve the July 26, 2017 manifest in the amount of \$386,733.33 pending his review. Fred Hayes seconded the motion. The motion carried. (3-0)*
- The June 30, 2017 manifest included Payroll related items including one payroll and totaled \$52,200.53 (70%), Special Education items totaled \$7,479.53 (10%) and General Expenses that totaled \$7,688.48 (10%). *Glen Dickey moved to conditionally approve the June 30, 2017 manifest in the amount of \$74,662.02 pending his review. Fred Hayes seconded the motion. The motion carried. (3-0)*

MS25-DOE25 SIGNING

The Board signed the MS25 and DOE25 tonight to file with the state. These include the finalized unreserved fund balance of \$344, 120 after deposits into the 2.5% Contingency Fund and the Building and Renovation CRF.

UPDATES

Commodity Bids: Ray reviewed the Commodity Bid agreements made over the summer with a handout.

White Buildings Oil Contamination: Ray reviewed the status of the White Buildings Oil Contamination project with a handout saying it is time to decommission the test wells. \$3,800 was quoted for this task, which the state agreed to cover.

Food Services: Ray reviewed the status of the NBCS Food Services program with a handout. The Superintendent proposes that Goffstown's Food Service Director, Megan Bizzarro, will provide director services for the NBSD. A stipend arrangement will be proposed for consideration during non-public session. Brian said she has great experience and ideas and the Administrators are excited to work with her. Interviews for a Head Cook/Kitchen Manager are complete; Deb Smith was promoted to this position. Megan and Deb met and began training. Deb has great experience. The program is restructured to increase hours in one position and eliminate one kitchen position. The NBSD will change software for Food Service Program Business Management from Mealtime to MealMagic, a more feature rich application. An information sheet was reviewed. Ray reported there is a \$1,600 one-time startup cost that will be paid from program funds and an \$895 annual fee for MealMagic compared to the \$848 annual fee for Mealtime, a similar fee for a program with more features. The Board agreed it will help Megan be more efficient. The SAU set this program up for the District. Former NBCS Food Services Director Sarah Prothero did a great job finishing up the school year and the program is financially healthy coming into this year. The Board asked that families be informed that the free and reduced lunch applications can now be done online. This information will be included in the Bobcat News and there will be a link on the NBCS website.

Capital Projects/Summer Projects: Ray reviewed facilities project status as follows:

- **Roof:** The project is complete. The contractor did a nice job. There is one section in the front yet to be completed. The roofers suggested a ladder for the gym roof. The Administrators agreed it was a good idea and will consider it in the future.

- **Air conditioner in server room:** Technology Director Gary Girolimon requested air conditioning in the server room after a malfunction occurred. A temporary air conditioner was purchased for the room for \$600. Ray received an estimate for a permanent system that will be presented at a future meeting. The roofers arranged for penetration from the roof into the room to attach a roof air conditioning system in the future.
- **Paving:** John Neville Excavation completed this project, made several drainage improvements and paved some areas that needed it. Crack filling, sealcoating and striping was also done but some sections need to be redone and that will be done this weekend. Paving the bike rack area will be considered in the future.
- **Playground:** The Board will collaborate with the PTA on this project. Drainage is a priority for the Board and Administration. John Neville estimated the playground project architectural plan at \$250,000, not including equipment.

BUDGET DEVELOPMENT STATUS

Ray reported the Budget Season calendars are ready, budgets are being prepared and the Board will review it at its October 11th meeting.

REPORTS

PRINCIPAL'S REPORT

Tori Underwood reported the following:

- The Extended Year Summer School program was five weeks this year with 78 students. Twenty-eight staff members worked for the program instead of contracting this program out as other schools do, saving money for the District. The Board asked how this compared to last year. Tori estimated the numbers are similar and will get this information.
- The Custodial Staff worked hard and did an outstanding job all summer to get ready for the upcoming year along with the daily summer school cleaning tasks.
- The Administrators updated the School Handbook over the summer. Any updates during the school year will be announced in the Bobcat News.
- The Code Ed parent notification program will change to a better system this year, School Messenger.
- Staff returns to work Wednesday. Human Resources Director Kate Magrath will speak to them that day about new Human Resources features. Thursday is a staff workday. Lynn Lyons is offering a workshop on childhood anxiety to NBCS staff.
- Lynn Lyons will offer a workshop to parents on September 20 in conjunction with Crispin's House. This will be announced in the Bobcat News.
- August 31 from 1:30-2:30 PM is Meet The Teacher Day for new students.
- A Committee is preparing a presentation to the Board on the new report card system for K-6 students.

SUPERINTENDENT'S REPORT

Brian Balke gave the Superintendent's report:

- A mistake was noticed on the 2017/2018 calendar, as it didn't include a Teacher Workshop day. The Board, Administrators and Teacher Union did not catch it before it was approved. A solution is proposed to change a non-work day on December 8 to a Teacher Workshop day. The teachers seem in favor.
- Technology Projects: Technology Director Gary Girolimon sent an update on NBCS technology projects:
 - Dark fiber: complete. NBCS is now connected to GHS with dark fiber with fast connection and immediate implementation.
 - Web To School is updated.
 - Cat6 is installed around NBCS in preparation for the new phone system.
 - Gary obtained some switches free from the state and they are now installed.
 - The Goffstown School District was awarded an \$88,000 RUS grant 18 months ago, that Gary is using to update the Goffstown School District phone system. The money didn't come in yet. Newport, NH is the fiscal agent. Gary notified Brian that NBCS could get the newest version of the phone system he plans for NBCS if it waits until Goffstown changes or NBCS can get an older version of the phone system now.
 - The legislature is proposing new funding. Approximately \$9 million is available from HB517 Public School Infrastructure Fund. NBCS could qualify for funds under the option for fiber optic,

20% for the recent dark fiber project along with possible funds for the new phone system under an emergency preparedness option. Delaying purchase of new phones may help New Boston qualify for some of this funding.

- There is also some potential building aid funding from the legislature.
- Bill Phillips is the new attorney the NHSBA, former attorney Barrett Christina is the new director.
- Brian and Ray met with Goffstown Truck Center on Monday. They have new leadership. Brian and Ray requested improved communication. Bus driver staffing is an issue nationwide. NBSD has a contract with Goffstown Truck Center but may want to consider beginning its own fleet in the future. This will be discussed at the October SAU Board meeting. The Board wants to make sure the SAU is confirming fees charged by Goffstown Truck Center are appropriate including rate reductions when routes are combined and the fuel surcharge. New Boston will have eleven buses on the road this year. Eight buses will have consistent drivers and three will have rotating drivers. Tori and Tim are planning to keep communication flowing during this time. They scheduled a meeting at 1:30 PM on the first day of school to review bus rules and expectations. These will also be reviewed with students in all classes. Tori and Tim plan to visit and monitor buses periodically.
- The GHS drainage project is complete. Information and videos are available on the school website and Facebook page.
- The outdoor stairs project at MVMS is complete.
- The MVMS gym floor will be redone. Bids are received and the project is expected to begin in September. Girls' volleyball will move to GHS. An 8th/9th grade girls' volleyball team was considered but determined to not be needed.
- Brian left a message for the Police Chief about Glen's stop sign suggestion.
- Tori and Brian met with Town Planner Mark Fougere to work on the town Master Plan. They shared data and asked the number of children per household be updated from the previous version. Mark later requested additional information that was provided along with first day of school enrollment numbers.
- Wendy received calls that a middle school soccer coach is needed. The SAU will follow up with Wendy with the answer.
- Bus routes are expected to be ready Friday.

GOFFSTOWN SCHOOL BOARD SUB-COMMITTEE REPORTS

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

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

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

1st Read:

BHC-Board staff Communications; EHB-Data/Records Retention; GBEC-Drug-Free Workplace Policy; IMDA-Patriotic Exercises; JLCA-Physical Examinations of Students; JLCB- Immunizations of Students; JLCD – JLCD-R -Administering Medicines to Students; JLCG-R – Exclusion of Students from School for Illness; JLCH – Do Not Resuscitate Orders: The Board sent these policies to 2nd Read.

****FYI – Only – The Committee Added PRC Review Date to the following policies: BIE-Board Member Insurance/Liability; EH – Data Management (Public Use of School Records); EF/EF-R Food Service Management – Student Meal Accounts; GBJ – Personnel Records; JICG – Tobacco Products Ban; JICH – Student Drug Abuse; JLCEA– Use of Automated External Defibrillator(s); JLCG – Exclusion of Students from School for Illness:** The Board agreed to add the review date to these policies.

OLD BUSINESS

2ND READ POLICIES

AC/AC-R Non-Discrimination: Fred reported the Committee amended this policy. *Glen Dickey moved to approve AC/AC-R Non-Discrimination as presented. Fred Hayes seconded the motion. The motion carried (3-0)*

AD – Educational Philosophy Statement of the NBSD: Glen previously noted a concern that the title doesn't fit the policy. The Committee researched it and learned the title cannot be changed per the NBSBA. The Board amended the policy. The Committee will review the policy at a future meeting.

BA – NBSD Goals and Objectives: *Glen Dickey moved to approve BA – NBSD Goals and Objectives as presented. Fred Hayes seconded the motion. The motion carried (3-0)*

BDF/BDF-R Advisory Committee: *Glen Dickey moved to approve BDF/BDF-R Advisory Committee as presented. Fred Hayes seconded the motion. The motion carried (3-0)*

IJOC/IJOC-R Volunteers: The Board amended this policy. *Glen Dickey moved to approve IJOC/IJOC-R Volunteers as amended. Fred Hayes seconded the motion. The motion carried (3-0)* The Board would like this implemented at the beginning of the year.

UPDATE: READINESS AND FIRST GRADE STATUS

Tori reported enrollment has been fluctuating. Twenty-eight students left NBCS and thirty students enrolled in various grade levels throughout the summer. More changes are expected. Currently 38 students are registered for Kindergarten for three sections of Kindergarten. Eleven students are enrolled in Readiness; eighty-seven students are enrolled in First Grade. The Board recognized NBCS administrators and staff for all the work, planning and collaboration that they put into classroom assignments for each NBCS student.

DRAFT 2017-2018 NEW BOSTON SCHOOL BOARD GOALS

The Board briefly reviewed the updated goals with a handout. The Board will review this at home and discuss at a future meeting.

NEW BUSINESS

SCHOOL DISTRICT CIP ITEMS FOR BOARD REVIEW

The district project listing submission is due to the CIP Committee September 8. The SAU will contact the Committee to let them know the Board is meeting September 13 and will submit to the Committee on September 14. Last year the district presented a four-classroom addition to the Committee and a 2018 Warrant Article for bonding was planned. The Board considered postponing the Warrant Article by one year. Ray and Tori will update this year's presentation. The School District and one Board member will meet with the Committee October 11 at 6:00 PM. The Board then reviewed Capital Project Status with a handout. Wendy also noted she spoke to Emergency Management Director Dan MacDonald about the generator kept at the school, the town's emergency shelter. The generator is getting old and needs replacement. He periodically starts the generator to make sure it will run. The Board considered meeting with the Selectmen to discuss the possibility of sharing the replacement cost with the town. A grant for this purpose was presented to the Selectmen a couple years ago but the Selectmen denied funding at that time. The Board hopes a grant opportunity will become available again.

TOWN MASTER PLAN-SCHOOL INPUT

As above under Superintendent's Report.

OTHER BUSINESS THAT MAY LEGALLY COME BEFORE THE MEETING

- Glen noted he spoke to New Boston Bulletin Editor Brandy Mitroff who said the newspaper is now officially done due to significant revenue issues this year and the name will probably not be used again. Glen scheduled a public meeting at the library on September 16 to discuss the future of this type of publication. The New Boston Bulletin was an important component of NBCS and NBSD communication. Photos of New Boston children was also a favorite component of the New Boston Bulletin. NBSD could consider publishing a similar quarterly paper. It could also come back as an online subscription.
- Staffing: Brian reported NBCS is now fully staffed with the following changes:
 - Cori Gallegos had a track change.
 - Jeanne Wolhandler was hired as NBCS CODA.
 - Gary Bouchard has been working at NBCS as a Technology Specialist throughout the summer and will continue.
 - Vernie Federer resigned as NBCS Technology Director and will work in the Goffstown School District.
 - Sarah Pearl and Kimberly Bacastow were hired as NBCS paraprofessionals.

- *Glen Dickey moved to accept these nominations and resignations as presented. Fred Hayes seconded the motion. The motion carried (3-0)*

PUBLIC COMMENT

None.

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

Wendy Lambert made a motion to go into nonpublic session at 9:08pm 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: 3-0-0 – All in Favor – Motion Passes.

Wendy Lambert moved to exit of non-public session at 9:23pm. Glen Dickey seconded the motion. The Chair took an individual voice poll from all board members present. Vote: 3-0-0 – All in Favor – Motion Passes.

Glen Dickey made a motion to seal the non-public minutes for five years. Fred Hayes seconded the motion. The motion carried (3-0)

Wendy Lambert made a motion to go into nonpublic session at 9:25pm 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: 3-0-0 – All in Favor – Motion Passes.

Wendy Lambert moved to exit of non-public session at 9:45pm. Fred Hayes seconded the motion. The Chair took an individual voice poll from all board members present. Vote: 3-0-0 – All in Favor – Motion Passes.

Glen Dickey made a motion to seal the non-public minutes for five years. Fred Hayes seconded the motion. The motion carried (3-0)

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

Wendy Lambert made a motion to go into nonpublic session at 9:48pm 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: 3-0-0 – All in Favor – Motion Passes.

Glen Dickey moved to exit of non-public session at 10:17pm. Fred Hayes seconded the motion. The Chair took an individual voice poll from all board members present. Vote: 3-0-0 – All in Favor – Motion Passes.

Glen Dickey made a motion to seal the non-public minutes for three years. Fred Hayes seconded the motion. The motion carried (3-0)

ADJOURNMENT

Fred Hayes moved to adjourn the public meeting at 10:18pm. Glen Dickey seconded the motion. The motion carried (3-0). Meeting Adjourned.

All back-up material to this meeting is held in the Principal's Office.

Respectfully submitted,
Maralyn Segien