

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

**NEW BOSTON SCHOOL DISTRICT SCHOOL BOARD MEETING
Wednesday, June 10, 2020 - 6:30 PM**

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

PRESENT

SCHOOL BOARD

Wendy Lambert
Bill Schmidt
Kary Jencks
Sam Perron
Rob Witt

ADMINISTRATORS

Brian Balke, Superintendent

Tori Underwood, Principal
John Bridle, Assistant Principal
Scott Gross, Business Administrator

OPENING

CALL TO ORDER

Kary Jencks called the meeting to order at 6:30 PM with the Pledge of Allegiance according to District Board Organizational Meeting policy. This meeting is being conducted remotely consistent with Governor's Executive Order 2020-04 insuring compliance with RSA 91-A in light of COVID-19 circumstances. As Chair of the New Boston School Board, she noted she found that, due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically. Please note that the public can access this live meeting by either viewing it via a "live-stream" link on the New Boston Central School website, or by calling into a telephone conference bridge line at 603-766-5646 (Participant Code 774965). If you wish to make a public comment at the beginning of the meeting, please wait for the Chair's instructions, and then press *9. Your microphone will be unmuted, and you will then be directed to state your name and address prior to making your public comment. However, in accordance with the Emergency Order, she confirmed that the Board is:

- a) *Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means:* The Board is utilizing a Zoom platform for this electronic meeting. All members of the New Boston School Board, the Recording Secretary and participating administrators have the ability to communicate contemporaneously during this meeting through this platform. The public has access to contemporaneously listen and, if necessary, participate in this meeting during Public Comment only.
- b) *Providing public notice of the necessary information for accessing the meeting:* We have previously given notice to the public of the necessary information for accessing the meeting, including how to listen to the meeting telephonically, the conference bridge line and the participant code.

Please note that all votes that are taken during this meeting shall be done by roll call vote.

The meeting began by taking a roll call attendance. When each member stated their presence, they also stated whether there is anyone in the room with them during this meeting, which is required under the Right-to-Know law. Wendy Lambert present no one else with her, Sam Perron present no one else with him, Rob Witt present no one else with him, Bill Schmidt present no one else with him, Kary Jencks present no one else with her.

Superintendent Brian Balke, Principal Tori Underwood, Assistant Principal John Bridle, and Business Administrator Scott Gross were present and also alone. Architect Roger Dignard, GTV Producer Broden McCune and Recording Secretary Maralyn Segien are also participating in the call. This meeting is available to view at <https://www.youtube.com/watch?v=mfgGfRHE9ss&feature=youtu.be>. If non-public session is entered, all attendees must be alone without children and spouses.

The Board congratulated NBCS sixth graders, parents, teachers and administrators for this year's special opportunity for sixth graders.

APPROVAL OF THE MAY 27, 2020 SCHOOL BOARD MEETING MINUTES

Wendy Lambert moved to approve the May 27, 2020 School Board meeting minutes as written. Bill Schmidt seconded the motion. The Board then reviewed the May 27, 2020 School Board meeting minutes and made no changes. *The Chair took an individual voice poll from all board members. The motion carried. (5-0)*

CORRESPONDENCE

Brian reported the Correspondence folder contained the following:

- A COVID-19 illness regulation EBCF developed by Human Resources Director Kat Magrath for all staff to review and sign identifying any symptom profile or exposure to COVID-19.
- Letter from the NHSBA to the NH DOE about Executive Emergency Order 48 that created regulatory requirements for all Special Education students that are challenging for school districts. The Goffstown and New Boston School Districts are working hard to meet the requirements that are expected to impact Special Education staff's ability to spend time with students.

PUBLIC COMMENT

Kary noted the Board always welcomes public comment and feedback. There are two opportunities for public comment, one at the beginning of the meeting and then another at the end. Anyone with a comment is asked to state their name and address for the record and that comments be respectful and thoughtful. The Board will listen but public comment is typically not a back and forth. Seeing none, Kary closed the first session of public comment.

PRESENTATION

LIGHTING PROJECT-ROGER DIGNARD PRESENTING

Architect Roger Dignard met with the Board as he is seeking direction from the Board on this project that he presented to them May 27. He received information yesterday about an additional project for the walk in cooler control systems that could qualify for 100% financing from Eversource with a two to three year payback on investment.

The lighting project was then discussed. The unassigned fund balance or Building and Renovation CRF (with an approximate balance of \$281,000) could be used. Bill noted he is not in favor of the options presented May 27 until the school building reopens. Wendy noted it is bad timing to take on this project as community/taxpayer finances are unknown and could be affected by COVID-19. Rob noted he is not in favor until current projects are complete. Kary and Sam noted they are in favor of Option 1 when the District is ready. All Board members requested community feedback on if now or later is a good time for a lighting project.

Roger noted he will research "no capital" options to bring to the Board at the June 24 meeting. He noted a lighting project has many benefits as the District has been considering it for years and it will improve the lighting and teaching and learning environment at NBCS. Roger noted the Energy Commission recommended a lighting project for ease and benefits to the building but are also considering energy usage benefits in other areas of town. They will continue approaching the District with options to consider.

The Board agreed and thanked Roger for bringing this information to them. They noted the District has been considering a lighting project for seven years and this is the perfect time to do it along with the building envelope project, former Board member Fred Hayes was in favor of a lighting project and it will improve the teaching and learning environment. However, timing is an issue as there are many financing unknowns as the District reopens. It is the Board's duty to protect the building and it's duty to the community in how tax money is spent.

The Board and Administrators asked the public to provide feedback for consideration at the June 24 meeting.

BUSINESS OPERATIONS/FINANCIALS

MANIFEST AND VOUCHERS

Scott reported he e-mailed the manifest summary sheet to the Board earlier this week. The Board reviewed the June 10, 2020 manifest summary sheet. *Wendy Lambert moved to approve the June 10, 2020 manifest in the amount of \$2,651,157.25. Bill Schmidt seconded the motion. The Chair took an individual voice poll from all board members. The motion carried. (5-0)* The documents will be signed through Pandadoc.

RENEW DISTRICT INVESTMENT POLICY

Scott reported the District has its own Policy DFA Investments required to be signed annually by the auditors. This was reviewed. The school funds are not invested but are kept in a checking account at TD Bank collecting interest. The FDIC insures \$250,000 and Mellon Bank collateralizes the rest. The Board asked if there was a cap for the account and Scott will research this. *Wendy Lambert moved to readopt DFA Investments. Bill Schmidt seconded the motion. The Chair took an individual voice poll from all board members. The motion carried. (5-0)* The applicable RSA will be reviewed as the "reviewed" language listed at the bottom of the policy may need to be changed to "readopted" when the New Boston Policy Review Committee meets again.

UNASSIGNED FUND BALANCE PROJECTION

Scott reviewed the unassigned fund balance projection including \$20,000 more than estimated revenues and \$850,000 underspend due to tuition \$400,000 less than budgeted and decreased transportation, supplies, and other lines that were not spent as they normally would have been with the school building closed. \$1,070,000 is available with a voter approved \$50,000 deposit to the Building and Renovation CRF and a possible 2.5% contingency fund deposit of approximately \$300,000. This could result in a 12-cent increase to the tax rate. The unassigned fund balance was \$1,100,000 last year with a \$100,000 deposit to the Building and Renovation CRF and a \$200,000 deposit to the 2.5% contingency fund. No projects are recommended to be paid from the unassigned fund balance at this time.

REPORTS

PRINCIPAL'S REPORT

Tori Underwood gave the Principal's Report:

- Teachers, paraprofessionals and staff gathered and disbursed student belongings last week.
- NBCS Administrative Assistants Jo-Ann Miller and Rachel Spray worked hard organizing the sixth grade promotional celebration along with teachers, paraprofessionals and Special Education Jennifer Gilliland. There was great participation by families. It went smoothly and it was thrilling creating this memory for students despite all these sixth graders lost this semester. A video of the teachers and paraprofessionals singing the class theme song is on the NBCS website. The weather was great for the events.

SUPERINTENDENT'S REPORT

Brian Balke gave the Superintendent's report:

- He welcomed new MVMS Special Education Facilitator Kim Rivers.
- Administrators continue their hard work planning reopening, meeting three times each week. NH DOE has not sent guidance. The Goffstown and New Boston Districts will continue to plan reopening over the summer.

- He recommended an SAU Board meeting be scheduled in early August to discuss reopening guidance collectively.
- Assistant Superintendent MaryClaire Barry developed a remote learning profile for each student to give to next year's teacher.
- Promotions in Goffstown and New Boston went very well. Police and Fire Departments were thanked for their assistance in planning and implementing these ceremonies.
- The SAU launched a new required online professional development module offered by Primex Insurance for all employees focusing on harassment and anti-discrimination. This includes blood borne pathogens, know and tell, and all responsibilities as mandatory reporters of suspected abuse and neglect under RSA 169, e-mail phishing and bullying.
- The Best Bobcat award will be presented in New Business.
- The Goffstown School Board approved a proposal to hold the GHS graduation ceremony at Fisher Cat Stadium June 17.
- The Districts will consider Blizzard Bags and will present this to the Boards for approval.
- The MVMS eighth grade promotion video is available on the MVMS website.
- The GHS Scholarship Night and Baccalaureate videos are available on the GHS website.
- The US FDA extended the "Food For Kids" program for the summer.
- The Districts' data governance and security plan consistent with HB 1612 and Policy EHAB requires annual update to the School Board: Technology Director Stephen Bourget has made two changes to the Policy and Appendix E.
- Library Media Specialists have put out a number of social justice resources for parents and teachers for conversations around race according to age level. This is planned for release soon. Equity and inclusion were considered at GHS beginning with a GHS Committee last year. A meeting is planned for tomorrow which Brian and Assistant Superintendent MaryClaire Barry will attend to support the teachers leading those difficult conversations. The social and emotional impact to students, teachers and adults is also a concern that will be addressed. The Goffstown Library also held workshops last year about this. Sam noted he has information from his experiences that he will send to the SAU. Brian's George Floyd statement was distributed and can be found on the website as all in the districts are respected and the learning environment is expected to be free from hate, racism, and any discrimination. The Board thanked all for these resources.
- Kary requested in the event that remote learning continues into the fall that continued strong direction and conversations with administrators and staff moving forward with the grading system for consistency measuring competency. Kary requested consistent timelines of when assignments are dropped and Zoom meetings and e-mails between teachers, students and families. Brian noted if this continues, he does not support the current pass/fail system going forward, the Goffstown School Board changed the GHS grading system June 1. Zoom sessions will not be optional next year. This type of guidance is also expected at elementary levels. Kary also noted remote learning is affecting student screen time and asked that the Districts consider weekends as screen time free if possible as assignments are dropped. She applauded all administrators and staff for what they have been able to accomplish for students and families so far. She asked if Brian could include this topic in his weekly video updates, he noted this is planned for his August update, that teachers were asked not to drop assignments on Thursdays or Fridays and all are working to be as good as possible at remote teaching, as classroom presence does not translate to a remote environment. Teachers have been working together and collaborating more than ever on assessments, projects and sharing resources. Sam also requested guidance for teachers and staff on how to use Zoom as some are more proficient than others. Brian noted the Zoom platform has been free so far but could become a significant cost if it continues. This impact is unknown at this time and other platforms may be considered such as Big Blue Button and Google Hangout.

GOFFSTOWN SCHOOL BOARD SUB-COMMITTEE REPORTS
GOFFSTOWN POLICY REVIEW COMMITTEE (TBA)
GOFFSTOWN C&E COMMITTEE REPORT (TBA)
NEW BOSTON POLICY REVIEW COMMITTEE (TBA)

SAU #19 PRC COMMITTEE MEETING (TBA)
GOFFSTOWN BUILDING COMMITTEE (TBA)
SAU #19 BOARD MEETING (TBA)
NEW BOSTON SELECTMEN (6-15-20 @ 6:00 PM @ TOWN HALL)

OLD BUSINESS

2020 WARRANT ARTICLE #3 UPDATE ON BUILDING ENVELOPE

Scott reported he met with contractor Turnstone Corp, Facilities Director Randy Loring and Architect Roger Dignard today. The windows are expected to be delivered next week and installation is expected to begin in two weeks. The groups are meeting weekly with Tori to plan construction.

2.5% CONTINGENCY FUND ALLOCATION

Scott reported a deposit of up to \$307,000 is possible this year to fully fund this CRF to use for uncertainties going forward such as staffing, transportation and nursing with a tax rate increase of less than 1%. This CRF can only be used for emergency expenditures and tax relief and NH Department of Education approval is needed to expend the funds. *Wendy Lambert moved to fund the 2.5% Contingency Fund with funds from the unassigned fund balance of the FY20 school year for a total of \$307,000. Bill Schmidt seconded the motion. The Chair took an individual voice poll from all board members. The motion carried. (5-0)*

NEW BUSINESS

BEST BOBCAT AWARD ANNOUNCEMENT

The New Boston Central School Board and Administrators are excited to announce the Best Bobcats of 2020 are Mr. and Mrs. Howard Towne. This year the nominations for NBCS Best Bobcat Award were the most the School Board has received. Thank you to everyone who took the time to nominate all the exceptional candidates for this award. It was an extremely hard decision. However, one nomination in particular rose to the top. The nomination arrived as we were approaching Memorial Day. NBCS was unable to have a Memorial Day Remembrance Ceremony this year with connected learning during the current pandemic. This situation gave the nominators of this year's winner time to reflect more on previous school ceremonies. Howard Towne, along with his wife Frances, began the tradition at New Boston Central School with former school principal, Rick Matthews.

The Remembrance Ceremony is one of the most important of the school year. Howard and Frances Towne believed in educating both the school and town communities on the historical significance of Memorial Day and the various traditions. Howard reminded us every year "Memorial Day was not established for barbeques and parties." They reached out to other veterans to participate in the program. They provided us with the meaning of Taps, the significance of poppies, and the poem "In Flanders Field". Howard gave a speech every year with last year's audience being over 600 students and adults. Mr. and Mrs. Towne created and provided the wreaths for the town common (which were placed by the Readiness students), cemetery and the natural wreath for the river to recognize the Navy and Marines. It was only in the last few years that the Garden Club at NBCS with Jess Willard created three of the wreaths, while the Townes continued to create the natural wreath.

Mr. and Mrs. Towne worked with the NBCS fifth grade teachers and students every year to place flags on the gravestones of each veteran in the New Boston Cemetery. They always greeted our students and staff in the cemetery and spoke to the students about the importance of what they were doing for their community. They would drive through the cemetery multiple times to make sure we all had enough flags. The school provided breakfast in the school library for the veterans. The Townes shared the difficulty for many of the veterans to walk the distance from the library to the gym. The tradition of the Readiness students serving breakfast was established as a nice addition to our program.

Principal Underwood had the great honor to visit them in their home for five years. During these visits, they all sat at the Townes' kitchen table reminiscing about previous ceremonies, Howard's service and planning the next ceremony. Their assistance in organizing such a grand event is inspiring. Their dedication to the students and

staff is remarkable. In addition, Howard and Frances often attended lunch in the school cafeteria on Thursday sponsored by the Recreation Department.

Mr. and Mrs. Towne have a longstanding relationship with New Boston Central School for which we are grateful. And, it is for these reasons; the New Boston School Board as the NBCS 2020 has chosen Mr. and Mrs. Howard Towne Best Bobcat Award winners.

BOARD AUTHORIZATION REQUESTED

To Grant Continued Authorization To The Superintendent Under Temporary Regulation A Board Motion Is Needed: *Kary Jencks moved to approve the Superintendent's Emergency Operations Plan for COVID-19 as a temporary Regulation to Policy EBCF – Pandemic-Epidemic Emergencies and to grant the Superintendent or his designee authorization to respond at his discretion to changing public health circumstances and to allow the Superintendent the ability to modify or adapt School Board Policy as needed with an update provided at the next successful School Board Meeting. Bill Schmidt seconded the motion. The Chair took an individual voice poll from all board members. The motion carried. (5-0)*

To Grant Continued Authorization To The Business Administrator To Pay Bills A Board Motion Is Needed: *Kary Jencks moved to authorize the Business Administrator to continue to pay bills as has been done for the last number of months, until the next successful board meeting after this. Wendy Lambert seconded the motion. The Chair took an individual voice poll from all board members. The motion carried. (5-0)*

To Conduct Business During Summer Months: Deferred to June 24.

To Hire During Summer Months: Deferred to June 24.

To Accept Commodity Bids During the Summer Months: Deferred to June 24.

To Act on Capital Projects Bids During Summer Months: Deferred to June 24.

STAFFING

NBCS second grade teacher Christine Stearns resigned to pursue her career goals with a new position as Curriculum Coach for the Shaker School District. *Wendy Lambert moved to accept Christine Stearns' resignation with regret and wish her well in her next step. Sam Perron seconded the motion. The Chair took an individual voice poll from all board members. The motion carried. (5-0)* The Board congratulated Christine.

OTHER BUSINESS THAT MAY LEGALLY COME BEFORE THE MEETING

None.

PUBLIC COMMENT

None.

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

Kary Jencks made a motion to enter nonpublic session at 8:05pm 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. Wendy Lambert seconded the motion. The Chair took an individual voice poll from all Board members. Vote: 5-0-0 – All in Favor – Motion Passes.

Wendy Lambert moved to exit non-public session at 8:40 pm. Sam Perron seconded the motion. The Chair took an individual voice poll from all Board members. Vote 5-0-0 – All in Favor – Motion Passes.

Wendy Lambert moved to seal the non-public minutes ad infinitum. Bill Schmidt seconded the motion. The Chair took an individual voice poll from all Board members. Vote 5-0-0 – All in Favor – Motion Passes.

Kary Jencks made a motion to enter nonpublic session at 8:41pm 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. Wendy Lambert seconded the motion. The Chair took an individual voice poll from all Board members. Vote: 5-0-0 – All in Favor – Motion Passes.

Wendy Lambert moved to exit non-public session at 8:57 pm. Bill Schmidt seconded the motion. The Chair took an individual voice poll from all Board members. Vote 5-0-0 – All in Favor – Motion Passes.

Wendy Lambert moved to seal the non-public minutes until the contract is executed. Bill Schmidt seconded the motion. The Chair took an individual voice poll from all Board members. Vote 5-0-0 – All in Favor – Motion Passes.

ADJOURNMENT

Wendy Lambert moved to adjourn the public meeting at 8:59 pm. Sam Perron seconded the motion. The Chair took an individual voice poll from all Board members. 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