

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

**NEW BOSTON SCHOOL DISTRICT SCHOOL BOARD MEETING
Wednesday, January 25, 2017 - 6:30 PM**

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

PRESENT

SCHOOL BOARD

Wendy Lambert
Kary Jencks
Glen Dickey (7:20)
Fred Hayes
Bill Schmidt

ADMINISTRATORS

Brian Balke, Superintendent
Tori Underwood, Principal
Ray Labore, Business Administrator

OPENING

CALL TO ORDER

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

APPROVAL OF JANUARY 11, 2017 SCHOOL BOARD MEETING MINUTES

Fred Hayes moved to approve the January 11, 2017 School Board meeting minutes as written. Bill Schmidt seconded the motion. The Board then reviewed the January 11, 2017 School Board meeting minutes and made the following changes:

Page 2, under Manifest and Vouchers, second bullet, second sentence, remove “evenly ways” after “split”

Page 3, under Principal’s Report, fourth bullet, last line, change “CodeEd” to “School Messenger”

Page 3, under Principal’s Report, remove last sentence and add “NBCS uses Code Ed.”

Page 3, under Update On Playground Architect, sixth line, change “present” to “make”

Page 4, under Draft 2017-2018 School District Calendar, third line, remove “However”

Page 4, under Draft 2017-2018 School District Calendar, fourth line, change “There was also an issue” to “Wendy had heard through parents teachers had questions”

Page 4, under Draft 2017-2018 School District Calendar, fourth line, remove “Attendance was slightly low that day.”

Page 4, under Draft 2017-2018 School District Calendar, sixth line from the bottom, change “until September 1” to “prior to the last three business days of August”

Page 4, under Draft 2017-2018 School District Calendar, third line from the bottom, add “Wendy asked that teacher feedback be given as soon as possible through proper channels so it can be considered.”

Page 4, under Finalizing 2017 Warrant, the Board moved all Articles to the Deliberative Session but “moved” will be changed to “recommend” for all Articles listed.

Page 4, under Update On Space Needs Committee, last line, add “as follows: To track demographic data including births, approved building lots, monitoring Planning Board activity, tracking new subdivision, tracking trends and patterns of enrollment, etc., explore space expansion including addition, update construction costs-review architectural designs of four classroom addition to evaluate current and projected space needs, explore other building expansion opportunities including modular classrooms, white buildings, and explore options to establish full day Kindergarten at NBCS, its financial impact, space impact and community desire to establish full day Kindergarten.”

Fred Hayes moved to approve the January 11, 2017 School Board meeting minutes as amended. Bill Schmidt seconded the motion. The motion carried (4-0 Glen Dickey absent)

CORRESPONDENCE

None.

PUBLIC COMMENT

None.

REPORTS

PRINCIPAL'S REPORT

Tori Underwood reported the following:

- Tori learned the signage discussed at the January 11, 2017 Board meeting was not pertaining to the fire extinguisher; it was from a fire inspection regarding building capacity. The new building capacity certificate was laminated and hung in the gym. All fire extinguishers were inspected in August.
- Elizabeth Cheetham won the spelling bee. Adam Holt was the runner up.
- Andrew Bilsbury won the Geography Bee. Luca DeMarco was the runner up.
- Grace Lin, author of Where The Mountain Meets The Moon is visiting NBCS tomorrow.
- Tori and Assistant Principal Tim Stokes will complete this year's teacher observations soon. Yearly evaluations will begin in March.
- The next Community Meeting showcase of student work is February 2 at 8:30 AM.
- Eric Emmerling contacted Tori as he is working with the New Boston Bulletin as its new editor. He attended the spelling bee and then toured NBCS with Tori. He seemed excited about continuing the New Boston Bulletin.

SUPERINTENDENT'S REPORT

Brian Balke gave the Superintendent's report:

- Technology Director Gary Girolimon attended a state auction of excess property and collected excess computer equipment valued at \$30,000 such as updated phone switches that can be used for a new phone system at NBCS.
- NHSBA Attorney Barrett Christina sent updates of legislative committee work.
- Terry Ollila and John DeLuca from the US Attorney's Office called Brian to invite GHS to participate in DEA360, Mark Wahlberg's foundation to fight the opioid crisis. The District is considering this program for ninth and tenth grade.
- Jacob Borges prepared his report as New Boston's GHS representative. SAU Administrative Assistant Denise Morin included this in the Board's folders for review.
- The SAU Joint AREA Agreement Subcommittee meeting is January 31 at the SAU. Glen and Wendy are on this committee and will attend. If the Board has any concerns let Wendy or Glen know.

GOFFSTOWN SCHOOL BOARD SUB-COMMITTEE REPORTS

C&E COMMITTEE REPORT (NEXT MEETING 2-13-17 @ 7:00 PM @ SAU)

The January 17 meeting was cancelled due to weather.

POLICY REVIEW COMMITTEE REPORT (2-13-17 @ 6:00 PM @ SAU)

The January 17 meeting was cancelled due to weather.

NEW BOSTON POLICY REVIEW COMMITTEE REPORT (NEXT MEETING 1-25-17 @ 5:30 PM @ NBCS LIBRARY)

Fred reported tonight's meeting was cancelled.

BBBD-Removal Of Board Member) Fred checked with Attorney Kevin Collimore who did not do extensive research but noted NHSBA model policy includes the language "may only be removed" and that may indicate they did do extensive research so this language should be kept in the policy. ***Fred Hayes moved to adopt policy BBBD as presented. Kary Jencks seconded the motion. The motion carried. (4-0)***

OLD BUSINESS

PRIMEX REVIEW OF PLAYGROUND ARCHITECT

Brian reported Facilities Director Randy Loring is working to get a playground audit scheduled with NBSD's Property Liability Insurance Company Primex in collaboration with the Playground Architect. Ray, Randy and Brian asked to be invited to the upcoming architect presentation.

SPACE NEEDS COMMITTEE DISCUSSION

Wendy reported she, Fred and Glen attended the town Public Budget Hearing January 17, 2017. The school addition was discussed as part of the CIP Schedule. Wendy, Glen and Fred let the public attending the meeting know the Board has formed a Space Needs Committee with a comprehensive charge who will review options and make a recommendation to the Board. The Board expects to bring the update to the CIP Committee in the fall.

Enrollment status is a big part of this. Wendy asked for updated enrollment numbers at MVMS and GHS. The Board discussed the Demographic Study done six years ago. Algorithms were used to determine the findings in the study but the NBSD did not align with the algorithms and models. 20% of New Boston's total population is school-aged children. Wendy and Tori met with Town Administrator Peter Flynn and Selectman Joe Constance today where Joe suggested the Board contact Town Planner Mark Fougere who has noted he doesn't expect New Boston's population growth to slow for approximately fifteen years. Mark is working on New Boston's Master Plan.

The Board will consider the next steps for the Space Needs Committee. Kary will e-mail the committee next week to let them know the Board updated the charge and agreed to get updated cost information at the January 11, 2017 meeting.

Bill said Policies FE and FE-R should be considered during this process.

The Board discussed possible assessment of impact fees. Bill learned at a recent Planning Board meeting there are drawbacks to impact fees including a time limit. Impact fees could benefit many town departments including the school, fire, police, highway and recreation. Brian will send a letter to Planning Board Chairman Peter Hogan about this.

SIGNING DATE FOR WARRANT, BUDGET AND DEFAULT BUDGET

The documents were signed at this meeting. The Finance Committee did not vote on the School Warrant Articles at their January 7 meeting. SAU Administrative Assistant Denise Morin has to post the Warrant before the February 7 Deliberative Session. The sentence "The Finance Committee voted 0-0-0 To Recommend" will be removed from the 2017 Warrant. The Finance Committee vote can be included in the New Boston Bulletin and the voter guide. The SAU will research if the sentence can legally be added back to the Warrant after the Finance Committee votes, scheduled for immediately after the Deliberative Session.

DELIBERATIVE SESSION PREPARATION REVIEW

It is possible Article 3 will be amended at the Deliberative Session February 7. The Board reviewed the history of the Building and Renovation CRF since it was created in 2010. That year the Warrant requested to fund this trust fund from the year-end undesignated fund balance available on July 1 of 2010, with an amount up to \$100,000.00. In 2011 the amount was \$100,000. In 2012 the amount was \$70,000. In 2013 the amount was \$50,376.00. In 2014 no amount was requested as the CRF was capped. The Board noted at the Deliberative Session that year that the CRF had been used in the past and well received by voters. In 2015 and 2016 the amount was \$50,000. This year the amount requested is \$100,000.

The Finance Committee is requesting a list of exactly what the Article 3 funds will be used for. Glen sent the Committee a list of outstanding projects at NBSD that the funds could be put toward totaling an amount well over \$100,000. The most imminent project is paving. The quotes on the list need to be updated. The Building and Renovation CRF is a fund to use for unexpected emergencies at NBSD but NBSD has known building and renovation needs as well. The District cannot bring the fund balance to zero and then have an emergency. The

fund was used for unexpected emergencies since its creation including the cistern, leach field and oil remediation. An emergency may come up at any time such as the roof, boiler, septic or leachfield.

Fred will speak to this Article at the Deliberative Session. Wendy is preparing binders for the Board to use at the Deliberative Session. The PTA will provide babysitting at the town and school Deliberative Sessions. Lee Nyquist will serve as School District Moderator as Jed Callen is not available. Keith Diaz will file as a candidate for School District Moderator in 2017. Bill asked that a bar graph of student population be updated and shown at the Deliberative Session. A document camera will be used to show exhibits at the Deliberative Session.

The Administrators will film an informational video after the Deliberative Session that will be posted on the website and announced in the Thursday Notice and in correspondence with town officials and boards.

The Administrators filmed an informational video about the Goffstown School District budget discussing the difference between this year and last year. Ray noted health insurance premiums and NH Retirement System increases totaled \$800,000, Goffstown lost \$100,000 in state adequacy funding, there was a \$30,000 fee for accreditation and .4 of a music teacher at MVMS that affect New Boston tuition.

BUSINESS OPERATIONS/FINANCIALS

MANIFEST AND VOUCHERS

Wendy noted she and Tori met with Town Administrator Peter Flynn and Selectman Joe Constance and learned the town contracted a good price for oil through Putnam. Ray noted NBSD does not participate in any buying consortiums with the town but is in a buying consortium with Goffstown and Goffstown School District. Putnam does not have the equipment to handle the school facilities. The School Districts use Dead River for fuel.

The Board conditionally approved the January 11, 2017 manifest at the last meeting. Glen noted he has reviewed it and it is ready for approval. ***Glen Dickey moved to approve the January 11, 2017 manifest in the amount of \$396,134.20. Fred Hayes seconded the motion. The motion carried. (5-0)***

Ray reviewed the January 25, 2017 Manifest Summary sheet noting Payroll related items included one payroll and totaled \$149,459.83 (76%). Special Education activity totaled \$18,477.55 (9%). General Expenses included document cameras purchased with grant money and totaled \$21,058.43 (11%). ***Glen Dickey moved to approve the January 25, 2017 manifest in the amount of \$196,433.45. Bill Schmidt seconded the motion. The motion carried. (5-0)***

NEW BUSINESS

None.

STAFFING

Brian noted support staff hiring is usually not brought to the Board for approval but the Board will be notified in these instances.

Tori reported she interviewed for a long-term substitute for Kristin Mitchell and recommended Stefanie Nevins. Stefanie has begun helping out in the class in preparation for Kristin's maternity leave.

Tori reported a full time paraprofessional resigned in December. Jodie Gallione was working as a part time paraprofessional in sixth grade but was asked to fill in for the full time paraprofessional. Tori recommended Jodie be confirmed full time in that position.

OTHER BUSINESS THAT MAY LEGALLY COME BEFORE THE MEETING

Glen reported the NH Legislature is forming a study committee for seat belts on school buses.

PUBLIC COMMENT

None.

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

Wendy Lambert made a motion to go into nonpublic session at 8:05pm 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: 5-0-0 – All in Favor – Motion Passes.

Wendy Lambert moved to come out of non-public session at 8:52pm, 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.

Glen Dickey made a motion to seal the non-public minutes for 20 years, seconded by Bill Schmidt. Vote: 5-0-0 - All in favor – Motion passes.

ADJOURNMENT

Glen Dickey moved to adjourn the public meeting at 8:54pm. Fred Hayes 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