

1 **GILMANTON SCHOOL BOARD REGULAR MEETING**

2 **TUESDAY, JULY 08, 2014**

3 **GILMANTON SCHOOL SCIENCE ROOM**

4 Board Members Present: Michael Hatch, Malcolm MacLeod, Adam Mini, and Frank Weeks.

5 Administrators Present: Principal Locke, Superintendent Fauci, Business Administrator Donna
6 Clairmont

7 Others Present: none

8 **CALL TO ORDER:**

9 Board Chair Michael Hatch called the meeting to order at 6:00 PM

10 **PROOF OF POSTING:**

11 Proof of posting was verified by Superintendent Fauci

12 **APPROVAL OF AGENDA:**

13 Software and accessibility for parents was included on the agenda as was the school lunch
14 increase.

15 Frank Weeks asked to add School Meeting protocol to the agenda.

16 On a motion made by Malcolm McLeod, seconded by Frank Weeks, the Board unanimously
17 voted to approve the agenda as amended.

18 **CORRESPONDENCE**

19 A letter of resignation was submitted by Tara Harris. She was a paraprofessional here as a one on
20 one for a student. She is a certified teacher accepted a classroom position in Laconia.

21 A thank you letter was submitted by Jim and Mary Fougere for the flowers and support of their
22 family during a difficult time.

23 **DISCUSSION ITEMS:**

24 **Principal's Report:**

25 **Current Enrollment**-Our total school population has been fluctuating this summer, so it is
26 difficult to give an accurate number at this point in time. Next year's kindergarten class has
27 thirty-nine students, down one from June.

28 **Summer School**-Summer School started today, with sixty-one students enrolled either part-time
29 or full-time. Amanda Friend and Emily Reese have been working hard to coordinate bus routes
30 and to arrange appropriate services for all of the students. Summer school is taking place in the
31 3-5 wing.

32 **Musical News-** Ms. Sawyer and fourteen of her Band members marched in Gilmanton's Fourth
33 of July Parade! Despite the rainy day, the parade was quite successful!

34 **Upcoming Field Trips-** Mrs. Stockwell has already booked the Grade 8 students for Hidden
35 Valley on August 28 and 29, the Thursday and Friday of the first week of school. Mrs. Fougere
36 has arranged for the seventh graders to take the Gundalow Sail and a tour of Strawberry Banke
37 on that same Friday.

38 **Superintendent's Report:**

39 Mr. Fauci stated that the space needs committee would like to make a recommendation prior to
40 budget season regarding the needs of the school. Administration provided a list of concerns to
41 the committee, including the number of students we keep in district because of the space we use,
42 which included five or six students. The committee asked for a prioritized list of needs as well as
43 suggested square footage required to best accommodate these students. Frank Weeks asked about
44 the projected enrollment for this year, to which Principal Locke responded that it is very difficult
45 to tell at this point. Currently, Kindergarten enrollment is at 39 students.

46 Alice Training- Superintendent Fauci stated that he thought the training, which he attended with
47 Board Chair Michael Hatch, and Director of Students Services Emily Reese. Live simulations
48 were held to show the perspectives of students involved in a school lockdown. He said we have a
49 several policies and procedures in place, but feels he came back with a lot more to enhance what
50 we presently have. Next Thursday, Superintendent Fauci is meeting with the Police Chief to
51 share a power point presentation, which outlines the philosophy behind this approach. The fire
52 chief has been invited as well. Superintendent Fauci stated that if they get approval from the fire
53 and police chiefs, he would like to bring the presentation back to the Board, and if they endorse
54 it, he would consider implementing it. Board Chair Michael Hatch confirmed that it was
55 extremely worthwhile. Superintendent Fauci thought that it would be valuable to have the staff
56 act as students and to experience the different procedures. With a little knowledge about where a
57 shooter is, the best choice may not be to stay in the school, but to evacuate. Board Chair Michael
58 Hatch said the main idea is to get as many targets as possible out of the building. Superintendent
59 Fauci said the power point will show how enhancement is important.

60 The asbestos abatement has been completed. It went very quickly without issue and the VCT is
61 about a week away from completion. Superintendent Fauci estimated that replacement of the oil
62 tank will begin next week.

63 Cabling is currently in the process of being completed. This will make the infrastructure much
64 more solid.

65 We have 8 Smart Boards and iPads coming into the building. The Smart Boards will be installed
66 at the beginning of August.

67 We have some new hires. The three paraprofessional positions have been advertised. We are also
68 looking for a contracted psychologist to replace Dr. Connery and are we are in the process of
69 interviewing for that position.

70

71 **Nomination of Katrina Noyes-School Nurse**

72 Administration interviewed Ms. Noyes and was very impressed. She does not have experience as
73 a school nurse, but has a lot of the qualifications they are looking for, one of which is to be a
74 degree holding nurse. Frank Weeks noted she subbed at Shaker Regional School District.

75 **Co-Curricular Nominations:**

76 Most nominees are individuals who have previously held the co-curricular positions. Among the
77 new nominees this year are Phil Eisenmann as soccer coach and Kasey Tucker and Jacob
78 Goodwin as 8th grade advisors. There are currently no head drama or newspapers candidates, but
79 Principal Locke anticipates them coming forth shortly.

80 Frank Weeks asked about sports team cuts. Karen Stockwell wants some flexibility in cutting
81 kids from a team. Principal Locke said they discussed being more involved in the cuts. Mrs.
82 Stockwell doesn't want kids to be cut from teams, but sees the point of view of some coaches,
83 not wanting 25 kids on a team. Superintendent Fauci said they have been more involved in the
84 process, noting that certain sports lend themselves to not needing to cut, while others do and
85 trying to find a happy medium is challenging. Frank Weeks said he favored the kids rather than
86 the coaches.

87 **Annual Review of Policy DFA- Investments**

88 As per the policy, it is required that we annually review this. We don't have any investments, but
89 we do have a checking account at Franklin Village Savings that our money flows through to
90 make payments. It meets all FDIC insurance requirements per the RSA.

91 **2014-2015 Support Staff Manual**

92 Rachel Hatch developed the support staff manual. It remains the same as last year, with the
93 exception of the updated pay chart, the insurance updates, and the appendix which includes
94 payroll dates. The school calendar is also included as are the staff salary guidelines for all
95 personnel, protocols, and procedures. Adam Mini asked if we had to change anything for the sick
96 bank. Both Superintendent Fauci and Principal Locke agreed that we should include it as an
97 additional appendix. The last paragraph was added to allow the school to change policies as
98 needed.

99 **Oil Tank Update**

100 Please see superintendent's report on page two of these minutes.

101 **Software for lunch program**

102 Superintendent Fauci asked about possibility of online "banking" so parents can make deposits
103 into their child's account. Business Administrator Donna Clairmont said there is free software
104 that can integrate with our existing program. The only associated cost is a user fee of \$1.95 per
105 transaction, which would either be incurred by the district or the parents, as determined by the
106 School Board. The other benefit to having the software is that even if families don't use the
107 software to deposit money into the account, they can still examine daily activity to determine if
108 their child ate breakfast, lunch, had milk, etc... Superintendent Fauci said the \$1.95 fee can be

109 avoided by sending money in traditionally, but would require staff to input the deposit activity.
110 Malcolm McLeod asked how the money is entered now. Business Administrator Donna
111 Clairmont said Food Services Director Arlene Green enters payments now, but there would be an
112 additional step, which goes through a secured portal to the new system. Frank Weeks asked if
113 children can buy lunch for their friends. Principal Locke said that students cannot, but she
114 approves occasional one time lunch purchases for students on a case by case basis. However, if a
115 child chronically does not have a lunch, she contacts the parents. Malcolm McLeod asked how
116 the transactions are tracked. Principal Locke said Ms. Green has a scanner and barcode system
117 she uses. Superintendent Fauci said the software currently being used issues a warning if a
118 student has a food allergy. Superintendent Fauci added that this year, we will have students with
119 food allergies, so we had an-all staff Epi-Pen training, noting that the student's bus driver has
120 also been trained. Adam Mini said that the new system would put the responsibility on the
121 parents, rather than on Ms. Green to chase down debts. Malcolm McLeod asked if she needs
122 hours added to her day for bookkeeping. Superintendent Fauci said it is hard to tell if the new
123 system will require more time, but there may be another area that does requires additional time.
124 He feels the new system will likely save her time at the end and it doesn't impact any of our
125 policies. Business Administrator Donna Clairmont said Ms. Green need to work with Network
126 Administrator Art Reardon to ensure she has adequate wireless connection. She added that
127 parents will need to be informed about the changes.

128 **Proposed Price of Lunch Increase**

129 The proposed price increase for lunches is a direct mandate from the federal level and a result of
130 a recent review by the Department of Education (DOE) food and nutrition program. The federal
131 government is saying that school districts should be charging what we receive as a reimbursable
132 meal for free lunches. We receive \$2.65 for each free lunch we serve. In turn, the government
133 feels parents should be paying closer to that, but parents currently pay \$1.85 per meal. There is a
134 step process to increase the price of meals. They examine how many meals were served in
135 October. Superintendent Fauci noted that the district currently supports the food program
136 because it cannot be self-sustaining. In 2010-11 lunches cost \$1.70, so in 2012-13, we should
137 have charged \$1.82 per lunch. We charged \$1.85. In 2013-14, we should have increased our
138 price to \$1.91, but we did not because this was knowledge after the fact. Based on this formula
139 and the consumer price index, in 2014-15, we should charge \$1.99 per lunch. However, another
140 section of the mandate suggests charging \$1.95, which Business Administrator Donna Clairmont
141 agreed is reasonable. She further explained that she has to report on number of meals served and
142 the financial support from the district. The DOE uses this information to make a
143 recommendation about the cost of the lunches. In short, we have to narrow the gap.
144 Superintendent Fauci asked what happens if we don't narrow the gap as mandated. Business
145 Administrator Donna Clairmont stated that no consequences have been specified at this time. We
146 are required to portion fruits, vegetables, condiments, and all other items served and to analyze
147 carbohydrates, sodium, and other nutrients. The literature is telling us that although the
148 government is giving us \$.06 for each lunch that complies with the new standards, it is costing us
149 \$.15 for manpower, waste, and other components. Ms. Green will now have to provide a menu
150 and its ingredients for an entire month. Business Administrator Donna Clairmont and Ms. Green
151 have not had an in depth discussion, but wants to discuss the ability to meet the demands placed
152 on the kitchen staff. Superintendent Fauci noted that fresh fruit and vegetables require peeling,
153 which will take more time, and added there will be no more salad bar due to the lack of

154 portioning. Frank Weeks asked what the price of staff lunches are. Mrs. Locke stated she
155 believed it to be around \$2.60, but was uncertain of the exact price. She did note that staff lunch
156 prices will increase by \$.10 as well. Business Administrator Donna Clairmont noted that
157 historically, children have had a choice about what they want to eat, but in order to receive the
158 \$.06 reimbursement from the State Ms. Green has to ensure children have the five components.
159 Superintendent Fauci added that he anticipates more waste with being required to include the
160 five components. Some of the waste will be because of the difference in taste of the lunches
161 served. Malcolm McLeod asked how much our district contributed last year. Business
162 Administrator Donna Clairmont said we contributed \$26,744, noting that traditionally, the
163 contribution has been around \$27,000. Malcolm McLeod asked how much we will spend in total
164 if we receive the \$.06 cent reimbursement for each meal. Superintendent Fauci said he cannot be
165 sure, but thinks the school contribution will still increase.

166 **Meeting Protocol**

167 Frank Weeks said someone asked why we don't say the Pledge of Allegiance at the
168 commencement of each Board Meeting. He also suggested adding another comment session at
169 the beginning of the Board meeting. Superintendent Fauci said we can make the changes if the
170 Board wishes. Malcolm McLeod expressed concern that if a public comment time is added to the
171 beginning, it could derail the meeting. He asked where Frank Weeks would like to insert
172 comment, and Frank Weeks suggested adding it after correspondence.

173 Adam Mini asked if there were any updates to the after school program. Principal Locke said
174 that they have worked on pricing, clarifying language, and preparing for the beginning of the
175 year.

176 Adam Mini asked if we have a final budget. Business Administrator Donna Clairmont stated she
177 will have the final budget report in August. Superintendent Fauci noted we have not received
178 Gilford's numbers yet. Business Administrator Donna Clairmont said that Gilford High School's
179 Assistant Superintendent for Business Scott Isabelle wanted to sit with her to go over the budget
180 before sending it in finally.

181 **Meeting Minutes of June 10, 2014**

182 Not all Board members had the same copy of meeting minutes. Therefore, this will be tabled
183 until the next meeting.

184 **PUBLIC COMMENT**

185 No Public Comment

186 **ACTION ITEMS**

187 **On a motion made by Malcolm McLeod, seconded by Adam Mini, the Board unanimously**
188 **voted to approve the hiring of Katrina Noyes as School Nurse.**

189 **On a motion made by Adam Mini, seconded by Malcolm McLeod, with abstention from**
190 **Frank Weeks, the Board voted to approve the co-curricular nominations.**

191 **On a motion made by Malcolm McLeod, seconded by Adam Mini, the Board unanimously**
192 **voted to approve policy DFA- Investment.**

193 **On a motion made by Adam Mini, seconded by Frank Weeks, the Board unanimously**
194 **voted to approve the 2014-2015 Support Staff Manual as amended with an appendix**
195 **outlining sick bank language as previously approved by the Board.**

196 **On a motion made by Frank Weeks, seconded by Adam Mini, the Board voted to approve**
197 **the Lunch Price Increase. Malcolm McLeod voted in opposition.**

198 **Discussion: Frank Weeks asked about any increased cost to breakfast. Business**
199 **Administrator Donna Clairmont explained this price increase is just for lunch. He further**
200 **asked if breakfast is federally funded. She said there is a portion that it is funded and**
201 **explained there are some requirements to breakfasts as well regarding sodium, whole**
202 **grains, carbohydrates, etc... There are some factors that do affect breakfasts, but not to the**
203 **same degree as lunches. Malcolm McLeod stated he doesn't understand the ramifications**
204 **to the district if we do not increase lunch prices. Superintendent Fauci explained that**
205 **because we were not \$.06 certified, it triggered an audit. Business Administrator Donna**
206 **Clairmont stated she will research and bring back additional information for the Board's**
207 **review. Adam Mini suggested tabling this until more information is brought forth.**
208 **However, the Board continued with the vote.**

209 **On a motion made by Adam Mini, seconded by Malcolm McLeod, the Board voted to**
210 **approve the new free lunch software.**

211 **On a motion made by Adam Mini, seconded by Malcolm McLeod, the Board unanimously**
212 **voted to adjourn at 7:22 p.m.**

213 **Respectfully submitted,**

214 **Robert Carpenter,**

215 **School Board Clerk**