

1 **GILMANTON SCHOOL BOARD REGULAR MEETING**

2 **TUESDAY, SEPTEMBER 8, 2015**

3 **GILMANTON SCHOOL SCIENCE ROOM**

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

5 Administrators Present: Principal Locke, Vice Principal Deb Bergeron, Director of Student
6 Services Nancy Fournier, Superintendent Fauci, Business Administrator Annmarie Scribner

7 Others Present: Liz Brulotte

8 **CALL TO ORDER:**

9 Board Chair Michael Hatch called the meeting to order at 6:00 p.m.

10 **PROOF OF POSTING:**

11 Proof of posting was verified by Superintendent Fauci.

12 **APPROVAL OF AGENDA:**

13

14 **CORRESPONDENCE**

15 A letter of resignation was submitted by Heather Boyajian

16 A letter of resignation was submitted by Patricia Flemming.

17 A thank you card was submitted by Nancy Fournier.

18 **PUBLIC COMMENT**

19 None

20 **DISCUSSION ITEMS:**

21 **Gilford:**

22 Frank Weeks shared the following recap from the July 2015 Gilford School Board meeting.

23 1. Complimented Gilmanton on teaching cursive writing in the elementary grades.

24 2. Complimented Gilmanton on the Spanish Language program preparing the students for the
25 High School Spanish program.

26 3. Long-range hope to incorporate more multi-cultural/international learning in the High School
27 curriculum, e.g. Spanish exchange program this month.

28 4. Hope to enhance the ease of the transition from middle school to high school, especially as it
29 pertains to Gilmanton students.

- 30 5. Emphasized that the NECAP results should not be compared to the SAT results for
31 student/school evaluation as they are two different tests.
- 32 6. Gilford School Board members will have to record their weekly hours to ensure that income
33 guidelines are adhered to.
- 34 7. Hope to encourage students to take more STEM courses.

35 Superintendent Fauci asked if there was any discussion about the upcoming joint meeting on
36 October 5. He then asked the Board if they would like any changes to the Gilmanton Board
37 meeting scheduled for October 13. They did not.

38 **Superintendent's Report:**

39 With permission to hire over the summer, Superintendent Fauci hired Theresa Skahill as a 1:1,
40 Joan Tassej as a paraprofessional, and Michelle Giordano as a middle school math teacher.

41 **Modular Update:**

42 The modular is still not completed. It is being used, but some details still need to be finished.
43 Superintendent Fauci has heard positive comments, is pleased with how it turned out, and is
44 pleasantly surprised with the outcome. We have snow guards on the roof that need to be finished,
45 screens that need to be replaced, vents needed in the skirting, and the telephones that need to be
46 wired to the building. The fire alarm system is working as is the wireless. The modular has given
47 us additional space that we drastically needed. Adam Mini asked if we incurred any surprise
48 costs, but Superintendent Fauci responded that we have incurred none. Frank Weeks asked when
49 they anticipate finishing. Superintendent Fauci explained that the crew can only work on the
50 weekends, so his hope is that it will be done within the next week. Principal Locke concurred
51 that the modular has been well received. The Board was offered to tour the modular following
52 this meeting.

53 **Septic System Update:**

54 The septic is 100 % installed. We had one minor problem with the floats in the pump station. The
55 station has an automatic on and off sensor. The alarm sounded, which was the result of a wire
56 being wrapped wrong and was easily corrected.

57 **Roof Update:**

58 The roof was also totally completed as of mid-summer. Two coats of tar were applied to the roof.
59 Prior to anything being done, significant cracks were visible. However, there is no longer
60 evidence of any cracking.

61 **Building Update:**

62 The custodial staff did an amazing job and we were all ready to open.

63 **Residency Affidavit:**

64 Superintendent Fauci stated that he has been handling a lot of residency concerns, which is
65 uncomfortable. He suggests that the Board consider an affidavit, which he handed out to Board

66 members and administration for review. He passed it by legal counsel who confirmed that it is
67 legal and, in fact, used in many other districts. Malcolm McLeod asked when it would be signed
68 by families, to which Superintendent Fauci replied that it would be signed upon registration
69 along with additional proof of residency. Malcolm McLeod asked if people moving within the
70 town would have to complete one. Superintendent Fauci said no. Frank Weeks asked if it is
71 legally binding. Superintendent Fauci said it is and is a condition of registration. One form will
72 be completed per family. Superintendent Fauci noted that it would be considered fraud if they
73 sign and are not, in fact, residents. These forms will be kept in the main office with the existing
74 registration materials.

75 **Withdrawal From The Septic System Capital Reserve Fund:**

76 Business Administrator Annmarie Scribner stated that at the last meeting, the Board voted to
77 withdraw the money for the tractor and the roof. \$83983.23 was approved and there is
78 approximately \$86,000 in fund now.

79 **Principal's Report:**

80 **Current Enrollment:** We currently have 398 students at the Gilmanton School, down from 413
81 in June. Current class numbers are as follows (as compared to June's numbers) K-50 (up from
82 44); 1-33 (down from 44); 2-40 (down from 50); 3-50 down from 55); 4-52 (up from 43); 5-45
83 (the same number as last June); 6-46 (up from 40); 7-39 (down from 44); and 8-43 (down from
84 48). We have three teachers in Grades K, 3, and 4 to accommodate the larger classes.

85 **School Begins!** The start to the new school year went smoothly, especially since we have many
86 new staff members. Mentoring Chairs Betsy Harbilas, Terry Burlingame and Judi Williams are
87 very busy this year disseminating information to new teachers and paraprofessionals. Mrs.
88 Harbilas and Mrs. Burlingame updated the Mentoring Handbook, and individual mentors/
89 mentees are meeting once each week. All mentors/mentees are meeting once month to review
90 process and procedures for our school. There have been lots of great questions and discussions...

91 **Eighth Grade Hidden Valley Trip-** Forty-one eighth grade students traveled to the Hidden
92 Valley Campground with six staff members during the first week of school. The trip went
93 extremely well, with kayaking, canoeing, biking, and climbing. Their evening was spend at the
94 Lodge where they enjoyed team-building activities. We all slept in canvas tents for the night and
95 then several students took the polar plunge at 6:30 the next morning.

96 **September 4th Workshop-** Teachers spent the morning of the 4th working with the new math
97 program to familiarize themselves with all of its components. The afternoon was dedicated to
98 Google Docs.

99 **Upcoming Events:**

100 September 15- 6-7:30 Jordan's Reading Night

101 September 16- Early Release

102 September 24- Grade 1 to Smith's Apple Orchard

103

104 Principal Locke took a moment to share the list of equipment to be disposed of pending Board
105 approval.

106 Frank Weeks asked how much the new soccer nets cost. Principal Locke stated she will find out
107 and let him know.

108 **Annual School Board Work Session:**

109 Superintendent Fauci would like to know for what the Board would like to use this session,
110 explaining that we typically use it to set goals. Therefore, the meeting on 10/13 would be for this
111 purpose. There might be some small agenda items to discuss, but nothing having to do with
112 policy. The Board agreed to use the meeting for goal setting.

113 **Storage of Equipment:**

114 Superintendent Fauci said that we recently had a theft of the brand new mower attachment.
115 While we have a place to store the tractor, he did not think about having enough space to store all
116 attachments. The most expensive pieces are the tractor and the snow blower. The other storage
117 facilities we have are filled. On the night it was stolen, the individuals were caught on camera at
118 between 2-3 am. They went around the back of the building where there are no cameras and
119 came back in front about 25 minutes later. There is no serial number embossed on the mower,
120 just a sticker which can easily be scraped off. The police were notified as well as the insurance
121 company. We have a \$1000 deductible and the new mower was \$2500. It is now chained. Frank
122 Weeks asked where the garage is that Facilities Manager Dave Sykie referenced at the last
123 meeting. Superintendent Fauci explained that there is room for the tractor and blower, but not for
124 the mower. Frank Weeks asked where it would be stored in the winter. Superintendent Fauci said
125 we have wrapped the previous mower in tarps and it was stored outside. Adam Mini asked how
126 much it would cost for another metal shed. Superintendent Fauci was not sure, but stated he
127 would find out for the next meeting. Adam Mini asked if we can get an inventory of what is
128 currently in our storage units. Superintendent Fauci explained there are desks, chairs, mats for
129 the high jump, among other items. Adam Mini would like to see if there is a way we could
130 consolidate or eliminate some items. Frank Weeks spoke with some law enforcement who said
131 having a construction site draws people in and suggested the thieves may have been looking for
132 construction tools from the work being done on the modular when they saw the mower. Frank
133 Weeks asked if we need a better video. Adam Mini said that night video is really hard no matter
134 what. Superintendent Fauci said we have a fair amount of cameras, but there are some dead
135 spots. Superintendent Fauci will get back to the Board with the inventory of our storage areas
136 and a price for another metal storage shed.

137 **School Board Member for Budget Committee Representative:**

138 Robert Carpenter will not be able to attend meetings for the foreseeable future due to
139 deployment, so Board Chair Michael Hatch asked for a volunteer to take his place at the Budget
140 meetings. The first meeting is tomorrow and it should be the same person every month so they
141 have familiarity with the process.

142 **Policy EGAD – Copyright Compliance:**

143 Superintendent Fauci asked this to be put on the agenda for Board members to review. He did
 144 speak about copyright laws at our first staff meeting resulting from the district having to pay a
 145 penalty for an image used online several years ago. Principal Locke feels that building awareness
 146 will make a difference. Board Chair Michael Hatch’s concern is that infringement penalties will
 147 saddle the taxpayers if it does happen again. Principal Locke stated that infringement is not
 148 anything the teachers would do intentionally and if we start fining staff, we might have some
 149 repercussions/labor dispute. Superintendent Fauci explained that many thought of copyright
 150 infringement in a different way (i.e. copying worksheets, books, etc...) Superintendent Fauci
 151 said that we are all more aware and sensitive. Frank Weeks suggested adding language that states
 152 the person in violation may be held responsible. Further discussion ensued about culpability.

153 **Policy DN –Equipment and Supplies Sales**

154 This discusses the priority of disposing of equipment. Malcolm McLeod stated that we should
 155 make sure to include language noting that we will follow all local recycling regulations. The
 156 phrase “town dump” will be changed to “transfer station”.

157 **Proposed 2016-2017 Budget Schedule**

158 Board members reviewed the schedule shown below. Board Chair Michael Hatch Hatch said
 159 that sometime between November 10 and December 8, the Board may have to convene for an
 160 extra meeting.

ACTION	DATE	RSA
Meting with School Board Discuss Proposed Budget Schedule and Budget Parameters	August 11, 2015	
Administration meets to discuss proposed budget	September 2, 2015	
School Administration sends proposed budget to Business Administrator	September 30, 2015	
Administration meets to review and discuss Proposed Budget	October 7, 2015	
School Board-Administration Presents Proposed Budget	October 13, 2015	
School Board Budget Worksession	November 10, 2015	
School Board- Finalize Proposed Budget 2016-2017	December 8, 2015	
Last Date to Post Notice for Budget Hearing	TBD	RSA 40:13 II-a (a) (2nd Tuesday in January)
Last Date for Collective Bargaining	TBD	RSA 40:13 II-a (b) (2nd Tuesday in January)
Meeting with the Budget Committee	TBD	

Last Date to hold at least one Budget Hearing	TBD	RSA 40:13 II-z (c) (3rd Tuesday in January)
Super Saturday	TBD	
Deliberative Session	February 8th	RSA 40:13 III
Second Session (voting by ballot)	March 8, 2016 (Tentative)	RSA 40:13 VII (2nd Tuesday in March)

161

162 Business Administrator Annmarie Scribner explained that after the budget is set and after the
 163 vote, the SAU creates a payment schedule which is sent to the town so the bookkeeper can pay
 164 bills for us. They are to let us know if our schedule does not meet their needs. This is a schedule
 165 of tax monies collected. Once the tax rate is set in October, which the DRA does, we get our *tax*
 166 *info*. The financial person in the town made a correction at their end but didn't notify the
 167 bookkeeper. Business Administrator Annmarie Scribner said there was a lack of communication
 168 which resulted in the district being overpaid. This did not harm us, but the town may have lost
 169 some interest monies. This year, before the last payment from the school district is paid,
 170 Business Administrator Annmarie Scribner and the Town will compare numbers to make sure all
 171 numbers match. Adam Mini stated he was disappointed to learn this from the newspaper and not
 172 directly. Superintendent Fauci took responsibility, explaining that they found out about the error
 173 on the day of the Selectmen's meeting. He was left a message, but did not have time to look into
 174 it. The audit was completed a couple weeks ago, which is how it was noticed. It was called a
 175 prepayment, but it will be a wash.

176 **Co-Curricular Nominations:**

177 **Two names will be added (see agenda)**

178 **Co-Curricular Coordinator- Karen Stockwell**

179 **Jill Nielson- Soccer Assistant Coach**

180 **Girls' 7th and 8th Grade Basketball Coach-Richard Bushnell**

181 **Boys' 7th and 8th Grade Basketball Coach-Richard Bushnell**

182 **Boys' Soccer Coach – Paul Cammarota**

183 **Girls' Soccer Coach- Danielle Eisenmann**

184 **Volleyball Coach – Karen Stockwell**

185 **Track and Field Coach – Karen Stockwell**

186 **Math Olympiad Coach – Christine Johnson**

187 **8th Grade Advisers – Kim Hayes and Karen Stockwell**

188 **Young Inventors Club Coach- Katie Bass**

189 **Yearbook Adviser- Kim Hayes**
190 **School Newspaper Advisors- Jen Drinen and Mary Fougere**
191 **Student Leadership Team Advisers- Katie McEntee and Erin Parda**
192 **Drama Coaches- Nicole Lemire and Erika Langlais**
193 **Spanish Club- Terry Burlingame**
194 **Wee Deliver Advisor- Liz Brulotte**
195 **Chorus Accompanist- Denise Sanborn**
196 **Destination Imagination Coach- Judy Wilson**
197 **Art Club Advisers- Brynn Potter and Rachel Divers**

198
199 **Draft of 2016-2017 Handbook**

200 Frank Weeks asked about where the confederate flag falls. Principal Locke said we would
201 address each circumstance as it comes.

202 No language has been changed.

203 **Draft of 2016-2017 Support Staff Manual**

204 The Support Staff Manual is similar to what it has been in the past. A step was added, but it was
205 in keeping with the percentages previously approved. Insurance costs were adjusted as were
206 holiday dates. Frank Weeks asked how many hours a week support staff has to work to get
207 benefits. Business Administrator Annmarie Scribner said it is 30 hours. New language was added
208 at the bottom of p.16.

209 **Meeting Minutes of July 8, 2015**

210 p. 3 line 79-correct the spelling of hisbmotion to his motion.

211 **PUBLIC COMMENT**

212 Liz Brulotte asked asked if the copyright compliance applies to all staff. It does.

213

214 Business Administrator Annmarie Scribner stated we have a representative from Aflac. They are
215 offering a number of policies at group rates that do not cost the school district any money and
216 that can be payroll deducted. Superintendent Fauci added it is totally voluntary.

217 Superintendent Fauci noted that there is an upcoming NH School Board Associate Workshop.
218 Dr. Barrett is willing to come out if there is any interest. Kidder Law conference is also coming
219 up, which Superintendent Fauci noted to the Board. There is a cost associated with it.

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ACTION ITEMS

On a motion made by Malcolm McLeod, seconded by Adam Mini, the Board unanimously voted to accept the resignation of Heather Boyajian.

On a motion made by Adam Mini, seconded by Frank Weeks, the Board unanimously voted to accept the resignation of Pat Flemming.

On a motion made by Malcolm McLeod, seconded by Frank Weeks, the Board unanimously voted to approve to withdraw funds from the septic in the amount of _____?

On a motion made by Board Chair Michael Hatch, seconded by Malcolm McLeod, the Board voted to nominate Adam Mini as the replacement for Robert Carpenter as the School Board representative on the Budget Committee. Malcolm McLeod agreed to do it next year. All voted in favor with the exception of Adam Mini, who voted nay.

On a motion made by Malcolm McLeod, seconded by Adam Mini, the Board voted to table voting on the amendment of Policy EGAD, copyright compliance.

On a motion made by Frank Weeks, seconded by Adam Mini, the Board unanimously voted to dispose of equipment and textbooks with the addition of the following language to item 4: “and will follow all local disposal policies”

On a motion made by Frank Weeks, seconded by Malcolm McLeod, the Board unanimously voted to approve the 2016-20167 Budget Schedule.

Superintendent Fauci asked to have this added to the website as soon as possible.

On a motion made by Adam Mini, seconded by Frank Weeks, the Board unanimously voted to approve all co-curricular as amended.

On a motion made by Adam Mini, seconded by Malcolm McLeod, the Board unanimously voted to approve the 2015-2016 Student/Family Handbook as amended.

On a motion made by Malcolm McLeod, seconded by Adam Mini, the Board unanimously voted to approve the 2015-2016 Support Staff manual as amended.

On a motion made by Adam Mini, seconded by Malcolm McLeod, the Board voted to accept the July 8, 2015 meeting minutes as amended. Frank Weeks abstained.

On a motion made by Adam Mini, seconded by Malcolm McLeod, the Board voted three in favor to adopt the usage of the proposed affidavit for residency to prove residency. Frank Weeks voted against the motion.

253 On a motion made by Malcolm McLeod, seconded by Adam Mini, the Board unanimously voted
254 to adjourn the meeting.

255 Respectfully submitted,

256 Robert Carpenter, School Board Clerk

DRAFT