

1 **GILMANTON SCHOOL BOARD REGULAR MEETING**

2 **TUESDAY, OCTOBER 11, 2016**

3 **MIDDLE SCHOOL SCIENCE ROOM**

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

5 Administrators Present: Principal Locke, Vice Principal Deb Bergeron, Superintendent Fauci,
6 Business Administrator Christine Hayes

7 Others Present: Terry Burlingame

8 **CALL TO ORDER:**

9 Board Chair Michael Hatch called the meeting to order at 6:03 p.m.

10 **PROOF OF POSTING**

11 Proof of posting was verified by Superintendent Fauci.

12 **PRINCIPAL'S REPORT**

13 **Current Enrollment-** We currently have 394 students, up from July's report of 387. Class sizes
14 are as follows: Kindergarten: 34; Grade 1: 43; Grade 2: 37; Grade 3: 41; Grade 4: 51; Grade 5:
15 55; Grade 6:44; Grade 7: 47; and Grade 8: 42. Grade 8 has increased by five students since last
16 year. We also have a kindergartener and a first grader arriving tomorrow, bringing us to 396
17 students.

18 **Reading Pilot Program-** The first Early Release of the school year on September 21 was the
19 first of two workshops presented by representatives from the reading textbook we are piloting.
20 Teachers in K-6 gained good information on how to effectively use the resources in the textbook
21 series.

22 **Teacher Workshop Day, October 7-** Many staff members attended the NEA-NH Workshops in
23 Bow on Friday, but the staff members who stayed in school were also very productive. A group
24 attended CPI Training with Lorraine Gayhart and Liz Brulotte, and Margaret Roberts held a
25 reading workshop to continue training in Guided Reading and Close Reading. Many of the
26 teaching teams worked together to make plans for the new reading textbook series that they are
27 piloting.

28 **Curriculum Meetings-** The first of several English and Math curriculum meetings happened
29 today at Gilford High School. This morning's meeting involved English teachers from the high
30 school and middle schools, and we established goals to better align our curriculum. This
31 afternoon was the first of the math meetings. Our Middle School Science Teacher James Seager,
32 and Computer Technology Teacher Liz Lichtenberg have already met with their Gilford
33 counterparts, and Social Studies will meet soon.

34 **Upcoming Events:**

35 10/11-10/14: Fire Prevention Week
36 10/13: Kindergarten to Beans and Greens; Grade 7 to Belknap Mountain
37 10/14: Progress Reports- Smarter Balance reports are going home with these
38 10/18: Grade 2 to Polar Caves
39 10/20 and 10/21: Early Release, Parent Conferences
40 10/24-10/28: Red Ribbon Week
41 10/24: Grade 8 to Wright Museum
42 10/31: Harvest Parade

43 Principal Locke stated we also have an opportunity to have a speaker come in and present to the
44 staff regarding warning signs of drug use.

45 **SUPERINTENDENT'S REPORT**

46 Administration attended the Kidder Law Conference, where they attended workshops on a
47 variety of topics and discussions in breakout rooms.

48 There are many changes that came out of legislation that Superintendent Fauci will be bringing
49 to the Board, such as changes to the lunch program, the videotaping policy, school nurse
50 regulations, and the new dyslexia bill.

51 We don't know what our tuition is for next year, insurance rates are up in the air, and these
52 unknowns are subject to change. Administration is continuing negotiations with the GEA.
53 Hopefully there will be an agreement to bring forward soon.

54 Adam Mini asked how Lobby Guard is coming along. Superintendent Fauci said that it just
55 arrived, but hasn't been installed yet. He added they are discussing training of office staff.
56 Superintendent Fauci feels administration needs to consider how to handle a variety of potential
57 situations.

58 Adam Mini asked if Mr. Goosens ever came in to help with food services. Business
59 Administrator Chris Hayes explained that he was scheduled to come in on the 21st, but has not
60 rescheduled yet.

61 **BUSINESS ADMINISTRATOR'S REPORT**

62 Business Administrator Chris Hayes has a meeting with Scot Isabelle next week, which is when
63 Gilford will notify us of the tuition bill. Adam Mini expressed interest in attending the meeting,
64 so Business Administrator Chris Hayes offered to try to schedule the meeting for October 19th.

65 There are currently 162 high school students as of the first of October. We budgeted for 171, so
66 we have lost nine between students who have dropped out and those who have gone to private
67 schools.

68 Business Administrator Chris Hayes stated she needs to check on some of the encumbrances
69 because the amount remaining and contracted services for 504 are not solidified.

70 After Wednesday's meeting, we should have a reasonable estimate about tuition and rental
71 charge. The Special Education budget is up to date, but we do still need to get prices for 1:1
72 aides. Co-curricular has salaries that have not been encumbered. Guidance needs to order testing
73 materials. Once that happens, those costs will be encumbered. We also need to encumber the
74 money for the part time nurse. Curriculum Development Conference and Staff expenses occur as
75 the year goes on. Business Administrator Chris Hayes is looking doing the first real projection
76 next month for this category and for technology as well. We don't get billed for software until
77 later in the year. The School Board has budgeted close to the hip and any items leftover are
78 expenses that happen throughout the year. She said she does still need to look at the cost of
79 professional books and dues.

80 The salary adjustment between Business Administrator Hayes and the former business
81 administrator with that one month overlap is included.

82 The server at the SAU, which they have had since 2006, needed to be replaced because it will not
83 support Microsoft Office and it is at its max. The new server came in but it had a damaged cord.
84 The replacement part will be installed next week. Adam Mini asked there is a way of
85 depreciating any of this equipment. Business Administrator Hayes said we don't budget for
86 depreciation unless we put it into an expendable trust. Adam Mini asked how we handle
87 depreciation on assets. Business Administrator Chris Hayes stated that in the audit, they book
88 depreciation against assets, but they don't require us to account for depreciation. She added that
89 they may have to replace the ADS software in the next couple of years, which typically costs
90 between \$49,000 and \$50,000, but that number includes a new server and workstations, which
91 she doesn't think we will need. Adam Mini suggested listing assets and their expected life spans.

92 Business Administrator Chris Hayes said one of the things she did discover is there is a way
93 districts can reserve 2.5% of their fund balance. It requires a warrant article and approval by the
94 public and can only be used for legal budget items. She will get more details.

95 Custodial encumbrances need to be adjusted. Capital Reserve Fund monies are coming in to
96 cover special projects, so to clarify, and additional column will be created to outline additional
97 amounts to be expended and/or revenues to offset.

98 Transportation will be adjusted as we use the monies throughout the year.

99 Business Administrator Chris Hayes stated she has to look at why FICA and Blue Cross are not
100 being encumbered correctly.

101 Frank Weeks asked when we are scheduled to go to the Budget Committee. Business
102 Administrator Chris Hayes said they haven't come up with that date yet.

103 **NHSBA RESOLUTIONS**

104 Superintendent Fauci pointed out some things the association is striving to achieve.

105 **NHSBA DELEGATE ASSEMBLY SCHOOL BOARD REPRESENTATIVE**

106 Malcolm MacLeod volunteered to be the NHSBA School Board Representative again.

107 **SNOW PLOWING BID**

108 The sole bid came from the same individual we used last year at the same cost as last year.

109 **1ST READING OF POLICIES**

110 **-BDB- BOARD OFFICERS**

111 **-EBBS/JLCE EMERGENCY CARE AND FIRST AID**

112 This policy is required by law

113 **-POLICY GCQ-NON RENEWAL, TERMINATION AND DISMISSAL OF**
114 **CERTIFIED STAFF.**

115 This policy is optional and we do not currently have this policy adopted. Principal
116 Locke said it is important to note this policy would apply to tenured staff only.

117 **REVIEW OF DRAFTED BOARD, DISTRICT AND SCHOOL GOALS**

118 The Board discussed the drafted goals.

119 **UPDATE ON THE MOOSE PLATE GRANT (KELLY SCHOOL HOUSE**
120 **RESTORATION)**

121 The Kelly School House did receive the grant, but we need to be the fiscal agent and in so doing,
122 we need to provide certificate of municipality. We can accept money and we can expend, but we
123 will do it as a separate fund so there is no comingling of funds. A separate account will be
124 created. They will have a contract to do the work and sign off on any of the bills. Business
125 Administrator Hayes may go down to see what is happening. We will send our reports to the
126 State. They have taken out their insurance, and our name has been added as an insured. We have
127 to come up with an actual evaluation of the building. She is going to look at what they have it
128 valued at, and then add the cost of renovations. Superintendent Fauci asked about the limits on
129 the insurance. Adam Mini asked if we looked at adding it to our insurance. Business
130 Administrator Hayes said that our insurance isn't going to give any more than it would cost to
131 restore it with replicating it. We have to insure the building but they have to have liability
132 because they are holding programs on the property.

133 **INITIAL REVIEW OF THE PROPOSED 2017-2018 BUDGET**

- 134
- 135 • Page one of the budget packet is a summary and Business Administrator Chris Hayes has
136 not done anything with the default budget yet. She just wants to make sure she is bringing
137 the numbers forward correctly.
 - 138 • Regular education aides are on a step scale. This proposed budget includes their step
139 increase.
 - 140 • The teacher salary line is based on who is on staff now. We have one track change, which
141 is from masters to masters plus 30. We may have one more as well.
 - The Sick Bank buyback is the relatively accurate figure.

- 142 • Substitutes-This is an area for which we have historically under-budgeted. Business
143 Administrator Chris Hayes said she wants to face up to it and put the money in the budget
144 where it belongs. Many times, classroom aides will be used when possible. Frank Weeks
145 asked if \$65/day is competitive for the area. Business Administrator Hayes said that it is,
146 noting that Gilford pays \$75 per day.
- 147 • Adam Mini asked about food services. Business Administrator Chris Hayes said she
148 hasn't plugged it in the figures for this area yet, but she believes it is going to be \$57,000.
149 She will be meeting with Food Services Director Arlene Green to work on her budget.
150 Adam Mini said he sees increases from the prior year in almost every category. Business
151 Administrator Hayes said that some of these have to do with obligations and personnel
152 changes.
- 153 • Business Administrator Hayes said the State is allowing a 5% increase for contracted
154 services. This will be passed to the districts.
- 155 • Support staff benefits will change when we get accurate, definite numbers.
- 156 • The regular education budget is increased by \$42, 410, of which \$20,000 is from the step
157 increase for paras.
- 158 • Adam Mini asked how much would need to be added to the budget to cover the cost of
159 student school supplies. Principal Locke said it would depend on the grade level. We also
160 get donations from the food pantry for those who cannot afford supplies. Principal Locke
161 will ask Sue Kirwan to estimate.
- 162 • Tuition and rentals have temporary place holders. November 8 is when Gilford hopes to
163 have their budget together. The rental cost is our share of the bond and is about \$560 per
164 student. We are not paying for the elementary or middle schools.
- 165 • The Special Education budget is down. We are down to 7 Special Education Assistants.
166 We also have a behavioral specialist assistant. Contracted services per IEP are down due
167 to personnel changes. We are down one para-educator at the high school which accounts
168 for \$40,000.
- 169 • Director of Student Services Nancy Fournier is hoping to have some impact for the
170 charter school.
- 171 • Business Administrator Chris Hayes needs to ask Superintendent for Business Scott
172 Isabelle how many students we need to budget for in the ALT program.
- 173 • Preschool has increased 5% based on what the State is allowing for. We have one student
174 out of district, and that is anticipated at 5%.
- 175 • The new dyslexia bill is designed to service not only identified students, but also students
176 with 504 plans. We also need to assess Kindergarteners to determine risk factors.
- 177 • Principal Locke asked that we increased the stipend for the Athletic Director closer to
178 others in the area. Therefore, Athletics has increased by \$1052. The cost of referees has
179 stayed the same as have uniforms and equipment.
- 180 • The Master Agreement is subject to changes depending on the outcome of collective
181 bargaining.
- 182 • Guidance is at the same amount as last year.
- 183 • We have increased the Nurse's budget from the previous year and we have added a
184 substitute nurse in the budget for \$29 per hour. Business Administrator Chris Hayes took
185 the 15 available sick days the nurse has and multiplied by 29.

- 186 • Psychological Services represents where we are spending our money. This cost is up at
187 least 5% but it is based on our student population right now. This is because the State sets
188 a rate and is now allowing providers to bill for 5% more than they did before. The
189 amount we will be charged will depend on the provider. There hasn't been an increase in
190 many years.
- 191 • AAC-anticipate a 5% increase because it is through Boothby, which is a contracted
192 service.
- 193 • Any increase with the CODA and OT salaries will be in the salary adjustment account.
- 194 • The cost of the contracted Physical Therapist is down because we are servicing one less
195 student than last year.
- 196 • We have always budgeted \$8,000 for the instructional development budget. That may
197 change when a collective bargaining agreement is reached. \$550 is allotted for
198 conferences and workshops for professional staff.
- 199 • Funding has always been provided for NELMS Annual Conference and the Kindergarten
200 conference.
- 201 • Library has a level budget with last year.
- 202 • Other vendors will have a level budget. Business Administrator Chris Hayes will find out
203 what those "other vendors" are. "Other" will be relabeled as miscellaneous. Principal
204 Locke believes the term refers to books that are ordered from Amazon.
- 205 • Much of the technology budget is similar to last year's. We are no longer using the Sysco
206 access support and Network Administrator Matt Hogan conveyed that he is comfortable
207 with most of the budget. We are eliminating School Dude and Firstclass. iStation will
208 change to Aimsweb. Replacement of equipment is up, but Business Administrator Chris
209 Hayes will get a specific answer about what is being replaced. The overall technology
210 budget is down about \$1400. Matt Hogan is looking to increase the internet access. He is
211 not happy with Metrocast, so he is talking to TDS regarding installation and other costs.
212 Adam Mini asked if there are ancillary costs such as needing a bigger firewall to handle
213 the bigger pipeline.
- 214 • CORE can be renamed to Revolutionary Schools.
- 215 • Adam Mini noted that any software that is hosted here in the building has a life
216 expectancy for which we should plan. Principal Locke agreed the more we work online
217 the better.
- 218 • Business Administrator Chris Hayes explained that the School Board members have not
219 had had a raise in ten years. The members of our Board are making considerably less than
220 the members on the Board of Selectmen. She feels the current budget limits who will run
221 for the Board.
- 222 • The budget line showing what we expend for District Officers has been increased closer
223 to what we actually expend.
- 224 • We have a whole new audit protocol for federal grants.
- 225 • We should look at increasing at what we spend on legal fees, considering our needs.
226 Business Administrator Chris Hayes feels if we don't increase this area, we will be in the
227 hole. She explained we do use the School Board Association and other resources, but
228 there are some things for which we need to utilize our own lawyers.
- 229 • The projected budget for criminal records checks and printing is down a little bit.

- 230 • The salaries for the Superintendent and Administrative Secretary are in the salary
231 adjustment account. Most SAU expenses have stayed the same. Business Administrator
232 Hayes wants to look at what kind of copier they can get while staying in their budget. The
233 travel budget is up.
- 234 • In all professional books and dues has been over, so she wants to spend time looking at
235 this area.
- 236 • The salary increase for the Director of Student Services is noted in the salary adjustment
237 account. We are up \$500 here due to travel to out of district placement and to Gilford.
- 238 • One of the office secretary's salaries has historically been paid through the IDEA grant.
239 Some of the grant money may now be required to go directly to special education, so we
240 need to recognize that the IDEA grant may no longer cover that salary. However, we may
241 use that money to fund two paras because they directly service identified students.
- 242 • The Facilities manager's travel is being moved into his own budget.
- 243 • Fiscal-The voted budget is going to change. Fiscal Administrator Dexter's Cilley's salary
244 increase is in the salary adjustment account.
- 245 • ASBO (Association of School Business Officials) dues and fees will decrease because
246 international dues will not be included in the budget.
- 247 • Custodial salary increases are in the salary adjustment account. The overtime budget has
248 been increased because we historically overspend here. Business Administrator Chris
249 Hayes will ask for a list of all subcontractors from Facilities Manager Dave Sykie. Fuel
250 day tanks will need to be replaced, but we are trying to hold off until the next budget. We
251 have a leak that was traced back to the fittings. This replacement is being mandated by
252 the state. The tank is located in the boiler room so it is nothing that has to be dug.
- 253 • Insurance costs are just an estimate. We have not had any major increases, but we do
254 have a couple injuries that may impact insurance rates.
- 255 • Telephones have been over-expended historically, so this budget has been adjusted to
256 accommodate the actual expense. Adam Mini asked why this is so high. Business
257 Administrator Hayes will check the bills.
- 258 • Oil was projected according to increased prices per barrel, while propane has come down.
- 259 • 2017-2018 is the last year with the bus company contract. Co-Curricular and field trips
260 are up 4%.
- 261 • There are currently 17 people included in the salary adjustment account. Business
262 Administrator Chris Hayes is proposing a 3% increase. The figure in this line does not
263 include fixed charges such as FICA, Retirement, etc...
- 264 • We have not received any letters of separation for retirement. However, there are
265 potentially three. Two potential retirees are under the age of 60 and one is over the age of
266 60.
- 267 • The principle and interest needs to be solidified.

268 **JUNE 14, 2016 MEETING MINUTES**

269 Correct the spelling of MacLeod and Locke

270 **AUGUST 9, 2016 MEETING MINUTES**

271 Correct the spelling of Modular

272 **SEPTEMBER 13, 2016 MEETING MINUTES**

273 Fix the wording in line 237.

274 **PUBLIC COMMENT**

275 GEA Union Co-President Terry Burlingame asked if there has been any consideration about
276 moving the SAU office to the school building. Board Chair Michael Hatch said we have a space
277 need as it is and it is not feasible at this time.

278 **ACTION ITEMS**

279 **On a motion made by Adam Mini, seconded by Malcolm MacLeod, the Board unanimously**
280 **voted to approve Zachary Babcock's request for paternity leave.**

281 Frank Weeks asked if this is part of the contract for teachers. Principal Locke stated that
282 paternity leave falls under the same category as maternity leave.

283 **On a motion made by Adam Mini, seconded by Frank Weeks, the Board unanimously**
284 **voted to table the discussion regarding the donation request from the Gilmanton Fire**
285 **Department.**

286 **On a motion made by Adam Mini, seconded by Frank Weeks, the Board unanimously**
287 **voted to appoint Malcolm MacLeod as the NHSBA Delegate Assembly Representative.**

288 **On a motion made by Adam Mini, seconded by Malcolm MacLeod, the Board voted three**
289 **in favor, one opposed to approve awarding the Snow Plowing Bid to Burley Enterprises.**

290 **On a motion made by Adam Mini, seconded by Malcolm MacLeod, the Board voted**
291 **unanimously to adopt the drafted goals.**

292 **On a motion made by Malcolm MacLeod, seconded by Adam Mini, the Board unanimously**
293 **voted to accept the meeting minutes of June 14, 2016, August 9, 2016, and September 13,**
294 **2016 as amended.**

295 **NON-PUBLIC SESSION-RSA 91-A:3 (c & e) 8:25 p.m.**

296 **On a motion made by Michael Hatch, seconded by Adam Mini, by roll call vote, the Board**
297 **unanimously voted to come out of non-public session at 8 :48 p.m.**

298 Respectfully submitted,

299 Frank Weeks,

300 School Board Clerk