

1 **GILMANTON SCHOOL BOARD REGULAR MEETING**

2 **MONDAY, NOVEMBER 16, 2015**

3 **GILMANTON SCHOOL SCIENCE ROOM**

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

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

7 Others Present: Amy Small

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 No changes were made to the agenda.

14 **CORRESPONDENCE**

15 none

16 **PUBLIC COMMENT**

17 none

18 **DISCUSSION ITEMS:**

19 **NECAP Science**

20 Vice Principal Deb Bergeron provided longitudinal data from 2009-the present for 4th and 8th
21 grade Science NECAP scores, noting that we have scored better than the State. We do not have
22 any students in the 1s or 2s in the 4th grade. In 8th grade, we had no 1s. We have 30% at 4s and
23 30% at 3s. She feels this is incomplete data because the percents should add to 100% and they do
24 not.

25 Vice Principal Bergeron shared the letter sent to parents that explains Smarter Balance and how
26 to read the scores. She also gave the cut scores to show how children grades 3-high school fall
27 into categories in ELA, Math, and Reading.

28 Finally, she shared our report card from the State, with threes and fours being the best. We did
29 better in English/Language Arts than in Math, but Vice Principal Bergeron explained that the test
30 is much more difficult, requiring more critical thinking. She stated we can't compare apples to
31 oranges and it is much more difficult to score in the proficient range.

32 **Board Member Report:**

33 Frank Weeks shared that the volleyball team won the state championship. Former Gilmanton
34 students include Sydney Holland and Cynthia Gagnon. Jessica Ladd of Gilmanton played on the
35 field hockey team, which made it to the state championship, but lost in the final game. The
36 Harlem Magicians are playing tomorrow evening. The National Honor Society inducted former
37 Gilmanton students Alex McNamara and Danielle Clairmont. Former Gilmanton student, Sophia
38 Prevost will be acting in the High school Drama Department's performance of A Chorus Line.

39 **Principal's Report:**

40 **Current Enrollment-** We currently have 400 students at the Gilmanton School, the same
41 number as the November 3rd report.

42 **Blue Ribbon Celebrations-** Our current plan is to celebrate our Blue Ribbon on Wednesday,
43 December 9. We will start the day with our Blue Ribbon/Good Citizen Assembly at 9 AM in the
44 Gym, and then combine the Band/Chorus Concert that evening with another Blue Ribbon
45 Celebration. We will invite community members to both events.

46 **Fall Sports Wrap-Up-** On Tuesday, November 10, over 150 parents, students, and coaches
47 gathered in the cafeteria for a pizza party/award ceremony for the volleyball and soccer teams.
48 After enjoying several slices of pizza, the teams gathered in separate rooms for individual
49 awards. Each athlete was given a participation award, and some students were given trophies.
50 The soccer teams also watched a media presentation of their fall as created by the parents. The
51 girls' soccer team placed second in the Suncook Valley Tournament; the boys' soccer team
52 placed fourth in the same league; and the volleyball team placed second in the Lakes Region
53 Tournament.

54 **Thanksgiving Dinner-** The fourth grade is hosting a Thanksgiving Dinner for families and
55 community members. The dinner starts at 1 PM in the cafeteria on Friday, November 20. Please
56 feel free to join us!

57 **Early Release-** This Wednesday is an early-release day. Teachers have requested time to meet
58 with their committees to discuss curriculum. Dr. Heather Driscoll met this afternoon with Erin
59 Hollingsworth and Jill Neilson to discuss the new science standards. We found that the State now
60 wants to spend more time on science, but so much time has been spent on Reading and Math that
61 they now have to re-focus.

62 **PTA Craft Fair-**The PTA Craft Fair will be on November 28 from 9-3 PM. Pancakes with
63 Santa will be that morning from 9-11 AM.

64 **Report Cards-** The first trimester is over next Tuesday! Report cards will be issued on Friday,
65 December 4.

66 **Superintendent's Report:**

67 Principal Locke, Superintendent Fauci, Vice Principal Deb Bergeron, and Language Arts teacher
68 Jen Drinen receive a plaque on behalf of the Gilmanton School at the Blue Ribbon presentation,
69 which Principal Lok passed around to the Board members. Superintendent Fauci stated there was

70 much networking and talking to other award winning schools at the event, which Superintendent
71 Fauci said was very exciting. Principal Locke stated she heard students were disappointed
72 because school was dismissed before they were able to see the presentation, so if she had one
73 suggestion, it would be to present the awards beginning with schools on the east coast rather than
74 alphabetically by state.

75 We have been working with interim IT support staff Jay Moody and Brenda McGee from
76 Gilford and it has been going very well. They have been able to troubleshoot and resolve problems
77 very quickly. Superintendent Fauci has a meeting with Jay tomorrow. Superintendent Fauci and
78 Adam Mini have interviewed three candidates for the network administrator position, but he still
79 has to conduct reference checks. Hopefully by the next Board meeting, he will have a candidate
80 to bring forward.

81 **Proposed 2016-2017 School District Budget**

82 Business Administrator Annmarie Gilligan stated that she has received some final numbers, so
83 the accurate GHS tuition is reflected as are the anticipated Healthtrust and SchoolCare rates.
84 Adequacy has increased about \$83,000, which is also included in the updated figures. Our
85 budget is up 1.31% which amounts to \$135,000, and is inclusive of the new position. She stated
86 she feels very confident that the insurance numbers are up to date. She did make a change in
87 Psychology and in Speech. Initially, the amount noted in these areas was the amount of money
88 she anticipated the district having after receiving the IDEA grant. She explained that, instead, we
89 are going to budget for the whole amount. Then the IDEA money, which usually amounts to 8%,
90 will offset the total. She had the director of student services position accounted for in there as
91 well. Adam Mini noted that Psychology stayed flat, but speech changed, which Business
92 Administrator Annmarie Gilligan explained was because we hired someone at a different level.
93 Health was moved to a different line.

94 Adam Mini calculated a different number than was estimated in Special Education. Co-
95 Curricular increased by \$300. Business Administrator Annmarie Gilligan stated that Principal
96 Locke asked to increase the Athletic Director's salary by \$300 to remain competitive.

97 Principal Locke said she spoke with Mary Sawyer about band uniforms per the discussion at the
98 last Board meeting. She was not interested in uniforms at this time, but she was grateful about
99 including money for the Great East Festival.

100 Principal Locke reviewed the budget increases in each grade level:

101 Gr. 2: White boards

102 Gr. 3: Guided reading books and document cameras for smart boards.

103 Gr. 4: New materials for Next Gen Science standards, smart board activities for Language Arts,
104 and for the third teacher's materials.

105 Gr. 5: Science materials, dictionaries, and study corrals.

106 Spanish: Replenish some supplies that have run out. She doesn't order a lot of supplies.

107 Robert Carpenter asked about Special Education, noting that we are budgeting full salaries for
108 those. He asked how the grant offsets this budget. Business Administrator Annmarie Gilligan
109 said we budget for the full amount, but the revenue from IDEA will offset the appropriation
110 approved by the town, which is the best way to budget when dealing with Federal money. If we
111 don't get the IDEA money, which won't happen, we will still have budgeted for it. The IDEA
112 money will not just be extra money, but it will reduce the amount we request when setting the
113 tax rate. Adam Mini wants to make sure the taxpayers know exactly why we went about the
114 process this way. Business Administrator Annmarie Gilligan said we could make a list of what
115 the IDEA money will offset without putting specific numbers. Board Chair Michael Hatch
116 agreed that if we don't put the money in for the salaries and the government comes up short, we
117 are still responsible to pay the salaries. Business Administrator Annmarie Gilligan anticipates
118 roughly \$240,000 from grants and around \$140,000 from IDEA.

119 Frank Weeks pointed out a typo in GHS tuition. It should be \$18,898.65. He also asked about
120 travel for Special Education Coordinator. Business Administrator Annmarie Gilligan pointed out
121 that it is broken down on p. 40.

122 Adam Mini would like to put aside some money for a consultant to help with the transition to
123 Google. Principal Locke suggested noting it under Professional Development, stating she has
124 \$2500 to use for early releases but we could increase that. Adam Mini explained he meant the
125 money to be for consulting services coming in to physically transition, not to train staff.
126 Superintendent Fauci said that if it is something we want to do in a timely manner, he has no
127 problem with that, but it should exist under contracted services. Principal Locke reminded Adam
128 Mini that if we do that, the transition to Google will have to be extended another year. Therefore,
129 Adam Mini suggested adding \$2500 to contracted services and calling it consulting services on
130 p. 31. This brings the budget to a 1.33% increase over last year. This suggested change will be
131 brought to action items.

132 Robert Carpenter noted another error on p. 39-40. The bottom line is correct, but the math in
133 between is off.

134 Adam Mini asked if we ever got an answer about what the electrical portion of the budget was
135 for. Facilities Manager Dave Sykie gave a list of projects for the near future if a fund balance
136 exists. These are not things that we need to complete in order to operate the school next year, but
137 things/projects that would be nice to have or complete.

138 Superintendent Fauci said he was concerned we would be in an asbestos abatement issue again.
139 Recently, there was an odor in the 3-5 wing, which we tried to eliminate by replacing the old
140 septic. However, Facilities Manager Dave Sykie found a stink pipe that had broken apart in a
141 wall and it was repaired without the need for asbestos abatement. Superintendent Fauci said he
142 knows Facilities Manager Dave Sykie would like to address other areas of the building that still
143 need to have asbestos removed in order to be an asbestos free building.

144 Adam Mini asked if the number in the warrant article for abatement should be adjusted.
145 Superintendent Fauci reminded the board that they changed the wording last year to allow the
146 Board to be an agent to expend. \$53,430.14 is in the account right now.

147 Revenue: It is difficult to estimate what an unreserved fund balance will be. We have budgeted
148 18 months out for exactly what we are going to need. Even with the most precise budgeting,
149 however, the trend shows that we have had money left over. Preliminary adequacy will be
150 \$85,000 more than the present adequacy and is based on our student count, including the
151 students at the high school. The amount we have to spend on Building Aid has gone down
152 because the bond payment has gone down. We are estimating Catastrophic Aid at the same
153 amount it has been for the last two years. We receive \$2,000 every year for child nutrition. Title I
154 has gone down, as has Title IIa, and we receive a REAF grant from the federal government, for
155 which we do not need to apply.

156 Business Administrator Annmarie Gilligan stated she will note major budget increases and
157 decreases on the front page of the Board's books. She said that if the Board approves tonight, she
158 would like to get it to the Budget Committee before the holiday so they can peruse it and ask
159 questions ahead of the Dec. 2 meeting at 6:00.

160 Principal Locke clarified that our K-6 math textbooks have been paid for and include the
161 licensing fee for the next four years. We did put money in for middle school math and social
162 studies textbooks.

163 **Proposed 2016-2017 Warrant Articles**

164 There is a list of warrant articles on page 64 and are exactly the same as last year.

165 In reviewing the articles, Board Chair Michael Hatch stated he thought we over expended our
166 trust for the tractor.

167 The Board questioned the school district communication network. Business Administrator
168 Annmarie Gilligan said this is the report right from Neil, the trustee who handles our accounts.
169 None of the Board members knew about this account.

170 Superintendent Fauci asked when we wanted to start budgeting for the a new tractor. Business
171 Administrator Annmarie Gilligan said the account is closed, so we will have to create a new
172 warrant article. Board Chair Michael Hatch suggested starting now in order to keep the amount
173 as low as possible. The Board members discussed saving now vs. saving a few years from now.
174 The Board also discussed letting the budget committee decide and advise the guidelines we
175 should follow. For instance, what might be considered benchmark amounts, and for each, how
176 many years do we budget? (ex. For amounts \$50,000 or greater, should we budget for 20 years
177 out)

178 The Board members noticed that the tractor was left outside over a weekend. Facilities Manager
179 Dave Sykie was out Thursday and Friday, so it may have been because the company that
180 serviced it left it outside upon returning it.

181 The Board questioned if we should also budget for a leach field down the road. The leach field
182 account is for both fields. Adam Mini suggested allocating \$11,333 for the leach fields, which is
183 \$85,000 divided by 12 years.

184 The same numbers as last year will be used for the boiler, roof, and storage tank. Paving and
185 drainage will be done in 2018, for which the balance is \$74,955. We will leave the funding at

186 \$20,000. In the process of paving the Peace Garden last year, we found crushed pipes, indicating
187 the drainage was done haphazardly. Superintendent Fauci will confirm the actual number of the
188 projection performed last year.

189 Boiler-Adam Mini believes the goal amount to replace the boiler is \$55,000. Therefore, two
190 more years of funding will get us to where we need to be. Board Chair Michael Hatch pointed
191 out we have two boilers and \$50,852 in the boiler account. We started replacing the "brain", but
192 never got to finish it because the budget was high and the project was expensive. Business
193 Administrator Annmarie Gilligan and Superintendent Fauci will bring specific projections in
194 December.

195 Asbestos- We have \$53,439. The tile from main entrance and down through K-2 and custodial
196 closet are done. Still to be done are the cafeteria minus the kitchen, the nurse's office, the entire
197 main office, all but two rooms off of the K-2 wing , and the 3-5 Wing in its entirety. Robert
198 Carpenter asked if we have ever created a plan for that. Superintendent Fauci said the fund used
199 to be accessible only in the case of an emergency, but that has changed. He added that it is
200 cheaper to do a big chunk at a time, and also to complete areas adjacent to each other. The six
201 rooms in the K-2 wing, the nurse's office and the main office would be a logical step. Board
202 Chair Michael Hatch said that when Barnstead did 4 rooms at a time, it cost roughly \$70,000.
203 Board Chair Michael Hatch said he had to get prices on a section, suggesting he would advise
204 putting it into the budget. Superintendent Fauci said we probably have enough to do one section
205 and feels this project is a priority. Adam Mini suggested having someone price out the abatement
206 in three chunks. Superintendent Fauci will have Facilities Manager Dave Sykie provide a map of
207 the school, noting where there are asbestos tiles, and the cost of abatement in each section.

208 Roof-The Board agreed that \$21,319 for roof is good.

209 Superintendent Fauci asked if as a point of order, the GEA rep can present the findings on policy
210 EGAD.

211 **Amending Policy EGAD- Copyright Compliance**

212 Amy Small brought it to our local union and contacted Uniserve's Chris Long. She presented a
213 memo he crafted. Please see below.

214 ***To: Gilmanton School Board***

215 ***From: Gilmanton Education Association***

216 ***Re: Copyright Infringement Liability***

217 ***Date: November13, 2015***

218 *An issue has arisen in which the School Board is considering a change in the Copyright*
219 *Compliance policy that would make teachers personally responsible for any copyright*
220 *infringement claim that may arise in the course of ordinary employment of such teachers.*
221 *Specifically, the Board is considering whether to impose upon a teacher personal liability for*
222 *any fines or other financial liability for a copyright infringement.*

223 *First, the GEA asserts that any such policy or change in policy that purports to impose any*
224 *financial liability of the GEA bargaining unit would have to be negotiated and cannot be*
225 *unilaterally imposed by the Board. To make such a change would be a substantial change in*
226 *working conditions concerning a mandatory subject of bargaining and may be considered to be*
227 *an unfair labor practice. Such a change cannot be unilaterally imposed upon a teacher by the*
228 *Board.*

229 *Second, under NH law an employer is responsible for the negligent acts or omissions of its*
230 *employees. We are not lawyers and have not been trained to know or understand the intricacies*
231 *of the copyright laws and/or copyright infringement laws. If any teacher were to use material*
232 *protected by a copyright improperly, such an act would be an act or omission of ordinary*
233 *negligence for which the district is responsible in the same manner as if a District employee*
234 *were involved in an automobile accident while operating a motor vehicle owned by the District.*
235 *Generally in NH, employers are responsible for the ordinary acts of negligence of its employees.*
236 *If a copyright infringement were to be committed such an act would be an accidental violation*
237 *because the teacher did not know and/or was not aware that the material was protected by a*
238 *copyright. Not all copyrighted material clearly displays the copyright symbol or is easily*
239 *discernible to one who has not been trained in the ways to determine if materials copyright*
240 *protected. this is especially where there is an exception under the "fair use" doctrine when*
241 *copyright protected material is used in teaching. In the view of the GEA, any material used by a*
242 *teacher in the course of her/his employment is used for teaching and is therefore exempt from the*
243 *copyright laws.*

244 *The GEA urges the School Board not to change the copyright compliance policy such that the*
245 *change would impose financial liability upon a teacher for any such copyright violation.*

246 The policy was last revised at 2010, and the Board will discuss if it should be changed. Board
247 Chair Michael Hatch asked if we can send this to Barbara Leoman to get her interpretation. This
248 will be tabled until she weighs in.

249 **Proposed Increase in Adult Lunch Price**

250 A survey was conducted among staff. A large percent of the staff do not currently purchase hot
251 lunch. More people said they would not take it if the price is raised. Board Chair Michael Hatch's
252 concern is that it is the taxpayers paying the difference if we do not raise it. Business
253 Administrator Annmarie Gilligan said it doesn't cost the taxpayers extra, but we refund less of
254 the fund balance. She explained it is not costing \$3.50 to produce the lunch. As of December
255 1st, students will pay \$2.60. Business Administrator Annmarie Gilligan asked a few school
256 districts to see what they were charging teachers and learned that the amount is anywhere
257 between \$3.25 and \$3.75. We are trying to make up a deficit, and it has been a long time since
258 staff lunches have been increased. Adam Mini asked that we track this better in the future. Board
259 Chair Michael Hatch suggested splitting the difference between the current \$2.80 and the
260 proposed \$3.50, which would be \$3.15. Then the price can increase again in the fall to lessen the
261 "sticker shock". Superintendent Fauci said this district has supported the shortfall of the lunch
262 program and has been supporting more and more. We don't want to make money off the
263 students/staff, but we want to make the program self-sufficient.

264 **Meeting Minutes of November 3, 2015**

265 p.5 Malcolm McLeod was the Board member who asked if the tables in the shed could be used.

266 p. 9 change grand to grant

267 p.13 Clarify the last sentence to note that the public meeting will be held immediately before the
268 December Board meeting.

269 p. 224-239...discussion...was concluded..was tabled.

270 **PUBLIC COMMENT**

271 Amy Small asked about the weapons in school policy. Superintendent Fauci said the laws vary
272 from state to state.

273 **ACTION ITEMS**

274 **On a motion made by Robert Carpenter, seconded by Frank Weeks, the Board**
275 **unanimously voted to approve the 2016-2017 School District Budget as amended to total**
276 **\$10,499,528 which is a 1.33% increase over last year's budget.**

277 **On a motion made by Robert Carpenter, seconded by Michael Hatch, the Board**
278 **unanimously voted to table the 2016-2017 Warrant Articles.**

279 **Business Administrator Annmarie Gilligan will e-mail the updated Warrant**
280 **Articles to Board members. We can meet before the Budget Committee meeting on**
281 **December 2.**

282 **On a motion made by Robert Carpenter, seconded by Adam Mini, the Board unanimously**
283 **voted to table policy EGAD for further review.**

284 **Discussion: Adam Mini raised the concern that we are trying to find a way around**
285 **this. He feels that ultimately we are responsible and feels we should just accept the**
286 **responsibility. Robert Carpenter asked for clarification. Adam Mini explained that we had**
287 **discussed adding the ramification that we require repayment to the district from anyone**
288 **who infringes copyright policy. Board Chair Michael Hatch feels that if the policy has no**
289 **teeth, it doesn't carry any weight and cannot truly be considered a policy. Adam Mini**
290 **suggested that someone could be formally reprimanded/discipline. Principal Locke said**
291 **that would mean an infringement was done intentionally. Amy Small asked if this has been**
292 **an issue in the past. Principal Locke said it is the first time she is aware of since 1987, also**
293 **noting that if she is charged with discipline, each situation would be circumstantial. We**
294 **could add training into this policy. Vice Principal Bergeron said we could also add it to the**
295 **internet use policy. Principal Locke noted it is the public websites that are under more**
296 **scrutiny.**

297 **On a motion made by Robert Carpenter, seconded by Adam Mini, the Board unanimously**
298 **voted to approve the recommended Increase in Adult Lunch Price to \$3.15 to begin on**
299 **December 1, 2015.**

300 **On a motion made by Robert Carpenter, seconded by Frank Weeks, the Board**
301 **unanimously voted to approve the Meeting Minutes of November 3, 2015 as amended.**

302 **On a motion made by Robert Carpenter, seconded by Michael Hatch, the Board**
303 **unanimously voted to adjourn at 8:22.**

304 Respectfully submitted,

305 Robert Carpenter, School Board Clerk

DRAFT