

1 **GILMANTON SCHOOL BOARD REGULAR MEETING**

2 **TUESDAY, DECEMBER 11, 2012**

3 **GILMANTON SCHOOL SCIENCE ROOM**

4 Board Members Present: Renee Kordas, Frank Weeks, Michael Hatch, Ella Jo Regan, and
5 Malcom MacLeod

6 Administrators Present: Superintendent John Fauci, Principal Carol Locke, Vice Principal Deb
7 Bergeron, Student Services Director Emily Reese, Business Administrator Donna Clairmont

8 Others Present: Anne Kirby, Joanne Gianni, Nancy Tohill

9 **CALL TO ORDER:**

10 Board Chair Renee Kordas called the School Board Meeting to order at 6:00 P.M.

11 **PROOF OF POSTING:**

12 Proof of posting was verified by Superintendent Fauci.

13 **APPROVAL OF AGENDA:**

14 Superintendent Fauci requested a non-public session following the regular Board meeting.

15 On a motion made by Mike Hatch, seconded by Ella Jo Regan, the Board unanimously voted to
16 accept the agenda as amended.

17 **CORRESPONDENCE**

18 A letter was received from Plodzik & Sanderson regarding the audit their firm performed on the
19 financial statements of the governmental activities, each major fund, and the aggregate remaining
20 fund information of the Gilmanton School District for the year ended June 30, 2012.

21 Business Administrator Donna Clairmont explained that, as a municipality, we have to
22 adhere to Governmental Accounting Standards Board (GASB) policies. There have been some
23 changes to which we must abide. Plodzik & Sanderson reviewed our journaling practices to
24 ensure we are accurately maintaining records and classifying information and data in the proper
25 areas and accounts. Additionally, under the general fund, some grant monies the District received
26 had been categorized as if they were for the fiscal year in which they were received. However,
27 they should have been noted for the following year. Everything else was in order. Board Chair
28 Renee Kordas noted some procedures that we need to button up, one of which being the signing
29 of manifests. Business administrator Donna Clairmont noted she had previously addressed this
30 issue with the Board, noting that two signatures are required on the manifest before payments are
31 released. Mike Hatch and Frank Weeks have been designated as co-signers. Frank Weeks asked
32 about the wording in the audit summary, regarding the need of "the majority" of Board members
33 to sign. Business Administrator Donna Clairmont stated that we need to either have the majority
34 of members of the Board OR designees which authorizes the release of payments.

35 Superintendent Fauci noted that safeguards have been put in place in the event one of the two
36 designees is unavailable.

37 Board Chair Renee Kordas asked when Frank Weeks is available to sign. He stated he has
38 scheduled signing for every other Wednesday. Business Administrator Donna Clairmont stated
39 she sent a schedule of when things need to be signed, clarifying that one week is designated for
40 payroll and the following week requires signature of manifests.

41 Malcom McLeod asked if the policy needs to be reviewed or changed. Business Administrator
42 Donna Clairmont stated that she has simply needed to educate new staff about adhering to policy
43 requirements when completing purchase orders, but stated she does not think the policy needs to
44 be changed at this time.

45 A letter of retirement was received from Kindergarten Teacher Donna Lacroix, for June 2014.

46 **DISCUSSION ITEMS:**

47 **Board Member Reports**

48 **Frank Weeks**

49 Excerpts from the Gilford School Board Meeting: December 2, 2012

50 In attendance: Renee Kordas, Frank Weeks

- 51 1. All-State Music Festival: Danielle Janos was chosen for the third year in a row for the
52 All-State Band.
- 53 2. NHIAA Division 2 Sportsmanship Award: Gilford High School was the runner-up for the
54 Sportsmanship Award.
- 55 3. Issues Impacting Students: The major student issue for the first trimester was unexcused
56 tardiness to school. 165 (three more than the same time period of last year). Only one
57 case of bullying was reported in the first trimester.
- 58 4. Senior Class Trip: The Senior Class Trip will be to Adventure Bound in Caratunk, Maine,
59 on the weekend of Friday, May 3 to Sunday, May 5. Individual cost to the student will be
60 \$275 of which \$100 will hopefully be covered by the Senior Class.
- 61 5. Gilford Educational endowment Fund: \$12,000 was allocated for six mini-funds, such as
62 Chrome books, AP Chemistry training, etc.
- 63 6. Tuition waiver: Discussion ensued about tuition waivers for Gilford students who move
64 out of the district late in their Senior year. The waiver consideration will occur if the
65 student moves out within the last 45 days of their senior year. Board Chair Renee Kordas
66 clarified that if a student moves out within the last 45 days of their Senior year, they may
67 be granted a waiver to finish the school year tuition-free. When asked how this applies to
68 Gilmanton students, Frank Weeks reported the Gilford School Board said they would
69 discuss this with Superintendent Fauci. Board Chair Renee Kordas suggested that
70 Superintendent Fauci follow up on this matter. He confirmed he will be doing so.
- 71 7. CHINS Changes: The Children in Need of Services Program will now only cover 50
72 students (state-wide), while in the past it covered 1,000 students. The criteria is more
73 confining as it will only cover students under 18 years of age who have “severe
74 emotional, cognitive, and mental health issues.” Superintendent Fauci added that a survey

75 was sent to superintendents throughout the state to determine the impact the fewer
76 number of CHINS petitions has had on schools. He stated that he will report how the lack
77 of resources has negatively impacted schools. Student Services Director Emily Reese
78 noted that placing a child on CHINS, which previously could have been done by a school
79 or by a parent, was supportive rather than punitive. Unfortunately, parents have lost the
80 ability to file a CHINS. She added that the new governor supports CHINS, so it will be
81 interesting to see if anything changes.

- 82 8. School Calendar: The school year will begin on Wednesday, August 28 and end of
83 Friday, June 13. Graduation will be on Saturday, June 7. The November teacher
84 workshop has been moved to Friday, October 11. Superintendent Fauci asked if there was
85 any discussion about the two vacations being combined into one. Board Chair Renee
86 Kordas stated there was not, but they did mention that Massachusetts has been trying
87 different vacation options.
- 88 9. Schedule differences between Gilford H.S. and the Huot Center: There are times when
89 bus transportation is not available due to differences in test schedules. While students are
90 able to go to the Huot center during exams, students are responsible for their own
91 transportation. Further discussion will occur.
- 92 10. Budget Committee Meeting on Thursday, November 6. The Gilford High School Budget
93 was presented to the Budget Committee as well as the proposed Default Budget.
94 Discussion ensued on when and how funds can be shifted between accounts.
- 95 11. Have a Merry Christmas, Happy Hanukkah, Joyous Kwanzaa, and enlightening Eid.

96 **Principal's Report**

97 **Current Enrollment**-Our school population is currently at 411 students, up from last month's
98 409. However, we are getting two new kindergarten children this month, along with a third
99 grader, bringing our totals up to 414 by January 1. July's enrollment was 407. Our largest class
100 will be the kindergarten at 61 students, followed by first grade at 52.

101 **Early Release Day**- Tomorrow is Early Release Day. The whole staff is gathering for lunch in
102 the cafeteria at 1:15, followed by Math CORE. Curriculum and Assessment Director Scott
103 Laliberte, from Gilford School District will be observing our third grade team as they do their
104 CORE work.

105 **Middle School Chorus**- Ms. Sawyer and her Middle School Chorus traveled today to Gilmanton
106 Corners for a senior citizen luncheon. The students helped prepare the lunches, ate with the
107 seniors, and then entertained the group with several songs.

108 **Good Citizens Assembly**- Trimester One has ended, and students received their report cards on
109 Friday, December 7. Teachers have chosen their Good Citizens for the first trimester, and we
110 will be celebrating their accomplishments a 9 AM on Wednesday, December 19. We will also
111 recognize Honor Roll students and issue Perfect Attendance Awards at that assembly.

112 **January SEADS Days**- Our SEADS Days start on Friday, January 4 and continue on January 11
113 and January 18. We currently have over 140 students enrolled in the ski program, and
114 approximately 60 students in each of skating and bowling. We anticipate another 60 permission
115 slips coming into school this week for skating and bowling; the deadline is this Friday for that
116 paperwork. Back at school, students will be cooking, snowshoeing, and creating arts and crafts in

117 the morning, and then we have an assembly each afternoon of SEADS; Larry Frates, The
118 Hampstead Players, and a jazz band.

119 **Upcoming Events:**

120 Thursday, December 13 at 7 PM - Band and Chorus Concert

121 Friday, December 14 at 1 PM – Holiday Dinner hosted by the 5th grade

122 Friday, December 21 at 2 PM – Holiday parties, K-8

123 **Superintendent’s Report**

124 Important Dates:

125 January 2: Budget committee presentation at the Academy Building at 6:30.

126 January 8: School Board meeting

127 January 9: Public Hearing

128 January 19: Super Saturday

129 February 2: Town Deliberative Session

130 February 9: School Deliberative Session

131 Superintendent Fauci stated that the Board needs to have a discussion about the impact of
132 possible cuts if the default budget is the one that passes and the Board needs to contemplate what
133 will be cut. Superintendent Fauci stated that he and Business Administrator Donna Clairmont
134 made some changes to the budget, which has had an impact. Our current proposed budget is
135 2.31% lower than our current year budget.

136 Superintendent Fauci stated that he has met with the Joint-Loss committee, as mandated by the
137 department of Labor, to discuss safety issues in the building. We are constantly monitoring the
138 requirements, and we are in compliance. The committee is required to maintain meeting minutes
139 and records about injuries of employees. They then examine trends to prevent injuries from
140 recurring.

141 Superintendent Fauci stated he attended a meeting regarding the litigation currently underway
142 with the Local Government Center. The LGC is appealing the decision of the courts regarding
143 compensating districts for overpayment, and the outcome is uncertain. At the Lakes Region
144 Superintendent Meeting, Superintendent Fauci learned that many districts have similar ideas
145 about how to best disperse the refund money, but nothing has been decided. Also discussed at
146 this meeting was changing the minimum standards for school approvals. The State is asking for
147 recommendations from Superintendents. Superintendent Fauci noted that that the state trend,
148 which was presented at the Lakes Region Superintendent Meeting, indicates that enrollment is
149 decreasing. Superintendent Fauci will present a power point at the next Board meeting to
150 compare and contrast our enrollment with the rest of the state.

151 Superintendent Fauci stated the K.I.D.S. program seems to be running very smoothly. There is
152 another nomination for a program aide coming up this evening.

153 Superintendent Fauci and Vice Principal Deb Bergeron have gone on many residency checks. At
154 this point, he is convinced we don't have any issues or residency questions at this time.

155 Superintendent Fauci stated that Crisis Prevention and Intervention training will take place on
156 Thursday.

157 **Nomination of Breanna Owen as K.I.D.S. Program Aide**

158 Board Chair Renee Kordas asked if this is an additional or replacement position. Superintendent
159 Fauci stated it is a replacement for a temporary position that had been filled until a permanent
160 replacement was found. Principal Locke stated that she and Vice Principal Bergeron both
161 interviewed her, noting that she is articulate, personable, and has previously worked with
162 children. She is currently in training.

163 **Review of Policy DFA-Investment**

164 The last time the policy was reviewed in 2008. Mike Hatch asked if it should be reviewed
165 annually, and Business Administrator Donna Clairmont confirmed that it should be.

166 Last year, we changed banks and examined what they have for insurance on our money since it is
167 placed into a sweep account. Our portfolio was also reviewed to make sure the bank
168 appropriately covers our investments.

169 As for the Standard of Care, the treasurer typically takes a more active role in investing the
170 money and put the money into funds that maximize the interest earned, which Dexter used to do.
171 However, we are no longer in a position to do that since we have altered our cash flow schedule
172 from the town. Therefore, we don't have cash flow flexibility to make such investments and we
173 can only examine banks to make sure we get the best rate possible.

174 One of the things that we do in terms of internal control is that our financial assistant balances
175 the checkbook and checks it against the financial software. Then, the treasurer also makes sure
176 we balance to the software, thereby allowing two sets of eyes to ensure accuracy.

177 **Meeting Minutes of November 13, 2012**

178 Ella Jo Regan suggested changing the spelling of the word aide to aid (line 126). She also
179 questioned the term "team teaching" because she was under the impression that Anne Kirby will
180 be a travelling teacher. Principal Locke stated there will be times when Anne Kirby will not be
181 teaching, so she will help with reading in other content areas.

182 **Proposed 2013-2014 Budget**

183 Special Education: A reduction has occurred due to a student moving out of the district, resulting
184 in reduced in tuition and transportation costs. This student was placed in a non-public placement.

185 Supports Services Benefits: The District was informed that the Local Government Center owes
186 us \$23,697.53 for overpayment of medical insurance and \$3499 for dental in 2011. When we

187 receive our invoice in August, the amount we owe Local Government Center for the upcoming
188 year will be reduced by these amounts. No guidelines have been outlined regarding how to return
189 those monies and to whom they need to be returned. In discussing options with other districts,
190 Business Administrator Donna Clairmont found that many were contemplating only giving back
191 to employees who are employed when the holiday occurs. Business Administrator Donna
192 Clairmont and Superintendent Fauci are concerned that this constitutes unfair labor practice.
193 Business Administrator Donna Clairmont looked at the total amount paid by the district in 2011
194 and determined the holiday refund, which amounts to 3% of what the district paid. She also
195 determined who contributed during that time. Dental is different because the district pays for the
196 single plan. Those two lines of the budget have been reduced proportionally according to how
197 much the district paid and how much may be owed to the employees. Superintendent Fauci
198 pointed out that the paid holiday is going to benefit people who are working for us at the time of
199 the paid holiday even if they weren't here in 2011 when the overpayment took place. We have
200 only a small number of people who have left the district since 2011. While other districts may
201 choose to not pay individuals who left the district in the meantime, Superintendent Fauci looked
202 at the number of individuals that pertains to and it is few, resulting in a minimal cost to the
203 district. Therefore, we have the burden of responsibility to get that money back to those people
204 (\$39-\$100).

205 Separation Payment: \$32,504

206 Business Administrator Donna Clairmont summarized the first two pages of the budget, stating
207 they summarize the budget with the latest changes and calculations. She added the budget was
208 calculated with and without new teacher and paraprofessional positions. With the new personnel,
209 the budget is down an additional \$29,907. Without new personnel, it is down an additional
210 \$32,672(3.29%)

211 Board Chair Renee Kordas asked if this budget reflects Donna Lacroix's retirement.
212 Superintendent Fauci explained that is what the separation pay is for.

213 Superintendent Fauci clarified that when he and other superintendents met with the Secretary of
214 State, they discussed the overpayment to LGC in the 2010 year as well. This has been addressed
215 in the courts, but the LGC has taken issue with the court findings. Depending which way the
216 litigation goes, we will likely receive monies back in the future for the 2010 year as well. The
217 discussion that took place in this meeting refers to the overpayment in 2011.

218 Board Chair Renee Kordas addressed the issue of the default budget, stating that tonight the
219 Board needs to vote on which two pages of the budget to change or approve. The recommended
220 and default budget differ by \$178,582. This includes a new teacher. If the default budget is voted
221 on, the Board has to find money in the budget, which is already down 2.3%. The public hearing,
222 super Saturday, the budget meeting, and the school board meeting are all opportunities for the
223 budget to verbally be presented to the public. Board Chair Renee Kordas suggested getting the
224 word out in various ways and discussed putting something in the paper so that people are
225 informed and to understand the Board's position. Ella Jo Regan noted that she would want to
226 know what will be sacrificed if the town votes in the default budget. She also noted that the
227 selectmen have zeroed out to give the capital reserve budget.

228 Superintendent Fauci concurred that as an informed voter, it will help citizens make decisions if
229 they know where the cuts are coming from. He anticipates a question from the Budget
230 Committee about where the cuts will occur. Superintendent Fauci suggests having the cut
231 recommendations list ready at the next Board meeting in order to present it to the public at the
232 meeting the following day. Board Chair Renee Kordas asked the administration to make
233 suggestions and recommendations for Board review for the next meeting. In the past, cuts have
234 been presented in tiers. However, this year, the cuts will have to show a reduction of \$178,582
235 immediately. Board Chair Renee Kordas noted if the default is passed, that is the budget we start
236 with for the following year. She asked that the administration include the warrant articles and
237 asked for them to list the cuts according to priority and where the impact lies. The biggest
238 concern is the impact on the kids and asked that administration note the cuts that will impact the
239 kids most. Business Administrator Donna Clairmont clarified that at the next Board meeting, she
240 will need to bring the draft of the next warrant articles. However, the amount they are talking
241 about is in the proposed budget. The warrant articles are separate.

242 Malcom McLeod asked if it is appropriate for the Board to have some kind of newsletter to go
243 home with students. Superintendent Fauci stated that is up to the Board if they want to take a
244 stand. Frank Weeks asked if we ran into an issue with mailing in the past. Director of Student
245 Services, Emily Reese stated that it was very expensive. Board Chair Renee Kordas stated that
246 we have to reach more than just the parents of students and Mike Hatch suggested doing both.
247 Superintendent Fauci suggested inviting the press to the next Board meeting. Ella Jo Regan said
248 the trick is to do all of the above, not just one.

249 Malcom McLeod asked if we have a social network site. Principal Locke said we do have a PTA
250 page. He further asked if it would be worthwhile to do create a Gilmanton School Board social
251 network site. However, both Superintendent Fauci and Board Chair Renee Kordas agreed the
252 Board would need to be extremely cautious. Ella Jo Regan stated reaching the greatest number of
253 people has been an ongoing dilemma.

254 **PUBLIC COMMENT**

255 Joanne Gianni asked if there was previous discussion about capital reserve accounts that had not
256 been used. Business Administrator Donna Clairmont checked with the attorney and it wasn't an
257 option. Most reserves are based on improvement plan. The plan dictates that, in a given year, we
258 will have to complete a project. Over time, money has been set aside for those specific purposes,
259 and we just haven't reached maturity. Also in order to put safeguards in place, such as
260 unexpected special education expenses, we have monies available for such costs. She stated most
261 districts have similar funds because these unexpected costs could be high. We don't have the
262 authority to overextend out budget without a special meeting. If we didn't set aside such funds,
263 and we did incur an expense, we would have to dramatically cut our budget. Student Services
264 Director Emily Reese noted that when that was created, the cost of out of district placements was
265 much less. There will be a meeting next year to re-evaluate that fund and its needs. Business
266 Administrator Donna Clairmont stated the fund Mrs. Gianni is referring to is a small technology
267 fund.

268 Anne Kirby stated the list of cuts is a good idea because if the list is in the Board's hands, the cut
269 list will be decided before the deliberative session. Joanne Gianni noted that people may ask why
270 the school doesn't zero out the budget like the town did.

271 **ACTION ITEMS:**

272 **On a motion made by Mike Hatch, seconded by Ella Jo Regan, the Board unanimously**
273 **voted to approve the hiring of Breanna Owen as the K.I.D.S. Program Aide.**

274 **On a motion made by Mike Hatch, seconded by Malcom McLeod, the Board unanimously**
275 **voted to accept the Policy of DFA -Investment.**

276 **On a motion made by Ella Jo Regan, seconded by Frank Weeks, the Board unanimously**
277 **voted to approve the amended Meeting Minutes of November 13, 2012.**

278 **On a motion made by Ella Jo Regan, with regret, seconded by Mike Hatch, the Board**
279 **unanimously voted to accept the letter of retirement from Donna Lacroix.**

280 **On a motion made by Mike Hatch to approve the operating budget of \$9,710,500 (-2.31%),**
281 **seconded by Ella Jo Regan, the Board voted to approve the Proposed 2013-2014 Budget.**
282 **Frank Weeks abstained. The motion passed as written.**

283 Mike Hatch asked if he would be moving for the total budget. Business Administrator
284 Donna Clarimont stated the motion is for the operating budget. Mike Hatch stated he believes we
285 need the new position and that's why he moved for the amount of \$9,710,500. Frank Weeks
286 asked about projection numbers. Superintendent Fauci said he will provide that at the next
287 meeting. When we get additional information specific to Gilmanton, he will present those
288 findings as well. Frank Weeks asked what the decrease would be without the new teacher and
289 paraprofessional positions. The reduction would be 3.29% Superintendent Fauci stated that if we
290 don't need the new positions, the monies allocated would create a fund balance in the amount of
291 \$96,000.

292 Board members were asked if there are any interested parties for the Delegate Assembly on
293 January 12. There is no one at this time, but Board Chair Renee Kordas may consider attending.

294 **NON-PUBLIC SESSION-RSA 91-A :3 II (c) 7 :27**

295 The Board entered in to non public session at 7:27 PM

296 **ADJOURNMENT**

297 **On a motion made by Michael Hatch, seconded by Frank Weeks, the Board unanimously**
298 **voted to adjourn at 8:16 p.m.**

299 **Respectfully submitted,**

300 **Renee Kordas, Chairperson**