

1 **GILMANTON SCHOOL BOARD REGULAR MEETING**

2 **TUESDAY, MAY 10, 2016**

3 **GILMANTON SCHOOL SCIENCE ROOM**

4 Board Members Present: Michael Hatch, Adam Mini, Frank Weeks, Malcolm MacLeod (arrived
5 at 7:00 p.m. and Robert Carpenter, via skyping at 7:15 p.m.

6 Administrators Present: Principal Locke, Vice Principal Deb Bergeron and Superintendent Fauci.

7 Others Present: Amy Small, Attorney Barrett Christina, Rachel Hatch, recording clerk and
8 Matthew Hogan.

9 **CALL TO ORDER:**

10 Chairman Michael Hatch called the meeting to order at 6:10 PM

11 **ATTORNEY BARRETT CHRISTINA – NH SCHOOL BOARDS ASSOCIATION**

12 Attorney Barrett Christina from the NH School Boards Association had been asked to come to
13 this board meeting to do a presentation of school board roles and responsibilities as a refresher
14 course.

15 Atty. Christina had previously sent the board handouts regarding key roles and responsibilities
16 of school boards that are adopt policies for the effective control and recruitment, employment,
17 evaluation and dismissal of teacher and other employees, adopt policies for the purchase of
18 equipment, supplies and/or services and adopted rules to ensure that there shall be no unlawful
19 discrimination on the basis of sex, race, age, creed, color, marital status, national origin or
20 disability as well as establish polices on sexual harassment.

21 Various NH RSA's include the topics of bullying, concussions, use of restraints, truancy and
22 background checks. There are 26 mandatory policies that each board should have in place. Adam
23 Mini asked how the board gets new updates or new policies from the NHSBA? Atty. Christina
24 indicated that NHSBA sends out two updates each year; one update in the spring and one in the
25 fall. Superintendent Fauci stated that the recent new policy on videotaping was brought to the
26 entire staff after the board adopted the policy.

27 Atty. Christina stated that the board is responsible for school district's budget preparation,
28 budget presentation and continual oversight of the adopted budget. The board is also responsible
29 to hire the superintendent and also responsible to evaluate the superintendent each year.

30 The school boards are also responsible to conduct hearings and serve as an adjudicative body for
31 parent/student issues and for employee issues. School Boards are responsible for collective
32 bargaining to negotiate a contract in good faith, communicate with the public and set long and
33 short-term goals, plans and objectives. Superintendent Fauci stated that the board holds an
34 annual work session each September to review board goals, district goals and school goals.

35 Atty. Christina indicated that one of the hardest lessons as a school board is one board member
36 has no authority apart from the entire board. Another hard lesson is to discern between setting

37 policy, which is the board's job, and administration the schools, which is the superintendent's
38 job. Change comes slowly and no one can solve everyone's problems. If a parent comes to a
39 board member about a complaint, they would need to be redirected to the principal and/or the
40 superintendent.

41 Attorney Christina also included in the board packet sample policies relative to board
42 governance. No members of the school board had questions on the policies.

43 The presentation outlined the superintendent's role, which is to implement school board policy,
44 nominate professional staff, and a complete list of all of the superintendent's functions were also
45 included in the packet.

46 School boards should also have meeting guidelines such as planning ahead, observing the rules
47 of order and practice respectful communication skills.

48 Also included in the board packet was a handout regarding non-public sessions. Some of the
49 highlights were the six reasons to go into a non-public session and taking roll call votes on each
50 item. Sealing meeting minutes was discussed with regards to its necessity if the minutes would
51 adversely affect the reputation of an individual and/or if there is a student issue. A new non-
52 public reason was recently adopted and that is for preparation for and the carrying out of
53 emergency functions. The meeting minutes could be sealed if safety considerations pertaining to
54 terrorism or other emergency function of a school board may be thwarted.

55 Atty. Christina had a non-public session minutes sheet that he recommended the board members
56 should have with them at each meeting. It provides a guide to the board in the proper way to
57 enter into a non-public session, noting others present during a non-public session, roll call votes,
58 formal motions to leave/exit non-public session and return to public session. The outline also
59 provides guidance in sealing non-public session meeting minutes and stating the reason for this
60 action.

61 Atty. Christina also had a section of the school board's use of electronic communication. He
62 stated that replying to "all" in an email constitutes a "meeting" under the law if all board
63 members are getting each other's responses to the superintendent's email to them.

64 Superintendent Fauci and board members thanked Atty. Christina for coming to the board
65 meeting and offer a refresher course.

66 **MATTHEW HOGAN – GMAIL ACCOUNT PRESENTATION**

67 The school district's technology technician came before the board to give them a short overview
68 of the upcoming switching from the FirstClass email account to Google/email account. He gave
69 each board member a one-time password access for them to set their gmail account. Current
70 FirstClass email accounts are being pushed to the gmail accounts for those staff members that
71 have already established and are using gmail. Mr. Hogan indicated that FirstClass would not be
72 completely done away with for a year but was slowly being phased out.

73 Members of the board thanked Mr. Hogan for coming in to present the changes.

74 **CORRESPONDENCE**

75 Thank you notes and letters were acknowledged by the Serino family, Lewy Body Dementia, the
76 Shriner’s Hospital and the Wounded Warrior Project. Rachel Hatch included a copy of an email
77 outlining in whose memory the donations from the board had been set to during the past month. .

78 **Robert Carpenter’s email correspondence**

79 Mr. Carpenter had sent an email to Rachel Hatch to request that student surveys, community
80 outreach and staff climate surveys be added to the agenda as agenda items for discussion. It was
81 the consensus of Chairman Hatch and Superintendent Fauci to not add them to this month’s
82 agenda as the agenda was full. Chairman Hatch asked that Robert’s email be included in the
83 packet under “correspondence” so that the board could, at least acknowledge Mr. Carpenter’s
84 email.

85 Mr. Carpenter indicated that he thinks that it would be important for the board to receive
86 feedback as they do not have an adequate idea of how the district or the board is doing to meet
87 the needs of the students and staff.

88 Chairman Hatch expressed concern at putting out surveys at this time as the High School Option
89 Committee is in the process of being formed and a survey would have to, eventually, go out to
90 the residents regarding the high school options.

91 Mr. Carpenter recommended the possibility of only one survey that would be all encompassing.
92 Michael Hatch stated that, whenever surveys are sent out, the response rate drops from 85% to
93 20%.

94 Mr. Weeks indicated that he would like a survey to give parents options and to receive feedback.

95 Superintendent Fauci stated that his experience with surveys is that a small number of people
96 respond and they speak for the few and not the many.

97 Malcolm MacLeod stated that, at one of the NHSBA delegate assembly sessions, there was a
98 unit on how to enact surveys and that he would follow up to see if he could get the information.

99 Principal Locke stated that the survey could be given out at the November election day where a
100 variety of residents could complete it and return before they leave the voting building.

101 It was suggested that “surveys” be placed on the June agenda.

102 **PUBLIC COMMENT**

103 None.

104 **BOARD MEMBER REPORTS**

105 Frank Weeks indicated that 18 students have withdrawn from Gilford High School of which 10
106 of the students are Gilmanton High School students. He would like to know why?

107 Superintendent Fauci stated that two of the students were residency issues. Some others have
108 either moved or are being homeschooled.

109 Mr. Weeks praised Karen Stockwell for bringing 25 of our eighth grade students to Gilford High
110 School to spend some time with the Gilford students. Principal Locke stated that this is done on a
111 yearly basis to assist in transitioning our eighth graders to Gilford High School.

112 **PRINCIPAL'S REPORT**

113 Principal Locke distributed the principal's report and the following were outlined in the report:

- 114 • The current enrollment remains at 402 students;
- 115 • The eighth graders visited the UNH campus on Friday, May 6 to experience the
116 University setting. The purpose of the trip was to motivate the students to set goals for
117 future education in the high school setting.
- 118 • May 18 is early release day where teachers will be working to complete their end-of-the-
119 year activities. That evening, Ms. Potter, Ms. Sawyer and Mrs. Divers will be hosting the
120 Art, Rock and Bank Show from 5:00 – 7:00 p .m.
- 121 • The annual Memorial Day Assembly is scheduled for Thursday, May 26 at 9:00 a.m.
- 122 • The Middle School Team chose two seventh grade Scholar Leaders. Stevie McSharry and
123 Charles Townsend were chosen for both their academic achievements as well as their
124 leadership skills amongst their peers. They will be attending a ceremony in Manchester
125 on May 26 to recognize their achievement. The New England League of Middle Schools
126 sponsors the event.
- 127 • The principal's report listed over 14 upcoming events ranging from May 11th until the
128 end of the school year.

129 **SUPERINTENDENT'S REPORT**

130 Superintendent Fauci stated that the board has three nomination before them this evening. He
131 indicated that there will be at least one more nomination before the end of the school year.

132 He reminded the board of the upcoming joint board meeting with Gilford on June 14th and asked
133 if the board wanted to meet after the joint board meeting. The board will hold a regular monthly
134 meeting after the joint meeting.

135 Superintendent Fauci stated that the High School Options Committee ad had run in several
136 newspapers, it is posted around town and letters were sent to the Board of Selectmen, the
137 Planning Board and the Budget Committee. The committee ad is also posted on our website. The
138 district has had only one response; that from Brian Forst who would like to represent the budget
139 committee.

140 Superintendent Fauci stated that the board had approved a 2 hour per day registered nurse to
141 assist the school's nurse. The individual will not be able to work the two hours per day and so a
142 vacancy ad has been placed in the newspapers advertising for an LPN to work with the school
143 nurse part-time.

144 Nominations:

145 Nomination of Elizabeth Lichtenberg – Education Technology Integrator

146 Nomination of Jamie Severance – Grade 6 Teacher

147 Nomination of Sharon Johnston –Part Time IT person

148 Policies

149 Chairman Hatch recommended tabling the four policies listed on the agenda until next month. It
150 was the consensus of the board to table the policies.

151 2015-2016 Fund Balance/Proposal For Summer Projects

152 Superintendent Fauci stated that the conservative number of the fund balance appears to be
153 approximately \$164,000.00. He reiterated that it was his belief that it was a conservative number.

154 He recommended that the board consider completing Phase 1 of the asbestos abatement as a
155 summer project. He stated that the cost for the completion of Phase 1 is \$94,000.00. Mr. Fauci
156 indicated that the district currently has an asbestos abatement capital reserve fund and that, if
157 phase one was funded, the district would utilize some funds from the fund balance.

158 Superintendent Fauci stated that the gym floor had water damage and the estimate to have it
159 repaired, now that the water leakage has been fixed, would be approximately \$20,000.00 The last
160 project would be to replace the metal door frames at an estimate of \$20,000.00. which he
161 outlined with them. He stated that Phase 2's cost would be \$96,000.00 and Phase 3 would cost
162 \$47,000.00. He indicated that David Sykie was recommending the completion of Phase 1 this
163 year.

164 Meeting Minutes of April 12, 2016

165 Malcolm MacLeod offered one amendment. The last day of school is June 14, not June 4, 2016.

166 **PUBLIC COMMENT**

167 None.

168 **ACTION ITEMS**

169 Approval to Hire the Technology Integration Teacher, the Grade 6 Teacher and the Part-Time IT
170 Person.

171 **Frank Weeks made the motion to approve the hiring of all three candidates. The motion**
172 **was seconded by Malcolm MacLeod. Mr. MacLeod recommended that the new staff know**
173 **the board policy on copyright laws and infringement.**

174 **Chairman Hatch called for a roll call vote. Hatch-yes, Mini-yes, Weeks-yes, MacLeod-yes**
175 **and Carpenter-yes. The vote was unanimous.**

176 Policies

177 Policies BDB, EBBC/JLCE, GCQ and JLCE/EBBC have been tabled by unanimous consensus.

178 2015-2016 Fund Balance/Summer Projects

179 Extensive discussion ensued regarding the board's frustration at not having an expenditure sheet
180 or a sheet indicating the remaining amount in the asbestos abatement capital reserve fund. Adam
181 Mini was of the opinion that the board could not approve the funding of Phase 1 as the board did
182 not have accurate figures to go by. Superintendent Fauci stated that Mr. Sykie needed to know if

183 the board would fund this project as he needs to schedule the asbestos abatement as soon as
184 possible as there will be much preparation work prior to the project.

185 There was discussion as to how much funds could be safely withdrawn from the capital reserve
186 account all the while keeping it open for future deposits. Superintendent Fauci indicated that he
187 was of the understanding that only \$5,000.00 needed to remain in the account to keep it active.

188 **Frank Weeks made the motion to withdraw not more than \$63,439.00 from the asbestos**
189 **abatement capital reserve fund and to fund the remaining \$30,561.00 out of the fund**
190 **balance. His motion also included funding the \$20,000.00 gym floor repair and the**
191 **\$20,000.00 metal door frame repair. The sum of approximately \$90,000.00 would be**
192 **returned to the town to offset the tax rate. The motion was seconded by Malcolm MacLeod**
193 **for discussion.**

194 Mr. Mini, again, indicated that he knew of the time constraint for scheduling the project but that
195 he was uncomfortable with not having hard figures before him this evening.

196 **Frank Weeks made the motion to amend his original motion. He withdrew the \$20,000.00**
197 **for the cost of the repair to the metal door frame. The amendment was second by Malcolm**
198 **MacLeod.**

199 **Chairman Hatch called for a roll call vote on the amendment. Hatch-yes, Mini-yes, Weeks-**
200 **yes, MacLeod-yes, Carpenter-yes. The amendment passed unanimously.**

201 **Chairman Hatch called for the vote of the motion to withdraw not more than \$63,439.00**
202 **from the asbestos abatement capital reserve fund and to fund the remaining \$30,561.00 out**
203 **of the fund balance. His motion also included funding the \$20,000.00 gym floor repair.**

204 **The roll call vote was as follows: Hatch-yes, Mini-yes, Weeks-yes, MacLeod-no, Carpenter-**
205 **yes. The motion passed by a majority vote.**

206 Approval of the April 12, 2016 Meeting Minutes

207 **Malcolm MacLeod made the motion to approve the meeting minutes with the one**
208 **amendment. The motion was seconded by Frank Weeks.**

209 **Chairman Hatch called for a roll call vote: Hatch-yes, Mini-yes, Weeks-yes, MacLeod-yes,**
210 **Carpenter-yes. The motion to approve the meeting minutes of April 12, 2016 unanimously**
211 **passed.**

212 **NON-PUBLIC SESSION – RSA 91-A: 3 II (c)**

213 **On a motion made by Adam Mini, seconded by Frank Weeks, the board voted, by roll call**
214 **vote, to go into non-public session under RSA 91-A: 3 II (c) at 8:20 p.m.**

215 **Hatch-yes, Mini-yes, Weeks-yes, MacLeod-yes, Carpenter-yes.**

216 Present in non-public session were the five board members, Superintendent John Fauci, Principal
217 Carol Locke and Assistant Principal Debra Bergeron.

218 Members of the board discussed the two candidates brought forward from Gilford High School
219 for the Gilman Award recipient award for 2016.

220 **On a motion made by Frank Weeks, seconded by Malcolm MacLeod, the board, by roll call**
221 **vote, voted to seal the non-public session meeting minutes until June 10, 2016.**

222 **Hatch** **yes**
223 **Mini** **yes**
224 **Weeks** **yes**
225 **MacLeod** **yes**
226 **Carpenter** **yes**

**On a motion made by Adam Mini, seconded by Frank Weeks, the Board unanimously
voted to come out of this non-public session. It was noted that there was action taken in this
non-public session.**

227 **NON-PUBLIC SESSION – RSA 91-A: 3 II (c)**

228 **On a motion made by Adam Mini, seconded by Frank Weeks, the board voted, by roll call**
229 **vote, to go into non-public session under RSA 91-A: 3 II (c).**

230 **Hatch-yes, Mini-yes, Weeks-yes, MacLeod-yes, Carpenter-yes.**

231 Members of the board discussed a parent request.

232 **On a motion made by Malcolm MacLeod, seconded by Frank Weeks, the board voted, by**
233 **roll call vote, to come out of non-public session under RSA 91-A: 3 II (c) at 9:00 p.m.**

234 **Hatch-yes, Mini-yes, Weeks-yes, MacLeod-yes, Carpenter-yes.**

235 **ADJOURNMENT**

236 On a motion made by Frank Weeks, seconded by Adam Mini, the board unanimously voted to
237 adjourn the meeting at 9:01 p.m.

238 Respectfully submitted,

239 Frank Weeks,

240 School Board Clerk