

1 **GILMANTON SCHOOL BOARD REGULAR MEETING**

2 **TUESDAY, MAY 13, 2014**

3 **GILMANTON SCHOOL SCIENCE ROOM**

4 Board Members Present: Michael Hatch, Malcolm MacLeod, Adam Mini, Robert Carpenter.

5 Administrators Present: Principal Locke, Vice Principal Bergeron, Director of Student Services
6 Emily Reese

7 Others Present: Amy Small, Liz Brulotte

8 **CALL TO ORDER:**

9 Board Chair Michael Hatch called the meeting to order at 6:08 PM

10 **PROOF OF POSTING:**

11 Verified by Superintendent Fauci

12 **APPROVAL OF AGENDA:**

13 Superintendent Fauci asked to add technology quotes under discussion and action items. He also
14 requested a non-public session following the public Board meeting.

15 On a motion made by Malcolm MacLeod, seconded by Robert Carpenter, the Board
16 unanimously voted to approve the agenda as amended.

17 **PRESENTATION OF PLAQUE 25 YEARS OF PARTICIPATION IN THE KICK FOR**
18 **CANCER FUNDRAISER**

19 Vinnie Baiocchetti stated that White Dragon Martial Arts has been participating in the *Kick for*
20 *Cancer* fundraiser for the past 25 years. With the money raised from this fundraiser, they have
21 been able to donate to food pantries, hospice, and other organizations in seven counties in New
22 Hampshire. At the last tournament, they raised \$16,000, which was the largest amount raised in
23 the history of the tournament and was donated to hospice. Mr. Baiocchetti presented the Board
24 and Administration a plaque from Grand Master Verigan, thanking the administration for the use
25 of the school and the support they have given the program over the years.

26 **PRESENTATION OF AFTER SCHOOL PROGRAM**

27 Kristen Menard presented a power-point presentation, proposing a new before and after-school
28 child-care program entitled BASE, which stands for Before and After School Enrichment
29 Program. She currently provides before and after school in-home care and it came to her
30 attention that quality affordable before and after school programming may be needed. She
31 addressed why her program would be a viable solution, stating that parents want an accessible,
32 quality childcare, affordability, and a program that creates opportunities for academic and social
33 benefits as well as community interaction and support. She elaborated that rising childcare prices
34 have caused many families to opt out of similar programs and explained that if her proposal is

35 accepted, she plans to use the Gilmanton year round library, trails, and other resources to help
 36 provide educational, social, and community experiences.

37 Mrs. Menard stated that the program will be open from 7 a.m.-8:40 a.m., from 2:50-6 p.m., and
 38 from 12:50-6 p.m. on early release days. Its closings will also match the school closings for
 39 weather, including early releases, delayed openings, and school closings. It will also be closed
 40 during school vacations, teacher workshops, and on holidays. She provided estimates based on
 41 current costs. Please see the chart below.

	Current Cost	Projected Cost
Weekly Program		
AM Care	\$44.00	\$35.00
PM Care	\$54.00	\$50.00
AM & PM Care	\$74.00	\$70.00
Daily Program		
AM Care	\$10.00	\$7.00/day
PM Care	\$15.00	\$10.00/day
PM Early Release	N/A	\$16.00/afternoon
AM & PM	\$20.00	\$14.00/day
AN & PM Early Release	N/A	\$20.00/day
Drop in Care		
	N/A	AM:\$9.00 PM:\$12.00
Registration Fee	\$40.00	\$40.00

42

43 Mrs. Menard explained that staff and students will remain in a 15:1 ratio and that there will
 44 always be two employees working, one of whom will be Mrs. Menard. Dexter Cilley will head
 45 the administration, including payroll and program accounting including billing/payment
 46 collection. He will also be available to substitute for regularly scheduled staff members. All
 47 employees will be required to have a criminal background check, CPR/1st aid, and two hours of
 48 program training, which will include review of policies and procedures of the GES handbook.
 49 Student conduct expectations will continue as they do during the school day and positive
 50 behavior and choices will be the focus. Families will also be given a handbook that aligns with
 51 school policies and that will contain a clear description of expectations and consequences. BASE
 52 will consult with the NH Afterschool Network and ACROSS NH for assistance with resources,
 53 best practices, technical assistance and professional development for staff.

54 A strong emphasis will be placed on open communication between teachers, families,
 55 administration and staff of the school, extra-curricular activity staff, and the school board. Areas
 56 of communication will include homework assistance, dietary needs, activity participation,
 57 discipline, program development, and safety.

58 Student activities will be structured and will work to strengthen social and emotional
 59 development, physical activity, skill building, independence, and academic support, which will
 60 occur through homework help, food activities, art, science, nature, group play, outdoor/indoor

61 free time, movie days, and field trips. A sample activity schedule was provided. Healthy snacks
62 will also be offered.

63 Sustainability and future goals include: Strive to have long term program consistency, expand
64 services to cover school vacation care and summer vacation, obtain funding as per guidance
65 provided by NH Afterschool Network and ACROSS NH, and obtain licensure to maximize
66 reimbursement rate through state childcare reimbursement scholarship program.

67 Superintendent Fauci asked about insurance. Kristin Menard stated she will be obtaining liability
68 insurance up to \$1,000,000. Robert Carpenter asked about the school's liability regarding using
69 the kitchen. Principal Locke said that if someone is using the kitchen stove or oven, a kitchen
70 helper needs to be present. Ms. Green will need to be involved in the discussion about this.
71 Superintendent Fauci said that if there is an activity requiring ovens, it may be a one shot deal.
72 Robert Carpenter asked about transporting kids across the street. Mrs. Menard said she would
73 send a permission slip home first, but that the group would walk across and she would use the
74 two staff to stop traffic. Malcolm MacLeod asked about parents who didn't want their kids
75 crossing. She said that she would have Dexter sub and stay behind. Director of Student Services
76 Emily Reese said there are a lot of students who currently are permitted to cross. Liz Brulotte
77 asked if Dexter is doing direct care or just paperwork and Mrs. Menard explained that Dexter
78 will substitute on an as-needed basis. Liz Brulotte also asked about licensure and the benefits.
79 Mrs. Menard said she has to take some courses and 1st Aid/CPR. In response to a concern about
80 maximum enrollment capacity, Principal Locke explained that square footage is used to
81 determine enrollment, and our multi-purpose room has always provided ample space.
82 Superintendent Fauci asked if she would be willing to provide the district with the background
83 checks, to which she did agree.

84 Adam Mini asked if there is a contract on this and stated he would like to see the staffing ratio in
85 the contract so there is no chance of under-staffing. He also wanted to ensure that the stated
86 employment requirements are given to the school, proof of insurance is provided, and there is a
87 requirement to obtain licensure. Robert Carpenter asked if the program aligns with the state
88 requirements. She said it does. Malcolm MacLeod asked how long until licensure. Mrs. Menard
89 said she doesn't think it will take long, noting that she currently has 6 early childhood credits.
90 It's just a matter of when courses are offered. As soon as she learns that the program is approved,
91 she will begin with licensure. Malcolm MacLeod asked what she had in mind for communication
92 for homework program regarding confidentiality. Principal Locke said there would need to be
93 permission from parents for communication. Vice Principal Deb Bergeron also emphasized the
94 importance of consistency of instruction. Director of Student Services Emily Reese said one
95 benefit is just knowing what the homework assignments are each night, noting that would not
96 breach confidentiality.

97 Robert Carpenter asked if we are considering staying with the current after school program.
98 Superintendent Fauci noted that administration has chosen to weigh other options.

99 CORRESPONDENCE

100 A letter of retirement was submitted by Laura Latici. She currently serves as a paraeducator in
101 Jill Smith's room. Principal Locke extended an invitation to Board Members for the retirement
102 recognition May 29th from 4-6 p.m.

103 A letter of Resignation was submitted by Teri Adel. She has been a long time substitute and will
104 be moving on to do some volunteer work. She will be sorely missed.

105 A Thank You Note was submitted by Karen Stockwell for the dish garden given as a token of
106 sympathy.

107 **DISCUSSION ITEMS:**

108 **Board Member Reports**

109 GHS School Board Meeting:

- 110 1. The Meadows Golf Tournament will be held Sunday, May 18, 2014.
- 111 2. Graduation will be held at Meadowbrook on June 14th.
- 112 3. A memorandum of understanding for football with Shaker District was
113 signed.
- 114 4. GHS presented statistics about drugs and alcohol. Director of Student Services
115 Emily Reese stated that she asked them to make the drug and alcohol
116 presentation at the joint meeting next month, noting that we use the
117 information to create relevant and meaningful guidance lessons. She added
118 that the numbers of students partaking of drugs or alcohol decreased
119 significantly from years past, even though the numbers are not where we want
120 to see them. They do, however, fall within the state average.
- 121 5. The Joint School Board Meeting will take place at Gilmanton Elementary
122 School on June 10th.
- 123 6. Summer projects discussed include changing out security cameras and redoing
124 the auditorium seats.
- 125 7. GHS is also replacing Spanish, guidance, and adding an art teacher.

126 **Principal's Report:**

127 Principal Locke informed the Board that parents who attended the 8th grade parent meeting
128 requested the 8th grade graduation begin at 6:30 p.m.

129 **Current Enrollment-** Our total school population dropped by another two students. However,
130 our Kindergarten enrollment for next year has increased from thirty-one students registered prior
131 to April 8 to our current forty students who will attend next year's kindergarten.

132 **Visitation-** A team of teachers and administration from Gilford Elementary School are visiting
133 tomorrow to observe K-3 teachers. In addition to observations, the team will meet with our
134 teachers and administration to discuss the various teaching strategies and interventions our
135 teachers have employed to build student success.

136 **High School Spanish Credit-** A group of eighth graders are taking the Spanish exam tomorrow
137 to determine if they qualify for high school credit for Spanish I. Mrs. Burlingame and the Gilford
138 Spanish teachers developed this exam together, and both Gilford and Gilmanton eighth graders
139 take the same exam.

140 **DARE Graduation-** Fifth Grade Students are graduating from the DARE Program on Thursday,
141 May 22 at 6 PM. Officer Brennan from the Gilmanton PD is our DARE Officer, and he has been
142 working with Guidance Counselor Erin Parda to teach the twelve-week course.

143 **Science NECAP Testing-** Fourth and Eighth Grade students are once again taking the Science
144 NECAP's. Eighth Grade took their tests last week and Grade 4 is testing this week.

145 **Musical News-**The Middle School Band merged with Gilford Band for the Monster Band
146 Concert on May 8. Our students were able to rehearse with the Gilford students before the
147 concert. The Middle School Chorus has the same opportunity this Thursday evening at 7 PM in
148 Gilford. Our 4th and 5th Grade Band/Chorus Concert is next Tuesday at 6:30 PM in the Gym, and
149 the K-5 production of Peter Pan is at 6:30 PM on June 3. The Band is performing of Sunday,
150 May 25 at Smith Meeting House for a Memorial Day ceremony. Finally, our Middle School
151 Band and Chorus will participate in the Great East Festival on May 30.

152 **Upcoming Field Trips-**Grade 2 is heading to the NE Aquarium this Thursday, May 15. First
153 Grade is traveling to Squam Lake on May 22, and the Sixth Grade is heading to Canobie Lake on
154 May 28. On the afternoon of May 23, students in Grades 6-8 are planning to celebrate Earth Day
155 by cleaning the sides of various roads in Gilmanton. In keeping with this past winter, the event
156 had to be postponed until after vacation. Finally, the third grade students and families will be
157 gathering at the school at 7 PM for the annual Star Watch on May 30. Members of the NH
158 Astronomical Society will be here to present information about the night sky, and then stargazing
159 will begin out in our soccer field. This event has been postponed twice now because the weather
160 has not cooperated.

161 **Superintendent's Report:**

162 Director of Student Services Emily Reese and Superintendent Fauci attended CPI (Crisis
163 Prevention and Intervention) training. It is a rigorous training, with high expectations. They are
164 able to continue training our staff in de-escalation, which is the focus, and restraining if
165 necessary. We have had many staff trained, including all administration. CPI certified staff
166 members are required to participate in yearly re-certification.

167 Next week is the PRIMEX conference. Last year was the first year of attending. Attendees
168 brought significant things back to the school, including a presenter for the first day of school.
169 Director of Student Services Emily Reese also brought back information about how to improve
170 our emergency response system.

171 With Board approval, Superintendent Fauci will be attending the ALICE (Alert, Lockdown,
172 Inform, Counter, Evacuate) training, from which attendees come out certified and helps to keep
173 us current with emergency crisis plans. Our former contact through the state, Greg Champlin, is
174 no longer able to provide support to us, and no other contact was recommended, and this will
175 help ensure we remain in compliance.

176 Superintendent Fauci provided contact information for both Gilmanton and Gilford School
177 Boards to individual Board members.

178 The first Space Needs Committee took place today. Next month, a Board member will report on
179 the discussion at the meetings. Robert Carpenter said that in addition to looking at the current

180 space needs, the committee wants to investigate what will happen in ten years when our contract
181 expires with Gilford, noting that the future is certainly up in the air. The goal is to show the
182 community a long-term plan that will be the most cost-effective. There will be a lot of discussion
183 coming up to discuss goals. Superintendent Fauci noted that Stan Bean is the chairman of the
184 committee. The next meeting will be held on June 10.

185 Superintendent Fauci said it is always flattering when we have people from other districts asking
186 to look at our programming to see what we are doing, because we are doing so well.

187 Superintendent Fauci provided the board with quotes for the computer cabling, noting that the
188 job had gone out to bid and Network Administrator Art Reardon made his recommendation to
189 Superintendent Fauci.

190 **Nomination of Director of Student Services Emily Reese Creteau-Speech and Language** 191 **Therapist**

192 Though we are sad to see Meredith Sullivan leave, Emily Creteau was the strongest candidate
193 with experience with both medical and in-school experience. She is within the budgeted amount
194 and has outstanding qualifications. She has been in Northwood for some time.

195 **Nomination of Kate Bass-Teacher-Coming from Pittsfield.**

196 Ms. Bass has six years experience and is a team leader. She lives in town, and wants to also work
197 in town. This is replacing the retirement position for Donna Lacroix. Kate Bass will be a third
198 grade teacher.

199 **Proposed 2014-2015 Holiday Schedule**

200 Superintendent Fauci presented the schedule to the Board for review.

201 **Default Budget**

202 Our proposed budget did not pass, so we have to make decisions about where to make cuts to the
203 amount of about \$114,000. Superintendent Fauci recommends living with the default budget.
204 Most of the cuts come from the proposed third teacher that was in the proposed budget, but not
205 in the default, and we don't have the numbers to support the third teacher. Another area cut is
206 technology improvements, which was in the proposed budget. Superintendent Fauci is
207 suggesting we live with those cuts, and suggested the Board take the money from this year's
208 unexpended funds so the technology improvements can still occur. If the Board wants to do that,
209 the Board would need to move forward fairly quickly because the window closes at the end of
210 June. The roof repair is an area from the default budget that will be cut. Incidentals can also be
211 found to cut, and they all add up to \$114,000.

212 Network Administrator Art Reardon provided quotes from several different companies. The
213 repairs would amount to \$35,000. \$40,000 was initially budgeted. Adam Mini stated he would
214 have liked to have seen the breakdown of the quote, adding he can avail himself right away to
215 Art Reardon to help with the process. Superintendent Fauci stated that we have to create the
216 purchase order specific to the contractor, but we can approve the general amount tonight.

217 Principal Locke noted we are going to require the cabling for participation in the Smarter
218 Balance assessment. If we wait until next year to spend, the budget constraints will be too tight
219 and it would affect student programming.

220 Superintendent Fauci said the Board has already spent some money from the unexpended fund
221 for the tank.

222 **Meeting Minutes of April 8, 2014**

223 Adam Mini asked if Network Administrator Art Reardon had put the emergency plan into a
224 shared folder so the Board has access to it. Superintendent Fauci stated he was not certain, but
225 would look into it to ensure it happens.

226 **PUBLIC COMMENT**

227 No public comment at this time.

228 **ACTION ITEMS**

229 **On a motion made by Malcolm MacLeod, seconded by Adam Mini, the Board unanimously**
230 **voted to accept the BASE program contingent upon approval of contract, including proof**
231 **of insurance and other contractual items.**

232 **On a motion made by Robert Carpenter, seconded by Adam Mini, the Board begrudgingly,**
233 **but unanimously voted to accept the Letter of Retirement from Laura Latici.**

234 **On a motion made by Malcolm MacLeod, seconded by Robert Carpenter, the Board**
235 **unanimously voted to accept the Letter of Resignation from Teri Adel.**

236 **On a motion made by Malcolm MacLeod, seconded by Adam Mini, the Board unanimously**
237 **voted to approve the hiring of Emily Creteau as Speech Pathologist.**

238 Adam Mini asked about Ms. Creteau's current work obligation throughout the summer.
239 Director of Student Services Emily Reese said there is an agreement with our current speech
240 pathologist for the summer programming. After this year, it will not be an issue.

241 **On a motion made by Robert Carpenter, seconded by Adam Mini, the Board unanimously**
242 **voted to approve the hiring of Katie Bass as Third Grade Teacher.**

243 **On a motion made by Adam Mini, seconded by Robert Carpenter, the Board unanimously**
244 **voted to approve the 2014-2015 Holiday Schedule.**

245 **On a motion made by Malcolm MacLeod, seconded by Adam Mini, the Board unanimously**
246 **voted to approve the Meeting Minutes of April 8, 2014 as written.**

247 **On a motion made by Adam Mini, seconded by Robert Carpenter, the Board unanimously**
248 **voted to approve sending Board Chair Michael Hatch and Superintendent Fauci to the**
249 **ALICE training.**

250 *Regarding the next action item, Superintendent Fauci said the Board can reconsider. If*
251 *anyone is unhappy, the vote would have to come from the prevailing side. This would give us the*

252 *opportunity to set the monies aside. He would like this right away so we can have this done*
253 *before the deadline.*

254 **On a motion made by Adam Mini, seconded by Robert Carpenter, the Board unanimously**
255 **voted to approval the tech quotes up to \$34,254.00 for cabling out of unexpended funds.**

256 Adam Mini said he will speak with Art so he can see it through his eyes. He will speak with
257 Principal Locke.

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

259 **On a motion made by Malcolm MacLeod seconded by Robert Carpenter, by roll call vote,**
260 **the Board went in to non-public session under RSA 91-A: 3 II (c) at 7:28 p.m.**

261 **On a motion made by Adam Mini, seconded by Malcolm MacLeod, the board unanimously**
262 **voted to seal these non-public meeting minutes until after the graduation awards ceremony**
263 **which will be held on June 5, 2014.**

264 **On a motion made by Robert Carpenter, seconded by Adam Mini, the board unanimously**
265 **voted to come out of non-public session at 7:45 p.m.**

266 **Respectfully submitted,**

267 **Robert Carpenter,**
268 **School Board Clerk**