

1 **GILMANTON SCHOOL BOARD REGULAR MEETING**

2 **TUESDAY, JUNE 6, 2016**

3 **GILMANTON SCHOOL SCIENCE ROOM**

4 Board Members Present: Michael Hatch, Adam Mini, and Malcolm MacLeod. Absent was
5 Frank Weeks. Robert Carpenter logged in to skype at 7:10 p.m.

6 Administrators Present: Principal Locke, Director of Student Services Nancy Fournier, Financial
7 Manager Annmarie Gilligan and Superintendent John Fauci.

8 Others Present: Rachel Hatch, recording clerk.

9 **CALL TO ORDER:**

10 Chairman Michael Hatch called the meeting to order at 6:02 PM. Rachel Hatch confirmed proof
11 of posting. The Pledge of Allegiance To The Flag was honored.

12 **CORRESPONDENCE**

13 **Thank You Note From Tricia Comeau**

14 Tricia Comeau sent thanks for the memorial donation in her father's memory.

15 **Resignation of Charles Jenot**

16 **Letter From The Gilmanton Education Association**

17 **DISCUSSION ITEMS:**

18 **Board Member Reports**

19 None.

20 **Principal's Report**

21 Principal Locke stated that the 8th grade had returned from Montreal at 10:00 p.m. The students
22 were very well behaved. The Cirque de Soleil show had been cancelled and so the students
23 toured other places such as the Notre Dame Church, etc.

24 Principal Locke stated she will be presenting the Gilman Award on Thursday night in Gilford.
25 Friday, June 10th is the Gilmanton Graduation.

26 **Superintendent's Report**

27 Superintendent Fauci stated that all interviews have been completed. He and Annmarie Gilligan
28 are meeting with Scott Isabelle and Kent Hemingway on Tuesday, June 7th. Adam Mini stated
29 that he will not be attending the Gilford High School graduation. Frank Weeks and
30 Superintendent Fauci will be sitting on the stage.

31 Superintendent Fauci inquired as to whether or not the board wanted to have a meeting after the
32 joint board meeting? The board will discuss this further at tonight's meeting.

33 **Financial Manager's Report**

34 Annmarie Gilligan had included a breakdown of the cost of the modular in the board packets for
35 the board's review. She stated that all of the financial reports would be generated by the ADS
36 system, the financial system. What the board was given is an excel spreadsheet report which the
37 auditor's would not go by.

38 Members of the Board reviewed the end of the year projections. Ms. Gilligan stated that all of
39 the outstanding purchase orders have now been closed and the purchase orders have been
40 released.

41 Malcolm MacLeod recommended completing a quarterly review of the budget going forward.
42 He recommended having a policy to address this review.

43 Technology - Matt Hogan put together a proposal to add furniture, smart boards, laptops for the
44 administration and chromebooks. Assistant Principal Debra Bergeron stated that Matt had
45 worked with our newly hired employee, Liz Lichtenberg, the new integrated technology teacher
46 to come up with the desk configuration that would allow the teacher to be able to see all of the
47 students' computer screens.

48 Superintendent Fauci stated that this was a good time to complete this project as these rooms will
49 have asbestos abatement completed this summer. It was noted that the Holderness School is
50 willing to donate used smartboard with the projectors and hardware. Matt Hogan will inspect the
51 used furnishings before he accepts them.

52 School Board – With the advertising line being overdrawn, Michael Hatch asked if the board
53 should increase this line item for next year? Superintendent Fauci stated that advertising in the
54 Concord Monitor had been expensive and the district ran into the fact that there were no sub
55 custodians and, as a result, overtime costs went up. Mr. Hatch asked where the new hires see the
56 advertisements? Principal Locke stated that some of the new hires saw the ads on EdJobsNH,
57 our website, etc. Rachel Hatch stated that she can advertise, free of charge, from the Lakes
58 Region Community College. Mr. Hatch asked why this line item is under “school board” and not
59 under “principal”? Ms. Gilligan stated that it is standard practice to put the advertising line under
60 “school board.”

61 Principal – Ms. Gilligan stated that the copier lease purchase orders had been released.

62 Fiscal – Mr. Hatch asked why the new office equipment line item was over? Ms. Gilligan stated
63 that she had purchased a new desk. He also inquired about the dues and fees line item? Ms.
64 Gilligan will get the board a breakdown of the expenditures in this line item.

65 Custodial – Ms. Gilligan stated that the fuel purchase order had been released which shows a
66 \$21,000 savings in the budget. Mr. Hatch asked why the contracted services special project was
67 over \$66,000.00? Ms. Gilligan stated that some of the overage was for the modular. Mr. Hatch
68 asked why the electrical work done on the modular had not gone out to bid as this line as the
69 board policy states that any project over \$5,000.00 has to go out to bid? Ms. Gilligan stated that

70 she would get the breakdown of the electrical work done and that it may have been several jobs
71 and not just one job. Principal Locke stated that some of the work had been completed by NH
72 Electric Cooperative. Superintendent Fauci stated that some of the fixups were paid for out of the
73 budget and not part of the modular funds.

74 Transportation – transportation for the high school’s purchase order remains open at this time.

75 Benefits and Fixed Charges – Ms. Gilligan stated that the health and dental monies have been
76 encumbered for June. There are two ways to encumber; by hourly or by salary. Next year it will
77 be done by hourly and not salary. The district received a holiday check where the district
78 reimbursed overpayments to staff members and the remaining amount is revenue for the district.
79 The \$18,000.00 will not be shown next year.

80 Trust Funds – Ms. Gilligan stated that the -\$507.00 will be eliminated at the end of the year.

81 Food Service – Ms. Gilligan stated that \$25,000.00 was moved over to the general fund. She
82 indicated that food sales are down and revenue from the State is down.

83 Principal Locke stated that she and Ms. Gilligan had met with the food service director and they
84 came up with a list of items to eliminate such as eliminate the salad bar offering, which costs the
85 district at least \$200.00 per month. The teachers will be asked to create a lunch count by student
86 name to keep a better accounting of who orders hot lunch. Teachers will be asked to order lunch
87 in the morning or plan to buy lunch elsewhere. The food service director is currently making
88 over 20 extra lunches each day based on students and staff who forget to sign up in the morning.
89 Eliminate the two days per week employee with the understanding that the director will plan
90 simpler meals on those two days when her staff is more limited. The director will do an analysis
91 of cost in regards to food made from basic ingredients and food purchased pre-made. The
92 administrative team will ask the board for permission to lower the amount people need to owe
93 before \$1.00 lunches start being served. Right now, individuals can owe up to \$50.00 before the
94 Nutella sandwiches/dollar lunches are served. Principal Locke stated that they would like to
95 lower the amount of \$50.00 to \$20.00 with board approval.

96 Annmarie Gilligan offered to call other districts as to how many employees and how many hours
97 per week they work in the kitchen. Mr. Mini brought up serving free lunch to the residents at two
98 annual community dinners. He recommended meeting monthly to review the food service loss
99 and revenues. There was discussion as to the cost of a potential audit to see where there could be
100 additional areas to save in the food service budget. Ms. Gilligan stated that she would submit
101 quotes to the board.

102 **Gymnasium Re-Finishing Propoosal Bids**

103 Two bids were received to refinish the gym floor. One bid came in at New England Sports Floors
104 in the amount of \$18,675.00. The other bid from Danaher Custom Designs came in at
105 \$21,312.00. Facility Manager Sykie recommended going with Custom Designs as they were the
106 company that installed the gym floor.

107 **Project To Replace Metal Doors**

108 There is a conservative fund balance of \$156,000.00 not taking into consideration the Gilford
109 tuition reimbursement. Superintendent Fauci asked the board is they want a number that is
110 subject to change or a definite number? He stated that the board should discuss the fund balance
111 in tuition at the joint board meeting on June 14th.

112 **Contracted Service Agreement Proposal**

113 Director of Student Services Nancy Fournier stated that the administration is proposing to bring
114 in and hire two staff members in house and eliminate areas in contract services. There would be
115 an anticipated cost savings of almost \$18,000 per year. The proposal would be student specific
116 whereas, if the student leaves Gilmanton, then the position would be eliminated. Gilmanton
117 would provide a substitute at \$65.00 per day versus the current rate of \$259.00 per day when the
118 contracted service provider is absent. The proposal would provide stability in personnel and
119 consistency of delivery of services. These two employees would be 10-month employees. The
120 district had two potential out of district placements and this possibility has been very successful
121 with one of our students.

122 **Nomination of James Seager - Science Teacher**

123 Superintendent Fauci stated that he was bringing forward the name of James Seager for the
124 science teacher position.

125 **Proposed 2016-2017 Holiday Schedule**

126 Superintendent Fauci stated that this proposed holiday schedule would need board approval.

127 **Meeting Minutes of May 10, 2016**

128 Two amendments were offered.

129 **Meeting Minutes of May 17, 2016**

130 One amendment was offered.

131 **PUBLIC COMMENT**

132 None.

133 **ACTION ITEMS:**

134 **Acceptance of Resignation of Charles Jenot**

135 **On a motion made by Malcolm MacLeod, seconded by Adam Mini, the board, by roll call**
136 **vote, voted to accept the resignation of Charles Jenot.**

137 **Malcolm MacLeod yes**

138 **Adam Mini yes**

139 **Robert Carpenter yes**

140 **Michael Hatch yes**

141 **Request of the Gilmanton Education Association**

142 The letter of request from the Gilmanton Education Association requested to have an initial
143 meeting prior to the end of the school year to establish ground rules.

144 Adam Mini and Malcolm MacLeod volunteered to meet with the GEA to begin negotiations.

145 **On a motion made by Adam Mini, seconded by Robert Carpenter, the Board, by roll call**
146 **vote, unanimously voted to appoint Adam Mini and Malcolm MacLeod to negotiate with**
147 **the Gilmanton Education Association.**

148 **Hatch** **yes**

149 **Mini** **yes**

150 **MacLeod** **yes**

151 **Carpenter** **yes**

152 It was noted that Superintendent Fauci and Annmarie Gilligan will also be part of the
153 negotiations.

154 **Gymnasium Re-Finishing Proposal Bids**

155 **Adam Mini made the motion to approve the bid submitted by Lori Danaher, President of**
156 **Custom Designs in Vermont for the bid amount of \$21,312.00 because the company would**
157 **put five coats on the floor instead of four and the fact that the company was the original**
158 **contractor that put the gym floor down and as per David Sykie's recommendation. The**
159 **motion was seconded by Malcolm Macleod and voted unanimously by roll call vote.**

160 **MacLeod** **yes**

161 **Mini** **yes**

162 **Hatch** **yes**

163 **Carpenter** **yes**

164 **Project To Replace Metal Doors**

165 Adam Mini recommended that the board table this item until next week. It was the consensus of
166 the board to table this action item until the board meeting on June 14th when the board will have
167 a better idea of an estimate of the fund balance.

168 **Contracted Service Agreement Proposal**

169 **On a motion made by Malcolm MacLeod, seconded by Adam Mini, the Board, by roll call**
170 **vote, unanimously voted to approve the contracted service agreement proposal, which will**
171 **save the district over \$17,000.00.**

172 **MacLeod** **yes**

173 **Mini** **yes**

174 **Hatch** **yes**

175 **Carpenter** **yes**

176 Mr. MacLeod noted that this proposal was a great idea and thanked Nancy Fournier for bringing
177 the proposal forward.

178 Superintendent Fauci stated that he wanted to nominate the two names for approval by the board.
179 Both new hires would be child specific and would work as one-on-one paraeducators. The two
180 nominations are Jeffrey Gosselin and Rebecca George.

181 **On a motion made by Adam Mini, seconded by Malcolm MacLeod, the Board, by roll call**
182 **vote, unanimously voted to approve the hiring of Jeffrey Gosselin and Rebecca George.**

183 **Mini** **yes**

184 **MacLeod** **yes**

185 **Hatch** **yes**

186 **Carpenter** **yes**

187 **Approval To Hire James Seager – Science Teacher**

188 **On a motion made by Malcolm MacLeod, seconded by Malcolm MacLeod, the Board, by**
189 **roll call vote, unanimously voted to approve the hiring of James Seager for the science**
190 **teacher position.**

191 **MacLeod** **yes**

192 **Mini** **yes**

193 **Hatch** **yes**

194 **Carpenter** **yes**

195 **Proposed 2016-2017 Holiday Schedule**

196 **On a motion made by Adam Mini, seconded by Malcolm MacLeod, the Board, by roll call**
197 **vote, unanimously voted to approve the proposed 2016-2017 Holiday Schedule.**

198 **Mini** **yes**

199 **MacLeod** **yes**

200 **Hatch** **yes**

201 **Carpenter** **yes**

202 **Approval of the Meeting Minutes of May 10, 2016**

203 **On a motion made by Adam Mini, seconded by Malcolm MacLeod, the Board, by roll call**
204 **vote, unanimously voted to approve the meeting minutes of May 10, 2016 as amended**
205 **earlier in the meeting.**

206 **Hatch** **yes**

207 **Mini** **yes**

208 **MacLeod** **yes**

209 **Carpenter** **yes**

210 **Approval of the Meeting Minutes of May 17, 2016**

211 **On a motion made by Adam Mini, seconded by Malcolm MacLeod, the Board, by roll call**
212 **vote, unanimously voted to approve the meeting minutes of May 17, 2016 as amended**
213 **earlier in the meeting.**

214 **Mini** **yes**

215 **Macleod** **yes**

216 **Hatch** **yes**

217 **Carpenter** **yes**

218 **It was the consensus of the board to have a regular meeting after the joint board meeting**
219 **on Tuesday, June 14th.**

220 **Acceptance of Donation**

221 **On a motion made by Adam Mini, seconded by Malcolm MacLeod, the Board, by roll call**
222 **vote, unanimously voted to accept the smartboards with projectors and hardware from the**
223 **Holderness School if the donations are in good shape and in working order.**

224 **MacLeod** **yes**

225 **Mini** **yes**

226 **Hatch** **yes**

227 **Carpenter** **yes**

228 **Non-Public Session – RSA 91-A: 3 II (c)**

229 **Approval of the Meeting Minutes of May 10, 2016**

230 **On a motion made by Adam Mini, seconded by Malcolm MacLeod, the Board, by roll call**
231 **vote, unanimously voted to enter non-public session at 7:40 p.m.**

232 **Hatch** **yes**

233 **Mini** **yes**

234 MacLeod yes

235 Carpenter yes

236 **On a motion made by Adam Mini, seconded by Malcolm MacLeod, the Board, by roll call**
237 **vote, unanimously voted to come out of non-public session at 8:20 p.m.**

238 Hatch yes

239 Mini yes

240 MacLeod yes

241 Carpenter yes

242 **ADJOURNMENT**

243 **Adam Mini made the motion to adjourn the board meeting at 8:21 p.m. The motion was**
244 **seconded by Malcolm MacLeod and unanimously voted to adjourn.**

245 Respectfully submitted,

246 Frank Weeks,

247 School Board Clerk