

GILMANTON SCHOOL BOARD REGULAR MEETING

TUESDAY, JULY 12, 2016

GILMANTON SCHOOL SCIENCE ROOM

Board Members Present: Frank Weeks, Adam Mini, Malcolm McLeod, Michael Hatch, Robert Carpenter via Skype

Administrators Present: Principal Carol Locke, Director of Student Services Nancy Fournier, Superintendent Fauci, Business Administrator Annmarie Gilligan

Others Present: Sue Leclerc, Paula Gilman, Carolyn Baldwin, Lori Baldwin

CALL TO ORDER:

Board Chair Michael Hatch called the meeting to order at 6:00 p.m.

PROOF OF POSTING:

Superintendent Fauci confirmed the posting.

APPROVAL OF AGENDA:

-Superintendent Fauci requested to add a non public session to the agenda. Board Chair Michael Hatch stated that the agenda already does include a non-public session.

-Superintendent Fauci requested to add a letter of resignation letter to the correspondence portion of the agenda.

-Superintendent Fauci requested to discuss the high school committee, noting that no action is needed.

-The SAU lease needs to be discussed.

CORRESPONDENCE

Superintendent Fauci presented a letter of resignation from Business Administrator Annmarie Gilligan.

PUBLIC COMMENT

None

KELLY SCHOOLHOUSE GRANT

The Kelly Corner School House is owned by the Gilmanton School District, and is being maintained by the Lower Gilmanton Community Club (LGCC), which began as The Lower Gilmanton Ladies Club in 1927. The name changed to The Lower Gilmanton Community Club to encourage increased community involvement. The Club recently applied for grants to help fund the maintenance and restoration of the building and grounds and if the grants are approved, the LGCC will receive \$17,250 from the Land & Community Heritage Investment Program and \$10,000 from the Conservation License Plate Grant. The LGCC should be hearing about the status of these grants in the fall. Regardless of the outcome, the LGCC plans to begin phase 1 of the restoration, which will include updates to the schoolhouse, followed by phase 2, which will include updating the trails and markers that are already being used. The LGCC has a 99 year lease for the use of this building, a copy of which was provided to the School Board. Principal Locke asked when the lease began. Mrs. Baldwin stated that the 99 year lease started in 1964. Part of the lease requires that the building is insured and, currently the building has liability only. Mrs. Baldwin explained that because of the uniqueness of the building, the insurance company only will provide liability because they have nothing with which to compare replacement costs. Superintendent Fauci asked if the LGCC would like him to contact the school's insurer. The group agreed enthusiastically, and Mrs. Baldwin stated that she will provide the new copy of the insurance policy to Superintendent Fauci. Malcolm McLeod asked what the building will be used for when it is restored. Mrs. Baldwin explained that the Gilmanton School studies NH history in

the fourth grade, so they have begun going to the Schoolhouse as part of the local history component. The LGCC also wants to host more events. On August 13, in conjunction with the Historical Society, the LGCC will host a tour of the school house and the baptist church in Lower Gilmanton. As a fourth grade teacher, LGCC member Susan Leclerc stated she would like kids to be able to spend a day at the schoolhouse participating in a "day in the life of..." She has worked with fourth grade teacher Nancy Tohill to do this. Therefore, it is very important to the community to keep this schoolhouse going. The entire group has worked together to maintain the building and grounds and each of the members has a personal connection to the schoolhouse. Member Sue Leclerc has the Kelly Schoolhouse bell and many artifacts remain and are used during tours and field trips. Superintendent Fauci asked about the grant that the school department signed off on. Mrs. Baldwin explained that if the grant is awarded, the school becomes the fiscal agent. Superintendent Fauci stated that if the grant is awarded, he would like to sit down and talk about logistics. Mrs. Baldwin said that despite the uncertainty of the grant, they are putting together a brochure as well as an appeal letter to try to bring people into the club to boost involvement, adding that Steve Bedard has been very helpful on this project. LGCC member Paula Gilman noted that Gilmanton was actually settled in lower Gilmanton, a fact of which many people are unaware. Mrs. Baldwin said that parts of the original school still remain, which makes it a first generation school dating back to the 1770s.

DISCUSSION ITEMS:

Board Member Report:

Frank Weeks attended the June Gilford School Board Meeting.

Principal's Report:

Current Enrollment- We currently have 387 students at the Gilmanton School, down from June's enrollment of 403. Please note that the eighth grade had 44 students leave, and the incoming kindergarten class is at 35. We have had students move out of town, but we are also receiving new enrollments as the summer has progressed.

The Board questioned what will happen when the fifth grade, which is a large group, enters middle school. Principal Locke explained that we will add a third sixth grade group, with the 7th and 8th grade teachers teaching one group of sixth grade. When forming those groups, a main consideration is that students in the third group will need to be mature enough to handle having that many teachers.

July 4th Celebration- Ms. Sawyer once again volunteered her time to practice and to perform for Gilmanton's Fourth of July Celebration and parade. Please see the picture on the back of the report.

Summer School- Summer school started on Wednesday, July 6. Fifty-two students in Grades K-8 are attending, and teachers are making plans around individual needs. Summer school runs for three days/week, three hours/day for four weeks.

Frank Weeks asked if summer school is for enrichment or remediation. Principal Locke said everyone is welcomed to attend. Therefore, we provide both enrichment and remediation.

Reading Pilot Program- The Language Arts Committee spent their meetings this past school year reviewing several reading textbooks and possible assessment tools to help create fluid literacy groups. The committee has representatives from each grade level, and those representatives met with their colleagues to discuss the committee's recommendations. The final decision of the teaching staff was to pilot the series by McGraw Hill, so the goal is to find a series that is aligned to the national materials for one classroom per grade level and free professional development.

Principal Locke stated that we are receiving close to \$30,000 of free product, but it will cost another \$32,000 for the rest of the series. Principal Locke stated she would like to use the remainder of this year's textbook monies for a portion of the series and some of next year's textbook monies for the rest of the series.

Change of September's Early Release?- With the Board's permission, I would like to change September's early release from September 14 to September 21. The McGraw Hill professional development representative is not available on the 14th and asked if we could reschedule for September 21. The change is a simple one at this time of year, prior to the official release of the school calendar.

Upcoming Events-

7/25 and 7/26: Google training for office personnel and administration

8/1: Letters to students from teachers

8/23: PTA Back to school Bash at Crystal Lake

8/29: Professional Day for contracted staff with the focus on Individualized Education Plans

8/30: Whole staff gathers or meetings; Open House from 6-7 PM

8/31: First Day of School!

9/1-9/2: Eighth Grade Hidden Valley Overnight Trip

Superintendent's Report:

Our high school summer program started today and it was a good start. It is now housed here at Gilmanton. We had Steve O'Reardon facilitate a ropes course skill building activity, which went well. Two parents called in to compliment the activity.

The asbestos abatement has been completely done in the K-2 wing and in the office. The gym floor has been refurbished where there was warping. Two more coats of varnish need to be applied and the metal door frames have been painted where necessary. Superintendent Fauci said it looks great. Frank Weeks asked when the floor was last redone. Superintendent Fauci said it has never been resanded to bare wood. Things are going wonderfully for the beginning of school.

Network Administrator Matt Hogan held a training for the SAU today to prepare for the switch from FirstClass to Google. E-mails and calendars were all done, and our hope is to be totally on board with Google by the beginning of school.

Frank Weeks asked about the costs of the modular trying to understand the details that comprise the total amount spent. The Board discussed that there were other things involved during the first year costs, such furniture, electrical, etc... Board Chair Michael Hatch asked if the electrical work had been put out to bid. It was. Superintendent Fauci said we still owe the modular company \$5,000, which we are withholding because they never finished several small projects, forcing us to take care of them internally. For instance, they never redid the hot top to divert the water away from the skirting. Business Administrator Annmarie Gilligan said she is encumbering \$5,000 from the fund balance just in case the company comes back about it, but as of yet, they have not said anything.

Food Service

Business Administrator Annmarie Gilligan was going to look into having an audit done. She called Plodzick and Sanderson Professional Association/Accountants & Auditors and spoke with Scott Eagen about the way we are purchasing, among other factors. They would like to conduct the audit the week after next, allowing the results to be presented at the August meeting.

Plodzik and Sanderson charge \$100/hour and because of our small size, Scott Eagen expects to spend about 30 hours here. We were hoping to have an engagement letter to sign, but we have not yet received it. Superintendent Fauci asked for permission to sign the engagement letter when it comes in. Principal Locke provided the Board with a list of possible plans to help avoid a deficit in the Food Service budget. Board Chair Michael Hatch said he would like to see what comes of the audit before cutting anything. He wants to know what the underlying issues are. Frank Weeks asked how much money we lose from children whose families don't pay. Principal Locke said she spoke with Food Services Director Arlene Green, who explained that most parents do pay before school starts. Principal Locke assured the Board that Arlene is on top of calling parents. Superintendent Fauci said that if payment has been an issue in the past, the SAU has called and arranged payments with families. Malcolm McLeod noted that the deficit is in the \$50,000 range, to which Board Chair Michael Hatch added that nine years ago, the deficit was in the \$20,000 range. Malcolm McLeod asked what kind of information we can expect to yield from the audit. Business Administrator Annmarie Gilligan explained they are going to look at such details as the various menus to determine the price of a plate of food, as well as at the buying, labor and all the overhead costs. If we are not charging enough, we will continue to go under. We also will find out how much extra we are making per day because revenue vs. expenses is huge. We do not want to make a profit off the children, but we do want to break even. Business Administrator Annmarie Gilligan noted that the amount we are getting from food sales has decreased. She added that the Food Services are staying within their budget, but the revenue to offset our expenses has decreased. Adam Mini agreed that there needs to be flexibility. Business Administrator Annmarie Gilligan said that the state uses a PLE, which is a tool that lets us know if we are charging enough. Superintendent Fauci said that we are also wasting a lot of food because we must serve it, and children often throw it away. We will hold off on making any decisions until the results of the audit come in.

Nomination of Karen Michaud-Holland- Part-Time Paraeducator

Karen Michaud-Holland has worked with us, left, then came back as a permanent sub. We had the position that was created to help the nurse, but we couldn't find someone, so we spoke with the nurse about how to help her. Karen would be making phone calls to parents, taking care of data entry, etc... Karen can hand out a bandaid or a cough drop, and add information to the SNAP program, logging in student visits. She will not be performing any medical tasks.

PRIMEX

The PRIMEX Contribution Assurance Program guarantees a maximum increase rate of 9% for liability, and 10 % for workers' compensation for the next two years, allowing us to budget an approximate amount for FY 18 and 19. Business Administrator Annmarie Gilligan explained that she just needs the Board Chair to sign under action items.

INVESTMENT

The investment policy must be reviewed annually, which the Board did at this time.

Adam Mini asked about the tuition from GHS. Business Administrator Annmarie Gilligan met with Gilford High School Superintendent for Business Scott Isabelle to review the end of the year tuition bill. Adam Mini's intention was to understand the formula used to calculate Gilmanton's portion of the tuition. The current tuition bill was originally \$18,282, including the rental. The tuition bill was ultimately reduced to an amount in the \$17,000s. The fund balance is currently about \$353,000 in tuition alone and another \$70,000-\$100,000 will likely be added to that balance. Superintendent Fauci noted that some of these expense are unexpected. Business

Administrator Annmarie Gilligan said the amount was still up in the air until she the day she met with Scott Isabelle, and it still changed after that meeting because Gilford holds their encumbrances until that last week.

Co-Curricular Nominations

We are lacking one position for the fall, and need girls' basketball coaches for grades 5/6, and 7/8. The rest of the nominations were presented to the Board.

Meeting Minutes of July, 2016

The spelling of propoosals needs to be corrected to proposal.

HIGH SCHOOL OPTIONS COMMITTEE

Superintendent Fauci listed the members of the committee as follows:

Gilmanton School Board Members :Adam Mini and Malcolm McLeod

School Administrators: John Fauci, Nancy Fournier

Teachers: Terry Burlingame and _____

Budget Committee Representative: Brian Forst

School Parents: Jon Howe, and Allison Howe (acting as one)

Members of the Community at Large: Jessica Caldon and Michelle Heyman

Members of the Board of Selectmen: Steven McWhinnie

Member of the Planning Board: Wayne Ogni

Total of 13 members

Superintendent Fauci stated he got the feeling that the Board would like the committee to meet this summer. Therefore, despite still lacking one person, Superintendent Fauci would like to set the first meeting date. They will set a meeting schedule, ground rules, etc. Director of Student Services Nancy Fournier has looked at other area agreements for comparisons. Superintendent Fauci is looking for consensus, and with the Board's consent, he will schedule a meeting in August. Adam Mini asked about the committee using a common platform to communicate. Superintendent Fauci said he will bring that up for discussion at the first meeting. Superintendent Fauci will schedule the meeting.

LEASE

The lease is a standard lease with a small increase over last year, going from \$12,836 to \$13,221.

The district's oil price is locked in at \$1.93 per gallon.

PUBLIC COMMENT

None

ACTION ITEMS

On a motion made by Adam Mini, seconded by Frank Weeks, all members voted yes by roll call to approve the hiring of Karen Michaud-Holland as part-time Paraeducator.

On a motion made by Malcolm McLeod, seconded by Frank Weeks, all members voted yes by roll call to approve co-curriculars as presented.

On a motion made by Malcolm McLeod, seconded by Adam Mini, all members voted yes by roll call to sign an engagement letter with Plodzick and Sanderson for a food service analysis at the rate of \$100 per hour, not to exceed 40 hours.

On a motion made by Adam Mini, seconded by Frank Weeks, all members voted yes by roll call to participate in Primex CAP Program.

On a motion made by Adam Mini, seconded by Frank Weeks, all members voted yes by roll call to accept the continuance of policy DFA.

On a motion made by Malcolm McLeod, seconded by Adam Mini, all members voted yes by roll call to approve the 7/6/16 meeting minutes as amended.

On a motion made by Adam Mini, seconded by Malcolm McLeod, all members voted yes by roll call to approve the change of September's early release from September 14, 2016 to the September 21, 2016.

On a motion made by Adam Mini, with regrets, seconded by Malcolm McLeod, by roll call vote, Board members Adam Mini, Malcolm McLeod, Robert Carpenter, and Michael Hatch voted yes, with Frank Weeks voting no, the Board accepted resignation of Annmarie Gilligan.

On a motion made by Adam Mini, seconded by Malcolm McLeod, all members voted yes by roll call, to sign the SAU lease as written.

Under RSA 91-a #3IIc, the Board entered into Non-Public session at 7:57 p.m.