

GILMANTON SCHOOL BOARD REGULAR MEETING

TUESDAY, AUGUST 9, 2016

GILMANTON SCHOOL MODULA

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

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

Others Present: none

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:

CORRESPONDENCE

A thank you note was received from Dana Ruchti for being awarded the Gilman Award.

A thank you note was received from Alicia Burton for being awarded the Amy J Sellin Memorial Award.

A letter of resignation was received from Christine Hayes for the position of Treasurer of the Gilmanton School District.

A letter of request was submitted by Debora Wheeler for reappointment to the position of Treasurer of the Gilmanton School District.

A letter of appreciation was received from Vinnie Baiocchetti, expressing gratitude for the support of the Gilmanton School of the Kick Cancer for Charity Martial Arts Tournament.

PUBLIC COMMENT

None

ADMINISTRATOR REPORTS

Gilford School Board

A. Definitions:

- a. Default Budget: Ongoing expense plus contractual obligation minus one time expenditures.
- b. One time expenditure- Identified by the school board, such as safety issue items, land acquisition, and equipment purchases that are out of the routine plans.

B. Budget Transfers: The Board transferred \$192,840 to cover 3% salary increases for support staff.

C. Gilford Board Goals:

1. Will teach cursive in Grade 3-Gilmanton cited.
2. Will teach world language with the Middlebury Program in Grade 8-Gilmanton cited as to the proficiency of Grade 9 Gilmanton students.
3. Increase usage of Edline by teachers to inform parents of their students' achievements.
4. Emphasize vertical learning to accelerate capable students.
5. Increase usage by teachers of weekly websites to inform parents.
6. Continue emphasis on weekly newsletters from school principals.
7. Increase school news within the community-bring back the High School "Aerie"
8. Bring back the Parent/Superintendent Forum

Next Gilford SB Meeting is on Tuesday, September 6.

Superintendent Report

Superintendent Fauci met with the new Gilford Superintendent, Kirk Beitler, to discuss monthly meetings and the memorandum of understanding (MOU) regarding snow days. There was really no decision made about snow days because Superintendent Beitler wants to think about it. They will have another meeting to discuss upcoming monthly meeting dates. Superintendent Beitler asked a lot of questions about Gilmanton, the area agreement, and shared some of his goals for this year. The joint meetings have not been scheduled, but Superintendent Fauci will try for the last Thursday of each month. Gilford Superintendent Kirk Beitler was receptive to hearing Superintendent Fauci's concerns.

The building is in great shape. The computer lab has been redesigned, the gym is completely done, as is the abatement. There is one section of the office for which there is a recall on some of the tiles and the company will have to come back out to assess.

There are some school board opportunities to look at collective bargainings. On September 9, the NHSBA is holding a workshop, and the NHSAA also has one coming up. Superintendent Fauci asked that interested members please let him know and he will register them. He reminded the Board that we have a meeting coming up to discuss collective bargaining.

Today, Superintendent Fauci met with a representative about CopSync. We have decided not to go with them in the past. Superintendent Fauci shared his concerns with the representative, and they were addressed. He does feel it is worth another look, as they have enhanced the way emergencies come in. One concern is that emergencies are all entered through the computer. Therefore, if a 911 situation occurs, the teacher has to enter it into the computer. However, due to confidentiality, the computers time out. The benefit is that alerts go out to all departments in the area that are aligned with Copsync, as well as to sheriffs and state troopers. The first year is paid through a grant, which may extend to pay for the first two years, but then becomes a district funded item.

Adam Mini asked how the Google training went. Superintendent Fauci said the biggest challenge are the global groups. He feels that we have some kinks to work out before we go 100%. We also need to migrate some things from FirstClass to Google. One of Superintendent Fauci's concerns is the development of group emails. Adam Mini said that he would like to remove Board members' personal emails, and use just Google.

Adam Mini asked if we inquired about the Kelly SchoolHouse Insurance. Business Administrator Christine Hayes said that she has that on her desk to take care of.

Adam Mini asked about the P-Card. At this time we have three. The Gilmanton-Gilford Summer Program has one, which they will return to the safe at the end of the program.

Superintendent Fauci said there is a meeting for the High School Options Committee tomorrow, August, 10.

PRINCIPAL'S REPORT

Our current enrollment is 389. Four enrolled today, two of whom are in second grade, one in sixth, and one in Kindergarten. Last month, we were at 383.

Principal Locke will be meeting with the curriculum director in Alton to discuss our Spanish program.

Upcoming Dates:

- The Back to School Bash is at Crystal Lake Park at 5 PM on the 23rd.
- Open House is on 8/30 at 6 PM.
- Letters to students were sent out on 8/1.
- Professional staff will be back on the 8/29. Meetings for Special education and Google trainings will be held that day.
- First day of school is 8/31.
- Hidden Valley on 9/1 and 9/2.

AUDIT UPDATE

Business Administrator Christine Hayes stated that the field work is done, but the final verbiage is not. There is a fund balance of almost \$705,000. She has worked closely with the auditors. Board Chair Michael Hatch asked why the health insurance is so high. She explained that the initial number is a projection, and we also have people who change their coverage. Other areas contributing to the fund balance include, but are not limited to:

Psychological Services, O.T., Speech \$9,448

Technology \$29,724

Curriculum Development and conferences \$12,864

Principal's Accounts \$12,358.30

Transportation (primarily SPED) \$19,436.68

Health Insurance/fixed charges \$133,446.59

Robert Carpenter had requested historical data. Business Administrator Christine Hayes asked if there is specific information she should look for. Robert Carpenter said he would like to look at expenditure trends to determine how we can save some money in the upcoming years. Business Administrator Christine Hayes said she can create a pdf of the expenditure reports. Adam Mini stated he is also interested in seeing those reports and suggested that everyone receive a copy.

Board Chair Michael Hatch added he would like to receive a monthly expenditure report. Business Administrator Christine Hayes said that the August and September ones will probably be meaningless because a lot of purchase orders are just being created. October's report will be more meaningful. Adam Mini said that he has been trying to understand how the calculations are done to help project. With more transparency from Gilford, he would like to extrapolate spending trends. Superintendent Fauci reminded the Board that if there is a reply all in any e-mail communication among board members, the communication is considered a meeting, and must become public minutes.

Business Administrator Christine Hayes stated we will soon be receiving findings to be addressed regarding food service, balancing on a monthly basis, etc..., as well as recommendations. Malcolm MacLeod asked if the findings will reflect their opinion. Business Administrator Christine Hayes said they will not, because, while there are negative findings, they are not material in nature, but rather housekeeping in nature. Frank Weeks asked if we are keeping the same prices. Superintendent Fauci said we will discuss prices later in this meeting.

FOOD SERVICE

The auditors spent extra time reviewing our food service program. They have booked the deficit as the district paying it over because the funds cannot end up in a negative. We should be at a zero balance in food service to begin this year. They did suggest establishing our cost per plate, which can be difficult to do since we are buying a combination of commodities and from outside sources. They suggested we reach out to neighboring districts to work with Director of Food Services Arlene Green to discuss where our food service program is at financially, how to maximize government commodities, and to take a closer look at possible improvements. Board Chair Michael Hatch asked if we participate in the government's 6 cents per plate program. Superintendent Fauci said we do, but it costs money to do it. When Board Chair Michael Hatch questioned why it cost us, Business Administrator Christine Hayes explained that sometimes it depends on the ratio of free and reduced lunches. The auditors also said we need to look at how much we charge per plate as compared to the state averages. Additionally, snacks provided for staff meetings should be a charge back, not part of the food service budget. We have been using a barter system in which we order Arlene her food slips, in exchange for providing monthly staff meeting breakfasts. The Union pays for their own breakfast carts. We also hold Fathers' Day coffees, Mothers' Day teas, etc... These costs are being borne by food service, but they should not be.

Malcolm MacLeod noted that some of the costs seem to be line item switches rather than a deficit. Business Administrator Christine Hayes said the budget committee suggested a monthly reconciliation of meal time reports compared with what is in the bank. Unless we sit down and look with them, there is no way of balancing. The auditors felt that we should get three or four months under our belt. The other thing is to use commodities whenever possible. We only used \$1,000 of commodities this year. With all that said, our milk prices are currently set at \$.40, paid breakfast is \$1.10, paid lunch is \$2.10, adult lunch is \$ 3.15, snacks are \$.75

Various price increases were discussed.

Frank Weeks asked how many people are on reduced lunches. Superintendent Fauci believes there are between 18-20% participating in the program, but noted that those prices are government subsidized.

Principal Locke added that a part time cafeteria worker did find another job, so the Board needs to decide whether or not to replace her. Superintendent Fauci recommended bringing that position back, and bring in Mr. Goosens to evaluate our program. Frank Weeks asked how much that would be. Board Chair Michael Hatch said it would be nice to move the program to being self funded.

Business Administrator Christine Hayes said that increased prices may cause a drop off in purchases initially, but participation will resume.

Adam Mini said we also need to take a look at efficiency and make sure that errors do not occur.

ANNUAL SCHOOL BOARD WORK SESSION

Board Chair Michael Hatch would like to resume going out to dinner for this meeting. Adam Mini asked if minutes are taken at that meeting, which Board Chair Michael Hatch confirmed.

NHSB TRAINING OFFERINGS

These were the two trainings highlighted by Superintendent Fauci earlier in this meeting. He has been to the collective bargaining workshop before and it is very good. NHSAA is offering a two day workshop next week. We have two season memberships to NHSAA. Malcolm MacLeod also attended this workshop and added that it had good information about verbiage to use and pitfalls to avoid, among other helpful advice.

2016-17 HANDBOOK

Principal Locke discussed the changes to the handbook. Some of the changes include wording of the dress code, telephone usage, no longer accepting telephone permission for field trips, changes to school cancellation messages, the addition of the affidavit/proof of residency, and the change to trimester assemblies from WOW assemblies, among others...

Robert Carpenter asked about background checks for the volunteer program. Principal Locke spoke extensively with Officer Matt Currier, but the discussions got stalled. Superintendent Fauci said he can bring the cost to the Board. Principal Locke said there are different degrees of checks. Background checks can be done cheaper than fingerprinting. Superintendent Fauci also spoke about LobbyGuard, which only identifies sex offenders. LobbyGuard does require a subscription as well as an equipment cost. Superintendent Fauci said he can bring those costs back to the Board. Robert Carpenter would like to look at our options before the commencement of SEADS. Principal Locke said she will reach out to Officer Currier again.

DRAFT OF THE 2016-17 SUPPORT STAFF MANUAL

Not many revisions were made to the 2016-17 Support Staff Manual. The updates just include items like insurance options, payroll dates, etc...

NOMINATION OF NANCY FOUNIER AS FOSTER CHILDREN LIAISON

This is a new requirement by the State.

NOMINATION OF KIM HAYES YEARBOOK ADVISOR

She has been doing this for a number of years. There aren't usually many participants, but she is great at motivating.

Frank Weks asked if the school Board can see the yearbook.

NOMINATION OF KAREN STOCKWELL AND TERRY BURLINGAME AS 8TH GRADE ADVISORS

The 8th grade advisor position requires a lot of work for very little money, but they have both done this before. We also have an 8th grade peanut allergy, so we will have to make sure we carefully examine how to accommodate when planning the 8th grade class trip.

MEETING MINUTES OF JULY, 2016

Fix the spelling of McLeod to MacLeod.

Robert Carpenter said the student handbook still shows the original early release date. Principal Locke noted that the date is correct in the student handbook, but did note the error in the Support Staff Manual. She will ask Rachel to change it.

ACTION ITEMS

On a motion made by Adam Mini, seconded by Malcolm MacLeod, by roll call vote: Hatch yes, Mini yes, MacLeod yes, Weeks no, Carpenter yes, the Board voted to conduct the Annual School Board Work Session at a restaurant.

Frank Weeks shared that he would prefer to conduct the meeting at the school as they have in recent years. Board Chair Michael Hatch stated that a change of venue allows for more relaxed and open discussion. Business Administrator Christine Hayes added that it is not an unusual practice.

On a motion made by Malcolm MacLeod, seconded by Adam Mini, the Board, by roll call, unanimously to amend the Food Services Accrued Debt Limit from \$50 to \$30 and from \$40 to \$20.

On a motion made by Adam Mini, seconded by Malcolm MacLeod, by a roll call vote: Hatch yes, Mini yes, MacLeod yes, Weeks no, Carpenter yes, the Board voted to increase school lunch prices as follows:

milk \$.45 from \$.40, breakfast \$1.25 from \$1.10, student lunches \$2.25 from \$2.10, adult lunches \$3.45 from \$3.15.

On a motion made by Frank Weeks, seconded by Adam Mini, the Board, by roll call, unanimously voted to adopt the 2016-17 Student/Family Handbook.

On a motion made by Adam Mini, seconded by Frank Weeks, the Board, by roll call vote, unanimously voted to update the calendar and remove the radio stations from the back of the support staff manual.

On a motion made by Malcolm MacLeod, seconded by Frank Weeks, the Board, by roll call, unanimously voted to approve Nancy Fournier as the Foster Children Liaison.

Robert Carpenter asked Director of Student Services Nancy Fournier to send him an email describing what this position entails. She stated she will send out a copy of the rules.

On a motion made by Malcolm MacLeod, seconded by Frank Weeks, the Board, by roll call, unanimously voted to approve the nominations of Kim Hayes as yearbook advisor, and Terry Burlingame and Karen Stockwell as 8th grade advisors.

On a motion made by Malcolm MacLeod, seconded by Adam Mini, the Board, by roll call, unanimously voted to approve the meeting minutes of July 12, 2016 as amended.

On a motion made by Adam Mini, seconded by Malcolm MacLeod, the Board, by roll call, unanimously voted to accept the resignation of Christine Hayes as the Treasurer of the Gilmanston School District.

On a motion made by Adam Mini, seconded by Frank Weeks, the Board, by roll call, unanimously voted to appoint Debora Wheeler to the seat of Treasurer of the Gilmanston School District.

Under RSA 91-a:3IIc, the Board entered into Non-Public session at 7:33 p.m.

Present in non-public session were Board members Michael Hatch, Adam Mini, Malcolm MacLeod, Frank Weeks and Robert Carpenter via skype.

It was the consensus of the board to come out of non-public session at 7:50 p.m.

Respectfully submitted,

Frank Weeks,
School Board Clerk