

**Mascenic School Board Meeting Minutes**  
**Finance/Facilities**  
**January 20, 2015**

School Administrative Office, 16 School Street, Greenville, NH 03048

I. Organization

Attendees: Chairman, Richard Wallace, Earl Somero, Vice Chairman, Jeff Salmonson, Tara Sousa, Jim Kingston, Ruthann Goguen, Superintendent, David Jack, MRI Business Management Consultant, Roger Somero, Treasurer, Gary Somero, Facilities Director, Matt Ballou, Information Technology Director, Janice Longgood, Director Student Services, Melissa Vinal Curriculum Coordinator, Tom Kelly, Principal, MRHS, Marion Saari, Principal, HHES, Jeanne Cunningham, School Board Clerk, Various Community Members.

Call to Order 6:00 p.m.

Pledge of Allegiance

Welcome to attendees and invited attendees. Note: School Board Meeting Norms: Start/end on time; follow the agenda and avoid tangents; refrain from side conversations; respect and hear from all voices and assume best intentions.

Time Keeper - Tara Sousa /Process Observer - Jim Kingston

Agenda Adjustments

Add Review approval of minutes of January 13, 2015 Minutes

Discussion of public comments. Unfinished Business

Superintendent Goguen stated she would like to remind the School Board about the deadline to post the budget and warrant articles which is the 26<sup>th</sup>.

Discussion of public comments will be third.

Discussion of the budget FY16 under Unfinished Business.

*Jeff Salmonson made a motion to accept the agenda adjustments as stated. Motion was seconded by Jim Kingston. No members opposed, motion passed.*

Date/Time Next Meeting: February 2, 2015 - 6:00 p.m.

Correspondence

Chairman Wallace said that a Ms. Notter contacted us concerning the posting we had for a committee member.

## Review/Approval of January 5, 2015 Minutes

Jim Kingston made a motion to approve the minutes of January 5, 2015 as amended. Seconded by Jeff Salmonson. No members opposed, motion passed.

Tara Sousa made a motion to approve the minutes of the January 13, 2015 budget hearing. Motion was seconded by Jeff Salmonson. No members opposed, motion passed.

## II. Reports to the Board

### 1. School Board Chair Report

No report.

### 2. Superintendent - Ruthann Goguen

Full report on Eduportal.

Save the date for the Celebration of Learning. The date is February 11, 2015. Great opportunities for the entire community to come to.

This month's Superintendent' coffee on January 15, 2015, had a great showing. Many community members attended and we talked about everything, including this year's budget, student services and special education programming.

This month's District Safety management occurred today and we continue to collaborate with local and state officials.

We have received notification from Commissioner Barry and NHDOE that Boynton Middle School fell within the Annual Measurable Objectives (AMO's) Risk Corridor. Principal Starratt is working with NHDOE to determine the next steps of supportive action.

Congratulations to Mike Smith for being appointed by the US Track and Field and Cross Country Coaches Association as one of the top boys cross country coaches in the U.S. Smith, along with 100 other recipients from the other states in the union, is being recognized for his contributions to his team and is representing New Hampshire in this inaugural award. This is a great great honor For Mike and for our school.

Congratulations also go out to Highbridge Hill Elementary School's Marion Saari and Carolyn Cormier for writing a grant for \$2,000 and getting it. The grant is from Lowe's Charitable and Educational Foundation for a Storybook Trail.

There is a School Board working session scheduled this Thursday, January 22, 2015, to finalize the Warrant articles, FY16 Budget and Default so it can be posed for January 26, 2015.

### 3. Business Administrator - David Jack, MRI

David said that he has given the Board the monthly expenditure report. There are only four accounts that have deficits in excess of \$5000. These accounts are health insurance costs and repair and maintenance costs. The repair and maintenance costs are over the results of a power outage and will be covered by insurance reimbursement.

What I do want to alert you to is the number of accounts in deficits. There are 186 accounts in deficits. 200 plus accounts out there represent over \$200,000. By the end of the year, we have to know how to correct those deficits. Jim Kingston said I am just letting you know that that is the superintendent's job. David Jack said we are making you aware of all the overages per school board policy. We want to follow policy and meet our goal on the unreserved fund.

Jim Kingston asked why David Jack is recommending that we take no action on the other three accounts. David Jack stated that he believes that we are going to have more and that we can take care of them altogether.

Superintendent Goguen stated for the record, that per the school board policy we are making the school board aware of all line items over and that she has tasked David Jack to bring everything to the Boards attention. This also brings a transparency to the public.

#### 4. Facilities Director - Gary Somero

I want to clear up the reports that were in the newspaper. I produced \$400,000 of the receipts that were found. I am going to be talking to Marjorie and straighten out as much as possible. I am going to work on it. As far as the allowable/non allowable list, we were aware of what was non-allowable. We were told that items would be allowable because of our extenuating circumstances, coming from three different schools in two different towns. At the time, we listed the non-allowable under the bond project. I have spent many hours working on this information.

My salary was paid as a stipend. I have been working with the payroll clerk. The payroll clerk ran a new sheet and the numbers don't add up. She is going to run through it again to see if there are any changes.

Jeff Salmonson said thanks for looking into it Gary, that is appreciated.

Gary stated that once I put the invoices into the SAU, it was out of my hands.

Jim Kingston said that he enjoyed Gary's write up and it certainly clarified many things. I am not looking at you as doing anything wrong, I am looking at you as helping to create some answers.

There was a discussion concerning the payroll sheet and it is difficult to know how things were actually done.

Superintendent Goguen stated that the final report came out when Gary was in Germany, but he was fully aware of all the items on the list as he has been working on finding the missing invoices and paperwork with NHDOE and MRI for the past year.

Jeff Salmonson said that our reporting on this project could have been better. It went from our people to the DOE. MRI was not the Business Administrator during this time. We had one Business Administrator during the project.

Rich Wallace asked for historical process, there was an assistant superintendent, I didn't know we ever had one. Gary said that there was one at the time.

Earl Somero asked what the dates of that project were. Gary said it was 2009 to 2010 and we went into the building in 2011.

Jeff Salmonson commented that Tara you was on the Board during the project. Tara said that she got onto the Board in 2010. She was very late in the process. She said that they had the same procedure as the School Board now has.

Gary Somero said that we had an electrical spike on December 28<sup>th</sup>. We lost some VFD drives, some BACnet controllers, one circulator pump motor, 2 UPS backup supplies and possibly a couple of computers at Mascenic/Tech Building. We are getting the systems back up where they should be. He opened a claim with Primex and has been in touch with the machinery adjuster from Travelers.

They should be covered for all but the deductible.

We have continued some upgrades and general repairs at Boynton. We are also cutting back some brush to improve visibility, security and safety.

We have a signed contract with Froling that agrees on doing the outside monitoring of the pellet boilers and it gives Froling the ability to troubleshoot issues and review the efficiency of the systems at all the schools. The plan was reviewed by the IT and Business Manager with no issues. It is included in our service plan at no additional cost. They will be able to do this from a remote location. It will save on service calls.

#### 5. Treasurer's Report

The Treasurer was not available. David Jack said that the Treasurers report is right where it should be at this time of year.

#### 6. IT Report - Matt Ballou

We are working on our physical inventory and have spot checked dozens of systems to make sure our existing inventory is accurate. We are trying to consolidate our inventory data into a single asset management system. Our goal is to develop a solution that brings all of this data into one system.

We did some extensive work at Boynton. We installed some needed networking capacity for several of the BMS classrooms, which we found had only one network. The response has been very positive. We had several storms and small issues related to some of these storms. We believe we have taken care of these problems.

We will be having several technology training sessions at the SAU Training room. We will also be working with the curriculum leadership team and will be asking the staff, via a survey, what additional technology training they feel they need.

### III. Unfinished Business

#### 1. Building Aid Follow-up Report

Kind of a rehash of what was just reported.

Superintendent Goguen stated again that Marjorie Schoonmaker from NHDOE is willing to come back at any time.

Earl Somero said that he would like to thank Gary for the work he did on that project.

Superintendent Goguen said that we had a lot of feedback from the Budget hearing. Jeff Salmonson said that I have heard that you have been meeting with your Administrative team. What do you think we will be doing if the default budget has a problem?

Superintendent Goguen stated that she can't talk about further cuts to the budget without following the contract notification requirements. The notification requirements are clear in the contract and at this point, I am unable to discuss personnel reductions other than those already in the FY16 proposed budget.

Jim Kingston asked if she was currently prepared to talk about the default budget tonight.

Dave Jack has the default budget estimated and we can only talk cutting additional resources not people.

Rich Wallace said that while he was away last week, he thought about many things. Based on the feedback that we got, I was thinking about them cutting one million to a million and a half. Why should we make any changes now? Where would I start looking at this point? No more school buses, pay to play sports. It is an enormous task.

Jim Kingston said it would be very difficult but important to have a realistic reaction to the cuts, we will have to get into the contract issues. We need to be able to present the items that may have to be cut. We need to do it in a way that is not unreasonable.

Jeff Salmonson said that he doesn't believe for a minute that our community will make that large a cut. They may present it at the deliberative session. I personally don't believe that they will have the votes.

I believe that at the end of the day we will be looking at the default budget.

Jim Kingston said that he doesn't know what everybody else thinks, but we certainly got a message. Is it wise to say message received in some manner. We heard you and we think we can do this without changing the character of the schools.

Jeff Salmonson said he believes we have to look more towards the default range.

Earl Somero said I can concur with what Jeff is saying. And if it was anything, it would be to change the proposed budget to the default budget. We have schools to run and students to take care of and I don't think we can be making million dollar cuts. I would recommend that we keep that number as it is. I would like to give the people a choice. When it comes to the deliberative session, we should stick to what we have.

Jeff Salmonson said we have heard from the people that they are really hurting at this point.

Tara Sousa said this is the thing that bothered me about the fact that we had many budget meetings and when we went through the process I really wanted to answer the public's questions. I don't like the idea of changing the budget at this point, as we went through

many meetings on the budget and changed many items and values. I feel that we need to support what we believe is needed. I am willing to talk about planning for the deliberative session. Whatever we do, it needs to be something that we feel good about and that we can support.

Jim Kingston asked what the difference is between the budget and the default. David Jack answered that it is a quarter of a million difference. He stated that the big items are health costs and losing revenues.

Earl Somero asked how we resolve this. Let's say the number between the budget and the default is \$250,000. How do we know how to make the changes if they ask for a one million dollar cut? Let's work on what we have now and try and sell it to the people that we can. It will be a tough sell.

Jim Kingston said that he thinks we need to know what the ramifications are going to be if they cut one million to one and a half million dollars.

There can be enough people at the deliberative session to make significant changes to our budget.

Earl Somero said that whatever adjustment we make is not going to be low enough for them.

Rich Wallace stated that we should put together a budget that cuts one million to one and a half million dollars from the default.

Jim Kingston said that it would show the people that we are trying to be reasonable.

Jeff Salmonson said I don't think there are two numbers. Is there something in between that will show people that we are working hard to support them? I would like to show some good faith on our part.

Rich Wallace said so Jeff, you are proposing that we lower our budget in some way to midway between our budget and the default budget. Jeff Salmonson said that yes that is what he is proposing.

Earl Somero said I would like to ask David Jack do you have any recommendations. David said that we have to have this posted no later than Monday. We have to have the meeting on Thursday and if we make a lot of changes, we have to redo everything. It is going to be challenging.

Tara Sousa asked about the printing? David said that we are going right down to the wire. We are getting very close at this point.

We have to get guidance tonight and have to get what is going into the warrant on Thursday.

Tara Sousa said that she would like to propose a number at that point at the SB2 Meeting. Rich Wallace said that the difference between our proposed budget and the default budget isn't much. I think we should give the administration some time to work on this and come back to us on Thursday.

Our proposed budget right now is \$19,295,349.

Superintendent Goguen stated for the record that the Administrators and I have put in a lot of work into this budget, and have made many reductions throughout the budget process. We have worked hard to deal with the reductions in revenues, health insurance increases and meeting contractual obligations while keeping programs running that benefit our students. I ask that you give us a number that you want us to work with tonight, so we can come back on Thursday with a list of additional reductions in resources other than personnel.

Jeff Salmonson said to Ruthann that it is your job to look after the students and you have done a great job. The Boards job is to work for the taxpayers.

Tara Sousa said that I am not going to approve a number that I don't know what the changes are going to be. I can't support that.

Jim Kingston said that if we give a number tonight, it will not dictate what the budget is.

Ruthann again said that to facilitate the meeting on Thursday, I would like a number to work with.

Jim gave a number of \$200,000.

Earl Somero made a motion that the School Board have a budget of \$19,295,349 or less. Jeff Salmonson seconded the motion. No members opposed, motion passed.

David Jack said I want to qualify something, we have two documents prepared. At some point we need come to agreement on that. We will have documents ready on Friday, but you all need to be able to be reached to sign the budget so that we can post it.

Jeff commented on our proposed budget for consideration. It is a good faith effort in considering it. I know that the Superintendent and Administrators have really worked hard on this budget.

Earl Somero asked what the percentage is. David Jack said about 1%.

Rich Wallace said I hear the number, but I am struggling with this and \$200,000 is such a small amount when they are looking for us to cut such a large number.

Tara Sousa said that she is worried about doing something as drastic as this in such a short period of time.

Jim Kingston made a motion that we are looking for a cut of \$200,000 and to direct the Superintendent and Administrators to come back to us on Thursday with a budget. Seconded by Tara Sousa.

Jeff Salmonson said that he is looking for a roll call vote.

Roll Call Vote: Tara Sousa, yes, Jeff Salmonson, yes, Earl Somero, no, Jim Kingston, yes, Rich Wallace no. Motion passed, 3 to 2.

Public Comments

Jim Kingston made a motion to table this conversation. Jeff Salmonson seconded the motion. No members opposed, motion passed.

#### IV. New Business

##### 1. Special Olympics

Diana Griffin came before the Board to ask the boards permission to bring special Olympics up to the high school. It would be wonderful to get our kids to involved in a project like this. It would really be a great thing and wouldn't cost us any money because we are all volunteering. She named off several teachers who are willing to donate their time. Basketball is what we would like to do this year. There is money in the budget that we can use at this point.

We plan on a very small start off. It is a great organization that I have worked with in the past. They do a lot of unified stuff, but we are not going to do it at this point. We want to start small.

I am really excited about doing this.

The Superintendent supports this program.

The Board agreed that she should go ahead with this.

#### V. Public Comments - to 7:30 p.m.

Notes: Public Comment will be restricted to precise topics announced in advance. This means public comment will only be allowed on items in this weekly agenda.

One of the community members stated that the tone of the hearing last week does not represent the tone of all the people that live in these two towns. She feels that there are a lot of people in both communities who want to support the school system.

During that hearing you talked about being willing to look at this budget. I appreciate that you did this. I think there would be an appreciation by the public that you did this.

What the School Board has to look at is what we can do in our district. We need to look at what we can do with the money that we do have. Maybe health insurance is something to look at, the coordinator that helped Jan last year. Can we still get the same results for less money?

#### VI. Policies

No policies

#### VII. Personnel

No personnel changes



## VIII. Agenda Building

Discussion about public comments.

## IX. Appreciation and Reflections

Rich Wallace said that he would like to extend a thanks to everyone that came tonight. Thank the Board for the tough conversation that we had tonight. Thank the Superintendent and Administrators for the work that they have done.

## X. Non-Public Session RSA 91-A:3, II (a-c)

Rich Wallace made a motion to move to non-public per RSA 91A:3 II (a); seconded by Jeff Salmonson. Roll call vote: Tara Sousa, yes, Jeff Salmonson, yes, Jim Kingston, yes, Earl Somero, yes, Rich Wallace, yes, the vote was unanimous.

Tara Sousa made a motion to move to non-public per RSA 91A:3-II (c) Seconded by Jeff Salmonson. Roll call vote: Tara Sousa, yes, Jeff Salmonson, yes, Jim Kingston, yes, Earl Somero, yes, Rich Wallace, yes, the vote was unanimous.

Jeff Salmonson made a motion to move to non-public per RSA 91A:3 II (d); seconded by Earl Somero. Roll call vote: Tara Sousa, yes, Jeff Salmonson, yes, Jim Kingston, yes, Earl Somero, yes, Rich Wallace, yes, the vote was unanimous.

## XI. Adjournment 8:00 pm

1. Process Observer Report Out
2. Motion to Adjourn