

Approved 8/31/2015

MASCENIC SCHOOL BOARD MEETING AGENDA - 6:00 P.M. FINANCE/FACILITIES
SCHOOL ADMINISTRATIVE OFFICE, 16 SCHOOL STREET, GREENVILLE, NH 03048
8/17/2015

I. Organization - 6:00 p.m.

Call to Order by Superintendent Goguen at 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, follow the chain of command.

Attendance: Jeff Salmonson, Jim Kingston, Tara Sousa, Superintendent Ruthann Goguen, Glen Waring, Business Administrator, Gary Somero, Facilities Director, Matt Ballou, IT Director, Tom Kelly, Director of Student Services, Melissa Vinal, Curriculum Coordinator, Cheryl Newsham, Special Education Coordinator, Sheryl Stephens Burke, Melanson & Heath, Maureen DeGrenier, Executive Secretary.

MOTION made by Jeff Salmonson to appoint Tara Sousa to be Chairman Pro Tem for tonight's meeting. The motion was seconded by Jim Kingston. All approved. None opposed. Motion passed.

Agenda Adjustments:

Superintendent Goguen stated there were additional personnel recommendations--.5 Computer Science Teacher, long-term nurse sub at BMS, and a Facilities Waiver request under new business.

MOTION made by Mr. Jim Kingston that the Board accept the agenda as amended. The motion was seconded by Mr. Jeff Salmonson. All members approved. No members opposed. Motion passed. 3-0-0.

Date/Time Next Meeting: August 31, 2015 6:00 p.m.

Correspondence

Superintendent Goguen stated that we had received Messa's intent to bargain letter.

Review/Approval of July 22, 2015 & August 3, 2015 Minutes

July 22, 2015

Mr. Salmonson asked to change "moved" to "accept" the slate of RFPs;

MOTION made by Mr. Jim Kingston that the Board accept the minutes from July 22, 2015 as amended. The motion was seconded by Mr. Jeff Salmonson. All members approved. No members opposed. Motion passed. 3-0-0.

August 3, 2015

Mr. Kingston stated that he thought he commented in the discussion regarding the Indicator 4 letter received from the NH DOE that a principal suspended 1 extra child with an IEP. Mr. Kingston requested the statement "overzealous principal suspending students with IEPs" be removed.

MOTION made by Mr. Jim Kingston that the Board accept the minutes from August 3, 2015 as amended. The motion was seconded by Mr. Jeff Salmonson. All members approved. No members opposed. Motion passed. 3-0-0.

II. Reports to the Board - to 6:30 p.m.

1. School Board Chair Report

N/A

2. Superintendent - Ruthann Goguen

Superintendent Goguen stated her report was on Eduportal. The District had over 100 employees participate in our Professional Development week. Staff is motivated and excited to come back. Many of our teachers taught some of the classes. Superintendent Goguen wanted to point out that the open house dates were in her report so that the School Board could mark their calendars to save the date. Homeland Security is scheduled at the SAU tomorrow for a tabletop exercise. We are already working on an internal budget timeline.

3. Business Administrator - Glen Waring

Mr. Glen Waring commented that he was presenting several financial reports to the Board. Among these reports were—Summary of Bank Accounts, Cash Flow Projection report through August 31st, District Cash Balances, FY16 Fund Balance History, FY15 Expenditure Report, and FY16 Expenditure Report.

Mrs. Sousa asked when the Board needed to make a decision about the unreserved fund balance and the 2 ½%. Glen Waring stated that what he knew of the RSA that the voters took action and it remains in effect until reversed. Mr. Kingston stated it is only up to 2 ½%. Mr. Jeff Salmonson stated I think we need some additional clarification. Mrs. Tara Sousa stated in the past we have had discussions on whether we would hold 2 ½%. Mr. Waring stated the School District revised revenues are due Sept. 1, so the approval would need to take place August 31st.

4. Facilities Director - Gary Somero

Mr. Somero stated that his report was on Eduportal. Buildings are looking great for teachers and students to return. Pipe work is ongoing and will be completed by December 1 deadline. Flooring RFP is completed.

5. IT Report - Matt Ballou

Computer labs and equipment have been updated. Software patches will be installed in the labs and on teacher computers the next week. We now have a software that manages all releases of our software. The Technology Plan will be presented on 9/21.

6. Curriculum Report - Melissa Vinal

My report is on Eduportal. I received positive feedback from presenters and attendees. Elementary Program materials received for pilot math program. Middle School materials should be in this week.

We received extra reading libraries that were not originally part of the package. Very excited about having this resource.

For 2015-2016, we will be looking to update ELA and Science curriculum, and complete the Math curriculum at the high school.

III. Unfinished Business - to 7:00 p.m.

N/A

IV. New Business - to 7:20 p.m.

1. Melanson & Heath FY14 Audit

Ms. Sheryl Stevens-Burke reviewed the FY14 audit.

The FY2013 Management Letter was quite lengthy. We had a number of recommendations, and a good portion of the issues were categorized as material weaknesses. FY14 noted that some significant issues from FY2013 were addressed right away. The Board needs to be commended with implementing change quickly.

In FY14 no new issues reported. Because of the timing and changes in personnel, it was very difficult to address many of those recommendations right away.

Areas are noted where controls were needed. A significant area was Treasury. Another significant area that needed to be addressed was Grants. You now have a Grants Manager looking very closely at grant activity. This was a significant area that was addressed. We are scheduled to conduct our audit in September. Many of these recommendations will be resolved with 1 more year lapsed.

Ms. Stevens-Burke reviewed the FY14 recommended actions. Mr. Jeff Salmonson commented that it looks like we have a list to improve upon with help from SAU office. Mrs. Tara Sousa asked how long will it take to complete FY15 and how long to find out how many items have been addressed. Ms. Stevens-Burke said it generally takes one week of field work. Without issuing a final report, we can give an indication of what has been taken care of.

Mr. Jim Kingston said that there are things in here I'd like to do, but it is difficult with a staff as small as we have. Based on the recommendations you are making, have you seen them implemented successfully with districts with a similar size staff, or do they have to hire more staff or outsource? Ms. Stevens-Burke responded that some of the recommendations are about changing roles and responsibilities, such as restricting access to modules in the Accounting System. Other clients of same size re-organize. Certain functions can be performed by same person without creating a segregation issue.

2. TD Bank Wire Transfer Agreement

Glen Waring stated that a copy of the agreement is on Eduportal. This does require the Board's approval and signature. This will help with our bond payments and help maintain cash in the district bank account. Mr. Kingston asked if Mr. Somero, Chairman, could sign or did it need to be signed today? Mr. Waring mentioned that the next Bond payment was due early September.

MOTION made by Mr. Jim Kingston to approve and authorize Mrs. Tara Sousa as Chairman Pro Tem to sign on behalf of board the TD Bank Wire Transfer Agreement. The motion was seconded by Mr. Jeff Salmonson. All members were in favor. None opposed. Motion passed. 3-0-0.

3. HVAC Controls Maintenance Agreement

Mr. Waring stated that we are in the 5th year of contract. It is an annual service contract.

MOTION made by Mr. Jim Kingston to approve the HVAC controls maintenance agreement. The motion was seconded Mr. Jeff Salmonson.

Mr. Jeff Salmonson commented there were two options with two amounts on the agreement. Mr. Somero responded that we are looking at the controls and software system. The company troubleshoots problems from their office. \$28,715 is the annual contract. \$2400 are software upgrades. Mr. Somero stated we are only looking for the annual contract for approval.

Mr. Jim Kingston withdrew his original motion.

MOTION made by Mr. Jeff Salmonson to approve \$28,715 for Control Technologies. The motion was seconded by Mr. Jim Kingston. All members were in favor. None opposed. Motion passed. 3-0-0.

4. SPC-MFC/Printer - Capital Purchase

Mr. Glen Waring stated that we had approved a 5-year contract so that the vendor could manage bid requests for all our multi-function machines. Bidding process closed at the end of July. The lowest bid was received by Konica

Minolta; our current vendor is Canon who was the second lowest bidder. Canon sent a second bid, which was closer to the original Konica Minolta bid. This is a Capital Lease and it requires a board vote to do that. I recommend the board vote up to \$177,000 for the bid. We will look to go to the lowest bid and final capital lease is guaranteed to be less than that number.

MOTION made by Mr. Jim Kingston to adopt as presented to the board the SPC-MFC Printer package on Eduportal to be incorporated into the minutes of this meeting. The motion was seconded by Mr. Jeff Salmonson. All members were in favor. None opposed. Motion passed. 3-0-0.

Mr. Glen Waring wanted to know the School Board thoughts on the secondary bid submitted by Canon which was not listed at the time of this meeting. They have recognized the bid closed and they are not the lowest bid, however, they have a promotion that became available August 1st. Mrs. Tara Sousa commented that in fair bidding practices, we would have to go out to bid again. Mr. Jeff Salmonson commented that he thinks we have the levery to accept their bid, however, he did not think it would be fair.

5. Budget Transfer Requests

Budget transfer 2016-01. When the interim BA input our budget into the DRA/MS-22, the ESY budgetary money was put into a different category of 1430 and should have been 1212.

MOTION made by Mr. Jeff Salmonson for the board to approve 2016-01 transfer of \$25,280. The motion was seconded by Mr. Jim Kingston. All members were in favor. None opposed. Motion passed. 3-0-0.

Budget transfer 2016-02. Requesting we transfer \$13,000 into HS transportation line. The final default budget and what was input in MS-22 was short \$13,000. This amount was put in the books and media line. Principal and AD are certain that the money will be needed for the transportation line.

MOTION made by Mr. Jim Kingston to approve 2016-02 transfer of \$13,000. The motion was seconded by Mr. Jeff Salmonson. All members approved. None opposed. Motion passed. 3-0-0.

6. RFP Results

Asphalt Repairs

No RFP received during the process. Alternative Asphalt Services submitted their quote before the RFP started. Mr. Kingston stated there are two letters dated June 28 and one July 4. Two June 28 letters look identical. BMS quote not included. Mr. Gary Somero responded that the BMS quote was approximately \$4600 - \$4700 to fix sidewalk and needs to be done because there is a potential trip hazard.

MOTION made by Mr. Jim Kingston to approve Alternative Asphalt for not more than \$7500. The motion was seconded by Mr. Jeff Salmonson. All members were in favor. None opposed. Motion passed. 3-0-0.

Behavior Services

1 bid from Constellations for up to 400 hours or 67 days @ \$110/per hour

Mr. Salmonson asked if there are not a lot of folks looking for work out there? Mr. Kelly, Director of Student Services replied that this is a special service. Many districts are having a problem contracting this throughout the region. Monadnock is the only district to have full-time OT/PT on staff. It is tough to get people to work limited amount of hours.

Superintendent Goguen stated the price is in line with industry standards. The reason we need this type of service is because it is documented in students IEP's. Mr. Salmonson asked is this something the board needs to approve? Yes replied Mr. Waring. Ms. Cheryl Newsham stated that the district had only received one RFP. Once Constellations is awarded the RFP, they will send the contract.

MOTION made by Jeff Salmonson for the board to approve Constellations Behavior Services for up to 400 hours/67 days @\$110 per hour. The motion was seconded by Mr. Jim Kingston. All members were in favor. None opposed. Motion passed. 3-0-0.

Psychological Services

The Business Office received an RFP from Lynn Oski @ \$65 per hour, and EduHealthcare at \$67.50/hour, who seem to be a 3rd party broker. The District's recommendation is to award the RFP to Lynn Oski at \$65/hours. Mrs. Tara Sousa asked to bring this item to non-public.

Physical Therapy

EduHealthcare sent a quote for Physical Therapy @\$67.50 per hour for up to 20 hours every two weeks.

MOTION *made by Mr. Jeff Salmson that the board approve EducHealthcare @\$67.50 for Physical Therapy Services. The motion was seconded by Mr. Jim Kingston. All members were in favor. None opposed. Motion passed. 3-0-0.*

7. Expenditures over \$5k for School Board approval

We were billed from American Tank Management for 50% of the underground piping project. Mr. Jeff Salmonson asked if the RFP exceeded the bid numbers? Mr. Waring responded no. Mr. Kingston commented then we have already done due diligence on this. Mrs. Sousa stated that we need clarity in policy. Mr. Kingston responded it has already been approved. Mr. Salmonson concurred. Mr. Waring commented that no official vote is needed. Mr. Kingston stated that the official vote happened when the recommended RFP was approved.

Mr. Waring stated the Café Services invoice will exceed \$5,000. We want to bring this to your attention.

Mrs. Sousa stated that the School Board signatures are on the manifests. We need clarity in the policy to define level of approval needed. Not an actual vote by the board.

Mr. Waring also spoke about First American Equipment invoice. This is for the Chromebook lease of \$5,700. Lease was approved 3 years ago. Mrs. Sousa thought it was a good idea to bring a list of contracted items to our attention. Food for thought for policy committee

Mr. Waring presented the invoice for the Flooring project at BMS for \$16,154. Also another expense which exceeds \$5,000.

8. School Board Clerk position

The current potential candidate could not make the meeting tonight. Mr. Kingston stated that he thought we needed to take accurate measures to find someone. Let's table this for the next meeting.

9. Deputy Treasurer position

Mr. Salmonson stated he had a brief conversation with Mr. Glen Waring and who had heard from Sheryl Stevens-Burke. We are looking at a Deputy Treasurer position which is filled by a non-district employee. On the recommendations of auditors we should not have an employee performing that task. Mr. Glen Waring stated his recommendation would be to use as needed or have an "on call" position to sign the payroll and payable checks.

Mr. Jim Kingston stated he would prefer to wait so he can have a better understanding of how you would divide duties, responsibilities, and authorities. Let's not make motion until there is a full understanding once we have the audit report and SAU intentions.

Mr. Jeff Salmonson asked if the business office is working on these changes? Superintendent Goguen stated that we have been working on many of the recommendations from the audit from Sheryl Stevens-Burke, and it is clear to me that it should not be an employee of this district. Would the School Board consider allowing us to post the Deputy Treasurer position other than an SAU employee so we have a back-up plan.

10. Policy Discussion

The Policy Committee meeting was addressed. Mr. Jeff Salmonson stated whatever works in everyone's schedule. First policy is spending limits and solidifying what needs to be addressed at the board level. Committee members agreed on Monday, August 24, at 6 p.m. at the SAU.

11. Facilities Waiver

Mr. Gary Somero stated that a request came in late June. The request is for New Ipswich Recreation Department for a Bob Gamel fundraiser. Mrs. Tara Sousa asked if the event had already taken place? Yes. Mr. Jeff Salmson stated I really believe we should present to voters the amount of \$22,000 in waivers to taxpayers. Mrs. Sousa stated that she generally supported community use of our buildings. Mr. Kingston stated I'm inclined to support waivers of this nature. I think we still need documentation or something that makes the public aware of the cost.

MOTION made by Mr. Jim Kingston to approve the facility waiver for the New Ipswich Recreation Department for the Bob Gamel fundraiser. The motion was seconded by Mr. Jeff Salmonson. All members were in favor. No members were opposed. Motion passed. 3-0-0.

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.

Laurie Rautiola, New Ipswich

The HHES website is looking for volunteers for lunch and recess duties. Who would be coming in to help kids with opening containers, cleaning up spills, etc. and I believe para's used to do this.

Mrs. Goguen responded that each school hires a lunch monitor. The elementary school is trying to increase volunteerism. I would suggested that you call Mrs. Saari. Each Principal puts together a duty schedule. Mrs. Rautiola stated hopefully volunteers will be fingerprinted. Mrs. Goguen stated please call Mrs. Saari and have a conversation with her.

Julie Lampinen, New Ipswich

Mrs. Lampinen stated that when she was in charge of the PTO it was difficult trying to get volunteers and hold a function during the school day. This is not good for the school district. This is going to fall back on us. The town was told that if the default budget went through, we would function status quo. I hope it goes okay.

VI. Policies - to 7:50 p.m.

N/A

VII. Personnel - to 8:00 p.m.

1. Resignation

Superintendent Goguen stated she had received a resignation from Natalie Breen, BMS Computer Science

MOTION made by Mr. Jeff Salmonson to accept the resignation of Natalie Breen with regret. The motion was seconded by Mr. Jim Kingston. All members were in favor. None opposed. Motion passed. 3-0-0.

Superintendent Goguen stated that two teachers were appointed as the BMS co-curricular yearbook advisors— Wendy Leger and Kelly Stacy. Both are stepping down from position. No motion needed.

2. HHES .8 Music Teacher

Superintendent Goguen would like to recommend Natalie James as the HHES .8 Music Teacher.

MOTION made by Mr. Jeff Salmonson to approve Natalie James as the .8 Music Teacher at HHES. The motion was seconded by Mr. Jim Kingston. All members were in favor. None opposed. Motion passed. 3-0-0.

3. MRHS Paraprofessional

Superintendent Goguen would like to recommend Andrea Sbona as MRHS Paraprofessional.

MOTION made by Mr. Jeff Salmonson to approve Andrea Sbona as the MRHS Paraprofessional. The motion was seconded by Mr. Jim Kingston. All members were in favor. None opposed. Motion passed. 3-0-0.

4. Teacher Mentors

Superintendent Goguen would like to recommend the slate of teacher mentors.

MOTION made by Mr. Jeff Salmonson to approve the slate of teacher mentors. The motion was seconded by Mr. Jim Kingston. All members were in favor. None opposed. Motion passed. 3-0-0.

5. Lunch Monitors

Superintendent Goguen would like to recommend Kara Traffie at HHES, Deb Desrosier at BMS, and Dave Trotter & Noel Desrosier at MRHS as lunch monitors.

MOTION made by Mr. Jeff Salmonson to approve the slate of lunch monitors. The motion was seconded by Mr. Jim Kingston. All members were in favor. None opposed. Motion passed. 3-0-0.

7. Co-Curricular Appointments

Superintendent Goguen would like to recommend Samuel Main as the volunteer Assistant Cross Country Coach.

MOTION made by Mr. Jim Kingston to approve Samuel Main as the Cross-Country Volunteer Assistant Coach. The motion was seconded by Mr. Jeff Salmonson. All members were in favor. None opposed. Motion passed. 3-0-0.

Superintendent Goguen would like to recommend Annette Leel, HHES Destination Imagination Advisor, Jeff Hakala, Varsity Golf Coach, Maria Somero, BMS Field Hockey, and Naomi Traffie and Susan Callahan BMS Cross-Country Coaches.

MOTION made by Mr. Jim Kingston to approve the slate of co-curricular advisors & coaches. The motion was seconded by Mr. Jeff Salmonson. All members were in favor. None opposed. Motion passed. 3-0-0.

8. BMS .5 Computer Science Teacher

Superintendent Goguen would like to recommend Marlene Damery for the .5 Computer Science.

MOTION made by Mr. Jeff Salmonson to approve Marlene Damery as the .5 Computer Science Teacher. The motion was seconded by Mr. Jim Kingston. Question was asked if BMS setting up scheduling can make this work.

Superintendent Goguen confirmed the library position is more flexible and the schedule will work.

All members were in favor. None opposed. Motion passed. 3-0-0.

9. BMS Long-Term Nurse Substitute

Superintendent Goguen would like to recommend Emily Baker as the BMS Long-Term Nurse substitute.

Superintendent Goguen would like to request under 93A to go to non-public.

VIII. Agenda Building - to 8:15 p.m.

Unexpended fund discussion on August 31st for the 2 ½%

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

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

MOTION made by Mr. Jim Kingston to move to non-public per RSA 91A:3-II (c); the motion was seconded by Mr. Jeff Salmonson. Roll call vote: Jim Kingston, yes; Tara Sousa, yes; Jeff Salmonson, yes. The vote was unanimous.

X. Adjournment

1. Process Observer Report Out
2. Motion to Adjourn

Meeting adjourned at 8:04 p.m.

Respectfully submitted by Maureen DeGrenier, Executive Secretary