

Mascenic School Board Meeting Draft Minutes

Finance/Facilities

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

9/21/15

I. Organization - 6:00 p.m.

Attendance: Earl Somero, Chairman, Jim Kingston, Jeff Salmonson, Tara Sousa, Ruthann Goguen, Superintendent, Tom Kelly, Director of Student Services, Glen Waring, Business Administrator, Gary Somero, Facilities Director, Matt Ballou, Director of Technology, Melissa Vinal, Curriculum Coordinator, Cheryl Newsham, Special Education Coordinator, Maureen DeGrenier, Executive Assistant, various community members.

Call to Order

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.

Agenda Adjustments

Superintendent Goguen requested that under New Business we add the SPC contract, and under Personnel the 4th grade teaching position needs to be added.

MOTION made by Jeff Salmonson to accept the agenda as amended. Motion was seconded by Tara Sousa. All members were in favor. No members opposed. Motion passed 4-0-0.

Date/Time Next Meeting: October 5, 2015 - 6:00 p.m.

Correspondence

N/A

Review/Approval of 8/31/2015 Minutes

Board member, Tara Sousa stated in section #3 under Director of Student Services to change "hi" to "his" report.

MOTION made by Tara Sousa to accept the minutes as amended. The motion was seconded by Earl Somero. All members were in favor. No members opposed. Motion passed 4-0-0.

Board decided that 9/14/2015 working session minutes would be reviewed at the next meeting.

Board reviewed the continuation of the 8/17/2015 public minutes.

MOTION made by Jeff Salmonson to accept the minutes as presented before us. The motion was seconded by Tara Sousa. All members were in favor. No members opposed. Motion passed 4-0-0.

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

1. School Board Chair Report

N/A

2. Superintendent - Ruthann Goguen

Superintendent Goguen stated that her report was on eduportal for the School Board to review. The Superintendent attended all open houses and they were well attended by families. Superintendent Goguen would like to publicly thank our Technology Committee for their hardwork on the Technology Plan. The SAU has submitted another grant to Homeland Security. This grant is supported by NIPD and NIFD. This grant is related to safety improvements for our district.

We are currently hosting weekly in-house professional development for our Administrative Assistants to look at our registration process, Power School data entry, and streamlining our forms. We are starting to do things with some cohesiveness. Our Administrative Assistants appreciate these face-to-face meetings. I have attended staff meetings at all three schools, we had ALICE training and the data team reviewed district data at these meetings. Each school has different staff meetings on different days so we can start to attend meetings at each school. I attended the NHIAA luncheon for the Award of Excellence, presented to Tom Marshall and Kevin Rines, for the Mascenic Regional High School Athletic Program. I have mentioned two new fundraisers in my report which are for our high school music program.

3. Business Administrator - Glen Waring

The financial reports are on Eduportal, they include District Cash Balances of the three bank accounts. Revenue and Expenditures reflected through 8/31. Also included is the summary by function code, as well as individual line item detail. The Capital Reserve and Trust Fund Reserve balances. The third trust fund that has \$1696.59 which the Town of New Ipswich believes is a trust fund of the school. They are doing research on it, but there is no documentation to back this up. The Board discussed the capital reserve and trust funds. Mr. Waring stated that typically the Treasurer is responsible to invest the funds. If you read the RSA's it gives the Treasurer a whole lot of control.

Mr. Jim Kingston stated the Cash Flow Report is not uploaded. Mr. Glen Waring will make a note to upload this report. Mr. Jim Kingston asked is there a way to get all reports uploaded on Friday before the meeting. Mr. Waring stated absolutely. Mr. Kingston stated if we could get financials a few days ahead of time, we can review them before the meeting.

Mr. Somero asked about the Treasurer of the school district regarding investment of the capital and trust reserve funds and what options does he have? Mr. Waring stated that the RSA speaks to the security of the funds. It doesn't give the treasurer the flexibility to invest in the stock market.

4. Facilities Director - Gary Somero

Gary Somero stated his report is on Eduportal. We have had no major issues; the year started off great. Requests for waivers are under New Business, and I will address them when we get to that section.

5. IT Report - Matt Ballou

School Year opened well. No major issues. We had a problem with NWEA testing, but it was a problem with the website and not the schools.

6. Curriculum Report - Melissa Vinal

I do not have a report on Eduportal. I have been meeting with teachers and discussing types of writing for the writing curriculum and Science curriculum. At the High School, I have met with Math teachers to finalize their math curriculum.

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

N/A

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

1. Technology Plan

The Technology Plan was a group effort. This was a regularly scheduled meeting with the Technology Team. The participants were: Matt Ballou, Melissa Vinal, David Franz, Marlene Damery, Natalie Holt-Breen, Michael McNelis, Danielle Moylan, Robin Maloney, Nancy Redling. This is a wide representation of district employees. The team met monthly since October, and worked on the goals together.

The reason to have a Technology Plan is because potential Federal and State grants require a Tech Plan. They want to make sure that you are not supplanting Federal funds. You must include your budget in it. This is good for budget planning, budgets that are reflective of your needs. There needs to be some sort of plan for replacing equipment. State education requires students to have digital portfolios, which is also required for Federal Title II Part D funding.

This is a four-year technology plan. Obviously the budget was built last year. That doesn't mean we can't address some of the technology plan. We are required to have certain items in the tech plan. Certain goals, demographics, staffing, expected outcomes. The district will be graded on this. I have done a preliminary submission, and don't see any issues. The budget section is non-binding. I would really like to get a feel for direction and where you see your plan going forward. This is a living document. As technology changes, changes will be made to this document. This is designed to be changed and updated as needed.

The Tech Group came up with five goals. We need to make sure that we are following these, and support the implementation of digital portfolios. We have a lot of the infrastructure. PD training staff on software and hardware, and follow-up. We are addressing those items in this plan.

Technology access addressed at middle school. We are talking about implementing a model from k-8 so when students enter middle school they will know how to use google drive, Chromebooks, etc. This won't replace books, but this will be secondhand to all students. In the high school a combination of district devices with student devices (BYOD) so we need to determine how do we integrate these into our current infrastructure.

We have a hardware replacement schedule. Need to come up with a plan to replace them with something similar. Grade level or department level replacements. Phased replacement.

Financial resources. How we are going to finance and improve our process? Looking to save money by buying in bulk. Lease model vs. purchasing outright.

Community involvement. We are planning to overhaul the website. One of the first things people see is the website. Currently it is very jumbled. We are looking to replace that. We also want to talk about leveraging social media. Links to what people are doing. We don't have a policy. We need to work on that policy. Communication needs to be much more accessible than it is.

Questions from the Board:

Mr. Jeff Salmonson asked if our present IT budget supported the Technology Plan. Matt Ballou responded, no, \$150,000 approximately in the tech plan, actually closer to \$200k. We haven't been budgeting or planning replacements for things that we purchased over the year. This isn't written in stone. We can't control yearly increases from software vendors. We don't have a plan to replace things when they die. Need to be proactive rather than reactive. When a projector dies, we need to find funds to replace it. We have done some preventative maintenance with projectors over the summer and it hasn't been done in years. Need to be as proactive as possible.

Mr. Jim Kingston stated it seems like your plan is to maintain status quo as far as infrastructure. Mr. Matt Ballou stated that there is no need at this point. We will need to look at bandwidth in the future. Mr. Jim Kingston asked about devices and how much media streaming is being done. It is the face of change in devices. Mr. Jim Kingston mentioned that he didn't see projection, as the IT pro, what apps, what networking demand, what bandwidth demand, where is the vision? Mr. Ballou responded that the cycle we are in now things are moving to the web. We don't need to buy \$800 laptops, we can purchase \$500 laptops that may be refurbished. There is a movement at this moment, going back to mainframes. Students still need to be able to use a computer, keyboarding, and office suites.

Mr. Jim Kingston stated that there is a lot in here. You have captured a lot. Computer literacy & scope is great. Have you created a mapping between your goals, the hardware, and applications?

Mr. Matt Ballou responded that we have not done the exact mapping. A lot of the skills they put in these documents goes back to keyboarding. This plan addresses them. I think we have some work to do on it. We don't need special software. Best way to access them and make sure we have enough computer resources.

Mr. Jim Kingston stated its okay to have realism. I think it is okay to realize that your plan falls short of your goals. If the situation changes, you have your goals. Mr. Ballou responded that he is trying to be realistic. Mr. Kingston said thank you this is a huge step forward.

Mr. Earl Somero wanted to commend Mr. Matt Ballou for his efforts and commend the committee members' for their efforts.

Mr. Matt Ballou requested that he would like approval even though it is a fluid plan. We would like to have an initial approval of this plan. Mr. Earl Somero asked if there needed to be discussion. Do you want more time?

Mr. Matt Ballou said the general direction of this plan is a good place for the district to start and move toward in the next 4 years. Mr. Jim Kingston stated I think there are some gaps. I approve the beginning of this document. Superintendent Goguen stated this is a living document, therefore, it does not require School Board approval of the Technology Plans, we want your support, but goals may change based on the budget.

MOTION made by Mr. Jim Kingston that the Board fully support the general direction of the Technology Plan and the goals outlined in here. The motion was seconded by Mrs. Tara Sousa. All members were in favor. No members opposed. Motion passed 4-0-0.

2. Facility Use Waiver

New Ipswich Recreation Department is requesting a waiver for the Winter basketball season. There is a brand new Recreation board. This is what has been presented to us for review. Mr. Jeff Salmonson mentioned his concern for weekend programs. Do we have money for overtime? Mr. Gary Somero stated that no overtime was budgeted for custodial staff. Usage for recreation basketball is 12 hours on Saturday and 12 hours Sunday. I have a concern opening the building and just letting it go. We have had no major issues, however, it puts extra burden on the daytime custodians when they come in and the gym and locker rooms are dirty. It adds additional labor to their workload.

Mr. Jeff Salmonson asked how we are handling the cost to do that. Superintendent Goguen replied that New Ipswich Rec has been renting our facilities for full days, and Gary has been handling this with his staff for years. One issue is that we have a security issue in the building. I am not recommending that we hire additional staff. The options presented tonight by Mr. Gary Somero include 1). to hire a part-time custodian, 2). return to a fee based program, or 3). share the custodial cost.

Mr. Jeff Salmonson stated I would like a warrant article for voters to approve the waiver fees for town sponsored events. Are all the waivers entirely youth events? Mr. Somero responded we have one verbal for adult volleyball, but I have not seen the paperwork yet. The rest is youth basketball.

Mr. Earl Somero stated that totals \$2500. Does that cover the cost of janitorial service? Mr. Gary Somero stated it is mostly electric. Booster club is mostly custodial cost 5 a.m. to 11 p.m.

Superintendent Goguen asked Mr. Gary Somero if people were required to leave building the way they found it? Mr. Gary Somero replied sometimes it happens and sometimes it doesn't. Mr. Salmonson asked if we should we be sending a letter to the Recreation Director to be a mediator with youth programs. Mr. Jim Kingston stated for those things especially basketball, they leave everything clean or we rescind the waiver. I think we need to put in writing that if our conditions are not met that we rescind the waiver.

Mr. Earl Somero said is this the first time introduced to us and them? We don't have to decide this tonight? Something you can work on with the town?

The Booster club homecoming waiver is done. Monadnock robotics just started. The Town of Greenville for voting and town meeting purposes. Mr. Jim Kingston stated have you had any issues with robotics in the past? Mr. Gary Somero stated no.

MOTION made by Mr. Jim Kingston to approve waiver fee request from MRHS Booster Club, Monadnock Robotics, and Town of Greenville. The motion was seconded by Mrs. Tara Sousa. All members were in favor. No members opposed. Motion passed 4-0-0.

Mrs. Tara Sousa stated that she was fine with sending something about our expectations to the Recreation Department, however, I am concerned about floors being spic and span in the middle of winter especially when we give an expectation of leaving the floors clean but not making our equipment available to use.

Mr. Gary Somero stated the Recreation Department uses a fee based program. Maybe we ask them to pay a couple of hours of custodial OT. Mr. Earl Somero stated I think we made some progress on this. Mr. Jeff Salmonson asked if we would be addressing basketball at the next meeting. Mr. Gary Somero stated November 17th is their start date. We will need to issue keys and codes to access buildings.

3. FY16-17 Budget Discussion

Mr. Jeff Salmonson asked that this be put on the agenda. Since we had strategic planning meeting and it was a very productive discussion on where the budget is going, I don't think we need to address this in today's meeting.

4. NHDOE 25 - School Board Signature

Mr. Glen Waring presented two State reports. DRA MS-25 and DOE FORM-25. Both documents need School Board signatures. Mr. Glen Waring stated this was occupying my time, and they have been completed. Mr. Salmonson asked what do these forms mean? Mr. Waring responded they are Extensive financial reports that analyzes our year end position for final tax rate for December billing, and the other piece on the 17th is the 2 ½% or \$300,000 whichever is less. Mr. Glen Waring stated no motion is required. All board members need to sign documents.

Mrs. Tara Sousa asked when the current year cost per pupil would be available on the NHDOE. Mr. Glen Waring stated that is not something he has information on as it is handled by the NHDRA & NHDOE.

5. Standard Power Contract

This contract is to secure and fix our electrical rates for the winter period. Nov. 1 – Mar 31. We are under contract through Standard Power/Constellations Power. Rates fluctuate in the Winter, and companies won't secure the rate for this time period. If you do not contract this rate, you are stuck with Eversource's rate. The broker groups us with other districts for buying power. Mr. Jim Kingston asked what is the non-Winter rate? .0699 is the fixed rate. This new agreement will lock in at .1104 cents. Pro side is locked-in a rate. The down side is the amounts change daily if you don't lock into a fixed rate.

MOTION made by Mr. Jeff Salmonson to approve School Board Chair to sign and approve large commercial sale agreement with Standard Power for fixed electrical winter rates. The motion was seconded by Mrs. Tara Sousa. All members were in favor. No members opposed. Motion passed 4-0-0.

6. Discussion on Class Size - Policy IIB

Superintendent Ruthann Goguen stated that School Board policy IIB states that the School Board needs to approve class sizes with less than 9 students. I am going to let Mr. Tom Kelly explain the classes that have 9 students or less, as he has an in-depth understanding of the high school schedule.

Mr. Tom Kelly stated that higher level advanced classes are problem areas as well as firefighting. Some background for firefighting is that there is another school interested in taking the program over. They have called regional fire departments, and the EMT program is being discussed. Some classes started with over 9 but due to scheduling conflicts they have dropped below 9.

Advanced sculpture and ceramics are one class. Revised list sent from foreign language numbers are not on here, but are less than 9. The sister school program did not continue this year.

Algebra II was a scheduling problem. All of the classes are yearlong classes. This year the schedule realizes that. The problem you have is a logistical problem, if you drop this class, you still have a

teacher under contract. Mrs. Tara Sousa asked about anticipated classes for the fall. Foreign language run yearlong.

Mr. Jim Kingston said you have good data to use for programming next year. Mrs. Tara Sousa said it is good to see the trending where classes are below 9.

MOTION made by Mr. Jim Kingston approve the undersized classes as presented. The motion was seconded by Mr. Jeff Salmonson. All members were in favor. No members opposed. Motion passed 4-0-0.

7. SPC Contract

This is a follow-up to the final proposal for the copier and printer package. We tentatively approved the capital lease of \$177,000. It was reduced from 71 to 54. The quote came back \$11,000 less than what was originally approved. The summary page shows the capital lease and savings. Biggest savings to be had was to streamline the printer function. To move toward larger printers. This greatly reduced our usage fee.

The documents that are on Eduportal are service and supply contracts as well as purchase and trade agreements for SPC.

MOTION made by Mr. Jim Kingston for Chairman, Earl Somero to sign the SPC agreement. The motion was seconded by Mr. Jeff Salmonson. All members were in favor. No members opposed. Motion passed 4-0-0.

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.

Julie Lampinen, New Ipswich

Mrs. Lampinen wanted to mention that scheduling is a huge problem with the smaller class sizes. She tried with both children to get scheduled into classes at the high school that they needed. It is really hard to have a skinny block and large 90 minute blocks and get all the classes in.

The second item Mrs. Lampinen wanted to speak about is that she e-mailed the School Board from the District website to request being put on the agenda. I want to give it to the person who handles Policies. Superintendent Goguen stated my name is not on this form, this is a website form, and I have not received any correspondence notifications. Superintendent Goguen requested that the IT Department look into the issue with the correspondence notifications.

Mrs. Lampinen would like Smarter Balanced testing to be a topic for discussion on the next School Board agenda.

Jen Sikkila, New Ipswich

I would like to speak about the fundraiser form in regards to the PTSO. The problem I have is that the PTSO account is not handled in the District. I don't have a problem filling out the fundraiser form, but the funds are not controlled by the school.

Mr. Jeff Salmonson stated I think this is just like the Booster Club. Fundraising means school fundraising. You will still need to fill out a facilities use waiver if using one of the school buildings.

Mrs. Sikkila stated I wasn't sure if it needed to be approved. We are planning to send something home with students. Can we just get approval from School Principal for the correspondence we send home?

Superintendent Goguen stated that yes, they would need Principal approval to send items home with students, and that she has been requested by the School Board to keep them informed of any new fundraisers, so the Principal will need to let her know if the fundraiser the PTSO is planning to do has ever been done before.

Mr. Jim Kingston stated that the Policy Committee will take a look at the policy to see if there is anything that would apply to the PTSO.

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

1. Policy DJ Purchasing - Second reading

Mr. Jeff Salmonson stated that Policy DJ & DJE were being put forward for a third reading.

MOTION made by Mr. Jeff Salmonson for the School Board to approve Policy DJ Purchasing. The motion was seconded by Mrs. Tara Sousa. All members were in favor. No members opposed. Motion passed 4-0-0.

2. Policy DJE Bidding Requirements - Second reading

MOTION made by Mr. Jeff Salmonson for the School Board to Policy DJE Bidding Requirements. The motion was seconded by Mr. Jim Kingston. All members were in favor. No members opposed. Motion passed 4-0-0.

Mr. Earl Somero asked about changes and Mr. Kingston responded the highlighted items in yellow were changes in first reading, green highlighted items were changes the Chairman requested.

Personnel - to 8:00 p.m.

1, Part-Time OT

Superintendent Goguen would like to recommend Deborah Szala Cicchetti for the part-time Occupational Therapist

MOTION made by Mr. Jim Kingston to approve Deborah Szala Cicchetti, Part-time Occupational Therapist. Motion was seconded by Mr. Jeff Salmonson. All members were in favor. No members opposed. Motion passed 4-0-0.

2. Paraprofessionals

Superintendent Goguen would like to recommend two individuals for the Paraprofessional positions. Danielle Hiott, for Highbridge Hill Elementary School, and Stacy DelVal for Boynton Middle School.

MOTION made by Mr. Jim Kingston to approve the slate of Paraprofessionals. Motion was seconded by Mrs. Tara Sousa. All members were in favor. No members opposed. Motion passed 4-0-0.

3. Co-Curricular Nominations

Superintendent Goguen would like to recommend Joanne Lajoie as the Grade 10 advisor for MRHS and Deandra Trahan as the Grade 9 advisor for MRHS Co-Curricular positions.

MOTION made by Mr. Jim Kingston to approve the slate of Co-Curricular positions. Motion was seconded by Mr. Jeff Salmonson. All members were in favor. No members opposed. Motion passed 4-0-0.

4. Teacher Mentor

Superintendent Goguen would like to recommend Lynn Mello as teacher mentor for the BMS Social Studies teacher

MOTION made by Mr. Jeff Salmonson to approve Lynn Mello as teacher mentor. Motion was seconded by Mrs. Tara Sousa. All members were in favor. No members opposed. Motion passed 4-0-0.

5. Lunch Monitor

Superintendent Goguen would like to recommend Mr. Mark Normandin as MRHS Lunch Monitor.

MOTION made by Mr. Jim Kingston to approve Mr. Mark Normandin as MRHS Lunch Monitor. Motion was seconded by Mr. Jeff Salmonson. All members were in favor. No members opposed. Motion passed 4-0-0.

6. Grade 4 teacher

Superintendent Goguen would like to recommend Mr. Dylan Muse as HHES Grade 4 Teacher. Dylan is currently filling in as a year-long teacher, and has been recommended to fill the full-time position.

MOTION made by Mr. Jeff Salmonson to approve Mr. Dylan Muse as 4th Grade Teacher at HHES. Motion was seconded by Mrs. Tara Sousa. All members were in favor. No members opposed. Motion passed 4-0-0.

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

1. Discussion on taping and broadcasting meetings
2. Policy to discuss the importance of Smarter Balanced testing

3. New Ipswich Recreation Facility Use Waiver (Unfinished Business)

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

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

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

IX. Adjournment

1. Process Observer Report Out
2. Motion to Adjourn 7:43 p.m.

Minutes respectfully submitted by Maureen DeGrenier, Executive Assistant