

Mascenic School Board Meeting Draft Minutes

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

8/31/2015

1. Organization - 6:00 p.m.

Attendance: Chairman, Earl Somero, Jim Kingston, Jeff Salmonson, Tara Sousa, Ruthann Goguen, Superintendent, Glen Waring, Business Administrator, Gary Somero, Facilities Director, Tom Marshall, MRHS Principal, John MacArthur, BMS Principal, Marion Saari, HHES Principal, Tom Kelly, Director of Student Services, Cheryl Newsham, Special Education Coordinator, Maureen DeGrenier, Executive Assistant.

Call to Order – 6:00 PM

Pledge of Allegiance

Welcome to attendees and invited attendees.

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 to add the Constellations Behavior Services contract and the American Tank Management Contract under new business.

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

Date/Time Next Meeting: September 14, 2015 6:00 p.m.

Correspondence

N/A

Review/Approval of August 17, 2015 Minutes

MOTION made by Jeff Salmonson to accept the minutes from the August 17, 2015 as presented. The motion was seconded by Jim Kingston. All members were in favor. No members opposed. Motion passed 4-0-0.

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

1. School Board Chair Report

Mr. Somero stated I have no report, however, I recently attended new teacher orientation with new employees and teacher mentors. I am giving you each a copy of my speech. I would like to welcome everyone to the new school year.

2. Superintendent - Ruthann Goguen

Superintendent Goguen stated that she was happy to report we had a successful first day of school. We were able to walk through schools. We saw happy teachers and happy students. The in-service days were very successful. The NHDOE trained for compliance monitoring. NHDOE Food and Nutrition will be conducting an onsite review of the food service program on 12/8 & 12/9. NHDOE

Title 1 Consultants will observe and interview the Title 1 program on November 5 & 6. Open house dates are included in my report on Eduportal.

Mr. Jeff Salmonson asked if the upcoming reviews were normal or due to some significant finding. The Superintendent responded that Title 1 reviews occur every few years; this just happens to be our year to have a review. The Special Ed Indicator 4 review was scheduled because they found a discrepancy in our reporting rate of suspensions for students with IEPs. The SpEd compliance monitoring we requested. The Food Service review happens every few years, and this year is our scheduled review.

3. Student Services - Tom Kelly

Mr. Kelly reported that his report is noted on Eduportal. We thought we would have additional students that required homeless transportation, however, today that request was withdrawn.

4. High School Principal - Tom Marshall

Mr. Marshall stated that this year was as smooth as I've seen for a school start. We started the day with block 1 and then went into a whole school assembly. My team held a post-game at end of day, staff comments were very positive.

5. Middle School Principal - John MacArthur

Mr. MacArthur reported that they had a strong first day of school. It was great to finally meet students and see them with their teachers. Staff met with 8th grade, 7th grade, and 6th grade to go over handbook. Will meet with 5th grade tomorrow.

6. Elementary School Principal - Marion Saari

Mrs. Saari commented that it was great to see the kids. We all made it through the first day, and everyone made it home safely.

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

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

1. Unreserved Fund Balance & retainment up to 2 1/2%

Mr. Glen Waring stated the fund balance history report is on Eduportal and the NH statues on unreserved fund balance. No action is needed from the Board, unless the Board wants to rescind the 2 ½%. That's why we presented this information. If you take no action then we hold 2 1/2 % of the current year assessment.

Lengthy discussion regarding the unreserved fund between the Board and the Business Administrator.

MOTION made by Mr. Jim Kingston to retain the lesser of \$300,000 or 2 ½ %. The motion was seconded by Mr. Jeff Salmonson. Mr. Somero stated what if there were a case where others needed more money. Ms. Tara Sousa stated that is what we have the capital reserve for. Mr. Salmonson stated that Mr. Waring said this is a guesstimate between 300,000 & 325,000. **All members were in favor. No members opposed. Motion passed 4-0-0.**

2. NEWA Expenditure

Superintendent Goguen stated that we had an invoice for NEWA which is the district assessment tool for \$11,394. This is the annual fee.

Mr. Jim Kingston asked if our intention was to retain Smarter Balance and NEWA. Superintendent Goguen stated that Smarter Balance is the state assessment. NEWA is a district tool we use a few times

out of the year. The data team made a conscious decision to keep it. There are no bids. They are their own assessment tool.

MOTION made by Tara Sousa to accept the invoice for NEWA for \$11,394. The motion was seconded by Jeff Salmonson. All members were in favor. None opposed. Motion passed 4-0-0.

3. RFP Lighting Fixture Replacements

Mr. Glen Waring stated that we had one bid on the light fixture RFP. The one bid was received from Lytech Inc. for 15 units. Lytech have quoted up to 39 units. Mr. Gary Somero stated that the RFP was asking for a basic package for each fixture. This is the first part of a multi-year contract for energy savings. The quote does not include the potential savings from Eversource.

MOTION made by Mr. Jim Kingston to purchase up to \$10,000 of lighting fixture replacements. The motion was seconded by Jeff Salmonson. All members were in favor. No members opposed. Motion passed 4-0-0.

4. Constellations Behavior Services Contract

Mr. Waring stated that the RFP was approved. We are bringing the contract to you. We are requesting approval of the contract.

MOTION made by Mr. Jim Kingston to approve the contract for Constellations Behavior Services, and for Superintendent Goguen or Glen Waring, Business Administrator to sign the contract. The motion was seconded by Jeff Salmonson. All members approved. No members opposed. Motion passed 4-0-0.

5. American Tank Contract

Mr. Waring stated that the RFP was approved. We are bringing the contract to you. We are requesting approval of the contract.

MOTION made by Mr. Jim Kingston to approve the contract for American Tank Services, and for Superintendent Goguen or Glen Waring, Business Administrator to sign the contract. The motion was seconded by Jeff Salmonson. All members approved. No members opposed. Motion passed 4-0-0.

5. Public Comments - to 7:30 p.m.

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.

Pat Mitleider, New Ipswich

I would like clarification on the unreserved fund balance. Were you referring to the unassigned fund balance. Your policy DDA regarding general fund balance states in Item #6 "The Mascenic Regional School Board will turn back any unassigned general fund balance at yearend to offset the next fiscal year's tax rate for Greenville and New Ipswich" How can you make a decision to not return all the unassigned general fund balance as this goes against your policy. Mr. Kingston responded that this policy was in place prior to the change in the law. The warrant article was passed by the towns in the 2013 March vote. Ms. Mitleider stated does it mean you don't have to abide by your policy? Mr. Salmonson stated that the Board has flexibility on changing policy.

Ms. Mitleider said currently your policy doesn't reflect the RSA and the vote of 2013. Mr. Somero stated that the RSA supersedes this. Policy DDA needs to be updated.

Ms. Mitleider asked how many RFP's did you send out for bid? Did you send any out directly? The business and facility office responded that all RFP's were printed in the Manchester Union Leader and posted on our website. No RFP's were sent directly to vendors.

Ms. Mitleider stated that she received a copy of the draft minutes from August 17th. According to RSA 91-A which specifically concerns non-public session. When the Board goes into non-public session they vote to seal or publish the minutes within 72 hours based on your non-public policy. I have only seen 1 publication of non-public session in which you voted to seal the minutes.

Mr. Somero thanked Ms. Mitleider for her comments, and stated that we will look into this.

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

1. First Read - DJ- Purchasing & DJE - Bidding Requirements

[DJ Purchasing Draft](#)

[DJE Draft 8.31.2015](#)

The first policy we are reviewing is DJ Purchasing.

The Policy Committee recommends that modifications be made to direct the Business Administrator to maintain a board approved purchasing manual In order to add the clarity that the SAU is looking for so we don't have repetitive business lags.

Superintendent Goguen stated we have a business manual but it is old and needs updating. Mr. Waring said he needs a little bit of time to update the manual. Mr. Kingston stated this is just the first reading of the policy. Any suggested changes the Policy Committee can take into account and discuss.

MOTION made by Mr. Jim Kingston to move Policy DJ Purchasing onto a second reading. The motion was seconded by Mr. Jeff Salmonson. All members approved. No members opposed. Motion passed 4-0-0.

The second policy we reviewed was DJE Bid policy. It is the opinion of some members of the Policy Committee that the board needs to retain visibility of purchases of \$5,000 or more, but we recognize that there is some wait time, and streamlining that should be done. Our advice to the board, are the changes in yellow, which state any contract greater than \$5k but less than \$10k will not need further board action if all criteria in the policy are met.

Mr. Somero stated I still think \$5k is too low. I think \$10k is more realistic. For instance if we have a drainage problem in the back of the school, it needs to be fixed and time is of the essence. What if we don't have 3 bidders? So many things in the criteria that slow the process down. Who are we trying to restrain? I want to see a little more work on it.

Mr. Salmonson stated that going forward the policy is here, and you should make a motion to change an amount.

MOTION made by Mr. Earl Somero that the minimum value be changed to \$10,000 for board approval in policy DJE. There were no seconds to this motion.

Mr. Gary Somero stated that roof loads were exceeded this winter. You have to grab who you can get. There should be a clause for emergency situations. If you go to \$10,000 a rooftop compressor,

freezer, would cost around \$5,000 to replace. You cannot wait on that type of equipment. This change in the amount would give us some leeway.

Ms. Tara Sousa stated that she thought that would make sense to write it in the policy that board is made aware of the emergency expenditure at the next scheduled board meeting.

Mr. Jim Kingston stated this is a reason that emergency board meetings are allowed. I would certainly allow a clause for health & safety repairs.

Mr. Earl Somero asked why it would take a meeting of the Board for people in the field to decide. Board of Directors for Corporations would not be troubled by a decision that could be made by their Executive Staff. I have had resistance in trying to get Board together. I don't think it is practical. The percentage is .029% for a \$19M budget. Not worthy of my time to consider those items.

Mr. Glen Waring wanted a couple of points to discuss. A couple of items would be a court ordered item, single source items that exceed \$5,000, bulk purchases. It might be beneficial to have some exception language in the policy, with a footnote that board would be notified. A homeless issue that we were recently made aware of could have been a \$6500 issue. We need to have some latitude. Mr. Kingston stated I am not disputing that. The policy also states "when feasible."

Ms. Tara Sousa said I think that discretion is in our administration. We would have to readdress if we had concern. Mr. Earl Somero stated in the paragraph that says \$5,000 but less than \$10,000. Every one of these items has a chance of probability that not all of these criteria points could be met. This is an impossible stipulation. Retaining contract value at \$5k.

Mr. Kingston stated that we expect the business office to do their due diligence with 3 bids, which is generally the action you take, especially if you are going to buy something of significant value. I don't think that is too much to ask.

Mr. Salmonson commented that public commentary was interested on how many bids we received. Having come from a background where I solicited bids from vendors. I would go beyond the Union Leader for the sake of the district and taxpayers. We need to do a little more work on solicitation.

Mr. Earl Somero asked if there was any further action on Policy DJE.

MOTION made by Jeff Salmonson that we move Policy DJE on to a second reading. The motion was seconded by Mr. Jim Kingston. Mr. Jim Kingston stated for clarification that we would make modifications in the policy for those items that involved safety, health and damage to facilities for the second reading. Three members approved. One member opposed. Vote passed 3-1-0.

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

1. Resignations

Superintendent Goguen stated she had received a resignation from Carolyn Cormier, HHES Elementary Teacher.

MOTION made by Tara Sousa accepting the resignation of Carolyn Cormier with regret. Motion was seconded by Jeff Salmonson. All members were in favor. No members opposed. Motion passed 4-0-0.

Superintendent Goguen stated she had received a resignation from Anne Reynolds, BMS Band teacher

MOTION made by Jeff Salmonson accepting the resignation of Anne Reynolds with regret. Motion was seconded by Jim Kingston. All members were in favor. No members opposed. Motion passed 4-0-0.

Superintendent Goguen stated she had received a resignation from Sharon Hill, Paraprofessional at BMS

MOTION made by Jeff Salmonson accepting the resignation of Sharon Hill with regret. Motion was seconded by Tara Sousa. All members were in favor. No members opposed. Motion passed 4-0-0.

Superintendent Goguen stated she had received a resignation from Barbara Larrabee-Guay, Paraprofessional

MOTION made by Tara Sousa accepting the resignation of Barbara Larrabee-Guay with regret. Motion was seconded by Jeff Salmonson. All members were in favor. No members opposed. Motion passed 4-0-0.

2. OT Contract Addendum

Superintendent Goguen recommended that the Board approve Allison Lockitt to add up to 7 hours per week in her contract. This is temporary until a part-time Occupational Therapist is hired. Mr. Kingston asked if this was provided by a service. Currently we have no set out to bid on this. Ms. Sousa asked how many hours per week. Superintendent Goguen responded up to 7 hours for 2-3 weeks.

MOTION made by Jeff Salmonson to increase the contract of Allison Lockitt for 7 additional hours per week for OT services. Motion was seconded by Tara Sousa. All members were in favor. No members opposed. Motion passed 4-0-0.

3. MRHS Chemistry Teacher Recommendation

Superintendent Goguen would like to recommend Shannon Duffy for the MRHS Chemistry Teacher.

MOTION made by Tara Sousa approve Shannon Duffy as the MRHS Chemistry Teacher. Motion was seconded by Jeff Salmonson. All members were in favor. No members opposed. Motion passed 4-0-0.

4. BMS Band Teacher

Superintendent Goguen would like to recommend Kathryn Lanouette, BMS Band teacher.

MOTION made by Jim Kingston to approve Kathryn Lanouette, BMS Band Teacher. Motion was seconded by Tara Sousa. All members were in favor. No members opposed. Motion passed 4-0-0.

5. MRHS Firefighter Personnel Recommendation

Superintendent Goguen would like to recommend Slate of firefighter instructors at MRHS.

MOTION made by Jeff Salmonson to approve the slate of firefighter tutors at MRHS. Motion was seconded by Tara Sousa. All members were in favor. No members opposed. Motion passed 4-0-0.

6. Teacher Mentor Recommendations

Superintendent Goguen would like to recommend slate of teacher mentors.

MOTION made by Jim Kingston to approve the slate teacher mentors. Motion was seconded by Tara Sousa. All members were in favor. No members opposed. Motion passed 4-0-0 JS seconded.

7. Co-curricular Recommendations

Superintendent Goguen would like to recommend the slate of co-curricular nominations & unpaid volunteer coaches. For clarification, Dominic Miranda was approved for Student Council and Noel Desrosier was approved as one of the MRHS lunch monitors. Both have requested to be removed from the positions.

MOTION made by Jim Kingston to approve the slate of co-curricular positions and unpaid volunteer coaches. Motion was seconded by Tara Sousa. All members were in favor. No members opposed. Motion passed 4-0-0.

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

Strategic Planning—Goals and Strategies

Discussion on anticipated budget for FY16-17 (allow staff lead time to possibly initiate some of the board decisions) Add to next 9/21.

Technology Plan on 9/21

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

At 7:21 PM the following action took place

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

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

In Attendance: Mascenic School Board Members; Vice Chairman Earl Somero, James Kingston, Tara Sousa, Jeffrey Salmonson. SAU #87 Superintendent Ruthann Petruno-Goguen

At 8:23 PM the board re-enters the Public Mascenic School Board Meeting

Jim Kingston makes “a motion to seal non-public meeting minutes for 8-31-15 non-public school board meeting for perpetuity”. Earl Somero seconded the motion. All in favor of the motion, none opposed, no recusals; motion passes 4-0-0.

Vice Chairman Earl Somero announces the Mascenic School Board took action in the non-public school board meeting relating to RSA 91-A:3,II (a) employee compensation and (c) student matter.

At 8:30 PM Jim Kingston makes “a motion to adjourn the Mascenic School Board Public Meeting”. Jeff Salmonson seconded the motion. All in favor of the motion, none opposed, no recusals; motion passes 4-0-0.

Non-Public Meeting minutes by Jeffrey Salmonson, Mascenic School Board Member – New Ipswich

9. Adjournment

1. Process Observer Report Out
2. Motion to Adjourn 8:30 PM

Public minutes respectfully submitted by Maureen DeGrenier