

Approved 6/1/2015

Mascenic School Board Minutes
School Administrative Office, 16 School Street, Greenville, NH 03048
5/11/2015

1. Organization - 6:00 p.m.

Attendees: Chairman, Richard Wallace, Vice Chairman, Earl Somero, Board Members—Jeff Salmonson, Tara Sousa, Superintendent Ruthann Goguen, Principal Thomas Kelly, Principal Thomas Starratt, Principal Marion Saari, Melissa Vinal, Curriculum Coach, NH DOE, Marjorie Schoonmaker, NH DOE, Tim Carney, Melanson & Heath, James Sullivan, Maureen DeGrenier, Executive Assistant, various community members. Missing, Jim Kingston.

Chairman Richard Wallace called the meeting to order @ 6:00 p.m.

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

Jeff Salmonson suggested reviewing the April 20th minutes at next Board meeting.

Date/Time Next Meeting: May 18, 2015 - 6:00 p.m.

Correspondence

N/A

Review/Approval of April 20, 2015 Minutes

Jeff Salmonson made a motion to review minutes at May 18, 2015 meeting. All members approved. Motion passed.

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

1. Student of the Month Award -- Mascenic High School /Boynton Middle School /Highbridge Hill Elementary

School Board Chair, Richard Wallace, Superintendent Goguen, and Principal Starratt congratulated the Boynton Middle School Student of the month. School Board Chair, Richard Wallace, Superintendent Goguen, and Principal Saari congratulated the Highbridge Hill Student of the month. The Mascenic Regional High School Student of the Month was unable to attend.

2. School Board Chair Report

N/A

3. Superintendent - Ruthann Goguen

Superintendent Goguen stated she would like to Inform school board that the following voluntary transfers have been accepted: Jim Vacarelo to MRHS Social Studies Teacher, Tammy O'Connor to MRHS Learning Center, and Maura Scanlon to MRHS Business Teacher.

Over 40 businesses between NI and Greenville have been invited to attend my Coffee and Conversation on May 14th. We are presenting this as an opportunity for the businesses to provide job-shadows for interested MRHS students.

Destination Imagination is going strong with fundraising.

There is a list of important dates in my report.

4. Student Services - Jan Longgood

N/A

5. High School Principal - Tom Kelly

Mr. Kelly reported that his report was online. The Fire Program going to fire academy this weekend to complete their assessment which is part of the curriculum. NH Scholars will be visiting the State House on June 3rd and then to a Fisher Cat game.

6. Middle School Principal - Tom Starratt

Mr. Starratt stated that his report was also online. The 8th grade trip to D.C went well. The Chess Team sent two teams to compete in the NH State Chess Team Championships. Both teams had strong performances, each placing 4th in their respective divisions.

7. Elementary School Principal - Marion Saari

Mrs. Saari stated that Destination Imagination has met their goal of raising \$7,240 in six weeks. Good job from student and parents

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

1. Building Reports from NHDOE

Marjorie Schoonmaker & Tim Carney from NHDOE presented their final building aide report. Marjorie had \$20,000 less than John Sullivan had. We allowed some of the permits to go through. These are our final results. The project was \$24 million, the bond payment pays on Principal and pays every year. The DOE divides the amount of the loan through the amount of years to be paid. Based on the final report, MRSD will lose about \$10,389.53 per year. That was originally our portion of costs that were disallowed. The total amount reduced from the project was \$235,234.55. We spread the amount throughout the remainder of the loan.

Virtually every project has items that are unallowable. Mascenic Regional School District did pretty well as a whole. There are 12 years left on the bond. The original bond was 20 years.

Melanson & Heath

John Sullivan forensic audit on payroll unallowable costs. \$84,296.59. Payroll information was submitted in the amount of \$29,690.39, and was able to bring down the unallowable amount to \$54,606.20.

The Mascenic School Board asked us to come in and do forensic work; the majority of the unallowable costs were payroll costs. One of the major hurdles was that the old payroll and ap system was offline. We did not have access to get into old system. We were able to review audit information during that time. We downloaded information and we were able to create a report of old payroll.

Gary Somero received stipends. The amount was consistent. Information was submitted to NHDOE and they accepted that documentation. Other person was stepping into Gary Somero's role during the project. We were able to document the amount paid. Because it was related to Facilities management it was an unallowable cost.

We were able to verify and document the benefit costs. NHDOE did not accept those costs.

In some cases we were able to find the invoices or we called vendors and requested copies of the invoices. There were a couple of cases where we could not get copies of the invoices.

Jeff Salmonson commented that Melanson & Heath was able to find \$30,000 in additional documentation that DOE did accept. Glad we pursued the expense of the audit as it found additional money to put towards the project.

Tara Sousa asked, are benefits not allowable because most Clerk of the Work is contracted services?

Our scope was to review unallowable cost documentation for nature and propriety and work with NHDOE on our findings, clarify their position, and seek approval for costs documented as part of this process. The ultimate determination of eligibility as a project cost was made by NHDOE.

Earl Somero ask does this report bring this audit to a conclusion. Mr. Sullivan responded that he believed the NHDOE had the invoices they were looking for.

Chairman Wallace stated I am glad we spent the money so that we had this level of clarity.

2. Chairs for School Board Committees Discussion.

The Board reviewed the list of committees. Chairman Wallace asked the following questions: Would the committees appoint the chair? Do we choose chairs before we form committees? Does the board reserve the right to choose the chair?

Jeff Salmonson stated that these committees are school board committees. Chairman Wallace replied, yes all are currently School Board committees.

Chairman Wallace asked if we are forming advisory committees, does the school board appoint the chair. Regarding the finance advisory, who is automatically the chair for that committee? That is part of the discussion as well. We have two types of committees. If we are forming advisory committees, we want to have a process in place so the committee isn't left to figure it out.

Tara Sousa commented that some of the staff-driven committees such as joint loss or wellness committee, a district administrator is the best choice for the chairperson for the committee. The administrator is best at driving the duties for that committee. The smaller ones which are much more board centric could be chaired by a board member. I don't have a strong desire to have a board chair on a committee that encompasses many district employees.

Jeff Salmonson agreed with Tara. For example, Mike Smith acted as our chairman for the co-curricular committee. He is in the school and is able to gather data. Regarding Policy Committee, is there a need for a chairman on a 3 person committee? The wellness committee same as co-curricular and joint loss as well. Previously a staff member was appointed as chairperson of the committee. Negotiations is there a need for a chairperson on a 2-person committee? Tara Sousa responded, not really as long as someone takes a lead role.

Chairman Wallace asked are we suggesting doing this on a case by case basis.

Jeff Salmonson stated that committees would nominate a chair for Joint Loss committee, Co-curricular committee, Wellness committee, and Finance Advisory committee.

Earl Somero asked what the responsibility of the chairman of the committee is. Superintendent Goguen responded that in the past, the Wellness committee and Joint Loss committee were not functioning as a sub-committee of the School Board. The chairperson post for volunteers for the committee and post minutes. The chairperson would make sure minutes are made public. We don't want our people floundering on who will be doing what. We want to make our communication transparent. The chair takes on the responsibility of communicating the information.

Earl Somero stated a Board member should be a member of all committees but not necessarily a chair.

Jeff Salmonson commented that when you are the chairman you get an extra heap of work. I would prefer to see upper level district employee someone who has 40 hours per week job as a chairperson.

Chairman Wallace asked should we look at each committee one by one. Tara Sousa asked do we need to add those who are not operating as sub-committees to become a committee.

Superintendent Goguen stated that it was your decision at the last school board meeting to add these sub-committees. The Wellness committee meets 4 times per year. The Joint Loss

committee meets 4 times per year. A school nurse is the chairperson of the Wellness committee and Gary Somero is the chairperson of the Joint Loss committee.

Chairman Wallace commented on the Policy committee having only 3 members. I don't think the Superintendent should be the chair, and I think it should be a board member.

Jeff Salmonson stated that the policy committee should write the policy and present the policy with the Superintendent advising us. Was there a chair before? Chairman Wallace responded yes.

Tara Sousa said I think a chair as lead person with communication not directing what the committee is doing. I think that communication is the biggest responsibility. When a Board member takes on the responsibility of a chair, any communication falls on that person as the chair as opposed to those who have 40 hour week duties.

Earl Somero asked if there was any requirement by law. Can it be any person other than a School Board member? Chairman Wallace responded I do not know of any law. It is strongly suggested that a Board Member be the chair.

Earl Somero stated that the Co-curricular committee should have two board members as a chair and co-chair. Chairman Wallace volunteered as chair, Earl Somero volunteered as co-chair.

Chairman Wallace asked the question are we in agreement?

Chairman Wallace commented all in favor for chair and co-chair; 3 in favor 1 opposed. Motion carries.

Policy Committee members are the Superintendent and 2 board members.

Chairman made a motion that Jim Kingston would be chair and Jeff Salmonson co-chair; all approved, none opposed, motion carried

Wellness committee. Middle School Nurse is currently the chair. Board agreed that Chair should be appointed by the committee.

Jeff Salmonson made a motion Wellness and Joint Loss committee chairs need to be appointed by the committee; Tara Sousa seconded the motion. All approved, none opposed. Motion carried

Negotiations committee needs to designate who is the communication representative. There are only two Board members; we discussed and chose amongst ourselves.

Facilities Committee seem like the natural chair should be Gary Somero.

Jeff Salmonson made a motion that the Facilities Director chair the Facilities Committee; Tara Sousa seconded the motion; all members were in favor; none opposed. Motion carries.

Budget Advisory Committee current members are Business Administrator, Superintendent, and two board members. We are still developing the committee. We received direction from Melanson and Heath to form this committee. We are trying to write by-laws and present to the

Board the charter for the committee. It is still in exploratory level. Part of our recommendation could be who is chairperson.

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

N/A

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.

No public comments

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

N/A

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

1. Recommendation for Long Term Sub HS Art.

Superintendent Goguen recommend Heather Stirnweiss Long-Term Art sub for MRHS

Jeff Salmonson made a motion for the board to approve Heather Stirnweiss as the Long-Term Art Sub at MRHS; Tara Sousa seconded the motion; all members approved. No members opposed. Motion passed.

2. Recommendation for Long-Term SpEd sub for MRHS

Superintendent Goguen recommended Sheila Kullgren for the Long-Term SpEd sub for MRHS.

Jeff Salmonson made a motion for the board to approve Sheila Kullgren for the Long-Term SpEd sub for MRHS; Tara Sousa seconded the motion; all members approved. No members opposed. Motion passed.

3. Recommendation for Grade 4 Teacher

Superintendent Goguen recommended Margaret Goss for the Grade 4 teacher at HHES.

Tara Sousa made a motion to approve Margaret Goss for the Grade 4 teacher at HHES; Jeff Salmonson seconded the motion. All members approved. No members opposed. Motion passed.

4. Retirements / Resignations

Superintendent Goguen stated she had received a letter of intent to retire from Helen Peltokangas at HHES.

Tara Sousa made a motion to accept Helen Peltokangas' retirement with regret, Jeff Salmonson seconded the motion. All members approved. No members opposed. Motion passed.

Superintendent Goguen stated she had a slate of resignations--Greg Smith, MRHS Social Studies Teacher, Vikkie Jewell, HHES Paraprofessional, and Jeanne Cunningham, MRSD District Clerk.

Earl Somero made a motion to accept the slate of resignations with regret for each position; Jeff Salmonson seconded the motion. All members approved. No members opposed. Motion passed.

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

Are we posting for a School Board clerk; Jeff Salmonson stated that the chairman coordinates this and no board discussion is needed. If we cannot find anyone, we would need a board discussion. Chair will move on this.

4/20/2015 Review of Minutes

Jeff Salmonson requested that Tom Kelly review plans for graduation as we have had problems in past; Tom Kelly stated graduation is on track, but he will work with Superintendent Goguen on graduation plans.

9. Appreciation and Reflections

Chairman Wallace thanked the public for attending the meeting. Chairman Wallace and Superintendent Goguen congratulated the two students who received recognition awards.

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

Tara Sousa made a motion to move to non-public per RSA 91A:3 II (a). Jeff Salmonson seconded the motion. Roll call: Jeff Salmonson, yes, Tara Sousa, yes, Earl Somero, yes, Chairman Richard Wallace, yes. Motion passed.

Earl Somero made a motion to move to non-public per RSA 91A:3 II (f). Tara Sousa seconded the motion. Roll call: Jeff Salmonson, yes, Tara Sousa, yes, Earl Somero, yes, Chairman Richard Wallace, yes. Motion passed.

11. Adjournment

1. Process Observer Report Out

2. Motion to Adjourn

School Board adjourned at 7:00 p.m.