

Approved 11/2/2015

# Mascenic School Board Draft Minutes

## October 19, 2015

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

### I. Organization - 6:00 p.m.

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

Call to Order by Chairman at 6:00 p.m.

Pledge of Allegiance

Welcome to attendees and invited attendees.

Agenda Adjustments

N/A

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

Correspondence

Letter of Interest for Deputy Treasurer Review which will be discussed under new business

Approval of 10/5/2015 Minutes

Mr. Earl Somero asked to make a correction under new business #3 NED compressor station is near Boynton Middle School not Highbridge Hill Elementary and Mascenic High Schools.

**MOTION made by Mrs. Tara Sousa to accept the minutes of October 5, 2015 as amended. The motion was seconded by Mr. Jeff Salmonson. All members approved. 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 her report is on Eduportal. Mrs. Goguen has some information to share with you. Adequate Public Education Site visit is schedule on November 5<sup>th</sup> for Title 1. There will be a pre-visit tomorrow with both principals of HHES and BMS. NH DOE has decided to replace the Smarter Balanced Assessment test with the SAT test for 11<sup>th</sup> grade students. I attended the Kidder Law workshop last week. I have given each of you copies of the updates on the new laws/regulations. There are some changes we need to consider when updating our policies. We should schedule some time to get together to tackle some of these. We held a safety evacuation at the high school. During the evacuation, New Ipswich Police and the drug dogs swept the building. We held a Lockout at BMS and the New Ipswich Police and drug dogs swept the building during the lockout. We will be

hosting a safety meeting for parents in district in conjunction with the New Ipswich Police Department. I am sharing a picture of some of our high school seniors that participated in manufacturing day.

Mrs. Tara Sousa stated that she was surprised that the State is transitioning to SAT testing for high school students. Is there any talk about there being a requirement in order to graduate from High School? Superintendent Goguen responded that NH DOE is not going to take away local control.

### 3. Business Administrator - Glen Waring

Mr. Glen Waring stated that included with his reports is the bank account reconciliation summary report. You will notice that the column to the right is missing authorized signers. I will speak to that under new business. Financial reports also include the summary of district cash accounts, cash flow report as well as revenues YTD, the summary report of expenditures in line with the MS-22 and full detail summary of expenditures.

Mrs. Tara Sousa commented that she noticed the September GL balance being was lower than the bank balance yet in all the previous months it is usually higher. Mr. Glen Waring replied that when we reconciled the accounts the last payroll of the month and the tax deposit hit the bank before it posted to the GL. They hit the bank a day earlier.

Mr. James Kingston stated that the MS-22 has a number of budget balances that are significantly over \$5k. Mr. Waring stated that he thought the lines over \$5k were salary lines. Mr. Kingston stated that it is a payables line. Mr. Waring stated that payroll encumbrances are affecting those. We have not reconciled the payroll lines. Worker's comp/insurance lines. It is the way our software encumbers the amount, and it is not accurate. Mr. Glen Waring stated that he will be looking at that.

### 4. Facilities Director - Gary Somero

Mr. Gary Somero stated that his report is on Eduportal. He mentioned that there needs to be a decision on the Building Trades and BMS Woodshop equipment dispensation. We have brought equipment to auction in the past. BMS' equipment has not used for 7 years, and is just sitting there. The Building Trades equipment could free up space needed. We are currently renting space for athletic equipment.

Mr. Jeff Salmonson asked if auction is the only means we have. Mr. Gary Somero said we could advertise it, but the auction is the smoothest way. We generally get the best price and there is no favoritism. We are looking ahead for disposal of the equipment. Mr. Jim Kingston asked if there was a potential to provide it to the CHS Building Trades program in lieu of a student tuition.

Mr. James Kingston stated I noticed missing on this report is the resolution of the New Ipswich recreation league basketball.

Superintendent Goguen stated we met with Mindy Buxton. She is in the process of obtaining appropriate insurance information that we need to have on file. We are currently waiting to hear back from her to see if the recreation department has the proper insurance. Mindy will be meeting with the Coaches on the expectations. Once we have the proper documentation, we will report back to the Board. Mr. Gary Somero stated that he expects to have "smother sailing" in the future with the Recreation Department. Mindy and I spoke this afternoon about scheduling. In the past there was overlap. There will be separation this year between the school athletic programs and the recreation programs.

## 5. IT Report - Matt Ballou

Mr. Matt Ballou stated his report is on Eduportal. We are currently in the process of deploying printers and copiers per the agreement with SPC. I was also tasked by Superintendent Goguen to look into recording/taping School Board meetings.

I did want to clarify that the meetings will not be shown live but taped and edited. Several years ago the district bought equipment to tape the school board meetings. We can set up a stationary camera and audio cables. The hardest part is picking up the audio in the room. That is the one piece of hardware needed to complete it. I spoke with both towns and asked about logistics and how the hardware and process works. You take an SD card of the meeting, edited, which David Franz has the capability to do, and then bring the tape to the New Ipswich and Greenville local channels. There are a few options we have on how the meeting would be taped.

1. Multiple people could be shown how to use the equipment
2. We can inquire if Dave Franz and high school student volunteers could tape program
3. We could offer a stipend to David Franz or someone to come in and tape
4. We could outsource the taping to someone else not in the above list.

What direction does the Board wanted to go in. There is equipment available to do this.

Mr. Jim Kingston stated we can certainly pursue it. The hardware looks cheap. Can you recommend what a stipend might run in order for them to do this? Take action and pursue it. Mr. Kingston stated that he would recommend we authorize a school board line item for the expenditure for audio cables and SD cards.

Mrs. Tara Sousa stated that we are not trying to put together a “showy” production so I wonder how it would work with no one manning the camera. Let’s start with that, and look at what a reasonable stipend would be. Mr. James Kingston responded I am thinking along the same lines.

Mr. Earl Somero stated that he was concerned that this should be put under new business. Should we make an agenda adjustment? Mr. James Kingston stated that the information has been presented to us, and we should be able to discuss right here and now. Mr. Somero stated this is a report to the Board, not an agenda discussion item. Mr. Salmonson stated then we should discuss this at our next meeting.

Mrs. Tara Sousa stated that she probably has more questions. What else we should we review like RSA’s dealing with recordings. It’s not just a logistics of taping, there are probably other considerations we should have. We could have it on the next meeting agenda.

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

### 1. Strategic Plan

Mr. Earl Somero stated that this is something I put on the agenda. We held a strategic plan meeting a while ago. Did we ever resolved what our goals are and our strategic plan is. Does the Board want to move forward with this?

Mrs. Tara Sousa stated the meeting that we had in September was strategic plan for budget and goals. It was an important meeting for us to have. The District used to have a multipage strategic plan. I definitely want to get back to that. This time of year is challenging as we are in negotiations and budgeting. This is something that should get hammered out during the summer time. We might be able to do some stuff and pick small items to work on and a month later bring that back. In terms of being able to get to a cohesive strategic plan at this time of year, I don't think that is reasonable.

Mr. Earl Somero asked when do you think we could tackle this? Beyond the budget hearings? Mr. Jeff Salmonson stated the end of March.

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

1. Presentation: Understanding Smarter Balanced Results.

Superintendent Goguen stated we have a short presentation on Smarter Balanced results and what the results will look like. Teachers and Administrators have been working on the preliminary data. We are currently training our teachers so they can help parents understand the results. Our Curriculum Coordinator, Melissa Vinal, has put together a presentation on how to interpret Smarter Balanced Assessment.

Presentation given by Melissa Vinal.

Mr. James Kingston stated so the numbers mean nothing? Mrs. Melissa Vinal stated they do mean something. What does it mean when you get done taking the test? How is that number derived? Mrs. Melissa Vinal stated the number is derived on the target percentage of 0-100.

Mr. Kingston asked are there question that are harder than others? Superintendent Goguen stated, yes, this is an adaptive test. On October 9<sup>th</sup> Administrators and Teachers looked at students' strengths and weaknesses. Teachers are in the process of creating action plans to assist our students in areas of weakness. Results are not being released until November. There will be a letter of information going out to parents tomorrow, which I have given each of you a copy of. This is a very different format than parents are used to receiving. We want to try to educate parents so that they understand.

Mrs. Melissa Vinal commented that we are in the process of verifying all scores and do not want them released until they are verified. The State is being very careful before the information is released.

Mr. Earl Somero stated that he would like to thank Mrs. Melissa Vinal for introducing us to the program. It appears that students are solving real life problems. Mrs. Melissa Vinal stated that all the questions she saw from last year were real-life situations. Students had to problem solve these and could relate to them.

Mr. Jim Kingston stated that you have your work cut out for you when these go home to parents.

Mr. Earl Somero stated thank you, and we wish you well.

2. SB2 Calendar for School Board Approval

Superintendent Goguen stated the Mascenic School District MRSD SB2 calendar is on Eduportal for your review. The proposed dates are 1/19/2016 for the public hearing and 1/30/2016 for the deliberative session. This was vetted by our legal counsel so that our dates are in line with the DRA.

**MOTION made by Mr. Jim Kingston to approve the SB2 calendar as presented. The motion was seconded by Mr. Jeff Salmonson. All members were in favor. No members were opposed. Motion passed 4-0-0.**

3. Business Manual per School Board Policy DJ - for School Board Approval. Account/Materials for School Board Consideration

This item is a follow-up to the updates on the Purchasing policy DJ. The Business Manual/Purchasing Guidelines has been updated. Mr. Glen Waring stated that the changes are tracked in the document so that Board members can see what was changed. We have cleaned up a few things that were repetitive. It is a pretty extensive guide that is in place. Mr. James Kingston asked one of your changes needs to the grammar corrected. Under #13 Section 2 Page 5, fragmenting are prohibited should be is. Please look at the table on Page 13 it has some issues. .01 to \$500 and there is no procedure. Mr. Waring responded the whole opening section is scratched. Mr. Kingston responded the way the edit was done confused me. Mr. Jeff Salmonson stated I would like to look at it. I didn't really have a chance to review it.

**MOTION made by Mr. Jim Kingston table the Purchasing Guidelines until the next meeting. Mr. Jeff Salmonson seconded the motion. All members were in favor. No members opposed. Motion passed 4-0-0.**

Mr. Kingston stated to Mr. Waring, thank you for putting this online before the weekend.

Mr. Waring stated that there are two accounts to discuss Dress for Success account which has \$1358 and the Building Trades account which has \$6900 in it. The Dress for Success Account is a small certificate of deposit. We are not sure when it originated. Funds are segregated for the Dress for Success scholarship fund. The funds that are in this CD are basically held here. They were not used to expend for the scholarship. Cash came out of general operating fund. I would like the School Board to authorize the Treasurer to dissolve this fund and move the money to the operating fund, which will be segregated in our general ledger; currently the Dress for Success line has \$585.65. There are two different things going on. Cash that sat over there in the CD and the cash was not able to be obtained to pay for scholarship.

Currently there is \$585 remaining in fund accounting. There is no reason to keep it in a CD. My recommendation is to segregate the cash in one bank account. Mr. Jeff Salmonson asked will this be performed by the Treasurer? Mr. waring responded the School Board will authorize the Treasurer to close the CD and move the money.

**MOTION was made by Mrs. Tara Sousa that the School Board authorize the Treasurer to close the Dress for Success CD and transfer the funds into the general operating fund. The motion was seconded by Mr. Jeff Salmonson. All members were in favor. No members opposed. Motion passed 4-0-0.**

Mr. Glen Waring spoke about the Building Trades Charitable Trust Account which has \$6900 currently. We have a couple of things to discuss. We would like to know what you would like to do with this money. We would also like to discuss the possibility of selling the equipment that is taking up storage space. We spend money on a rental unit for athletics and are hoping that if we sell this equipment we could put athletic equipment in our storage space. We currently rent storage space for \$1700 per year.

Mr. Jeff Salmonson asked if we knew where the money came from where? Mr. Jim Kingston asked can we find out if there are conditions on the trust? Mr. Earl Somero asked do we know who are the trustees or anyone associated with trust? Mr. Jim Kingston asked was building trades equipment bought from this trust? Questions need to be answered before disposition can be voted on.

Mr. Earl Somero said he was wondering how to proceed. There may be people who feel they have ownership to equipment. He has had people ask what happened to the money for the bldg. trades program. Mr. Jeff Salmonson asked who is going to follow up. Mr. Earl Somero stated he would follow-up.

**MOTION made by Mr. Jeff Salmonson that the School Board table the discussion regarding the Building Trades Charitable Trust and any equipment associated with it until further information is obtained. The motion was seconded by Mrs. Tara Sousa. All members approved. No members opposed. Motion passed 4-0-0.**

This topic will be placed on the agenda for the next School Board meeting.

5. Deputy Treasurer Discussion

We received a letter from Elisa Fitzgerald, who is interested in the Deputy Treasurer position. Mr. Jeff Salmonson said let's discuss this in non-public.

6. Update Check Signer Authorization per Policy DIHA - School Board Permission

Mr. Glen Waring stated there is a district policy DIHA that specifically lists all of the District's bank accounts, bank acct #'s and signers. The School Board might want to consider whether you want this policy out there and public. One of the concerns is that the check signers have changed, and we would continually updating the policy. The Auditors recommendation that we do not have authorized signers who have a part of internal controls on checking accounts as well as not have individuals who manage the checking accounts be authorized signers due to segregation of duties.

Mr. James Kingston asked if Mr. Glen Waring would come to the Board with a list of check signers who meet the criteria. I personally do not believe that such a list belongs in a policy. Mr. Earl Somero asked if the Board needed to take a vote to send it to the policy committee.

Mr. Jim Kingston stated that we have asked the Business Manager to come to us with the list, and that is the action that the board will take on this topic. This is bad information out there, and when he comes to us with good information, we will approve it. The policy committee has heard this is a problem and will take it up after new information is provided.

**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 also wanted to know what the Mascenic School District's policy is to protect our children's privacy with the data that is given to the State. Also, are there alternative assessments for Special Education students, and whether this affects teacher performance evaluations?

Superintendent Goguen responded that there are alternative assessment test for Special Education students. Because we are a Title 1 school and receive federal funding, we must use student data in our evaluation process. Our data does not negatively impact our teacher evaluations. Teachers get to pick the data that is used by creating their own Smart Goals.

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

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

1. Resignation

Superintendent Goguen announced she had received a resignation from Sarah Russell, PT Art at HHES.

**MOTION** made by Mr. James Kingston to accept the resignation of Sarah Russell with regrets. The motion was seconded by Mr. Jeff Salmonson. All members were in favor. No members opposed. Motion passed 4-0-0.

2. Co-Curricular Recommendation

Superintendent Goguen stated she would like to recommend Wanda Martins as the BMS Yearbook Advisor.

**MOTION** made by Mr. Jeff Salmonson to accept the Wanda Martins as the BMS Yearbook Advisor. The motion was seconded by Mrs. Tara Sousa. All members were in favor. No members opposed. Motion passed 4-0-0.

3. Paraprofessional rate change

Superintendent Goguen stated she needed to discuss a rate change for a current paraprofessional.

Mr. Jeff Salmonson stated this should go to Non-public.

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

1. Pipeline Letter
2. 1<sup>st</sup> draft of the FY17 budget
3. RSA on public recording/taping
5. Building trades trustee information

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

**MOTION** made by Mrs. 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 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 Salmonson, yes; Tara Sousa, yes; Earl Somero, yes. The vote was unanimous.

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

**X. Adjournment**

The School Board Chairman adjourned the public session of the meeting at 7:15 p.m.

Minutes respectfully submitted by Maureen DeGrenier, Executive Assistant.

PUBLIC SCHOOL BOARD MEETING MINUTES – Post non-public school board meeting for October 19, 2015

Mascenic Regional School District/SAU #87

Location: SAU #87 Office, 16 School Street, Greenville, NH

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

At 7:45 PM the board re-enters the Public Mascenic School Board Meeting

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) compensation.

Jim Kingston made a motion to “seal the nonpublic meeting minutes for October 19, 2015 for perpetuity”. Jeff Salmonson seconded the motion. All in favor of the motion, none opposed, no recusals; motion passes 4-0-0.

At 7:59 PM Jim Kingston made “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.