

Approved 11/16/15

# Mascenic School Board Meeting Minutes

## Curriculum/Instruction

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

11/2/2015

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

Attendance: Earl Somero, Chairman, Jim Kingston, Jeff Salmonson, Tara Sousa, Ruthann Goguen, Superintendent, Marion Saari, HHES Principal, Tom Marshall, MRHS Principal, John MacArthur, BMS Principal, Cheryl Newsham, SpEd Coordinator, Melissa Vinal, Curriculum Coordinator, Matt Ballou, IT Director, Gary Somero, Facilities Director, Maureen DeGrenier, Executive Assistant, various community members.

Chairman Earl Somero called the meeting to order at 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

N/A

Date/Time Next Meeting: 11/16/2015 - 6:00 p.m.

Correspondence

N/A

Review/Approval of 10/19/2015 Minutes

Mr. Jeff Salmonson stated on Page 1 under Organization to change his name to Earl Somero who asked for the correction with the previous minutes.

Ms. Tara Sousa commented that in the Superintendent Report that the word shocked be changed to surprised; under the IT Report that the following be added to the end of the statement--after not trying to put together a showy production--so I would wonder if it would work with no one manning the camera.

Ms. Sousa also requested that in the Facilities Report, the clerk add the last name of Buxton following Mindy in regards to the New Ipswich Recreation Department meeting.

**MOTION** made by Mrs. Tara Sousa to approve the minutes of October 19, 2015 as corrected. The motion was seconded by Mr. Jeff Salmonson. All members were in favor. No members opposed. Motion passed. 4-0-0.

Mr. Jeff Salmonson asked to include the continuation of minutes from the Non-public session with the current minutes. The Board concurred.

## **2. 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 you see. She was pleased to announce that one of our student's won the Monadnock Ledger high school student essay contest. There was a small showing of parents at Safety Information night. I would like to publicly thank Sean Cavanaugh of the New Ipswich Police Department for presenting this information. On the same evening we had our Title 1 Parent Meeting, and it was a big success. NHDOE was here and conducted a SpEd onsite visit. The DOE will be giving a full report at a later date. This week NHDOE will be here for an onsite visit for our Title 1 program. They would like to interview a School Board member at 12:45 p.m. on Thursday at HHES. Mr. Earl Somero stated he would be available.

Our SAT assessment for Smarter Balanced is scheduled for March 2nd with a make-up date of April 12th. There is a \$11.60 fee for the writing portion. The State encourages us to pay this for our college-bound students.

Our students will be participating in the Special Olympics bowling tournament this weekend. We have scheduled suicide prevention training for our Guidance Counselors, School Psychologists, and Assistant principals on the November 10<sup>th</sup> in-service day.

3. Student Services - Tom Kelly

Superintendent Goguen stated that Mr. Kelly's report is on Eduportal. We had a SpEd audit and 15% of our files were found to have systematic errors. The Superintendent, the Department of Education, our Special Education Coordinator and Director of Student Services will meet next week and they will be presenting all the findings.

Mrs. Tara Sousa asked did the NHDOE Review looked at 100% of records or did they take a sampling. Superintendent Goguen stated a random sampling. Mr. Jeff Salmonson asked is 15% unusual? Superintendent Goguen said I would say yes. The NHDOE gives their report within 30 days.

4. High School Principal - Tom Marshall

Mr. Tom Marshall stated that his report is on Eduportal. I would also like to report that the number of discipline incidences entered into student management is down 58% from last year. I would like to give our Assistant Principal a good amount of credit for that.

5. Middle School Principal - John MacArthur

Mr. MacArthur stated his report was on Eduportal and the Board corrected him that it was not. Our soccer teams were victorious in Division 4. Mr. MacArthur had just received word that our Lady Bulldogs Volleyball team lost to Epping in the finals. The staff cheered on the team before they left the school today. A huge congratulations to all our Fall teams on their accomplishments.

Our in service day on October 9<sup>th</sup> our staff reviewed Smarter Balanced Assessment and Necap data. We are developing strategies to help our students across the curriculum. The data team/team leaders will take a closer look at this on Thursday. We are looking at a process to make sure kids are where they need to be at. Parent/teacher conferences are scheduled for Nov. 9<sup>th</sup> from 3-6 p.m. and Nov. 10<sup>th</sup> from 8-12.

Red Ribbon week wrapped up last Friday. We sponsored a wear Red day for staff and students. We had activities on what it means to be drug free and students and staff gave testimonials on living a healthy lifestyle.

The dental van visited BMS. I am happy to announce that 31 students were able to receive dental care, and 14 of the 31 were referred for additional work. I would like to give a big thanks to Emily Baker for helping organize this.

We held a surprise pep rally and all of our Fall teams were recognized. Large amount of our staff had pom poms and were chanting cheers for our kids. This was a big morale booster for our students. I want to thank Karyn Veaser for helping organize this event.

The NHDOE is visiting BMS on the 5<sup>th</sup>.

6. Elementary School Principal - Marion Saari

Mrs. Saari stated her report is on Eduportal. The Halloween parade was on Friday at HHES. It was one of the best showing for parents. The kids did a great job. Everyone had a lot of fun.

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

1. School Board Pipeline letter

Mr. Jim Kingston asked for this to be put on the agenda. Mr. Kingston stated that he had hoped that the Chairman would bring this letter to the board before it was mailed out. Mr. Somero responded that after the School Board Meeting, he realized there was a deadline to submit the communication. The letter was written and prepared for signatures.

Mr. Jim Kingston stated that he was disappointed in the language on the second page. All Board members had a strong opinion that we disagreed about the pipeline. The second page approves the pipeline as long as they meet criteria stated in the letter. Mr. Jim Kingston stated that he is disappointed in the letter.

Mr. Jeff Salmonson recollected that the letter be reviewed by the school board before it was released, and that all school board members sign before it was sent out. There was a consensus that you bring it to a School Board meeting to review. Mr. Salmonson is concerned that the Chairman is acting outside the authority of the School Board. This is a specific case, and I don't want to see this become a pattern.

Mr. Earl Somero stated let the minutes reflect that I stand corrected.

Mr. Jim Kingston stated that he would like to prepare a more strongly worded letter. Mr. Earl Somero asked if any other members be on that committee. Mr. Jeff Salmonson agree that he would be on that committee.

## 2. Building Trades Trustee Information

Mr. Earl Somero is researching the materials left over from the building trades program, and how we can properly disposition these materials. Mr. Somero is finding the origins of the building trust program with the trustees. He is currently working on it and will report to the Board at the next meeting.

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

### 1. Facilities Use Waivers

#### a. Granite State Flash

The SAU received facility use forms and insurance binders from Granite State Flash. They are requesting a waiver. Mr. Gary Somero stated that it would be no cost to the District as they are only requesting use of our track. However, if the weather is bad, they may ask to use the Tech Building which would be a minimal cost of \$68.

**MOTION made by Mr. Jim Kingston to accept the facility use waiver for Granite State Flash. The motion was seconded by Mr. Jeff Salmonson. All members approved. No members opposed. Motion passed 4-0-0.**

b. New Ipswich Recreation Basketball

Mr. Jeff Salmonson asked if all items were addressed and resolved with the Recreation Department. Mr. Somero stated that Mindy Buxton came to the SAU and met with Superintendent Ruthann Goguen, Mr. Glen Waring, and himself. The Recreation Department changed their hours for gym usage so that there will not be overlap between school teams and the recreation basketball program. Mr. Somero stated that he thinks we have a good handle on crowd control and bldg. control. There is a clear line of communication, and the SAU is communicating with Mindy Buxton directly.

Mr. Jim Kingston stated that the only thing missing from the form is the anticipated cost. Mr. Gary Somero stated that the approximate cost is \$1600 for the waiver amount.

Mrs. Tara Sousa asked is there a resolution on the clean up issues? Mr. Somero stated that since there is no overlap between the two groups, the custodians will check the area once one program leaves.

Mr. Somero stated that he is waiting on a request for BMS use as well, but he has not seen the form yet. HHES rec is the only one that has been filed at this time. Mr. Somero stated that the BMS facility use waiver will also be a fee at another time, and will need approval for their usage.

Mr. Jeff Salmonson stated that the board is waiving the fees, and we will need to see what the estimate is. Mr. Gary Somero stated that the Recreation Department has changed the hours so I need to look at what they have given me. The Rec Department hopes to start on the 17<sup>th</sup> of November. Superintendent Goguen stated that form says the 16<sup>th</sup>.

**MOTION was made by Mrs. Tara Sousa that we accept facilities use waiver for HHES for NI Rec basketball. The motion was seconded by Mr. Jim Kingston. All members were in favor. No members opposed. Motion passed 4-0-0.**

2. First Draft of the FY17 Budget

Superintendent Goguen started by thanking her Administrative team for their hard work on the budget and proceeded with her powerpoint presentation.

Based on our strategic planning meeting, I went to my Administrative team and asked them to come back with a lean budget for FY17. The FY17 budget we are presenting has expenditures down by 4.5% from FY16

Mr. Jim Kingston asked when we can expect the projections to be “real” numbers not anticipated. Mr. Glen Waring responded that we know all the financial numbers with the exception of health insurance cost.

Mr. Jim Kingston asked about the \$22k facilities use waiver in the budget. Is some percentage of that for custodial services? One of the reasons for putting this into a warrant article is to make the taxpayer decide and be aware of what the District is spending. Mr. Jim Kingston asked have the reductions been taken out of the individual budgets. Superintendent Goguen responded, yes, that all budgets were reduced. Mr. Gary Somero stated that custodial services are not used on the weekend events.

Ms. Tara Sousa stated she had concerns of putting a warrant article on for the voters to decide on facility use waivers. The voters can say no, and it takes away the Board’s ability to say “no” to waive something we believe is important. No is no. We would have to change our fee structure and not appreciate the intent of the voters. I feel that it would tie the hands of the board, and we are looking at a very close split among the voters. I wouldn’t want very important programs for our students to suffer. That is my concern.

Mr. Earl Somero stated after looking at all the detail that you covered, I want to commend you and your staff for reducing the budget on the first go around. The format looks more readily understood.

Mr. Jeff Salmonson wanted to weigh in on \$22k maintenance warrant article. Can we put together a better description on what this item is. Do the voters want the towns to pay for the youth programs or the schools to pay for the programs? With the pressure on us from last year’s vote, I would like the voters to understand these components.

You stated there was a 4.5% decrease. I don’t know how we got to these reductions with equitable aid, School Building aid. What changed? Mr. Glen Waring stated the first page is revenues. The second page is expenditures. The line item detail of the entire district budget. Mr. Jeff Salmonson asked is this something I can stop by and discuss with you? Mr. Glen Waring stated yes.

Mr. Jim Kingston stated that our transportation contracts are up this year. This is certainly something that I would hope that we would go out and bid before deciding on the budget.

Mr. Jeff Salmonson said during the strategic planning budget session we discussed a lot of options, even closing schools. What was the final analysis on that option?

Superintendent Goguen stated that we looked at FY15 actuals first because we saved approximately \$750k there. We wanted to capture our savings first. We reached this number and didn't need to look at staffing or closing BMS. We estimated a \$600,000-800,000 savings with closing BMS last year, but I would recommend that a committee be formed if the School Board chooses to close a school. We didn't start with those drastic changes. Mrs. Goguen stated the one thing that has been very helpful, is we went through a whole year with very little line transfers. It gave us a great base on what we really spent.

Mr. Jeff Salmonson stated that he is a proponent of reducing line item transfers. It was beneficial. Superintendent Goguen stated it was beneficial and what the auditors recommended. When you transfer money in and out of line items with frequency, you can't understand where it is being budgeted and spent. FY15 budget was a great starting point. Mr. Jeff Salmonson asked if we were maintaining the educational programs that we currently have with the reductions in the budget. Superintendent Goguen stated yes.

Mr. Earl Somero stated very well done. This is a great beginning.

Mrs. Tara Sousa stated this is a good number. It is exciting. We may want to look at the warrant articles. In 2014 one of the warrant articles was the two-year teacher contract with raises. We are in a re-negotiating year.

Mr. Jim Kingston stated I don't think the tax payers can complain of \$866k lower. I am concerned when I see \$300k lower in the regular ed program. It has to be cutting somewhere. If there were identified savings from previous years' budgets, I would certainly like to see where we are cutting, and what educational programs have been cut.

Superintendent Goguen stated a number of different line items that were rolled from year to year. It was money that was not necessarily spent according to line items. We really looked at the actuals this year. We put a priority around curriculum and instruction.

Mrs. Tara Sousa stated that some of it has to do with attrition.

Mr. Jeff Salmonson stated If the school board chooses to not put that in a warrant article for facility waivers, then we will have to put some funds in the budget to cover waivers.

Mr. Jim Kingston stated that he thought Jeff has the right mix in what he said. It is valid to go to the towns' people and say how is the town going to pay for this or is the school going

to pay for it. By limiting the waivers for extracurricular and town Recreation Dept, it still provides us with the flexibility to waive robotics club. The town programs tend to be big hits in our budget because there are lots of kids involved. In the end it is a wash for the tax payers. I think it is important for them to understand that this is a school budget item that we are taking on voluntarily.

Mr. Earl Somero made a comment that the town could look at us and bill us for SB2 meetings, voting meetings. Mr. Jim Kingston responded how would they bill us for us letting them use our facilities? Mr. Earl Somero questioned could we bill them for the use of our facility?

Mr. Jeff Salmonson said he has heard Mindy Buxton say that BMS have used the Recreation fields and the town could state that they take care of the fields. I believe the schools put a lot of effort into those fields.

Mr. Jim Kingston said I think that when you look at electricity, the use of our facilities is greater than the care of the fields.

Mrs. Tara Sousa stated that I think the greater risk is to the Greenville students. Those buildings don't exist in Greenville. If Greenville, had to create its own programs, most of the waiver fees would end up in registration costs, and I wonder if they would still allow both towns to participate in the programs.

Mr. Jim Kingston asked do we want the Selectman to put together a warrant article together that covers facility use waivers?

Mr. Earl Somero stated thank you again for your efforts.

### 3. RSA on Public Recording/taping School Board Meeting

Superintendent Goguen stated that she asked the IT Director to gather some information. There is a handy question and answer sheet and the regulations on RSA 91.

Mr. Jeff Salmonson said he found that if it is a district sponsored effort, then records need to be kept. But if it done privately there are no such restrictions.

Mr. Jim Kingston stated I disagree. We are not required to keep any of these records. I can easily say to record these and put them out for the public to look at. As soon as the minutes for the meeting have been approved, we are going to delete the recordings. The right to know states "not required to have the AV, and we do not need to keep them permanently."

Mr. Jeff Jalmonson stated that under the RSA you need to keep the records for as long as the building is existence. Mr. Jim Kingston stated it is not an official record. The minutes are the official record.

Mr. Jeff Salmonson asked that we get some legal advice on that before proceeding.

Mr. Jim Kingston stated the minutes are the record; as long as we have the recording we can provide under a RTK request. Can we make a policy that we will post recordings for one month or until minutes are approved?

Mr. Jeff Salmonson stated he read it differently. I would ask for input from our attorney on a district recording. How long it needs to be kept. Superintendent Ruthann Goguen stated they are subject to the RTK law.

Mr. Jeff Salmonson asked what is the purpose of recording? Mr. Jim Kingston stated the purpose is to put our meetings out there, that can be downloaded by community members. It puts transparency out there, and community members may get involved in the schools more. For our own reference, we can go back to the tape and make sure they are correct.

Mrs. Tara Sousa asked is the storage space feasible, if we had a link on the website does it take up a lot of bandwidth? Is it possible to stream from our website?

Mr. Jim Kingston stated not stream it but put a MOV file and let them download. Mr. Ballou stated I will follow the Superintendent and Board's instructions.

Mr. Jim Kingston said we need to decide which direction to go. I am certainly willing to ask council what our responsibility is for the recordings, not the public minutes. Sounds like from a technology standpoint it is very doable. Single camera on a tripod and audio cables is low cost. Anything we can do to pull back the veil and make things more available and transparent to the public is a good thing.

Ms. Tara Sousa said if we make it available to the public, would we be able to track how many viewers click on it? Is it cost effective and does it accomplish what we want to do by being out there.

Mr. Jim Kingston said I would support a couple hundred bucks in audio cables for hardware out of the School Board budget.

Mr. Jim Kingston suggested to ask the question of legal counsel in order to gain solid legal advice. What is the consensus of board? Mr. Jeff Salmonson stated I am not adverse to having it out there, I just want to make we cover all our legal bases first.

## **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.

Julie Lampinen, New Ipswich

Is there a reason why we are doing Finance/Facilities on Curriculum and Instruction night? Last meeting we spoke about Smarter Balanced Assessment Data on Finance/Facilities night.

Mrs. Tara Sousa stated that we are not talking about facilities except waivers which have a timeliness to them.

Mr. Earl Somero stated that when things are available to discuss, we take it when we can get it.

Jen Sikkila, New Ipswich

In regards to the Budget, the taxpayers are going to question if there is one account that has a large item in it. You may want to itemize areas that have big chunks of money in them.

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

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

### 1. Elementary Art Teacher Recommendation

Superintendent Goguen recommended Ms. Heather Stirnweis for the .8 Art Teacher position at HHES.

**MOTION** *made by Mrs. Tara Sousa to accept Heather Stirnweis as the .8 HHES Art Teacher. The motion was seconded by Mr. Jeff Salmonson. All members were in favor. No members opposed. Motion passed 4-0-0.*

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

N/A

## **9. 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 Mr. Jeff Salmonson. Roll call vote: Jim Kingston, yes; Jeff Salmonson, yes; Tara Sousa, yes; Earl Somero, yes. The vote was unanimous.*

## **10. Adjournment**

The Public portion of the School Meeting was adjourned at 7:22 p.m. by Chairman Earl Somero.

Minutes respectfully submitted by Maureen DeGrenier, Executive Assistant.