

**GOFFSTOWN SCHOOL DISTRICT
GOFFSTOWN SCHOOL BOARD MEETING
Goffstown High School – Library - 27 Wallace Road, Goffstown, NH 03045
Monday, May 1, 2017 – 7:00PM**

School Board Members: Steven Dutton, Reta Chaffee, Ginny McKinnon (arrived @ 7:16), Heather Trzepacz, Dan Cloutier, Jenelle O'Brien, (Kristie Curtis, Dian McCarthy, Lorry Cloutier excused absence)

Administration: Brian Balke, Superintendent, Ray Labore, Business Administrator, MaryClaire Barry, Assistant Superintendent, Randy Loring, Facilities Director, Wendy Hastings, MVMS Principal

Steven Dutton called the meeting to order at 7:05pm.

Approval of the April 17, 2017 Meeting Minutes – Heather Trzepacz motioned the approval of the April 17, 2017 meeting minutes, seconded by Reta Chaffee. Vote: 4-0-1 (Dan Cloutier abstained) - Motion Passed.

Correspondence: September-April 2016-2017 Monthly Teachers/Nurses Substitute Data Sheets; Weekly Teacher/Nurses Substitute Data Sheets for w/e 4/7, 4/14 and 4/21; 2017 GHS Graduation Invitation

Good News/Commendation: Kathy Sargent Reporting for GHS: I was a great vacation.

Public Comment – Barbara Dexter inquired as to the total number of children that will be attending the MVMS SPED summer school program. Mrs. Dexter stated that she was concerned that a large number of students would tax the facility and the playground equipment. Mrs. Dexter stated that there were inequities in the use of the playground equipment. Abby Dexter stated that the older children are not allowed to play on the playground equipment because the younger children needed it. Ms. Dexter stated that things changed in the past two years and she no longer likes going to the program. Mrs. Dexter commented that the children have lost everything at the MVMS Summer Program. The Board thanked Mrs. Dexter.

Policy Review Committee Report – Steven Dutton Reporting: The next PRC meeting is Monday, May 8th @ 5:30pm @ SAU Central Office.

Planning and Communications – Reta Chaffee Reporting: The Board Retreat and school board meeting is June 19th at St. As and starts at 3:30pm. Breakfast will be served to all Goffstown School District Faculty in their respective schools in observance of Faculty Appreciation. The next P&C Meeting is May 15th @ 6:15pm @ GHS Library.

Curriculum and Education Report – Reta Chaffee Reporting: The next C&E meeting is May 8th @ 7:00pm @ SAU.

A&F Committee Meeting Report – Dan Cloutier Reporting: *Dan Cloutier motioned the approval of the May 1, 2017 manifest for \$1,103,680.78 seconded by Heather Trzepacz.* Dan Cloutier highlighted the over \$5K invoices.

Major Items: 4/27 Payroll/Taxes/Benefits; HealthTrust: 125 Plan Contributions; TSA Consulting: 403b Contributions. **A/P Activity SPED:** Lighthouse School: April Services for 1 student; Safeway Transportation – April in-district, March out-of-district, March Monitors; Spaulding Youth Center: April Services for 1 student; SERESC; Hearing and Speech Services for multiple students; Valley Collaborative (Contoocook School): March Services for 1 student. **General Expenses:** CMRS-PB: MVMS postage meter and account; Dead River: Fuel for all schools; Goffstown Truck Center: April Regular Ed Installment; Performance Food Services: Food Supplies; SAU#19: May Assessment. **Vote: 6-0-0 – All in Favor – Motion Passed.**

Superintendent Report: Brian met with Megan Bizzarro, Gerri St. Gelais and Dianne Macon of Goffstown Network Volunteers to review/discuss the Weekend Food Program for Children at Bartlett Elementary School which is going very well; Megan Theriault is being awarded the Northeast Recycling Award at the 36th Annual Northeast Recycling Conference; The extended school day was uneventful - the attendance was solid with no late arrival; Brian stated that parents are voicing concern regarding exposure to ticks at the ballfields. Brian, Randy Loring and Steve

Fountain are working to address the issue. Coaches will be talking to the children about tick prevention tactics; Heather Trzepacz thanked Brian for sending out a message to all parents regarding the extended day - early arrival.

Maintenance & Custodial Staffing Analysis & Recommendations - Randy Loring Addressing: Randy reviewed 2016-2017 current staffing levels, schedules, areas of responsibility, current cleaning standards, infrastructure including supplies and supply ordering process, equipment needs, facility usage, management of facility usage, work order, preventative maintenance tracking and contracted services. Findings were that the individual assignments for each staff member have not been based on any measurable or prescribed calculation relative to industry standards. Randy determined that Glen Lake and Bartlett are slightly under staffed while MVMS and the GHS are slightly overstaffed as per Association of Physical Plant Administrators (APPA) standards. There are challenges with communication, expectations and consistency as well as obsolete and outdated equipment which limits the staff's abilities to do their work. Supplies have been revamped and continue to be monitored and evaluated. SAU Administration will continue to have ongoing dialogue about equipment needs. We are in the beginning stages of evaluating a new work order system that will allow better use and ability to analyze our facility usage, work orders and preventative maintenance. Randy recommended the following: increase staffing at both Glen Lake and Bartlett and decrease staffing at MVMS and GHS. APPA standards will be used when determining the new staff assignments. Randy also recommends creating a new custodial supervisor position providing consistency across the district. The supervisor will monitor, train and support staff in all buildings. The district will have a decrease in cost through attrition. The supervisor position will be funded by repurposing the district level custodian II position that will not be filled. *Ginny McKinnon motioned to follow Randy's recommendations with his staffing changes and supervisor for the high school, seconded by Heather Trzepacz. Vote: 6-0-0 – All in Favor – Motion Passed.*

MVMS Schedule Change –Wendy Hastings Addressing: Grade 5 - 6 Master Schedule reflects the feedback that was gathered from parents/students and staff over the last 3.5 years, the NE Association of Schools and Colleges (NEASC) and the NE League of Middle Schools (NELM). NEASC and NELM made recommendations regarding the efficiencies of our practices and when we created the master schedule, we took into account maximizing student instruction while ensuring the care of the whole child. We formed a scheduling committee, held Professional Development sessions with NELMS, conducted small group conversations with students, received department specific and full staff feedback, presented the master schedule to SAU Administrators and discussed the master schedule during the budget process. We gave a presentation to Maple Ave, Bartlett and New Boston Central School staff and held a Parent Night (May/June), Step up Day (June) and used social media and website to get the word out. The teams are now made up of two 3-person teams and one 2-person team. The 3-person team will consist of Math, Language Art and Social Studies/Science teachers, keeping 90 minute blocks for instruction. The 2-person team will consist of Math, Language Art and Social Studies/Science teachers. Academics will now include enrichment, intervention, homework completion, anti-bullying management and organization. All students are able to participate daily. Unified Arts is moving from a trimester schedule to a 3-day rotation for the year which will increase class time from 45 to 55 minutes daily and gain 600 minutes per subject per year. This is over 2 weeks of instruction gained from our current schedule in each Unified Art. Wellness is a combination of physical education and health, continuation of DARE Program. Students will no longer be pulled from "Team Time" to participate in the music program and they will have the choice from Orchestra (Strings), Chorus or General Music. The number of teams that offer performance based classes in each grade level will be based on the number of students who sign up. The master schedule includes executive function and pack-up time in Homeroom which will give 10 minutes at the close of the day for all grade levels. Recess and lunch by grade level remains the same as well as 90 minutes block for core content. The schedule change does not change the curriculum depth and heterogeneous grouping of students on teams. **Grade 7 - 8 revised Master Schedule** The schedule reflects the feedback that was gathered from parents/students and staff over the last 3.5 years, the NE Association of Schools and Colleges (NEASC) and the NE League of Middle Schools (NELM). These organizations made recommendations regarding the efficiencies of our practices and ensured MVMS is maximizing student instruction while ensuring the care of the whole child as we looked at the master schedule. A scheduling committee was formed and Professional Development sessions with NELMS were conducted. The committee conducted small group conversations with students and received department specific and full staff feedback. The master schedule was presented to the SAU Administrators, was discussed during the budget process and a presentation was made to Maple Ave, Bartlett and New Boston Central School staff, Parent Night (May/June), Step up Day (June), social media and the website are all forms that were used in getting the word out. Class time was increased Math, Language Arts, Science and Social Studies from 45 to 55

minutes a day which has gained us over 1800 minutes per core class per year. No changes were made in curriculum as we looked to increase depth of knowledge. Unified Arts was moved from a trimester schedule to a 7-week rotation which increased class time from 45 to 55 minutes daily. Currently, students are only offered Family and Consumer Science and Technology Education in either the 7th or 8th grade (not both), we separated Wellness and Physical Education and Unified Arts Courses are now for 7 weeks - Art, Technology Education, Family and Consumer Science, Physical Education, and Wellness - all courses are offered in both 7th and 8th grades. Academics includes enrichment, intervention, homework completion, anti-bullying management and organization and all students are able to participate daily. Content Literacy or Literacy - Music and World Language are moving to an "A", "B" schedule. Students will alternate days going to each class. Curriculum standard will not change in World Language and will align with GHS Year 1, French/Spanish courses. It will take 2 years for both the 7th and 8th grade students to complete the course. There are 3600 GHS class minutes for French/Spanish I and MVMS French/Spanish I as 4950 class minutes. Students who are not taking a World Language class will continue to take either Content Literacy or Literacy classes. Content Literacy is designed to develop academy literacy through reading and writing areas across core subject areas. Classroom instruction will address the critical elements in literacy instruction, vocabulary development and comprehension within the subject area. Students will have an opportunity to practice individual critical thinking skills and enrichment their content knowledge. Content Literacy is a pass/fail class. Literacy is designed to support students who are not proficient in reading. Students enrolled in literacy will be actively engaged in a wide spectrum of literacy strategies that enhance fluency, decoding, vocabulary, phonics and comprehension. This grades are aligned with the 7th and 8th grade ELA Program. Literacy is a graded classroom. All music classes will be built into the schedule opposite World Language/Literacy or Content Literacy so no student will be pulled from "Team Time". Students will be able to choose from Orchestra (Strings), and, Chorus or General Music and the number of teams that offer performance based classes in each grade level will be based on the number of students who sign up. The students gain instructional time in Music. Current there are 3000 minutes per year in instructional time for the Performance group. The new schedule has 4950 minutes per year in instruction time for the Performance group and MVMS continues to offer student try outs for after school Select Chorus or Jazz Band. At the close of each day, 10 minutes are allotted for all grade levels for executive function pack up in Homeroom. Students in the 7th and 8th grade will continue to have lunches with both grades represented. Team structure will stay the same (4-person teams). Schedule change does not change our curriculum depth, heterogeneous grouping of students on teams has not changed and advanced math classes for students who qualify will continue to be offered. The Board thanked Mrs. Hastings for her presentation and for explain the master schedule.

Heather Trzepacz and Ginny McKinnon commented that they were not aware of the master schedule change and were caught by surprise when parents approached them regarding the music change. Mrs. Hastings apologized for the lack of communication to the Board and stated that the conversation had started at the budget presentation. Mrs. Hastings stated that she was waiting for the budget election results and in hindsight, should have communicated the master schedule change to the Board at that time. Mrs. Hastings stated that the catalyst for making the changes was due to overlapping schedules in team time. Each team made up their own schedule which resulted in complicated schedules. It was noted that the change in the master schedule actually increased music time. Reta Chaffee commented that the master schedule change was a major undertaking and it was unfortunate that there was confusion. Mrs. Hastings stated MVMS will hold Parent Night in April at which time the parents will receive the information in a timely manner. Mrs. Hastings stated that a video link will be sent to both New Boston and Goffstown parents.

Unreserved Fund Balance Review: Ray Labore provided a summary of the May Unreserved Fund Balance. The district picked up \$39K expenditure budget side in May. The projection was \$39k less than the previous month and which was offset by a \$20K reduction in revenue (Medicare Reimbursements). Based on current information we will land at just over \$300K versus \$325 as earlier forecasted resulting in a \$19K increase in the unassigned fund balance as we move closer to year end.

CIP Discussion - Ray Labore Reporting: Ray presented a summary of the CIP process and schedule. The review focused on proposed 2018 projects. A number of technology projects schedule in the 2020-2023 timeframe are candidates for ERATE funding. The Board will have 2 weeks to evaluate and develop discussion points and final approval will be requested. The Goffstown CIP Committee submission date is May 22 with a formal presentation to the town's committee on June 1, 2017.

Martin Luther King Day – Brian Balke will Addressing: Superintendent Balke reviewed the New Boston School Board’s request to hold school on Martin Luther King Day in 2018 and requested the Board’s approval and authorization to revise the 2017-2018 school district calendar. Brian stated that a school-wide focus on Civil Rights would be planned on that day. Ginny McKinnon commented that most day care facilities are closed on MLK Day and that some teachers will have day care issues. Dan Cloutier stated that he is in favor of having school on MLK Day and the Board had many discussions about holding school on that day during the 2017-2018 school district calendar discussions however, the decision was made to not hold school on that day. Dan requested the minutes reflect that the Board discussed MLK Day and proposed discussions begin soon on the 2018-2019 school calendar which will give the Board a year and 6+ months to prepare to discuss the 2019 MLK Day. Heather Trzepacz agreed with keeping the 2017-2018 school district calendar as is but voiced concern regarding taking away another 3-day holiday weekend. Heather stated that the year the Board decided to take Columbus Day away, they also considered taking MLK Day away however New Boston had already planned on holding MLK Day as a holiday. Heather commented that she is undecided as 3-day weekends are nice to have and she would like to think about this in the coming year. **No change was made to the 2017-2018 school calendar regarding MLK Day.**

GHS Drainage Project Contract Overview – Ray Labore Reporting: John Neville was awarded the GHS Drainage Project which included the pond excavation and stream channel work for \$657,573; new entry and exit roadways for the rear parking lot for \$46,725 and the rear road improvement and widening for \$107,762 – Sub-totaling \$812,060. The ADA Walkway remains an open item with a bid price of \$111,450. An alternative proposal was submitted by John Neville for \$83,692. A change order to the Neville contract is recommended. **MVMS Field Walkway and Stair Replacement** –Replacement of the MVMS baseball and soccer playing field landscape timber stairs and walkway is needed due to safety hazards. John Neville responded to a standalone RFP for the installation of a stairway to the MVMS baseball and soccer playing fields as designed by Stantec with an estimated project price in excess of \$235,000 which included custom stair treads, handrails, and lighting. The project was tabled due to the cost. A re-design and alternative proposal was submitted by John Neville which included standard cast steps and rails with no lights for \$134,638. This is a significant cost reduction which resulted from the re-design. The contractor is already mobilized at GHS for drainage project which is a cost savings. A change order to the Neville contract is recommended. Administration recommends the Board authorize a change order to the Neville contract for both change orders which will include the MVMS stairway/walkway to the baseball field at a cost of \$134,638 and the GHS ADA Walkway at the reduced price of \$83,692. **Ginny McKinnon motioned to accept the contract price for the ADA walkway and MVMS stairway to the baseball field from John Neville as quoted, seconded by Jenelle O’Brien. Vote; 6-0-0 – All in Favor – Motion Passed.**

Board Authorization for Administration to Act on Commodity Bids During Summer Months – Ray Labore Reporting: Tabled

Non-Resident Parent Requests: Will be discussed in non-public session.

SCHOOL STAFFING:

Notification:

Track Change (Effective September 2017)

Andrea Lafortune.....Bartlett.....B +15 to B + 30

Change in Assignment:

Jaclyn LewisMVMSFACS to 5/6 ELA

Approval(s):

Teacher Resignation (Effective 6/30/17):

Brandon StumpfMVMSTeacher-Art

Nominations:

Teacher Nominations (2017-2018):

Micaela DarmodyMVMS.....Health/PE

Reta Chaffee motioned to accept the resignation of Brandon Stumpf and the nomination of Micaela Darmody, seconded by Heather Trzepacz. Vote: 6-0-0 – All in Favor – Motion Passed.

OTHER BUSINESS THAT MAY LEGALLY COME BEFORE THE MEETING: Governor Sununu recently signed HB329 which allows municipalities and school districts who re-scheduled the voting day, to hold a public hearing to ratify the votes. The Board of Selectmen has scheduled their public hearing for Monday, May 8th. The Superintendent recommends the school board hold a public hearing on May 15th @ 7:00pm followed by the regularly scheduled school board meeting. Superintendent Balke commented that we want to make sure that the voted CBA contract is solid and in place and that there is no legal challenge potential. Dan Cloutier commented that the members who are voted in are ratified, confirmed and legalized and have no bearing on the elected individuals, and other items such as the budget and the CBA would fall under this category. Dan added that if this Board chose to not hold a hearing, there is nothing to do. There is no time limit if someone was to have a legal challenge regarding the budget and CBA. Should there be a challenge, this Board could hold a public hearing at that time. Dan provided a history of the legislation. In order for a municipality to pass a bond, a 2/3 majority vote is needed otherwise, the bonding agents would not sign off and the projects would not go through. This legislation gave the governing body the opportunity to legalize it so that there was some guarantee that the bond would be paid. Dan is not in favor of going forward with a public hearing. Ginny recommends moving forward with a public hearing to insure the school district is covered. Steve Dutton commented that the public hearing is a small investment to have and the town is also holding one. ***Ginny McKinnon motioned to have a public hearing at the next school board meeting along the lines of HB 329 provisions, Jenelle O'Brien. Vote: 6-0-0 - All in Favor. Motion Passed.***

NON-PUBLIC SESSION RSA 91-A:3II (c)*Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant.*

Dan Cloutier motioned to enter into non-public session at 9:15pm pursuant to RSA 91-A:3II(c) seconded by Heather Trzepacz. The Chair took an individual voice poll. Vote: 6-0-0 – All in Favor – Motion Passed

Dan Cloutier motioned to leave non-public session at 9:40pm seconded by Heather Trzepacz. The Chair took an individual voice poll. Vote: 6-0-0 – All in Favor – Motion Passed.

Dan Cloutier motioned to seal the non-public minutes pursuant to FERPA Laws, seconded by Heather Trzepacz. Vote: 6-0-0 – All in Favor – Motion Passed.

Heather Trzepacz motioned to adjourn the meeting at 9:41pm, seconded by Reta Chaffee. Vote: 6-0-0 – All in Favor – Motion Passed.

Respectfully submitted by,
Denise F. Morin, Recording Secretary