

**GOFFSTOWN SCHOOL DISTRICT
GOFFSTOWN SCHOOL BOARD MEETING
Goffstown High School – Library - 27 Wallace Road, Goffstown, NH 03045
Monday, March 20, 2017 – 7:00PM**

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

Administration: Brian Balke, Superintendent, Ray Labore, Business Administrator

Call to Order: Dian McCarthy called the meeting to order at 7:01pm.

Dian McCarthy stated that due to the election postponement, we are in the recount period and the Board will conduct business as usual. The Board's organization meeting will be April 3rd.

Approval of the March 6, 2017 Meeting Minutes – Dan Cloutier motioned the approval of the March 6, 2017 meeting minutes, seconded by Heather Trzepacz. Dan Cloutier requested that future A&F Committee Reports reflect that the highlights of the over \$5K expenditures were reviewed. This statement will be reflected in the March 6th meeting minutes. **Vote: 7-0-0 - All in Favor - Motion Passed.**

Correspondence: Tree Cutting Letter to Abutters. A thank you letter to Goffstown Hannaford for their \$2,500 donation and gift certificates presented to all 5 Goffstown schools on February 4th. An invitation to view Art Ferrier's "Seeing Italy" photography exhibit at Gallery Z in Lowell, MA. Teacher Substitute Reports. Great news from Maple Ave - Lily MacDonald participated in a NH Fire and Life Safety coloring contest and won a spot in the 2017-2018 NH Fire and Life Safety Calendar. The 2017 NHSBA School Boards' Member Orientation & Chair Workshops is May 3, 2017.

Jacob Borges Reporting for GHS Students: The Blood Drive is this Friday and NHS students will be running the event and walking students safely back and forth from the school. Spring sports are starting up and many tryouts are being held in the next couple of weeks. Students and coaches are looking forward to the season. Junior SAT's are coming up and freshmen and sophomores will be participating in quiet events at the school while the seniors will attend the theatre production of "The Tempest" at St. A. The winter semi-formal was postponed due to inclement weather and will be held in a couple of weeks. Peer Outreach is holding a fundraiser for their ever-supportive club.

Ginny McKinnon Reporting: Ginny congratulated the Boys' Basketball team on a job well done. Ginny also thanked the voters for the election outcome and congratulated Kristie Curtis on her re-election.

Heather Trzepacz Reporting: Thank you to the Goffstown Police Department for their presence at Maple Ave School. It was noted by many and will hopefully be a reminder of the parking/no parking areas on school grounds.

Dian McCarthy Reporting: Dian thanked GHS Student Ambassadors for their participation in welcoming the incoming 9th graders. The Ambassadors provided the in-coming students with great information.

Public Comment – None

Policy Review Committee Report – Lorry Cloutier Reporting: 1st read policies: BEDG – Minutes – Removed incomplete RSA reference with the correctly worded RSA, added regulation reference information; **BEDG-R – Access to Minutes and Public Records –** Used NHSBA Model Regulations, amended the 1st sentence and added the policy reference information; **IHBCA – Pregnant Students –** GHS Administration reviewed the policy and added a 3rd paragraph; **IMDA – Patriotic Exercises:** added a sentence to the 3rd paragraph and added and re-ordered the legal references; **Policy AD – Philosophy of the Goffstown School District –** PRC proposed revised language. Dan Cloutier requested the PRC Committee review **Policy BEDG – Minutes** and add policy language that would keep the policy as current. Lorry Cloutier suggested the following language "following the law as currently stated."

Planning and Communications – Reta Chaffee Reporting – next meeting is 4/3/17 @ 6:15pm @ GHS - Library

Curriculum and Education Report – Ginny McKinnon Reporting: Gary Girolimon reviewed the improvements to both school districts since the Dark Fiber installation. Dark Fiber has unified both school districts, transitioning MVMS student records are now electronically received, purchasing efficiency has improved and both school districts see cost savings since the installation. NHTI students have been hired to intern this spring. The students work for free and there is always a great exchange of ideas. Gary received a security grant that enabled the school district to purchase important equipment that enhanced our social media and security plan.

Joyce Lewis presented a draft of a revised Career Guidance and Counseling Plan. Minor revisions were made to align with ASCA Standards. Revisions will be reviewed at the next board meeting. The next C&E meeting is 4/10/17 @ 7:00pm @ SAU Central Office.

Budget Committee Report - Dian McCarthy Reporting: The next meeting is 3/28/17 @ 6:30pm @ GHS - Library

A&F Committee Meeting Report – Dan Cloutier Reporting: Dan Cloutier reviewed the highlights of the over \$5K expenditures. *Dan Cloutier motioned the approval of the March 20, 2017 manifest for \$992,440.89, seconded by Heather Trzepacz. Vote: 7-0-0 – All in Favor – Motion Passed.*

Superintendent Report: The GHS DI Team placed 1st in the Regional Competition. Thank you Lissa Winrow et al for coordinating. The NH Science and Engineering Exposition (NHSEE) results are in: Behavioral Science: Arden Brennan – 2nd place; Physics/Engineering: Alyssa Leonard – 1st place and Alice Butcher and Christina Choquette 2nd place; Chemistry – Sarah Tadman – 2nd place. GHS students competed against students from St. Paul’s, Philip’s Exeter, Nashua North/South, Seacoast School of Technology to name a few. The annual All-State Music Festival is 3/30-31– 4/1- in Concord, NH. This is a repeat overnight trip with 16 students participating. The Board wished them well. The Southern NH Planning Commission meeting is Wednesday. The GHS Drainage Public Hearing is 3/28/17 at 7:00pm at the GHS – Library. Jo Ann Duffy will be the recording secretary. Thursday, April 13th is the tentative SAU Board meeting date. Board members requested consideration to changing the meeting date to April 11th. The SAU Board meeting will meet at 7:00pm in the GHS-Library. The 2017 NHSBA School Boards Member Orientation and Chair Workshop is May 3rd at the Center at Triangle Park (formerly LGC).

Angell & Company Financial Audit Report – Matt Angell Reviewed the following: Objectives: The objective of the audit is to obtain reasonable assurance that the district’s financial statements are free from material misstatements. **Primary Focus Areas of the Audit:** Bank accounts, debt, revenues, expenditures, property and equipment, related party transactions, materiality, accounting policies, management estimates, significant disclosures, internal controls, material weakness, significant deficiency, and control deficiency. **Results of the Audit had listed no noted material corrected misstatements, no noted unrecorded misstatements and no noted internal control deficiencies. Required Communication:** We are not aware of management consulting with other independent accountants and there were no disagreements with management. **Financial Analysis - Net Pension Liability:** This process is done for reporting purposes only - there is no tax impact. **Program Efficiency:** Program efficiency for the general fund (administration, operation and maintenance, and debt service), is consistent for the last 3 years with 80% going directly to education. Also reviewed: **Days Cash Reserve, Unassigned Fund Balance to Total Expenditures.** Matt reviewed the **Governmental Accounting Standards Board (GASB):** GASB No. 74 - Financial Reporting for Postemployment Benefit Plans Other than Pension Plans; GASB No. 75 - Accounting and Financial Reporting for Postemployment Benefits Other than Pensions; GASB Statement No. 78 Pensions Provided through Certain Multiple-Employer Defined Benefit Pension Plans; GASB No. 82 – Pension Issues; Re-examination of GASB Nos. 34, 35,37,41 and 46 – how financial statements are presented. Matt also reviewed **Enterprise Risk Management (ERM):** Review of the Components of Risk Management - Internal Environment, Objective Setting, Event Identification, Risk Assessment, Risk Response, Control Activities, Information, Communication and Monitoring,

Dan Cloutier inquired if Mr. Angell encountered any other school districts, in his many school district audits, who received no “management comments”. Matt shared that this was the only school district that did not have management comments and shared that the accounting department is unusually qualified. Dan Cloutier commented

that having received no management comments is Kudos to the accounting staff and administration for being open, honest, transparent and accountable. Ray Labore thanked Mr. Angell for conducting a smooth audit process and stated that the staff was happy to work with him. Ray also thanked Cory Izbicki for another successful year and for taking the lead in coordinating the audit preparation with the support of Judy Sheppard and Laura Taylor, staff accountants. Cory thanked Ray for his acknowledgement of his efforts and commented that his task was made easier by the support of both Laura and Judy.

Snow Day Discussion – Re-visited: There are 5 snow days to make up. Brian held a meeting with all four unions seated at the same table. A meeting was also held with MaryClaire, Kate, Brian and the principals, to review options surrounding snow days. As it stands, our last day of school will be June 23rd. Brian explained that the original proposal was to make up the 5 snow days by extending the school day. Time has passed since this option was discussed and in order to allow sufficient time to notify parents and make the logistical changes with the bus company, we now propose making up 4 days. Goffstown teachers are taking a vote of their membership this week or Monday the latest and Brian is open and receptive to their feedback. Brian shared that teachers have expressed their support of extending the school day. New Boston intends to move forward with the extended days even if Goffstown doesn't choose that option. Brian suggested the Board consider making a motion that is predicated on GEA 's approval to extend the school day which would allow us to make up 4 snow days beginning April 10th through the end of the school year. This would still allow the seniors to graduate on June 15th. Brian commented that we could still experience inclement weather which may mean additional days. At this point, Brian recommends modifying the calendar predicated on the GEA's support. The other three collective bargaining units are in support of this option. Brian shared that he would be communicating with the parents to give them enough time to prepare for the extended day. Brian shared that the March 14th Teacher Workshop Day was cancelled due to inclement weather and at this point we are planning for teachers to return after the last day of school. The 8th grade promotion is a significant factor. Brian has tasked Principal Hastings with looking into other options such holding the promotional exercise at GHS which will limit the tickets to 2 per graduate, using the GHS football field, St. A's football field or the SNHU field house if the GEA does not support the extended day. Brian feels strongly that the 8th grade MVMS students will not come back to school for 7 more days after receiving their certificates. ***Dan Cloutier motioned to approve the extension of the school day to make up 4 school days beginning April 10 if we receive the affirmation of the necessary approvals from the bargained units, seconded by Lorry Cloutier. Vote: 7-0-0 – All in Favor – Motion Passed.***

Ray Labore addressed the following items: Menu Items Review: Summary of Reserve Elements Constructed in May/June 2016: \$300,000 Starting Balance; \$25,000 – Board authorized for additional Athletics spending; \$296,700 – Board authorized for facilities related items; \$621,700 - starting Total Reserve Balance. Mr. Labore reviewed all school and district completed, open and new items leaving a \$161,406 Reserve Balance. **CIP Status:** The following CIP Items have been approved by Goffstown CIP Committee, Planning Board and Board of Selectmen. Funding Balance carry-over from Menu exhibit is: \$161,406. Maple Ave: Addition of Portable Classroom #110,00; MVMS: Service Road Reclamation and Striping \$210,00; GHS: Emergency Generator Installation \$150,000; Drainage \$1,100,515. Funding required for GHS Projects \$360,000. **GHS Drainage Project Status:** Project Elements: Stantec Engineering Services: \$54,958; Chuck Rose Tree Service: \$22,000; John Neville earth and road work: \$923,510; 10% Project Contingency \$100,047. Project Total \$1,100,515. Pond Excavation and stream channel work \$657,573; New Entry and Exit Roadways for rear parking lot: \$46,725; Rear Road improvement and Widening \$107,762; ADA Walkway \$111,450. Neville total \$923,510. Funding Status: 2.5% Contingency fund \$505,603; reserve (previously established share for FEMA Grant) \$275,000 totaling \$780,603. Shortfall of \$319,912 (assumes total project cost of \$1,100,515). Other funding sources available for offset: March Unreserved Funds Balance Projection \$608,124; Menu Items Residual \$161,406; Contingency Fund held by Trustees of the Trust Fund \$630,999. Available Funds \$1,400,529. **Modular Project Update – 4 Classroom Addition at Maple and 2 Room Addition at Bartlett:** There is available funding of \$935K (\$373,986 Impact Fees; \$561,000 First American Note). Total Aries Sub-Total Costs: \$714,000 (Bartlett: \$210,000 plus \$65,000 for installation; Maple Ave: \$351,000 plus \$88,000 for installation) and other project items of \$120,000. Subtotal for project as currently defined \$834,000, 10% Contingency \$83,400 – Total Project Cost \$917,400 – remaining funds available: \$17,586. There is additional work required such as work on water and sewer lines, fire alarm tie in, security removal and disposition of Bartlett Library, interior electricity hookup. Ray stated that there are available funds to cover completion of the project.

Appraisal: We received one response to the appraisal solicitation from J. Chet Rogers LLC Commercial Real Estate Appraiser who is certified and licensed to work in NH, Maine, Vermont and Mass. Credentials satisfy all the requirements in the RFP, upon internet search, we found no negative commentary, available to start on April 1st and committed to finish on May 26th. The firm will provide separate and complete appraisal reports for each school and will meet with the Board for Q&A session. Total fee is \$7,000 or \$3,500 per school. April 2012 appraisal from David Rauseo was \$6,460 for the same work product. Administration recommends engaging with J. Chet Rogers for the appraisal. *Dan Cloutier motioned to award the RFP for doing the appraisal of MVMS and GHS to J. Chet Rogers LLC. in the amount of \$7K, seconded by Ginny McKinnon. Vote: 7-0-0 - All in Favor – Motion Passed*

Election Results – Dian McCarthy thanked the voters for supporting the School District Budget and the Goffstown Education Support Staff Contract. Superintendent Balke also thanked the community for their support of the School District Budget and Goffstown Support Staff contract and are humbled and appreciative with the support of the community. Brian congratulated Kristie Curtis on her re-election. Brian commented that Board members give a lot of their time, energy and talent and it was nice to see others who also want to serve the community.

Residence Request (will be discussed in non-public session)

SCHOOL STAFFING:

Notification:

Observer (Winter 2017):

Nora Owens (James Madison).....GHS Occupational Therapy – J. Fournier

Approval(s):

Teacher Retirement(s) (Effective June 30, 2017):

Ray DumaisGHS Technology Ed.
Patricia FennerGHS Math
Maureen BrownGHS English
Denise Morris Maple 3rd Grade
Elizabeth Perkins MVMS Health/PE
Sandra Arnold MVMS 6th Grade- LA/SS

Ginny McKinnon motioned to accept the Teacher Retirements with regret and to enjoy your retirement with all our gratitude and best wishes, seconded by Heather Trzepacz. Vote: 6-0-1 (Dan Cloutier had stepped away from the table and abstained from voting upon his return) – Motion Passed

Teacher Resignation (Effective June 30, 2017):

Allison Siwacki.....Maple Avenue..... Grade 4

Reta Chaffee motioned to accept the Teacher Resignation of Allison Siwacki, seconded by Heather Trzepacz. Vote: 7-0-0 – All in Favor – Motion Passed

Teacher Non-Renewals – To be discussed in Non-public Session. Brian Balke stated that the non-renewals are for the completion of two one-year teaching positions that were known to end at the close of the school year.

Teacher Nominations (2017-2018):

For Current Staff See Attached

Christine Schwab Glen Lake Kindergarten
Maureen BrownGHS 50% English (One Year)
Marion AnnisGHS Biology

Reta Chaffee motioned to accept the three new Teacher Nominations along with those that are currently employed here, seconded by Heather Trzepacz. Vote: 7-0-0 – All in Favor – Motion Passed

Co-Curricular Sports:

Emily D’Agostino.....GHS Softball – Varsity 50%
Cristy Jenkins (n).....GHS Softball – Junior Varsity
Marissa Magarian (n).....GHS Softball – Junior Varsity Volunteer

Michael Battey	GHS	JV Lacrosse (boys) – Volunteer
Jon Lopez	GHS	Baseball Varsity – Volunteer
Collin Burke (n)	GHS	Baseball Varsity – Volunteer
Sean Colligan.....	GHS	Track – Varsity Indoor Volunteer
Brooke Simmons	GHS	Track – Varsity Indoor Volunteer
Cyndi Provost (n)	GHS	JV Lacrosse (girls) - GHS
Heidi Bourque (n).....	MVMS	Track - Spring, MVMS 50%

Ginny McKinnon motioned to accept recommendations for the Co-Curricular Sports Nominations as recommended, seconded by Heather Trzepacz. Vote: 7-0-0 – All in Favor – Motion Passed

OTHER BUSINESS THAT MAY LEGALLY COME BEFORE THE MEETING: The Chair requested Board members review the Sub-Committee Assignment sheet and confirm their choice at the next Board meeting.

NON-PUBLIC SESSION RSA 91-A:3II (a)(c) *The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. (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 8:57pm pursuant to RSA 91-A:3II(a) seconded by Reta Chaffee. The Chair took an individual voice poll. Vote: 7-0-0 – All in Favor – Motion Passed

The Superintendent brought forward 2 non-renewals. These positions are for the completion of (2) one-year teaching positions that were known to end at the close of the school year.

Dan Cloutier motioned to leave non-public session at 9:11 pm, seconded by Heather Trzepacz. The Chair took an individual voice poll. Vote: 7-0-0 – All in Favor – Motion Passed.

Dan Cloutier motioned to accept the non-renewals of the two individuals who are in the one-year positions as their positions are no longer available, seconded by Lorry Cloutier. Vote: 7-0-0 – All in Favor – Motion Passed.

Dan Cloutier motioned to enter 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: 7-0-0 – All in Favor – Motion Passed

Dan Cloutier motioned to leave non-public session at 9:38pm seconded by Heather Trzepacz. The Chair took an individual voice poll. Vote: 7-0-0 – All in Favor – Motion Passed.

Dan Cloutier motioned to seal the non-public minutes infinitum, seconded by Heather Trzepacz. Vote: 7-0-0 – All in Favor – Motion Passed

Dan Cloutier motioned to affirm the vote that was made in non-public session to reflect the Vote of 6-1-0 (Dian McCarthy opposed), seconded by Reta Chaffee. Vote: 7-0-0 – All in Favor - Motion Passed

Lorry Cloutier motioned to adjourn the meeting at 9:40pm, seconded by Reta Chaffee. Vote: 7-0-0 – All in Favor – Motion Passed.

Respectfully submitted by,

Denise F. Morin
Recording Secretary