

**** These minutes are subject to School Board approval**

Dunbarton School District
Dunbarton, New Hampshire

Dunbarton School Board Meeting
August 25, 2010

Board Members present	Administration present
Debra Foster	Stacy Buckley, Superintendent
Betty Noyes (arrived 7:21pm)	Carol Thibaudeau, Principal
Deborah Trottier	Ray Labore, Business Administrator
Carl Metzger	

Call to Order

Debra Foster called the meeting to order at 7:20 pm. Carol Thibaudeau led the Pledge of Allegiance.

Approval of Minutes of the June 2, 2010 School board meeting

Debra Foster made a motion to approve the June 2, 2010 School Board Minutes, as revised on page 2 under Principal's report, the word "hosed is revised to read "hosted". Carl Metzger seconded the Motion, as revised. VOTE: All in Favor. MOTION PASSED.

Correspondence

Stacy Buckley received a letter from a parent about the success of the last school year and shared the letter with the Board.

Public comment

None

Business Operations/Financials

A. Manifests and Vouchers:

Carl Metzger made a motion to accept the July manifests for \$164,389.77. Deborah Trottier seconded the Motion. VOTE All in Favor. MOTION PASSED.

Carl Metzger made a motion to accept the August manifests for \$154,560.23, pending review by the Board. Deborah Trottier seconded the motion. VOTE: All in Favor. MOTION PASSED.

B. Expenditure Report

Ray Labore handed out 2 reports to the Board. The first report was for the month ending June 30th. The second report was for the month of July. Ray Labore explained that the July report is a work in progress as encumbrances and accruals are being posted to the financial record.

Mr. Labore explained that in the Unreserved funds, there was an additional \$41,000.00 in savings in the teachers/subs salaries, teacher tuition benefit and supplies, books and software

In addition, there was a \$63,000.00 savings in special education. There was a lower than expected payment in tuition to Goffstown High School and Crotched Mountain Contracted services.

Ray Labore also explained that there was a \$33,000.00 budget savings with the heating oil.

Mr. Labore further stated that the equity adjustment is money that was reserved from the '08-'09 school year but not spent.

The total unreserved fund balance is \$376,091.00.

C. Preliminary Budget Development for 2010-2011 school year

Ray Labore handed out a schedule of the Budget preparation year for Fiscal Year 2011-2012 summarizing the key dates. .

REPORTS

A. Principal's Report

- Carol explained that 8 candidates were interviewed for the position of IT support and that Jim Michaud was hired for the IT support position.
- The Summer Success program was indeed a success. 37 students participated. The program covered many topics including integrated reading, writing, introduction to french, math and science. Mrs. McCormack ran the program.
- This year Dunbarton Elementary school will have 1 student teacher, Sarah Weinstein, who will work with Colleen Campbell.
- Much work was done in maintenance. Ice dam remediation project, installation of 7 Promethean Boards, new stair treads, new sound system, the gym floor was refinished, one classroom was tiled and new covebase was installed. Scott Perkins coordinated the work. In addition, Scott evaluated the HVAC system. He received some training from Control Technology.
- As a reminder, the State inspection of the temperature of the hand sink water in the kitchen stated that the water is not hot enough. Scott Perkins will investigate.
- The Stage Dreams Committee met twice over the summer. The purchase of the stage was narrowed down to two companies. There is a meeting scheduled for September 9th. Some parents noticed an open area near the side door in the gym and are hoping to have additional storage created in this area.
- The first program for the 2010-2011 Enrichment program is scheduled for October 6th.
- Our part-time college student, Tom Leo finished up his summer work at the Elementary school. Mr. Daley will be returning.

B. Superintendent's Report

Stacy Buckley remarked that it was a busy summer.

- As part of a new law we have to demonstrate that we're providing an adequate education and document how we provide that adequate education. She stated that she completed and submitted the adequacy aid report to the Department of Education on behalf of Dunbarton. Carol Thibaudeau commented that she received an email that the report was approved.
- Mrs. Buckley stated that she received a technical advisory on accessing home study in lieu of snow days. She further stated that we can have a plan for students to work at home on snow days, however there are some restrictions. After careful review, it was decided that it is too complicated and the SAU will continue with their current practices.

- There are 2 new hires at the SAU. Jean Howey is back in the position of part time HR assistant. Aroline Godbout is new in the payroll office.
- Stacy explained that she attended a Negotiation Conference and received information on the new Healthcare Law. She will prepare a bulleted summary of what she learned.
- Also, Stacy Buckley is working with the new bus contract. She met with the Goffstown Truck Center and went over all the requirements in the contract. They're working on mapping software and the SAU will have access and look at efficiencies. Some bus runs in Goffstown were re-aligned..
- There are a couple of new required policies on Bullying and Truancy and also on air quality. Mrs. Buckley attended workshops relating to these new policies and will be preparing the policies.
- Dunbarton is hosting the SAU board meeting scheduled for October 12th at 7pm. Two items on the agenda will be the SAU budget and talk about the AREA Agreement.
- Debra Foster asked if the traffic circle in Goffstown will be done before the start of school. Mrs. Buckley responded yes and that the town is working on a box culvert in that area as well.

C. PTO REPORT

None

D. CIC COMMITTEE REPORT

Jeff Trexler presented. He explained that the project this summer went very well. He further explained that there are still some punch list items; a little insulation to be installed and some debris to be removed from the attic.

Mr. Trexler stated that he expects to get the authorization from the architect to pay the contractor. He asked that the board authorize the SAU to pay the \$112,740.00. In addition, he is expecting to receive the invoice from the architect, Weller & Michael Construction in the amount of \$2,100.00 as well as the invoice in the amount of \$250.00 for testing and an invoice in the amount of \$49.69 to patch the fan area. Mr. Trexler requested that the Board authorize the SAU to process the invoices prior to the October meeting.

Deborah Trottier made a motion to allow the SAU to pay the bills that come in prior to October and approved by the CIC. Carl Metzger seconded the motion. VOTE: All in Favor. MOTION PASSED.

Debra Foster asked if Jeff Trexler was overall satisfied with the contractor. Mr. Trexler remarked very much so. He stated that the contractor worked well with the staff.

Jeff Trexler stated that Builders Installed Products was the contractor. Mr. Trexler also stated that the contractor met the required deadline.

Debra Foster asked Jeff Trexler about the boiler room. Mr. Trexler stated that the CIC still needs to install a ceiling in the pump room. He stated that he would contact Mr. Trottier for assistance. Mr. Trexler also stated that the radon treatment system was disconnected and that the CIC wants it connected before school is in session.

Mr. Trexler further stated that the CIC didn't have to touch the contingency fund. Our savings was \$16,610.31.

Jeff Trexler said that the solar panels have not materialized. Carl Metzger said the Town is still waiting for the grant money. Mr. Trexler stated that according to John Stevens, the solar panels would not materialize until spring or summer of next year. Mrs. Foster asked Mr. Trexler if the installation of the solar panels would negate any warranties and Mr. Trexler stated no.

Mr. Trexler asked if there is anything new on the agenda for the CIC this year. Mrs. Foster brought up the facilities plan and the exterior siding. This will be put on the October agenda.

Jeff Trexler said that the siding is deteriorating on the 1989 addition. Mr. Trexler also addressed the comment Mrs. Thibaudeau previously made about the request for storage in the gym area. Mr. Trexler explained that the area in question is a required fire exit and legally there needs to be an egress directly to the outside.

Mr. Trexler encouraged the board to think about the capital budget on an annual basis and have a warrant article to fund that capital improvement budget. He expressed the need to plan for re-roofing, siding, septic system, oil tank, etc.

E. Selectmen Liaison Committee Report

None

V. Old Business

A. Approval of Section B Policies

Deborah Trottier made a motion to approve the following B policies. Carl Metzger seconded the Motion. VOTE: 4 in Favor. MOTION PASSED. Betty Noyes abstained.

- BA Evaluation of Board Operational Procedures**
- BA-R Evaluation of Board Operational Procedures Instructions**
- BAAA School Board Policies and Administrative Procedures**
- BB School Board Legal Status)**
- BBA Duties of the School Board**
- BBAA Board Member Authority**
- BBB School Board Election**
- BBBA Qualifications**
- BBBE Unexpired Term Fulfillment**
- BCA School Board Members Ethics**
- BCB Board Member Conflict of Interest**
- BDB Board Officers**
- BDD Board Superintendent Relationship**
- BDE Committees and Delegates**
- BDF Advisory Committees**
- BEA Regular Board Meetings**
- BEC Non-Public Sessions**
- BEDA Public Notification of School Board Meetings**
- BEDB Agenda Preparation and Dissemination**
- BEDD Rules of Order**

- BEDG Minutes**
- BEDH Public Participation at Board Meetings**
- BEDH-1 Visitor Orientation to Meetings**
- BFE Administration in Policy Absence**
- BG Board Policy Development**
- BGA Policy Development System**
- BGB Policy Adoption**
- BGC Policy Review/Manual Accuracy Check**
- BGE Policy Manual Distribution**
- BHE School Board Use of E-Mail**
- BIE Board Member Indemnification**
- BK School Board Memberships**

New Business

A. Emergency Management Plan

Stacy Buckley is working diligently to revise the Emergency Management Plan. She stated that there is an SAU Emergency Plan. Each building will have a supplemental plan. She stated the need to have a standard plan with the same plan of action and use of the same terminology.

B. MS25-DOE25 Signing

At the conclusion of the school board meeting, Ray Labore set out the MS25-DOE25 for signing by the Board members.

C. Teacher Contract Negotiations

Stacy Buckley stated that the Union is looking for 3 dates for contract negotiations.

A Board workshop is scheduled for September 1st at 5:30 pm.

Rene Ouellet, Carl Metzger and Betty Noyes will do the negotiations. Deborah Trottier will be the alternate.

The tentative meeting schedule with the teachers is 9/14/10 from 5:30 – 7:00 pm; 9/28/10 from 5:30 – 7:00 pm, and 10/5/10 from 5:30 – 7:00 pm. Mrs. Buckley will confirm the dates with Rene Ouellet and then contact the DEA to see if those dates work for them.

D. AREA Agreement Discussion

Mrs. Buckley handed out a one page document entitled AREA Agreement Clarification points. In general, this says that we'll use the Superintendent's budget to get a projected budget. In the past, the Superintendent's budget was used for billing. This one page document clarifies paragraphs 3A and 3B, which deals with setting estimated tuition costs. All three school boards must approve it. This will be put on the October agenda.

E. Audio/Video on Buses

Stacy Buckley stated that bus company is required to have video on all buses pursuant to the new contract. The bus company went above and beyond and acquired a system that also has audio.

Stacy Buckley will make sure there is a school policy on video, however in order to have audio on the bus, there has to be a public hearing for comment. The statute NHRSA Chapter 570-A, states that a public hearing is required.

Debra Foster asked about the pros and cons in the use of audio. Mrs. Buckley highly recommends the use of audio and will make that recommendation to all three districts. In addition, she stated that signs and notification of the use of video will be posted on all buses.

The Board agreed to have a public hearing prior to the next School Board meeting, commencing at 7:15 pm. The Board meeting will follow the public hearing. The notice of public hearing is to be put on the school website at well as advertised in local publications, such as the Goffstown News.

F. Parent Survey Information

Stacy Buckley stated that the SAU is trying to gather more parent feedback. A parent survey was developed and has been given to all parents in the SAU.

Upon receiving the surveys back, Stacy Buckley will break down the information by individual data and will present a report.

VII. RESIGNATION

Stacy Buckley presented the resignation of Karen Kulick

Deborah Trottier confirmed the resignation of Karen Kulick; Carl Metzger seconded. VOTE: All in Favor. The resignation of Karen Kulick was APPROVED and accepted with regret.

VIII. NOMINATION

Stacy Buckley explained that there is a nomination of Melissa Romein. She would be Masters, Step 9. Her total salary will be \$50,526.00.

Deborah Trottier made motion to confirm the nomination of Melissa Romein. Betty Noyes seconded the motion. VOTE: All in Favor. MOTION PASSED.

Debra Foster requested that Melissa Romein come to the October meeting to introduce herself to the Board.

Carol Thibaudeau also stated that the Dunbarton Elementary School will have an open house on September 22nd.

Carol Thibaudeau handed out copies of the Dunbarton Elementary Student/Parent/Guardian handbook. She pointed out that the new lunch prices are listed. In addition, on page 10, it is noted that there will be a trimester report card. Carol pointed out the mistake of shading on page 8. She further remarked that the internet use policy listed on page 25 needs to be updated and that the technology committee will be working on that.

Carol Thibaudeau put a disclaimer on page 17 that the Policy on bullying is in revision. Stacy Buckley explained that once the policy is revised and approved pursuant to new law the policy must be sent to the parents.

Betty Noyes made a Motion to accept the revised handbook for 2010-2011. Carl Metzger seconded the motion. VOTE: All in Favor. MOTION PASSED.

IX. PUBLIC COMMENT

None.

OTHER BUSINESS THAT MAY LEGALLY COME BEFORE THE MEETING

None

NON-PUBLIC SESSION RSA 91-A:3, 11

None

ADJOURNMENT

Deborah Trottier made a motion to adjourn at 8:55 pm. Debra Foster seconded the motion.

VOTE: All in Favor. MOTION PASSED.

Judith van Kalken
School Board Recording Secretary

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