

NEWFOUND AREA SCHOOL BOARD

Newfound Regional High School Library Media Center

Monday, June 14, 2010 at 6:30 pm

FINAL MINUTES

School Board Present: Mary Campbell (Vice Chair, Hebron), Bruce Davol (New Hampton), Laura Simula (Bridgewater), Leslie Dion (Chair, Bristol), Sue Cheney (Alexandria)

School Board Excused: Jon Johnson (Danbury)

School Board Absent: Tom Gillis (Groton),

Staff Present: Marie Ross (Superintendent), Paul Hoiriis (Clerk and NMMS Teacher), Dan Rossner (Business Administrator), Mike O'Malley (NRHS Principal), Melinda Moran (NMMS Guidance

Counselor), Shelly Philbrick (NRHS Guidance Counselor), Trisha Lewis (NMMS Guidance Counselor)

Video Operator: Bruce Wheeler (NRHS Teacher)

Public Present: Bryan Richardson

The Chair called the meeting to order at 6:30 p.m.

The flag was saluted by reciting the Pledge of Allegiance. Superintendent Marie Ross indicated that the notices of postings have been placed at the town offices, the schools, and on the website at www.newfound.k12.nh.us.

The Chair added two items to the agenda under Discussion and Action Items. Item E was added regarding the admission of pre-K students in the Danbury Elementary kindergarten class. Item F was added regarding the nomination of a School District treasurer as recommended by the Business Administrator. Mr. Rossner distributed the nomination sheet to the Board.

Recognition

Dr. Ross recognized the District's guidance counselors for their work on creating a K-12 curriculum for guidance. She pointed out that they will be presenting and summarizing this curriculum during tonight's presentation portion.

The Superintendent also recognized Annmarie Holloran, Theo Denoncour, and Carolyn Mello for their work in putting together the Professional Development Plan for the District. These three were recognized as they had to reconvene to re-write the plan a second time as the first re-write was lost due to a technological glitch. All three were absent from tonight's meeting.

The Chair and the Superintendent also recognized Mike O'Malley for his leadership in the high school's achievement of the EDies award. Ms. Dion presented him with a certificate. Mr. O'Malley showed the Board a check for \$2,000 from McDonald's along with an inscribed bell, certificate, and a copy of what was read by Representative Carol Shea Porter at the EDies ceremony which was originally read by Senator Jean Shehean into the Congressional Record in Washington, D.C. Mr. O'Malley also noted a related article in the *Union Leader* stating that Newfound was a great community in which to live. Dr. Ross complimented Mr. O'Malley on his leadership and courage in accomplishing what needed to be accomplished in order to attain this great achievement. Mr. O'Malley said that he was humbled and honored.

Presentations

Shelly Philbrick (NRHS), Melinda Moran (NMMS), and Trish Lewis (NMMS) presented the K-12 District Wide Guidance Curriculum to the School Board. Ms. Philbrick stated that the guidance

NEWFOUND AREA SCHOOL BOARD

1 counselors met once per month and managed to put together a complete K-12 guidance curriculum. Ms.
2 Philbrick read the Statement of Philosophy to the Board as follows: “The philosophy of the Newfound
3 Area School District focuses on the whole child. We recognize each student as a unique individual who
4 has different personal, social, and academic needs. The purpose of the guidance program and its
5 curriculum, which is also compatible with that of the American School Counselor Association’s, is to
6 provide a framework that guides and supports our students in a seamless manner throughout the K-12
7 education experience. Our mission is to help in the formation of the student as he/she becomes a lifelong
8 learner, critical thinker, effective communicator and ultimately, productive member of the community,
9 both on a local and global scale.” Ms. Philbrick also listed the various domains covered in the guidance
10 curriculum which include self-awareness, social skills/relationships/cooperation, communication, career
11 development, academic development, decision making, character, citizenship and community, and
12 wellness. Ms. Moran spoke about what is covered from each of the domains on each grade level. She
13 said that she was happy to say that the domains have always been covered, but it just has not been put on
14 paper before. Ms. Campbell asked if these correspond to the state standards. Ms. Moran replied that they
15 do correspond with the Career Curriculum frameworks, but that that title is misleading in that the
16 frameworks cover much more than just career development. Ms. Campbell added that is important for
17 the public to know why guidance is necessary at all levels, not just in high school and that they cover
18 much more than just preparing students for college admissions. She added that in the current economic
19 crisis, kids are dealing with stressors and that the guidance counselors are helping these kids effectively
20 deal with various problems. Ms. Lewis highlighted the bridge program from middle school to high
21 school and that it followed Sean Covey’s *Seven Habits of Highly Effective Teens*. She said that this
22 program starts in eighth grade and continues at the high school during the ninth grade year. Ms.
23 Campbell added that this type of program is critical to student success when adjusting to a new and larger
24 school. Dr. Ross added for the record that every eighth grade student attends a guidance class every other
25 day for one trimester. Ms. Lewis went on to highlight the various services provided under the guidance
26 curriculum including highlighting various needs for IEP/504 students, forming and facilitating various
27 lunch groups to help students deal with problems such as anger management, stress management, changed
28 families, communication with parents, and socializing with peers. Dr. Ross commented that she was
29 impressed at how quickly this curriculum came together. The Chair presented certificates to Melinda
30 Moran, Trish Lewis, and Shelly Philbrick. The Chair also noted that she had certificates for Kathleen
31 Connor, Kellie Jenkins, Abby Nelson, Holly Cook, Monica Jackson, and Kristie Kim, who were all
32 absent from the meeting.

33
34 Dr. Ross presented the earlier mentioned Professional Development plan put together by the Professional
35 Development Council. Dr. Ross mentioned that Ms. Holloran could not be here to present the plan as she
36 was attending a class night at her school. Dr. Ross highlighted that every professional educator in the
37 State of New Hampshire needs 75 hours of professional development over three years – 30 in their
38 content area and 45 in district related goals. She said that there are two methods in which to accomplish
39 this professional development – by logging clock hours or through a job-embedded program. Dr. Ross
40 said the job-embedded method means that teachers do not always have to go off to workshops, but
41 instead, earn professional development through efforts they already do on the job through committee
42 work and action research. Dr. Ross added that the State Department of Education would like to see
43 professionals move towards the job-embedded approach. Dr. Ross said that the big change in this new
44 Professional Development plan was to change the schedule for job-embedded re-certification. Instead of
45 having a schedule that does not coincide with the job activity, the professional will meet with their
46 administrator during their annual evaluation to monitor the progress. Dr. Ross said that this provides a
47 more flexible schedule. She added that the rest of the changes to the plan were mainly cosmetic or
48 revolved around changes in educational jargon and buzz words. Dr. Ross mentioned that Paul Hoiriis
49 worked on the original re-write and asked for his comments. Mr. Hoiriis echoed that the main goal of the
50 Council was to make the job-embedded easier to understand and more attractive to attempt.

51

NEWFOUND AREA SCHOOL BOARD

Student Council Reports

- NMMS – There was no representative present from the middle school. The report was included in the Board packet for the Board to read. Ms. Dion commented on the eighth grade trip to Washington, D.C. Dr. Ross said that she heard it was a great experience and that there were no incidents.
- NRHS -- There was also no representative present from the high school. Mr. O'Malley commented that the senior trip was successful, was longer than past trips and that the students were attentive and respectful to one another, also with no incidents. Dr. Ross mentioned the senior class gift of a road sign for the school and a rock garden honoring English teacher Deb Howard who passed away last year

School Board Meeting Minutes

- April 14, 2010 – The Chair asked if there were any comments or corrections to the April 14th School Board Minutes. There were none. The Chair entertained a motion to approve these minutes as written. Laura Simula so moved, Bruce Davol seconded, and the motion was *approved 5-0-0-2 (Danbury and Groton absent)*.
- May 10, 2010 – The Chair asked if there were any comments or corrections to the May 10th School Board Minutes. Ms. Dion and Ms. Campbell had sent their corrections via e-mail earlier in the month. Sue Cheney corrected the word “and” to read “in” on line 13, page 3. Dan Rossner changed “Tech Council” to “IT Department” on line 27, page 3. Sue Cheney changed “another’s request” to “other requests” on line 33, page 6. The Chair entertained a motion to approve the May 10th School Board Minutes, as amended. Mary Campbell so moved, Sue Cheney seconded, and the motion was *approved 5-0-0-2*.
- May 24, 2010 -- The Chair asked if there were any comments or corrections to the May 24th School Board Minutes. There were none. The Chair entertained a motion to approve the May 24th School Board Minutes. Bruce Davol so moved, Laura Simula seconded, and it was *approved 5-0-0-2*.
- May 24, 2010 SAU Board Draft Minutes – The Chair asked if there were any comments or corrections to the May 24th SAU Board Meeting Minutes. There were none. The Chair entertained a motion to approve the May 24th SAU Board Meeting Minutes. Bruce Davol so moved, Laura Simula seconded, and the motion was *approved 4-0-1-2 (Alexandria abstained, Danbury and Groton absent)*.

Announcements, Correspondence and Reports

The Chair acknowledged the receipt of a thank you note from Joe Denning for his recognition at a previous meeting.

Ms. Dion also said that Tom Gillis has verbally resigned from the School Board and that they will be looking for a replacement once they receive his official letter of resignation. Mr. Rossner said that he received a communication from a former losing candidate who is interested in the position. Dr. Ross said that the position will be posted.

Bryan Richardson addressed Board directly regarding his previously sent letter asking that the football field be named after his son. Mr. Richardson talked about his son’s work with the football program since he was a kid into adulthood and ended with his tragic death. Mr. Rossner noted that the football field will hopefully be ready in 2011 based on the current progress. He noted that the turf would need to sit for 12

NEWFOUND AREA SCHOOL BOARD

1 months before athletes can wear on it. Ms. Dion thanked Mr. Richardson for his work with the District
2 athletics. Ms. Campbell stated that she is not opposed to the field being named for Mark Richardson, but
3 added that this should be a joint decision made with the Friends of Newfound since they are funding the
4 field. Mr. Rossner offered to be a liaison to the Friends and attend their next meeting and put Mr.
5 Richardson's request forward. The Chair said that this item should be added to the School Board's July
6 agenda to revisit the progress of this effort. Sue Cheney also thanked Mr. Richardson for his many years
7 of coaching and service to the District.
8

9 The Chair invited comments on the principal and administrators' reports. Ms. Campbell said that the high
10 school graduation ceremony on the previous Saturday was great. She added that the eighth grade
11 graduation was coming up on the next Wednesday evening. Ms. Cheney said that although she was
12 unable to attend the staff appreciation at the Homestead, she appreciates the staff at Newfound and all that
13 they do for the kids. Dr. Ross invited the Board to the breakfast being held on the last day of school for
14 teachers. She said that after breakfast, they move into the auditorium and highlight all that was
15 accomplished for the year.
16

17 Mr. Rossner commented on the oil bids that he received on the previous Friday. He said that of the three
18 bids, the lowest came from Fuller Oil, a local company to which he gave a verbal award of the contract.
19 He said the rate is locked in at \$2.37, below the \$3.00 amount that was budgeted for next year.
20
21

22 Ms. Campbell asked about the Race to the Top grant. Dr. Ross said that she signed, the School Board
23 Chair signed, but the NATA president declined to do so. However, she said that this does not put them
24 out of the running for receiving some money. There is no update on the status of this grant at this time,
25 however.
26

27 Dr. Ross also mentioned that our former state education commissioner Lionel Tracy is part of an initiative
28 to allow sixteen year olds who pass a rigorous competencies examination to start earning college credit
29 while still enrolled in high school. She said that Mr. Tracy believes that Newfound would be a great
30 candidate for this program based on the work on the competencies that was recognized by the EDies
31 award.
32

33 Strategic Plan Reports

- 34 • Core (Assessment, Curriculum, Instruction, Professional Development)
35 Focused Monitoring Team – Dr. Ross talked about the Focused Monitoring initiative for which we have
36 been selected to receive a \$10,000 grant for a two year program to help reduce the gap between Special
37 Education and General Education. She said that this money can be used for supplies, stipends, or
38 anything else to support this effort. She said this program will replace the Strategic Planning initiative
39 and the leadership will meet every month for 18 months with consultants.
40
- 41 • Infrastructure (Facilities, Finance, Policy, Technology)
 - 42 • Budget Committee – May 5, 2010 Minutes – The Chair noted that there were minutes
43 in the packet from the Budget Committee. No comments were made.
44
 - 45 • Communications (Parents, Personnel, Public, Pupils)
 - 46 • Website Communication – A new page for committees and councils has been added
47 to the website.
 - 48 • New website address and email - @sau4.org – Dr. Ross commented that the District is
49 moving from First Class to Googleapps which does so much more including better
50 platforms for sharing and collaborating on work. She added that Sue Cross is working

NEWFOUND AREA SCHOOL BOARD

1 hard on a new webpage. Mr. Rossner added that Googleapps is free and there will be
2 more cost-efficient storage, better maintenance, emergency managements, and no utility
3 costs related to storage. Mr. Rossner said that the storage is remote and he cannot think
4 of any negatives. Dr. Ross said the only negative is change in that the staff will have to
5 learn a new program. Ms. Campbell asked about spam filtering. Mr. Rossner and Mr.
6 Wheeler said that there are ways to identify certain e-mails as spam when using Google
7 and that we still had our Barracuda utility in place. Ms. Campbell asked if the user
8 names and passwords are the same. Mr. Rossner replied in the affirmative. Dr. Ross
9 added that teachers will be able to create blogs, homework pages and web pages.

- 10
11 • Dan added that the oil number from Fuller is actually \$2.378 and that all towns are up to
12 date on payments now.

13
14 The Chair reviewed committee and council assignments for the Board members. Ms. Simula is replacing
15 Mr. Migliore on the Football Field Oversight Committee. The Board agreed to leave designation to the
16 Legislative and New Hampshire School Boards Association vacant, pending the appointment of a new
17 school board member. Laura Simula agreed to be on the Focused Monitoring Committee. Dr. Ross said
18 that Kristin Paterson is no longer ex officio on the Technology Council. Mr. Davol stated that he has not
19 received notice of when the committees and councils meet.

20
21 Dr. Ross stated that with the catastrophic cuts to the state budget, the state library research databases are
22 no longer being funded. She said that each SAU is being asked to donate \$1,000 to the New Hampshire
23 State Library to fund this database. She is awaiting recommendation from the Department of Education
24 on this matter.

25
26 Dr. Ross also said that she met with the Support Staff and rolled out a new health care plan that they are
27 happy with. She and Mr. Rossner said that they have received positive e-mails, letters, and verbal thanks.

28 29 Public Comments on Agenda Items, limited to 15 minutes

30 Not to exceed five minutes per individual (School Board Policy BDDH)

31 The Chair invited comments from the public on the agenda items. None were offered.

32 33 Discussion Items

- 34 a) Professional Development Mater Plan

35 Dr. Ross presented it and is asking for Board approval tonight.

- 36 b) Surplus Property per policy DN

37 Mr. Rossner distributed a list of surplus property to the Board and said he would find out
38 if the property could be used, sold, donated, or disposed of. Ms. Campbell asked if we
39 offer the property to the towns or the libraries. Mr. Rossner replied that he will consider
40 that in the next phase after finding out if we could sell the property first.

- 41 c) Resolution Authorizing Bond Purchase Agreement

42 Mr. Rossner referred to a document in the packet entitled School Board Resolution
43 Authorizing Execution of Direct Purchase Agreement which would allow the Business
44 Administrator or Superintendent to enter into a purchase agreement as long as the interest
45 rate doesn't vary by a margin of 1%. He added that further documentation for the next
46 step in the financing will be presented at the next Board meeting. Mr. Rossner stated that
47 two different legal counsels have examined this document – ours plus a premier bond
48 attorney. He added that he will need to meet with the Board one more time before July
49 1st so that he can finalize this transaction during the first week of July and lock in the
50 interest rate.

NEWFOUND AREA SCHOOL BOARD

1 d) Projected Fund Balance

2 Mr. Rossner projects about a \$500,000 balance in the Projected Fund for the end of the
3 fiscal year, but still awaiting some final expenses, final payroll, and the audit before he
4 can report this number.

5 e) Danbury Pre-K

6 Dr. Ross said that four preschoolers in Danbury were asked a few years ago to join the
7 Danbury kindergarten three times per week for gender balance and since the kindergarten
8 numbers were low. She said that Ms. Holloran is looking to do it again this year due to
9 low kindergarten numbers again. She added that this would be at no cost to the taxpayers
10 and no savings would be had if they did not admit these preschoolers since the position is
11 already in place. Plus, she added, this would give these preschoolers a head start. Ms.
12 Campbell asked what the numbers are for the incoming kindergarten class in Danbury.
13 Dr. Ross replied that they expect between six and eight kindergarteners. Ms. Campbell
14 asked how the four preschoolers are chosen. Dr. Ross replied that Ms. Holloran will
15 invite them. She added that the District will not provide transportation for the
16 preschoolers. Dr. Ross said that this will also expand our preschool offering in the
17 District.

18 f) Nomination of District Treasurer

19 Mr. Rossner referred to a nomination sheet in the packet for Michele Escobar to fill the
20 position of District Treasurer. He said that Karen Colby from the SAU has filled this
21 position in the past and has done a great job, but due to best accounting practices, this
22 position should be held by someone outside the District. He added that Ms. Escobar has
23 accounting experience and is the office manager at the Danbury Community Center.

24
25 Public Comments on Agenda Items, limited to 15 minutes

26 Not to exceed five minutes per individual (School Board Policy BDDH)

27 The Chair noted a correspondence from Scott Fitzgerald at Claremont complimenting our students for
28 their positive and supportive behavior when attending a softball tournament at Claremont.

29
30 Dr. Ross acknowledged receiving a letter from a fifth grader at Bristol Elementary School saying that kids
31 need more physical education. She added that she responded with a letter back to the fifth grader.

32
33 Action Items

34 a) Professional Development Mater Plan

35 The Chair invited a motion to approve the Professional Development Mater Plan as
36 written by the Professional Development Council and presented by the
37 Superintendent. Mary Campbell so moved, Laura Simula seconded, and it was
38 *approved 5-0-0-2 (Danbury and Groton absent).*

39 b) Surplus Property per policy DN

40 The Chair invited a motion to declare the list of property presented by the Business
41 Administrator as surplus under policy DN. Ms. Campbell so moved, Sue Cheney
42 seconded, and it was *approved 5-0-0-2.*

43 c) Resolution Authorizing Bond Purchase Agreement

44 Ms. Campbell moved to adopt the Resolution Authorizing Purchase Agreement in its
45 final form distributed tonight; Ms. Simula seconded the motion; and it was *approved*
46 *5-0-0-2.*

47 d) Projected Fund Balance

48 No action taken on this item.

49 e) Danbury Pre-K

50 Ms. Campbell moved to allow up to four pre-kindergarten children to attend
51 kindergarten three days per week at Danbury Elementary School as recommended by

NEWFOUND AREA SCHOOL BOARD

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32

the Superintendent and principal; Ms. Cheney seconded; and it was *approved 5-0-0-2*.

f) Treasurer

The Chair entertained a motion to elect Michele Escobar as District Treasurer as nominated by the Business Administrator. Ms. Campbell so moved, Ms. Simula seconded, and the election was *approved 5-0-0-2*.

g) Manifests

Ms. Cheney moved to approve the Manifest for the month of April 2010. Ms. Simula seconded the motion and it was *approved 5-0-0-2*.

Mr. Rossner added that he needed the manifests for the rest of the year finalized by the first week of July for the audit.

The Chair asked the Board to agree to meet at 5:30 p.m. on June 28th so that they could finalize the documentation needed in order for Mr. Rossner to finalize the purchase agreement mentioned earlier this evening.

At 8:30 p.m., the Chair entertained a motion to go into non-public session per RSA 91-A:3 IIa for the purposes of discussing personnel issues. Bruce Davol so moved, Ms. Simula seconded, and it was *approved on a roll call vote 5-0-0-2 (Danbury and Groton absent)*.

The Board discussed personnel items. No action was taken. At 10:25 pm Mary Campbell moved, Leslie Dion seconded, to come out of non-public session. *Approval 5-0-0-2*. Bruce Davol moved, Sue Cheney seconded, to adjourn. *Approved 5-0-0-2*.

Respectfully submitted,

Paul Hoiriis
Clerk