

NEWFOUND AREA SCHOOL BOARD

Newfound Regional High School Library Media Center

Monday, September 13, 2010 at 6:00 pm

FINAL MINUTES

School Board Present: Mary Campbell (Vice Chair, Hebron), Laura Simula (Bridgewater), Sue Cheney (Alexandria), Louis Lieto (Groton), Bruce Davol (New Hampton), Jon Johnson (Danbury, arrived 6:09 p.m.)

School Board Excused: Leslie Dion (Chair, Bristol)

School Budget Committee Present: Richard Kirby (Hebron), John Voelbel (Bridgewater)

Staff Present: Marie Ross (Superintendent), Paul Hoiriis (Clerk and NMMS Teacher), Dan Rossner (Business Administrator), Ann Holloran (NHCS, DES), Josh Mulloy (SAU), Beth Colby, Michael Shemeley (SAU), Brian O'Connor (NRHS Student Council Representative)

Video Operator: Bruce Wheeler (NRHS), David Drury (NRHS student), Fred Robinson (NRHS)

Public Present: Ann Johnson (Danbury), Jonathan Stewart (Community Health Institute), Deb Naro (CADY), Wendi Cantwell (NHCS PTO), Christine Davol (New Hampton), Christine Bassett (New Hampton), Mrs. Voelbel (Bridgewater)

Call to Order

The Vice Chair called the meeting to order at 6:01p.m. She explained that the Chair was on vacation and that she would chair the meeting.

The Vice Chair entertained a motion to go into non-public for the purposes of discussing personnel issues per RSA 91-A:3 IIa and IIc. Lou Lieto so moved, Bruce Davol seconded, and the motion was *approved on a roll call vote 5-0-0-2 (Bristol and Danbury absent)*. The Board's Negotiating Committee reported to the Board.

At 6:35 p.m., the Vice Chair entertained a motion to come out of non-public session. Lou Lieto so moved, Laura Simula seconded, and the motion was *approved 6-0-0-1(Bristol absent)*.

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, the SAU, and on the website at www.sau4.org. Dr. Ross further explained that the website is being refurbished and that she hopes the notice was posted there. She also reiterated our new website address as www.sau4.org.

Recognition

Ms. Campbell recognized the IT Department at the SAU. She stated that their work is valuable and critical to the success of the District, often burning the midnight oil. She went on to say that their outstanding service led to the successful implementation of the FY11 technology conversion. Ms. Campbell presented certificates of recognition to Dennis Murphy (absent), Mike Shemeley, and Josh Mulloy.

Dr. Ross asked Mr. Rossner to list some of the technology conversions that the District has gone through. Mr. Rossner stated that we have an entirely new server farm designed by Mr. Mulloy which migrated off localized databases and instead uses software application platforms such as Googleapps. He went on to say that the District is using new and updated operating systems. He concluded by saying that these changes will help decrease energy consumption and increase efficiency.

NEWFOUND AREA SCHOOL BOARD

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Student Council Reports

The Vice Chair recognized high school junior, Brian O'Connor, as the Newfound Regional High School Student Council Representative present this evening. Mr. O'Connor outlined upcoming student council events including preparing for September 24th's homecoming festivities and various community service projects. Dr. Ross told Mr. O'Connor that she would like to invite a regular representative from the high school to sit with the Board at its monthly meetings and comment on various items that affect the student body. She explained that this representative would then report back to the student body.

10 Dr. Ross pointed out that a middle school student council report was included in tonight's packet as well.
11 Ms. Campbell stated that although she would not read the report into the record, it looks like the middle
12 school is off to a great start. She did highlight the "Pink and Jeans" Day on October 1st to support Breast
13 Cancer Awareness.

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15 Mr. Davol asked the Vice Chair to move Item 8d up on the agenda to right after the Strategic Plan
16 Reports so that Ann Holloran and the other NHCS committee representatives did not have to wait as long
17 to present their findings regarding an after-school program at New Hampton Community School. The
18 Vice Chair asked the Board if they agreed to this request. The Board assented.

School Board Meeting Minutes

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21 • **August 9, 2010** – The Vice Chair introduced the August 9th School Board Meeting minutes
22 for comment and approval. Ms. Campbell changed "advice" to "advise" on line 16, page 3. Mr.
23 Lieto corrected the spelling of his last name on lines 19 and 25 on page 1. Sue Cheney moved to
24 approve, as amended, the August 9, 2010, School Board Minutes. Lou Lieto seconded, and the
25 motion was *approved 6-0-0-1 (Bristol absent)*.
- 26 • **August 23, 2010** – The Vice Chair introduced the August 23rd School Board Meeting
27 minutes for comment and approval. No comments were offered. Mr. Davol moved, Ms. Simula
28 seconded, to approve the August 23, 2010, School Board Minutes as presented. The motion was
29 *approved 6-0-0-1*.

Announcements, Correspondence and Reports

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31 The Vice Chair called attention to the principals' reports, the Business Administrator's report, and the
32 Student Services report enclosed in tonight's Board packet. Ms. Campbell further mentioned that
33 according to the Business Administrator's Report all of the audit reports were submitted to the
34 Department of Education on time and that the Honeywell energy retrofit project is on schedule. Mr.
35 Johnson asked about the damaged heating oil tank at the high school. Mr. Rossner said that the tank was
36 tested and it turned out that the inner tank has failed. He went on to say that it may be able to be repaired,
37 but may have to be removed. He further explained that the outer tank is sound. Mr. Johnson asked if the
38 fault in the inner tank was detected through the monitoring system. Mr. Rossner replied that it had not,
39 that it was found through external testing. Mr. Johnson asked about the level of oil in the tank. Mr.
40 Rossner replied that it is full.

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43 The Vice Chair also pointed out that there was a report from the Budget Committee included in the Board
44 packet.

Strategic Plan Reports

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47 • **Core (Assessment, Curriculum, Instruction, Professional Development)**
48 ○ **Focused Monitoring Update**

49 Ms. Simula reported on the Focused Monitoring initiative. She said that the first meeting of the
50 Leadership Team and Achievement Team took place on September 9th. At this meeting, the consultants

NEWFOUND AREA SCHOOL BOARD

1 provided an overview of what focused monitoring is and explained that the approach is to narrow the gap
2 between IEP and non-IEP students on achievement tests such as the NECAPs. She stated that the
3 members of the teams analyzed NECAP results in reading and math from 2005-2009. She said that these
4 teams also produced an inventory of current initiatives in place at each of the schools. She went on to say
5 that focused monitoring benefits all students, not just IEP students, but does address the academic
6 achievement gap between the two. She explained that this initiative follows a course of steps, where Step
7 1 was accomplished in September. Ms. Simula explained that Step 2 will take place in October where the
8 results of the inventory will be analyzed to determine school improvement areas. Mr. Lieto commented
9 that he perceived wariness on the part of the staff when this initiative was introduced on opening day for
10 the District in August. He asked if this perception has changed. Dr. Ross said that there has been positive
11 feedback from after the Achievement Team meeting on September 9th. Dr. Ross asked others from the
12 teams to comment. Paul Hoiriis said that there is a positive feeling after this introductory meeting which
13 generated excitement when putting together the inventory realizing how much we already do and that
14 this is a positive approach to looking at data. Ms. Holloran stated that it is exciting to see what each of
15 the schools do and how each of our decisions impact students individually and as a collective group.
16 Wendi Cantwell added that she went from feeling overwhelmed to satisfied. Dr. Ross added that Focused
17 Monitoring is a two year process where a plan is built during the first year, and implemented during the
18 second. Mr. Lieto said that he noticed the same transition from the initiative being perceived as
19 complicated to something new and exciting. He added that he was glad to hear from the teams and hopes
20 to hear more in the future. Dr. Ross added that our community partners are contributing as well as the
21 New Hampton Community Church is providing the venue and Rossi's Italian Restaurant will be providing
22 some of the food.

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 - **Summer Programs** – The Vice Chair asked Beth Colby to comment on the summer
25 programs at Newfound. Ms. Colby stated that 57 students took part in transition
26 programs and summer projects based on Extending Learning Opportunities,
27 including a life-sized project displayed in Hebron. Ms. Colby also mentioned the
28 Westward Bound trip and the art, web design, and the musical instrument building
29 projects. Ms. Colby included the Title I tutoring at the elementary schools and the
30 field trips on Fridays. She mentioned that 70 students took part in the Mid Step
31 program -- a huge number considering only 90 were in the incoming sixth grade
32 class. Ms. Holloran spoke about the programs at DES and NHCS this summer that
33 provided tutorials and opportunities for kids including a field trip to a book store
34 where grant money was used for kids to buy a book. She also mentioned that the
35 group took a field trip to Dartmouth College to expose students to college life. Ms.
36 Colby added that the ninth graders took a field trip to Strawberry Bank in
37 Portsmouth.
- 38
 - **Infrastructure (Facilities, Finance, Policy, Technology)**
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 - **August 3, 2010 Budget Committee Minutes**
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 - **August 16, 2010 Policy Committee Minutes**
41 Ms. Campbell pointed out that both of these committee minutes were included in the
42 Board packet and that the Policy Committee has been hard at work due to changes in
43 legislation.
 - 44
 - **Audit** -- Mr. Rossner reported that the audit was completed on time. He further
45 stated that it was a clean audit reporting a good fund balance of \$946,000 for what
46 will be a tough economic year. He pointed out that the audit report is on the website
47 and hard copies are available at the SAU. He said that our accounting firm is
48 performing better than they have in the past in that they looked into items with more
49 detail than in the past. Ms. Campbell complimented them on being on time. Dr.
50 Ross asked Mr. Rossner to explain the large balance. He replied that a number of
51 little measures contributed to this large number including oil savings by locking in at

NEWFOUND AREA SCHOOL BOARD

1 \$1.85/gallon, reduced electricity usage due to energy awareness, and other revenue
2 offsets where Medicaid payments for Special Education was higher than anticipated.
3 He also mentioned that certain grants came through as well as ARRA funds. He
4 added that all of the towns made their payments and that Food Services has shrunk
5 their operating deficit dramatically. He said he anticipates further energy savings due
6 to the Honeywell energy retrofits.
7

8 • **Communications (Parents, Personnel, Public, Pupils)**

- 9 ○ **TAP Survey Results** – Deb Naro of CADY and Jonathan Stewart of the Community
10 Health Institute reported the results of the Teen Assessment Survey (TAP). Deb pointed
11 out the distribution of a prevention brochure and an upcoming follow-up meeting on
12 Thursday, September 23rd at the Common Man Restaurant. Mr. Stewart thanked the
13 Board for allowing our students to participate in this survey. He explained that the
14 survey has the dual purpose of assessing the risk of our teens and reporting their
15 perceptions, which he added the perception piece has been improving since 2003. He
16 added that there is a direct link between curbing substance abuse and perceived
17 community support, safety, and monitoring (parental and school). Mr. Stewart presented
18 a PowerPoint presentation which he also handed out in paper copy. This presentation
19 reported on the results of the use of various substances and the engagement in a series of
20 risky behavior amongst the youth in our region. Mr. Stewart highlighted certain results
21 that alcohol and tobacco consumption are slightly down in our region, binge drinking is
22 dramatically down, and riding in a car with someone who has been drinking is slightly
23 down. He did add that marijuana use is up. He explained that a lot of these statistics are
24 linked to a correlation with perceived feelings of school satisfaction, safety, community
25 support, and parental monitoring. He explained that the study of statistics for this report
26 started with the 2003 survey, then every two years up until 2009. He added that statistics
27 of engagement in other risky behavior such as unsafe online activity could be attributed
28 to these same perceptions. Ms. Cheney commented that even though the number is
29 dropping, it is scary that 20% of students have reported riding with someone who has
30 been drinking. Dr. Ross asked the high school student council representative if he agreed
31 with the results of the this survey. He indicated that he did based on what he hears from
32 his peers. Dr. Ross asked Deb to talk about Project Monitor. Deb explained that Project
33 Monitor is centered around the 211 Network where parents can notify police by dialing
34 211 of an upcoming party at a student's house whose parents are out of town. She said
35 that individuals can log onto www.cadyinc.com for more information. She added that
36 due to severe budget cuts, the LIFE program has been canceled, but that she is trying to
37 get grant money for the Launch Program.
38

39 **Resignation**

40 The Vice Chair read the Clerk's resignation letter into the record. The letter stated that Mr. Hoiriis resigns
41 from the position of School Board Clerk with mixed feelings. He commented that he enjoys the position
42 and respects the School Board for their commitment to our schools, but that he feels pulled to give 100%
43 to some of his other commitments. Ms. Campbell announced that the position will be advertised.
44

45 **New Hampton Community School After School Proposal**

46 Ms. Holloran outlined the proposal for an after-school program at the New Hampton Community School.
47 She mentioned that they had one at one time that was partnered with the private school. The private
48 school subsequently stopped offering the program and the students then were allowed to attend programs
49 at both the TTCC and Bristol Elementary School. Ms. Holloran complimented the parents for
50 approaching her in their desire to set up a program at their school which they feel will be more convenient
51 for the NHCS students. Ms. Holloran explained that she met with Beth Colby to go over the nuts and

NEWFOUND AREA SCHOOL BOARD

1 bolts of an after-school program as far as cost, staffing, and program offerings. She explained that the
2 program would have to be self-funded as it is not included in the budget nor the Project Promise grant.
3 Parents made phone calls and passed out flyers at the Open House. She said that they met with Dr. Ross
4 and Mr. Rossner to go over the numbers. Ms. Holloran outlined the program as one that will run 170
5 school days from Monday to Friday with homework from 2:00 - 3:00 and enrichment activities from 3:00
6 - 5:30. She stated that the expenses include two staff members (one certified), materials, and snacks. She
7 explained that these costs would be funded through a \$10 per day per student fee, plus Title I money. Ms.
8 Colby added that Project Promise would be able to make some materials available as well as absorb some
9 of the training costs for staff. She also mentioned some rebates available on snacks through another
10 program. Ms. Holloran explained that in order for the program to be self-funded, there would need to be
11 10 full-time students attending five days per week, and 10 part-time students attending two days per
12 week. She acknowledged that the program could be pricey for some, but noted that they can still attend
13 the program at BES or the TTCC if the NHCS program is cost-prohibitive. She added that she is looking
14 into a five-year grant which she will apply for this winter to help fund the program starting next year. Mr.
15 Lieto commented that he thought that \$18 per hour for a professional teacher is a low rate of pay. Dr.
16 Ross said that she agreed, but that it is the rate set in the Bargaining Agreement which is currently under
17 renegotiation. Mr. Lieto asked if the rate goes up in the contract, how will this affect the program. Dr.
18 Ross replied that the contract is still good for this year and the new one would not kick in until next year.
19 Mr. Davol said that the parents he spoke to were excited about this program and were looking for
20 something a little closer to home. He added that this could not have happened without Ann, Wendi, and
21 Beth.

Public Comments on Agenda Items, limited to 15 minutes

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

24 The Vice Chair invited comments from the public on tonight's agenda items. Christine Davol of New
25 Hampton said having an after-school program is a huge piece in the talk about the importance of
26 community as reported in tonight's TAP results.
27
28

Discussion Items

- 30 a. **Policies for First Reading** -- Ms. Campbell said that there are nine policies being introduced
31 tonight for first reading. Mr. Rossner noted a typo in policy DJB where the last word should read
32 "fund" instead of "fun." He also added that "tie" should be "time" on page 3 of GCDA. Dr. Ross
33 spoke to this policy on criminal investigation checks for all employees as being based on a new
34 law effective September 18th that requires the results of all fingerprint background checks to be
35 in hand before an employee can commence employment at a school. She explained that in the
36 past, an employee could commence employment pending the results that take about four weeks.
37 She said that this could create tight staffing in cases of unplanned staff needs or in the case of
38 unexpected staff turnover. Dr. Ross also commented that she will be attending a workshop with
39 the New Hampshire Administrators' Association on the new bullying legislation and that she will
40 bring back any information and recommendations to the Policy Committee regarding JICK.

- 41 • DJB Petty Cash Accounts
- 42 • EBBC Indoor Air Quality
- 43 • GBCE School District Internet Access For Staff
- 44 • GCDA Criminal Investigation Checks -- All Employees
- 45 • GDB Employment of Non-certified Personnel
- 46 • IGBAB Procedural Safeguards for Children with Disabilities
- 47 • IGDG Student Activities Fund Management
- 48 • JFCO School District Internet Access for Students
- 49 • JICK Pupil Safety and Violence Prevention -- Bullying

NEWFOUND AREA SCHOOL BOARD

1 **b. Policies for Second Reading** -- Ms. Campbell said that there are four policies below considered
2 for second reading. However, she stated that she wished to return JICJ Unauthorized Use of
3 Communication Devices back to the Policy Committee for review based on Mr. Lieto's new information
4 on who defines "pornography."

- 5 • GBCBA Drug-Free Workplace/Drug-Free Schools
- 6 • JICJ Unauthorized Use of Communication Devices
- 7 • JHG Reporting Neglected and Abused Children
- 8 • KB Title I Parent Involvement in Education

9
10 **c. Field Trip**

11 The Vice Chair stated that there is a field trip request tonight from the high school English classes to go to
12 Salem, Massachusetts, to visit the witch trials site and museums to support their study of this topic.

13
14 **d. NHCS After School Program**

15 This item was moved up earlier on the agenda.

16
17 **e. Guidelines for Budget Development** -- Mr. Rossner asked the Board for guidance from the
18 Board as he starts presenting drafts to the Budget Committee. Ms. Campbell said that she would like to
19 see the Support Staff get an increase after not having had one for two years, plus their healthcare costs
20 were increased. Mr. Rossner and Dr. Ross said that they would like to convene a Support Staff Matrix
21 study committee. Dr. Ross added that administrators also did not receive an increase last year and that
22 they are looking at other Districts to compare what their administrators are paid. Mr. Lieto added that this
23 comparative data is helpful in making sure that all are treated fairly and helping us make sure we keep
24 good people. Mr. Lieto stated that it would be worthwhile to look at lowering the age for taking
25 advantage of retirement incentives in order to bring in fresh, younger teachers as well as to save money
26 on salaries. Ms. Campbell proposed that providing Mr. Rossner with guidelines for budget development
27 could be discussed at the Planning & Dialogue session later this month. The Board assented. Mr. Lieto
28 added that the Budget Committee requires a lot of data and asked that Mr. Rossner continue to be
29 forthcoming with this data that would be helpful to the process. Dr. Ross added that they look closely at
30 enrollment numbers by grade level when planning staffing and also look at state recommendations and
31 allowances for class sizes.

32
33 **f. Surplus Property** -- Mr. Rossner presented certain items to be declared surplus property under
34 Policy DN. These items included (2) upright pianos, an electronic keyboard, a box of used two-way
35 radios, assorted USB Ink-Jet printers, and assorted used athletic uniforms. He commented that there has
36 been some success in selling jerseys back to alumni.

37
38 **Public comments on Discussion Items, limited to 15 minutes**

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

40 The Vice Chair invited comments from the public regarding tonight's discussion items. John Vobel of
41 Bridgewater asked if there would be a meeting when budget and salary talks were discussed with non-
42 union staff. Dr. Ross said the committee would meet and the findings and recommendations would be
43 released to the public.

44
45 **Action Items**

46 **a. Policies for First Reading:** Laura Simula moved to approve all of the policies for first reading as
47 presented this evening. Bruce Davol seconded the motion, and it was *approved 6-0-0-1 (Bristol absent)*.

- 48 • DJB Petty Cash Accounts
- 49 • EBBC Indoor Air Quality
- 50 • GBCE School District Internet Access For Staff

NEWFOUND AREA SCHOOL BOARD

- 1 • GCDA Criminal Investigation Checks -- All Employees
- 2 • GDB Employment of Non-certified Personnel
- 3 • IGBAB Procedural Safeguards for Children with Disabilities
- 4 • IGDG Student Activities Fund Management
- 5 • JFCO School District Internet Access for Students
- 6 • JICK Pupil Safety and Violence Prevention -- Bullying

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8 b. **Policies for Second Reading:** The Vice Chair invited a motion to approve three of the four policies
9 for second reading, reminding the Board that Policy JIJC Unauthorized Use of Communication Devices
10 will be returned to the Policy Committee. She also reminded the Board that approving the other three for
11 second reading makes them policy. Bruce Davol moved to approve:

- 12 • GBCBA Drug-Free Workplace/Drug-Free Schools
- 13 • JHG Reporting Neglected and Abused Children
- 14 • KB Title I Parent Involvement in Education

15 for second reading. Lou Lieto seconded the motion, and it was *approved 6-0-0-1*.

16
17 c. **Field Trip:** Ms. Simula moved, Mr. Davol seconded, to approve the high school field trip to Salem,
18 Massachusetts. The motion was *approved 6-0-0-1*.

19
20 d. **NHCS After-School Program:** Mr. Lieto asked for discussion. He asked about transportation costs.
21 Dr. Ross said that the contract states that parents will pick up their children. Mr. Lieto added that he
22 wanted to make clear that approval implies successful self-funding. Mr. Rossner said that he will prepare
23 a motion for supplemental funding at a future Board meeting to accept and expend unanticipated funds.
24 Mr. Davol moved to accept, as presented, the proposal for an after-school program at New Hampton
25 Community School. Ms. Simula seconded the motion, and it was *approved 6-0-0-1*. Ms. Holloran
26 thanked Dr. Ross and Mr. Rossner for their support.

27
28 e. **Guidelines for Budget Development:** To be discussed in two weeks at Planning & Dialogue
29 Meeting.

30
31 f. **Surplus Property:** Bruce Davol moved to accept the Business Administrator's recommendation to
32 declare the earlier mention property as surplus and to be sold to the highest bidder. Mr. Lieto seconded
33 the motion, and it was *approved 6-0-0-1*.

34
35 g. **Manifests:** Ms. Cheney declared that there are no manifests at this time.

36
37 Mr. Davol apologized to the Board for an earlier e-mail expressing frustration with the order of tonight's
38 agenda. Ms. Campbell reminded him that a Board member can ask for an item to be moved up as was the
39 case this evening.

40
41 Ms. Campbell passed on information to Mr. Lieto regarding the January School Board Association
42 Delegate Assembly as he agreed to represent Newfound Area School District.

43
44 Dr. Ross also asked Mr. Lieto to be on Compensation Committee. He said he would if he had time.

45
46 Ms. Campbell confirmed with the Business Administrator that all towns have paid through August.

47
48 At 8:46 p.m., the Vice Chair entertained a motion to adjourn. Mr. Lieto so moved, Mr. Davol seconded,
49 and it was *approved 6-0-0-1 (Bristol absent)*.

NEWFOUND AREA SCHOOL BOARD

- 1 Respectfully submitted,
- 2
- 3 Paul Hoiriis
- 4 Clerk