

**GOFFSTOWN SCHOOL DISTRICT  
GOFFSTOWN SCHOOL BOARD MEETING MINUTES**

**St. Anselm College – Joseph Hall  
100 St. Anselm Drive - Goffstown, NH 03045  
Monday, June 19, 2017 – 3:30PM**

**School Board Members:** Dian McCarthy, Reta Chaffee, Steven Dutton, Dan Cloutier, Heather Trzepacz, Jenelle O'Brien, Kristie Curtis (arrived @ 3:40pm), Lorry Cloutier, Ginny McKinnon (arrived @ 3:55pm)

**Administration:** Brian Balke, Superintendent

**Call to Order:** Dian McCarthy called the meeting to order at 3:37pm.

**Approval of the June 5, 2017 School Board Meeting Minutes:** *Heather Trzepacz motioned the approval of the June 5, 2017 meeting minutes, seconded by Dan Cloutier Vote: 7-0-0 – All in Favor – Motion Passed*

**Public Comment(s):** None

**Updates – Brian Balke Reporting: 2017-2018 School Board Representatives:** Kathy Sargent will be the 2017-2018 GHS teacher rep and Jac St. Jean will be the student rep on the school board. There are no elementary or middle school teacher representatives at this time. Brian will reach out to faculty during the summer to see if anyone has re-considered filling the position(s). Board members expressed concern regarding the lack of interest in filling these positions and discussed various incentives.

**GHS Drainage Project – Brian Balke Reporting:** The GHS Drainage Project is going well and should be completed by August. The project is ahead of schedule as there was less ledge at the retention pond site than originally thought. A few unanticipated items surfaced and are being addressed. Electrical power lines were found buried 4 inches from the surface and housed in an irrigation pipe. A shed housing the ATV could not be re-located due to its condition and was demolished and the ATV was re-located. Brian and Ray discussed placing a four-bay storage barn on the CIP matrix instead of purchasing storage containers and sheds. The concrete pad next to the theatre will accommodate the four-bay storage barn once the pad is properly secured. The four-stall barn is only conceptual at this point. A Fairpoint telephone pole was interfering with the retention pond and was re-located to a right-of-way across Wallace Road. The town is looking at various options to solve the traffic congestion at the rotary. The Board of Selectmen (BOS) approved the engineering work and road-widening project and expressed interest in funding the project if we can propose a plan to have the high school students re-routed from the front parking lot which would eliminate a lot rotary traffic congestion. Re-routing the students to the back parking lot would eliminate a large volume of traffic from the rotary and the students will receive training on the new set-up from the GHS administration. We look forward to hearing from the BOS regarding possible funding of the back parking lot road-widening project. The MVMS stair project will be completed in August.

**Modular Project – Brian Balke Reporting: Bartlett/Maple Ave:** Both modular units are scheduled to be moved at the end of this week with last minute details being worked on at Maple Ave. The library will be brought back to its building location and will include a new circulation desk and a laptop environment. Dan Cloutier inquired about the status of the Bartlett enclosure. Brian reported that the architect had engaged with a design firm that came in with high numbers that did not include the full job. An RFP for the entire project will be advertised in the near future. The Department of Public Works (DPW) and Parks and Recreation (P&R) have expressed interest in the older Bartlett modular unit. The construction company offered to move the modular unit at no cost to the DPW site. It will cost approximately \$10K to dismantle and dispose of the unit. Dan Cloutier suggested moving the modular to the DPW site and using it for fire training.

**Unreserved Fund Balance – FY17 Project List – Brian Balke Reporting:** It is anticipated that the Unreserved Fund Balance will continue to grow as Ray is in the process of closing FY17 and will be recognizing the revenues collected and closing open purchase orders. Brian suggested looking into the state contract for a Ford F-250 truck to

replace the current plow truck. The current truck has 80,000 miles, is rusted out and has cost \$7,000 in repairs. The district relies on the plow truck during snowstorms and for transporting school equipment and furniture. We are waiting to hear from the fire chief regarding the purchase of the appropriate fire door/locks. Dan Cloutier suggested researching the RSAs to see if there is a statute that governs school locks and make the purchase based on the law. It was suggested that perhaps the state marshal's office could weigh in on the decision. Security features will also be installed in the new modular units.

Brian shared that options are being researched for the glass installation in the school secretary areas.

The current theatre storage unit leaks and has damaged some theatre props and costumes. A modular unit can be purchased for \$70K and would be positioned on the concrete pad adjacent to the GHS theatre. Board members agreed that the GHS theatre unit should be addressed this year. Ginny McKinnon inquired if there is a way to pay for the items that were destroyed. Brian stated that he would look into what was destroyed and share his findings with the Board. ***Ginny McKinnon motioned to approve the projects listed and the purchase of the storage unit for the GHS music department. The storage unit is not to exceed \$70K. This motion is contingent upon returning \$100K for tax relief first from the Unreserved Fund Balance, seconded by Jenelle O'Brien – Vote: 9-0-0 – All in Favor – Motion Passed.***

**2017-2018 Budget Discussion – Brian Reporting:** There is a \$300K delta anticipated for next year from what we budgeted and our actual Guaranteed Maximum Rate (GMR). The current Reading Streets Program was purchased in 2008 with IRA funds and needs to be replaced. The Program will be our focus for the coming year and MaryClaire is currently pricing the cost of a new program. Brian will direct Ray to create an open purchase order to capture the \$300K and earmark the monies from the unreserved funds for the purchase of a new Reading Streets Program. Dian McCarthy emphasized that it is important the default budget is accurate and reflects the cost of running the district.

**Special Education Proposal and Recommendations – Brian Balke Reporting:** Special Education numbers have increased significantly at Maple Ave. Salina Millora will be evaluating the numbers and will re-visit the ½ time Maple Ave position as there may be a need to make the ½ time position full-time. Another concern that will affect the status of that department is the possibility of bringing back some of the out-of-district students. Ginny McKinnon questioned the efficiency of sharing a ½ time teacher between schools. Ginny pointed out that it is increasingly difficult to schedule meetings with the teacher due to the demands placed on the teacher. Ginny voiced concern with not having a ½ time teacher at Bartlett as there is no guarantee that Bartlett will not experience an increase in their special education numbers. Brian assured the Board that the proposal/process will be well vetted and administration is not looking to make a change if the numbers are not there. Dian McCarthy wanted assurance that if needed, additional special education staffing requests be brought forward to the Board. Dian shared that she is not in favor of re-purposing regular ed teachers.

**2<sup>nd</sup> Read Policies: EBBC/JLCE – EBBC/JLCE-R – First Aid & Emergency Medical Care – Policy EBBC and JLCE and regulation JLCE-R and EBBC-R were combined into one policy/regulation.** The policy and regulation will be housed in both codes in the policy manual. The policy/regulation changes reflect NH School Boards Association (NHSBA) model policy language as well as changes brought forward by the school nurses' review. ***Steven Dutton motioned to adopt Policy EBBC/JLCE and EBBC/JLCE-R as presented, seconded by Lorry Cloutier. Vote: 9-0-0 – All in Favor – Motion Passed.***

**Policy EF-R Student Meal Accounts:** Steven Dutton reported that the elementary school lunch option does not offer cheese and tuna and the wording was removed from the policy. ***Steven Dutton motioned to approve the changes made to EF-R as presented, seconded by Jenelle O'Brien. Vote: 9-0-0 – All in Favor – Motion Passed.***

**Policy/Regulation JLCD – JLCD-R – Administrating Medicines to Students:** A new paragraph and legal reference was added. ***Steven Dutton motioned to adopt Policy/Regulation JLCD-JLCD-R as presented, seconded by Lorry Cloutier. Vote: 9-0-0 – All in Favor – Motion Passed.***

**SCHOOL STAFFING -**

**Notification: Track Change (Effective 9/1/17):**

Shawn Johnson .....	MVMS .....	B+15 to B+30
Tammy Pinard .....	GHS .....	B to B+30
Daniel Kalloger.....	GHS .....	B+15 to B+30

**Approval(s): Co-Curricular Sports:**

Spencer Galloway .....	GHS .....	Golf
Jess Brown .....	GHS .....	Field Hockey- Varsity
Joshua Lewis .....	GHS .....	Lacrosse (Boys)
Kaitlin Koffink .....	GHS .....	Field Hockey- Junior Varsity
Ashley Lafond .....	GHS .....	Soccer – Junior Varsity (Girls)
Keith Detjen .....	GHS .....	Football - Freshman
Keith Detjen .....	GHS .....	Wresting - Varsity
Matt Willey .....	GHS .....	Soccer – Varsity (Girls)
Justin Hufft .....	GHS .....	Football – Varsity
Mike Veilleux .....	GHS .....	Cross Country
Keith Martin .....	GHS .....	Bowling ( <b>non GEA position</b> )
Bob Ward .....	GHS .....	Track – Girls
Randy Lovering .....	GHS .....	Soccer – Varsity (Boys)
Shane Tuffts .....	GHS .....	Ice Hockey – Varsity
Jaime Gratton .....	GHS .....	Track – Varsity Indoor
Jaime Gratton .....	GHS .....	Track (Boys)
Meg Norklun .....	GHS .....	Gymnastics ( <b>non GEA position</b> )
Matt Fleming .....	GHS .....	Softball – Varsity 50%
Emily D’Agostino .....	GHS .....	Softball – Varsity 50%
Ryan Cowette .....	GHS .....	Basketball – Junior Varsity (Boys)
Colleen Russo .....	GHS .....	Cheer - Fall
Christina Lauzon .....	GHS .....	Cheer – Varsity
Bruce Hale .....	GHS .....	Tennis (Girls)
Tyler Ellis .....	GHS .....	Soccer – Junior Varsity (Boys)
Stephen Largy (n) .....	GHS .....	Basketball – Varsity (Girls)
Mackenzie Barron (n) .....	GHS .....	Volleyball - Varsity
Kaitlin Sylvia (n) .....	GHS .....	Volleyball - JV
Catherine Collins .....	MVMS .....	Cross Country Assistant
Susan Murray.....	MVMS .....	Soccer (Girls)
Mark Marasca .....	MVMS .....	Volleyball – MVMS
Heather Hersom.....	MVMS .....	Field Hockey – BTEAM
Michael Lee .....	MVMS .....	Volleyball - Girls B Team ( <b>non GEA position</b> )

*Steven Dutton motion to approve the co-curricular sports nominations as presented seconded by Heather Trzepakz. Vote: 9-0-0 – All in Favor – Motion Passed.*

**Co-Curricular- Sports Resignations (2017-2018):**

Matt Leonard .....	GHS .....	Volleyball- Varsity
Mike Moody .....	GHS .....	Baseball- Junior Varsity

*Steven Dutton motioned to accept the Co-Curricular Sports resignations as presented, seconded by Heather Trzepakz. Vote: 9-0-0 – All in Favor – Motion Passed.*

**Teacher Resignation (2017-2018):**

Holly DiRie.....	Maple Avenue.....	Speech Pathologist
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*Jenelle O’Brien motioned to accept the teacher resignation as presented, seconded by Heather Trzepakz. Vote: 9-0-0 – All in Favor – Motion Passed.*

**Other Business that may legally come before the meeting: Administration and Finance – Dan Cloutier Reporting:** *Dan Cloutier motioned the approval of the June 19, 2017 manifest for \$3,240,949.46, seconded by Lorry Cloutier.* Dan Cloutier highlighted the over \$5K invoices. **Major Items:** 6/8 and 6/20 Payroll/Taxes; Benefits; HealthTrust: 125 Plan Contributions; TSA Consulting: 403b Contribution. **A/P Activity SPED:** Boothby Therapy: Services for 6 students; Interim Healthcare: May Service for 1 student; Institute of Professional Practice: May Services for 1 student; Lighthouse School: Apr-June Services for 2 students; SERESC: Speech and Hearing Services; Safeway: May-June in-district transportation; Spaulding Youth Center: Apr-May Service for 1 student; Strong Foundations Charter School: May Services for 5 students; Valley Collaborative: April-May Service for 1 student. **General Expenses:** Educational STEM Solution: Program Materials for MVMS and GHS; Eversource: MVMS and Bartlett accounts; Goffstown Truck Center: June install and MST, Late Bus and Athletics; J Chet Rogers, LLC: MVMS and GHS appraisal; Performance Food Services: Food Supplies; Reliable Technologies: Business Machine Lease and supplies; Supplyworks: Custodial Equipment and Supplies; Town of Goffstown: Maple Ave, GHS and Bartlett Sewer; WB Mason: Classroom and office supplies; Whalley Computer Associates: Promethean Board Stands. **Vote: 9-0-0 – All in Favor – Motion Passed.**

**Superintendent Report:** Sad news - Superintendent Mike Morgan (Exeter School District) passed away suddenly over the weekend. No funeral arrangements were available at this time.

**Non-Resident Tuition Request:** A non-resident tuition request was brought forward for the Board's consideration. The family moved out-of-district last fall during the student's junior year. The student would like to complete his senior year at GHS. Goffstown School District Policy JFAB – Admission of Non-Resident Students (and tuition) states that the tuition would be waived if the student moved out-of-district during his/her senior year. As the family moved last fall, waiving the tuition would not apply. The parents are willing to pay the student's senior year tuition and are requesting the Board's approval. Brian approves this request. *Dan Cloutier motioned to accept the student at GHS as defined by Superintendent Balke and directed administration to move forward as stated in the school district policy, seconded by Lorry Cloutier. Dan amended his motion to include a provision that the parents are responsible for the student's transportation. Vote: 9-0-0 – All in Favor – Motion Passed.*

**Non-Public Session RSA 91-A:3II - None**

*Lorry Cloutier motioned to adjourn the meeting at 5:40pm, seconded by Heather Trzepacz. Vote: 9-0-0 – All in Favor – Motion Passed.*

Respectfully submitted by:

Denise F. Morin  
Recording Secretary