

**STATE OF NEW HAMPSHIRE
SCHOOL ADMINISTRATIVE UNIT #86
BARNSTEAD SCHOOL BOARD**

MINUTES

Barnstead School Board
Tuesday, September 27, 2016
Barnstead Elementary School

I. CALL TO ORDER

Members Present: Eunice Landry, Chairperson
Diane Beijer, Vice-Chairperson
Genevieve Michaud, Member (arrived 6:06)
Kathy Grillo, Member
Lyla Adkins, Member

Others Present: Tim Rice, Principal
Jeni Laliberte, Assistant Principal
Brian Cochrane, Superintendent
Emily Reese, Special Education Director
Donna Clairmont, Business Administrator
Members of the Faculty

Absent:

Chairperson Landry called the meeting to order at 6:00 PM in the library of the Barnstead Elementary School.

II. PLEDGE OF ALLEGIANCE

All present rose to pledge allegiance to the flag.

III. AGENDA REVIEW

On a motion made by Ms. Beijer and seconded by Ms. Adkins, the Board voted unanimously to approve the agenda as amended:

1. Non-Public

IV. APPROVAL OF MINUTES

On a motion made by Ms. Grillo and seconded by Ms. Adkins, the Board voted to approve the Board Meeting minutes of August 23, 2016 as presented. The vote was 3 in favor and 1 abstention (DB).

V. PUBLIC INPUT

None

VI. BES ADMINISTRATION

Mr. Rice introduced and welcomed Jeni Laliberte as Assistant Principal.

A. Action Items

1. Resignation

The Board was provided with a copy of a letter of resignation from Katrina Rackliff as Paraprofessional.

On a motion made by Ms. Beijer and seconded by Ms. Adkins, the Board voted unanimously to accept the resignation of Katrina Rackliff as Paraprofessional.

2. Nominations

The Board was provided with information on Jillian Frizzell as 1:1 Paraprofessional, Jessie Fifield as Paraprofessional, David Chase as Night Custodian and Kristen Brooks and Shawnda Hopkins as Student Council Representatives.

On a motion made by Ms. Beijer and seconded by Ms. Grillo, the Board voted unanimously to accept the recommendation of the Administration and hire Jillian Frizzell as 1:1 Paraprofessional.

On a motion made by Ms. Beijer and seconded by Ms. Grillo, the Board voted unanimously to accept the recommendation of the Administration and hire Jessie Fifield as Paraprofessional.

On a motion made by Ms. Beijer and seconded by Ms. Grillo, the Board voted unanimously to accept the recommendation of the Administration and hire David Chase as Night Custodian.

On a motion made by Ms. Beijer and seconded by Ms. Grillo, the Board voted unanimously to accept the recommendation of the Administration and hire Kristen Brooks and Shawnda Hopkins as Student Council Representatives.

3. Master's Program Request

The Board was provided with a copy of a letter requesting admission into the Master's degree program through Barnstead Elementary School. Dr. Cochrane stated that he received an additional request via email.

There was a discussion about the requirements for approval. Both individuals have met the notification requirement.

B. Informational Items

1. School Enrollment

Mr. Rice provided the Board with current enrollment information. As of 9/15/16 the enrollment is 469. It was noted that there is a small 8th grade class this year, however there is an upward trend in the lower grades.

2. Special Education Update

Ms. Reese provided the Board with a written report taking a longitudinal view of the BES Special Education program since 2010. The report included population, disability, staffing, growth and accomplishments.

Ms. Reese noted that she has received a couple of phone calls from families that may be moving to Barnstead and will require significant Special Education services.

VII. SAU ADMINISTRATION

A. Action Items

1. Phone Poll Ratification for Teacher Evaluations

The Board was provided with a copy of the Teacher Evaluation Sidebar Language for the 2016-2017 school year. A poll was taken via email in August. Results:

EL – yes	LA – yes
DB – yes	KG – yes
GM - yes	

Phone Poll is ratified.

2. Policies

The Board was provided with policies EFA – Availability and Distribution of Healthy Foods; GDA-P – Principal Job Description; GDA-AP – Assistant Principal; GDA-DPS – Director of Special Education; GDA-DFS – Director of Food Services and GDA-DMF – Director of Maintenance & Facilities.

On a motion made by Ms. Michaud and seconded by Ms. Adkins, the Board voted unanimously to approve policy EFA – Availability and Distribution of Healthy Foods for a final reading.

On a motion made by Ms. Michaud and seconded by Ms. Adkins, the Board voted unanimously to approve policy GDA-P – Principal Job Description.

On a motion made by Ms. Michaud and seconded by Ms. Adkins, the Board voted unanimously to approve policy GDA-AP – Assistant Principal.

Policy GDA-DPS – Director of Special Education was tabled.

On a motion made by Ms. Michaud and seconded by Ms. Adkins, the Board voted unanimously to approve policy GDA-DFS – Director of Food Services.

On a motion made by Ms. Michaud and seconded by Ms. Grillo, the Board voted unanimously to approve policy GDA-DMF – Director of Maintenance & Facilities.

3. Establish Pricing for Alternative Lunches

Ms. Clairmont informed the Board that as a part of the audit process it was indicated that State law requires that we establish a pricing alternative for alternative lunches. It is her recommendation that the price be set at \$1.25 which covers the cost of the food.

A motion was made by Ms. Michaud and seconded by Ms. Grillo to establish the price of \$1.25 for alternative lunches.

There was discussion about meeting federal requirements and why we have to charge for alternative lunches. Ms. Michaud withdrew her previous motion and Ms. Grillo withdrew her second.

On a motion made by Ms. Michaud and seconded by Ms. Grillo the Board voted to approve the price of alternative lunches at \$.75. The vote was 4 in favor and 1 opposed (EL).

4. Snow Plowing Bids

The Board was provided with the following bids for Snow Removal:

Jungle Jim's	\$10,725
	Additional charges for salt/sand application and snow blowing.
R & K Landscaping	\$12,000

Ms. Clairmont stated that we advertised in the paper and sent a bid request to 3 companies. We are currently using R & K and their price did not increase. It is estimated that the additional costs associated

with Jungle Jim's would exceed \$12K, there for it is recommended that R & K be awarded the contract.

On a motion made by Ms. Beijer and seconded by Ms. Grillo, the Board voted unanimously to accept the bid of R & K Landscaping in the amount of \$12,000.

5. BEST Sick Bank Committee Member Appointment

Dr. Cochrane stated that the committee is short 1 Board member. Ms. Landry noted that only 1 Board member is required and Ms. Grillo is filling that position.

B. Information Items

1) Buildings & Grounds Update

The Board was provided with minutes from the 9/7/16 meeting. Discussions included:

- Capital Improvement Plan
- Project Updates
- Future projects
- Strategic Plan Adjustments

2) Budget Schedule

The Board was provided with the budget schedule for 2017-2018.

3) Financial Report

The Board was provided with the current Expenditure Report.

Ms. Clairmont noted that we are waiting for approval of Title I funds. Preliminary calculations show savings in the following:

- Salary - \$42K
- Health Insurance - \$81K

This will provide a savings of \$122K and is the result of hiring new staff at a lower salary than the staff they were replacing.

4) Strategic Planning

Dr. Cochrane noted that our 2015-2020 Strategic Plan has broad statements of desired outcomes, but does not contain sufficient detail

to be “actionable”. He provided sample strategic plan goals that are typically associated with school district strategic plans.

The Board supports going forward with establishing a “fluid” Strategic Plan.

5) Protocol for Administration Contracts

Dr. Cochrane stated this was on the agenda for the Policy Committee and needed clarification. Ms. Landry stated that we were looking for the process, but that the policy covers this.

6) PMHS Enrollment

The Board was provided with enrollment information for PMHS. The current population is 500 with 237 of those being Barnstead students.

VIII. COMMITTEE ASSIGNMENTS

A. Personnel / Policy (KG & GM):

Previously discussed

B. Building & Grounds (DB & KG):

Previously discussed

C. Finance (EL & DB):

The committee met tonight and a schedule has been developed

D. Strategic Planning (LA):

Previously discussed

E. Space Needs (EL & LA):

None

F. CIP Master Plan (GM):

Ms. Clairmont stated that the gym roof has been added to the projects. She noted that committee members believe they are making suggestions to the Board so that funds will be put away for Capital Improvements. Last year this was not done due to funds in a Warrant Article. There was a discussion regarding this issue.

G. Sick Bank (KG):

None

IX. NEXT MEETING

The next meeting is scheduled for Tuesday, October 25, 2016 at 6:00 PM in the Media Center of the Barnstead Elementary School. The agenda will include:

1. Strategic Plan
2. Master Degree Program
3. BAZ Update

X. PUBLIC INPUT (Second Session)

Maureen Medeiros stated that there is a new BEST contract so the member of the Sick Bank Committee might have to be re-nominated. It was determined that Ms. Grillo will continue in this role.

XI. NON-PUBLIC SESSION

The Board was polled and voted unanimously to enter into a Non-Public Session under the provisions of RSA 91-A: 3 II (a) – The dismissal, promotion or compensation of any public employee or the disciplining of such employee or the investigation of any charges against him, 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, at 7:20 PM.

Pertinent to RSA 91-A: 3-II (a), the Board had minor discussion and voted to table any further discussion or necessary action until the next board meeting.

On a motion made by Ms. Michaud and seconded by Ms. Adkins, the Board voted to come out of Non-Public for adjournment.

XII. ADJOURNMENT

Respectfully submitted,

Lynette Rose
Recording Secretary