

Dunbarton School District
Dunbarton, New Hampshire

Dunbarton School Board Meeting
June 15, 2011

Board members present:

Debra Foster
Rene Ouellet
Deborah Trottier
Carl Metzger

Administration present:

Stacy Buckley, Superintendent
Carol Thibaudeau, Principal
Ray Labore, Business Administrator

Call to Order

Rene Ouellet called the meeting to order at 7:17 pm and Carol Thibaudeau led the Pledge of Allegiance.

Approval of the May 4, 2011 School Board Meeting Minutes

Debra Foster made a motion to accept the School Board Meeting minutes of May 4th as written. Carl Metzger seconded the motion. VOTE: All in Favor. MOTION PASSED

Correspondence

Mrs. Pollock passed out invitations to the upcoming 6th grade ceremony to each Board Member.

Public Comment

Chanti Berube of Tenney Hill Road requested that the Board form a committee in the fall for the discussion of the AREA Agreement.

Tiffany Ryan, 1169 Gorham Pond Road, came to join Chanti. She expressed an interest in being on a committee to explore options of schools in the AREA Agreement.

Business Operations/Financials

A. Manifests and Vouchers

Rene Ouellet made a motion to accept the manifest in the amount of \$913,338.06. Debra Foster seconded the motion. VOTE: All in favor: Motion Passed.

B. Expenditure Report

Mr. Labore presented the expenditure status report. He explained that we are projecting approximately \$11,000.00 in undesignated funds at this point. The operating budget will be approximately 98.6% consumed.

Mr. Ouellet asked if this takes into consideration the tuition adjustments. Mr. Labore explained that the tuition adjustments are in there as well as the fund equity adjustment.

Principal's Report

- Enrollment is at 191 students; there is one additional student in 3rd grade.
- Round Reading Edition: this year is one of the very best. We had over 200 submissions. The 5th and 6th graders read the pieces. A very special thank you to Mrs. Robidoux. Also, Deb Trottier and Rene Ouellet were instrumental in starting this.
- A retirement party was given for Mrs. Amrhein. It was a complete surprise to her.

- We will have 2 student teachers from New England College who will student teach in the 2nd and 4th grades.
- Dunbarton library will help the school with an electronic town wide calendar. Mrs. Thibaudeau will work with the library over the summer.
- Student Council had a Penny for Patients fundraiser and raised \$1,600.00.
- This fall we are working with a student from Goffstown High School who is working toward his Eagle Scout badge. He will work on the Nature trail. The Board was in consensus to allow the Eagle Scout to work on the outdoor nature trail as his project.
- AAU basketball group wants to refurbish the basketball hoops in the parking lot.
- Maintenance: RFP and Son had to do some boiler work. The bill is \$600.00.
- Regarding the solar panels, there is still a glitch in retrieving the information. Mr. Holt is working on this problem.
- There are no major projects this summer. They are focusing on painting, cleaning and resurfacing the gym floor.
- The Kindergarten barbecue and bus ride is scheduled for September 1st. Deborah Trottier will attend. Mrs. Foster will also attend if she is able.
- The Summer Success program will start on July 11th and run through August 1st. It will be Monday through Thursday, 8:30 am – 11:30 am.
- The last day of school is June 24th.
- Mrs. Thibaudeau gave a list of 2011 teacher recognitions to the Board. Mrs. Foster will draft up letters and circulate them to the other board members.

Debra Foster made a motion to allow the Eagle Scout to improve the Nature Trail behind the school. Deborah Trottier seconded the motion. VOTE: All in Favor. MOTION PASSED.

Superintendent's Report

- 5 of the top ten students graduating from the high school are Dunbarton residents. They are Lauren Kilmister, Elizabeth Kelly, Robert Tardif, Audrey Corcoran, Rosemary Ouellet
- GHS Graduation will be 6/16/11 at 7 pm.
- The graduation at Mountain View Middle School is June 23rd.
- The seniors this year decided that they wanted to do a community service project with the kindergarten students by reading to them. The seniors then presented the kindergarten students with T-shirts.

PTO Report

Shelly Westenberg presented.

- They had a successful father/daughter dance. Shannon Maguire was the coordinator.
- Reading contest - 2 students won bikes, 2 students won Borders gift cards and the remainder were awarded with bracelets
- The ice cream social was successful
- The PTO is planning to have a booth for the spring fling. The theme is a carnival theme
- The PTO bought a present for Mrs. Amrhein who is retiring this year.
- Mrs. Westenberg has not purchased a refrigerator yet because she is still conducting research
- The PTO wants to have a Zumba party next year.
- The welcome gifts for kindergarten parents will be piggy banks for saving for Sargent Camp
- The PTO hosted 6 parent workshops. Alexis Wallace is willing to conduct workshops again next year. She wants to have a session on the transition from the elementary school to middle school.

CIC Committee Report

No report. Mr. Trexler will review the energy audit with Carl Metzger.

Selectmen Liaison Committee Report

Debra Foster attended the Selectmen's meeting. She reported that the Selectmen are concerned about the Community Center usage. She also stated that the issue of the keys was brought up and that they are concerned it will get out of hand again. Mr. Ouellet asked if Mrs. Thibaudeau has a plan to keep track of the keys. Mrs. Thibaudeau stated that she doesn't think it will be a problem and that control of the keys is much better. Mrs. Thibaudeau stated that the Rec person who is in charge has a key. Mr. Ouellet commented that Mrs. Thibaudeau is in charge of the assignment of keys and that if she is comfortable with the way it is working, that we shouldn't make any changes. Mrs. Thibaudeau mentioned that she had a request for use of the Community Center this summer from July into August. However we can't have people there during the time the floor is being re-finished. Mrs. Thibaudeau stated that the gym will have to be closed for 3 weeks starting August 1st. Mrs. Foster will alert Les Hammond.

Old Business

A. Finalize School Board Meeting Dates

The Board scheduled their retreat for August 22nd. The Board will meet at 4:30 pm and the Administration will come in at 6:00 pm.

The Board will discuss at the retreat whether to change the time of future School Board meetings.

New Business

A. 2011-2012 Food Service and Lunch Price Summary

Mr. Labore presented. He stated that the projected deficit is approximately \$7,750.00.

Debra Foster made a motion to transfer money from the Dunbarton Kitchen Equipment Trust Fund in the amount of \$2,000.00 for the steam table and freezer. Carl Metzger seconded the Motion. Mr. Labore stated that it is actually \$1,000.00 to be transferred from the Kitchen Equipment Trust Fund and \$1,000.00 is coming from the Operating Budget. Mrs. Foster withdrew her Motion. Mr. Metzger withdrew his second. Debra Foster made a motion to transfer money in the amount of \$1,000.00 from the Dunbarton Kitchen Equipment Trust Fund for the steam table and freezer. Carl Metzger seconded the Motion. VOTE: All in Favor: MOTION PASSED.

Mr. Labore stated that the meal count went up 12 per day to 77. Mr. Labore explained that under the Healthy Hungry Free Kids Act, the federal government is requiring that we spend \$2.47 per lunch within the next 2 years. Mr. Labore explained that assuming we can keep the upward trend (another 6 per day) we will look at a projected deficit of \$9,200.00 at the end of next year. To get to a break even point you would have to add another \$.50 per meal making it \$3.00 per meal.

The Board discussed the lunch prices and continued ways to save money. We may be able to save some money with the hiring of a new food staff.

B. Capital Reserve Fund Balance Withdrawal for Ice Dam Remediation

Debra Foster made a motion to withdraw \$47,289.69 from the Capital Reserve Fund for the Ice Remediation Project. Carl Metzger seconded the motion. VOTE: All in Favor. MOTION PASSED.

There was an overall savings of \$18,710.31 for this project.

C. Additional Special Ed Needs for 2011-2012

Mrs. Thibaudeau expressed a need to hire another one-on-one aide for a special education student. Savings from other positions will be used to cover the cost. *Deborah Trottier made a motion to hire an additional one-on-one aide. Debra Foster seconded the motion. VOTE: ALL in Favor. MOTION PASSED.*

D. Summer Payment Processing Authorization

Debra Foster made a motion to allow the SAU to process payments including payroll authorizations during the summer. Deborah Trottier seconded the motion. VOTE: ALL in Favor. MOTION PASSED. The SAU will continue to provide the manifest to the Board as is current practice.

E. Authorization for the Superintendent to Hire During the Summer Months

Deborah Trottier made a motion to authorize the Superintendent to hire during the summer months. Debra Foster seconded the motion. VOTE: ALL in Favor. MOTION PASSED.

Maintenance and Unreserved Fund Balance

Mrs. Thibaudeau gave the Board a list of maintenance considerations for 2011. The Board reviewed the proposed list and discussed the items. *Mrs. Foster made a motion to use the Unreserved Fund Balance to purchase 3 kitchen mats for \$700.00, sign letters for \$335.00 and tower fans not to exceed \$600.00. Deborah Trottier seconded the motion. VOTE: All in Favor. MOTION PASSED.*

F. Summer Projects

Mrs. Thibaudeau explained that no major projects are planned for the summer. They will concentrate on painting and cleaning.

G. Milk, Paper, Propane and Oil Bid Discussion and Authorization Request

Mr. Labore reported that he went out for bids for paper and recommends W.B. Mason. Milk – we got a fully compliant bid from Oakhurst Dairy. This would be the 5th straight year with Oakhurst Dairy. The average price increase is 7/10th of a cent. *Carl Metzger made a motion to approve WB Mason for paper and Oakhurst Dairy for Milk. Debra Foster seconded the motion. VOTE: All in Favor. MOTION PASSED.*

Mr. Labore stated that he will continue to put out bids for oil and propane. Mrs. Buckley requested that the Board authorize her to go forward with a bid that is competitive.

Carl Metzger made a motion to authorize the Superintendent to act on behalf of the Board on oil and propane bids. Rene Ouellet seconded the motion. VOTE: All in Favor: MOTION PASSED.

Mr. Labore recommended that the school top off their oil and propane tanks.

H. Review of Community Center Use of Facility Procedures

Mr. Ouellet explained a concern that came up at the Selectmen's meeting. Mrs. Foster stated the Selectmen were concerned that use of the kitchen requires hiring someone from the school to be there at all times and that it can become very expensive. They felt it is unreasonable.

Mr. Ouellet stated that there was a procedure that someone could be in the school and use the kitchen if they had proper training. The school needs assurance that the kitchen is left in the same cleanliness and order.

Mr. Ouellet stated that we had issues years ago with groups coming in but that we have forged a collegial

relationship between the groups in town. Mr. Ouellet suggested addressing the procedures with the groups. Mrs. Foster suggested having a representative from each group who uses the kitchen attend a training session. Mr. Metzger asked if the town can take some responsibility. Mrs. Foster will contact the Selectmen and ask for names of representatives. It makes sense to do this before the school year starts. Deb Foster will speak with the Selectmen and report back.

I. Review of Accounting Procedures for Food Service

Mr. Labore stated that they had implemented a procedural accounting change. He stated that they were adding 3 individuals in cash handling; one person on the cash register, one counter person and one person making the bank deposits. This will make the program more auditable. This also ties into looking at operations in more depth. We will implement a full audit of the program; how cash is handled, how cash flows out, what types of products are purchased. Mrs. Buckley stated that it makes sense to have processes in place. Mrs. Foster asked who the 3 people are. Mrs. Thibaudeau explained that a staff member is a checker and the deposits are made by the secretary.

Mrs. Trottier stated that it's good to start fresh with a new person coming in. Mr. Labore stated that an audit was done 2 years ago. He also stated that an audit will happen in September or October. He will be working with the new person to make sure that the District is taking advantage of all the food programs.

Mrs. Buckley requested a motion from the Board to transfer the \$10,000.00 from the end-of-year Undesignated Fund Balance to the Capital Reserve Fund and \$1,000.00 to the Dunbarton Kitchen Equipment Trust Fund. ***Debra Foster made a motion to transfer \$10,000.00 from the Unreserved Fund Balance to the Capital Reserve Fund as was voted on at the School District Meeting and \$1,000.00 into the Dunbarton Kitchen Equipment Trust Fund, as voted on by the Town at the March meeting. Carl Metzger seconded the motion - Vote: All in Favor. MOTION PASSED.***

J. AREA Discussion

Mr. Ouellet asked that this item be put on the agenda with an eye toward the current AREA Agreement. The expiration is in 2014. Mr. Ouellet stated that we've had some formal and informal discussion about this and that it makes sense for us to do our due diligence. We can start collecting information. Mrs. Buckley stated the 1st thing to consider is if any school district is interested. Mrs. Buckley can have discussions with other local districts that might entertain conversation. She will explore what is available for potential options. She further stated these would be preliminary discussions.

Mrs. Buckley stated that right now we have 191 students enrolled in Goffstown. It would be an impact of \$536,000 to go to Bow. Mrs. Foster stated that we also need to talk about transportation and class sizes. Mrs. Buckley explained that that would be hard to project out. Mrs. Foster is interested in comparative curriculum. Mr. Ouellet expressed that he is interested in graduation rates with both GED or diploma. Mrs. Foster is interested in testing scores and Mrs. Trottier stated that we need to know how many kids go on to higher education. She also mentioned that we need to know if they are accredited. Mr. Ouellet stated that he wants to know where they are with No Child Left Behind. Mrs. Foster also mentioned the need for comparison of special education programs. Mrs. Metzger asked about inclusion and pull out programs. Mr. Metzger is also interested in the extra-curricular programs offered. Mrs. Buckley will look into the area districts of Bow, Hopkinton, Weare and Concord.

Mrs. Buckley suggested that the Chair contact the Chairs of the Goffstown School Board and the New Boston School Board and let them know the Board is having these discussions.

Other Business that May Legally Come Before the Meeting

Public Comment

Shelly Westenberg stated that the PTO is prepared to go in and meet with the Food Service Director to go over what is being done in order to be able to use the kitchen. Shelly also asked if there is a model like a voucher system for tuition whereby students can attend schools of their choosing. Mrs. Buckley stated that the District would have to have an agreement with the schools. Mrs. Trottier pointed out that there are drawbacks. Mrs. Buckley stated that it is competitive and kids don't always get in. Mr. Ouellet stated that the Board has to guarantee that each student gets educated. He further stated that the Board has to consider all options.

Brian Nault, Morse Road stated that he has spoken to Bow. He informed the Board that Bow is definitely interested. Mr. Nault also stated that Bow has been through this change and are willing to help us. He stated that he has spoken with the high school principal and they are willing to help. Mr. Nault stated that he spoke with Bow about both the middle school and high school. He commented that they have the staff and that they have good test grades. Mr. Ouellet questioned the motivation to make the change from Goffstown. He asked if there are specific concerns about the middle school or high school. Mr. Ouellet stated that he is interested in specific concerns. He stated that it is equally important to give the District a chance to address any concerns. Mrs. Buckley also stated that she is the next venue to address any concerns and parents should feel free to contact her. Mr. Nault stated that the middle school has a lot of concerns based on what he has heard. He stated that it is a shell shock when students go into the middle school because of the size. Mr. Nault requested a copy of the AREA agreement to review. He asked if the SAU can drop us when the contract expires. Mr. Ouellet stated that the SAU can not just drop Dunbarton. Mr. Nault then inquired if there are any discussions with Goffstown right now.

Chanti Berube – thanked the board for the approval of fans for the community center.

Mr. Ouellet thanked the public for coming to the meeting and adding their input.

Adjournment

Debra Foster made a motion to adjourn at 9:09 pm. Deborah Trottier seconded the motion. VOTE: all in Favor. MOTION PASSED.

Judith van Kalken
School Board Recording Secretary