

TAMWORTH SCHOOL BOARD
DRAFT MINUTES
JANUARY 26, 2012

Board members attending: Chairperson Charlie Pugh; John Cleveland, Carolyn Hemingway, Marie Labrie, Jack Waldron

Others attending: Superintendent Jay McIntire, Student Services Director Raina Shearer Chick, Principal Rob Troon, Laurie Vervielle (MRI)

1. Call to order: Chairperson Charlie Pugh called the meeting to order at 5:30 PM.
2. Approval of Agenda: Jack Waldron moved to approve the agenda. Marie Labrie seconded the motion. Charlie said he would like to add two letters: a selectman's correspondence under Visitors Comments and an employee's health request under New Business. Superintendent Jay McIntire said there will be a non-public session. The motion to approve the agenda passed unanimously.
3. Approval of Minutes: (December 15, 2011; January 2, 2012, January 10, 2012; Jan. 19, 2012). Jack Waldron moved to approve all four minutes. Marie seconded. Charlie said the minutes of the 19th had two typos: "Jake" should be Jack, and "ML" should be Marie Labrie. The motion to approve the minutes with these changes passed unanimously.
4. Visitors Comments: Discussion of an e-mail letter sent to SAU Board Chair Ray O'Brien by a selectman who was concerned about administrative actions in the SAU office related to Kathy Barrett's resignation.
5. Finances
 - a. Expenditure Report: Jay McIntire said what is new in this report is the adjustment column which we continue to work on. He said this column reflects how we have responded to the "under-riches" in the budget and it shows that we will be able to meet our obligations. Charlie Pugh commented that he had hoped that every line would be fixed in order for it to come out right. Laurie Verville said to correct every line would require a lot of maintenance because of the way this was set up. Charlie said it would be helpful for us to know where we are so we don't' overdraw. Jay responded that it is in here and based on what we know of the budget at this point, we have enough money to continue to spend what was budgeted in those lines. However, he said Principal Rob Troon hasn't spent it yet because we know there are often surprises at this time of year.
 - b. 2012/2013 Approved Budget Review/Revise: Charlie said there was a motion at the last meeting to approve a bottom line figure along with two cuts: one for

\$48,000 in the CIP and one for \$10,000 in computers. The remaining cuts were to be filled in by the administration to get to the bottom line. Rob Troon said there were several cuts including money for a play and play materials; no foreign language teacher; Learning through Teaching; and a small amount cut out of the summer curriculum. Rob said that under Maintenance of Building his final request is \$10,000, including \$2,700 to do the ramp, the rails, and the door, with the remaining \$6,300 under General Maintenance. He said under New Equipment he has included money for a floor scrubber, which is needed to strip and finish the floors every year. He said with a floor scrubber one person can do the work and it frees up another custodian to do the maintenance work.

Raina Chick said we had talked about funding for special education transportation and we have made some changes. She said some severely disabled preschoolers will do home schooling two days a week. She said we are also shifting transportation for one individual student into federally funded grant money. Rob said we have taken out funding for the summer institute but we still have a summer enrichment program at Madison. He said we need more creative options to provide something for students who need work in the summer to prevent a summer slide. He said Tin Mountain is back in the budget under Special Program Fees. Rob said some minor deductions include \$1,000 off P/E materials. He said we have added \$200 or so back into Language Arts Books because he felt as though he had trimmed that too much. He said under the Replacement Furniture line, the goal was to get two new round cafeteria tables each year, but we have taken it out of cafeteria tables and put it into classroom furniture. He said we are down \$2,000 on staff development and we can utilize some of Title I money. Marie Labrie thanked Rob and the administration for all their work. Charlie said we are now at 3.49%.

Jay handed out warrant articles with dollar figures left out. He said these are ready to go once we have the dollar figures. He said he was sending them off to the DRA tomorrow and he didn't anticipate any problems getting them approved. Charlie commented that on the first warrant article we had decided not to add money to that capital reserve fund, but Jay said he wanted to put it on here till it is formally taken out. Charlie said the warrant articles will be held till next month's meeting.

The board discussed the underfunded portion of the Tamworth budget and John pointed out that the salary line didn't line up with the salary line on the spreadsheet Laurie gave us. Laurie said this was probably because we had to do these adjustments and this is going to include the Title I piece and also substitutes. John commented that the breakout of the budget by percentage is really instructive. He thanked all the staff for working on this.

6. Administration Reports

- a. Superintendent. Following up on the board meeting of December 15, Jay said he was optimistic that the issue with Ski & Beach has been resolved. He said the bridge has been posted at 25 tons and all parties involved, including the insurance company, are comfortable with that.
- b. Principal: No report.
- c. Student Services Director. No report.

7. New Business

- a. Annual Report Contents and Layout Approval: Charlie Pugh distributed to the board members a rough draft of items to be included in the Annual Report.
 - (1) Cover: Marie. Marie said she thought it was important to include artwork from students. Rob Troon said he has asked the art teacher to come up with kids' artwork which could be reprinted in black and white.
 - (2) Dedication: Rob. There was a discussion of a possible dedication page. Rob recommended a dedication to Bun Nickerson and John agreed that Bun was a force larger than life and that everyone loved him.
 - (3) District Officers and Administration: Jay and Pat.
 - (4) District Warrant: Jay. Jay said this will be ready when we finish with the articles.
 - (5) Election Warrant: Jay.
 - (6) Minutes of the March 2011 Meeting: Jay. The minutes will be submitted by Kathy Brown.
 - (7) Brett Staff List: Rob. There was a discussion of what format to use. Charlie said it could be alphabetical or by function. Jack Waldron said listing by function is the only way to know what everyone does. John said he would like to leave it to Rob to make this choice.
 - (8) Board Report: Charlie asked if we could put a place marker here and get back to this.
 - (9) Superintendent Report: Jay.
 - (10) Brett Principal Report: Rob.
 - (11) Kennett Principal Report: Jay thought this was a great idea and he will make the request.
 - (12) Student Director Report: Raina.

At this point there was a discussion about the placement of the pages. John said he thought a short one-page introduction made sense, some generally orienting thing that sets the person's brain as they read the rest of it. He said from a reader point of view he wanted to understand this year's warrant articles and he thought it made sense to have all pages specifically related to the warrant articles come right after them. He suggested a one-page summary and then a description of each major category and then

things like the staff salary spreadsheet and anything that is backup-related. He said the explanation of the budget and the board report could be the same thing.

Charlie suggested that the cooperative study could be #6, then minutes of the previous meeting, and then the staff list and superintendent's report. John suggested having section pages such as additional budget information, superintendent and principal reports, or something like that. Jack said the staff would fit right after the superintendent and principal. Marie said she would like to have information on students, such as students who have graduated, the number attending high school, and so forth. She said if we have extra pages this may be a way to fill them, and if we have those divider pages why not put additional art work on them. Jay suggested having student information as part of the principal's report.

Jay said the audit should be in here for 2009-2010, near the treasurer's report. Jack said the school lunch report should come after the treasurer's report. Charlie said we should get more high school stuff in there as well such as the Kennett tuition spreadsheet. He said this would be part of broad report explanation. Charlie said the Cost and Quality Data is still being worked on, and Rob, Donna and Jay will work on that. Charlie said we will need to pick a time to look at this.

There was a brief discussion of the health insurance policy. Charlie suggested tabling the issue until next month when we will get information from Jay and make a decision.

8. Visitors Comments: None.

9. Non-public Session: Jack Waldron moved to go into non public session pursuant to 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 or her, 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. Marie Labrie seconded the motion. On a roll call vote, the board entered non-public session at 7:05 PM.

Charlie Pugh – Aye

John Cleveland – Aye

Carolyn Hemingway – Aye

Marie Labrie – Aye

Jack Waldron - Aye

10. Action as a Result of Non-public:

11. Return to Public Session: At 7:15 PM the board resumed public session and stayed in session through the Public Budget Hearing from 7:15 PM to 8:05 PM. The board then resumed their meeting to finish up business. The board discussed what options are available to deal with the retirement shortfall. It was pointed out that the community is fully aware of

the clerical errors that contributed to this error. The board then entered discussions about continuing the conversation with the union that started in April about contingencies if there are anticipated expenses.

Charlie Pugh moved to appoint Jack Waldron to meet with the union to discuss any anticipated shortfalls. Marie seconded the motion. The motion passed unanimously.

John Cleveland reminded the board that he will be out of town the week of the budget meeting. He said he would like to make some comments and recommendations about Rob Troon's performance because he won't be here in May. He also said he is available to help with projects if it doesn't require regularly scheduled meetings.

12. Adjournment: John Cleveland moved to adjourn. Jack Waldron seconded the motion. The motion passed unanimously. The meeting adjourned at 8:45 PM.

Tamworth School Board Meeting, January 26, 2012

Draft Minutes

Respectfully Submitted,

Patricia Ambrose,
Recording Secretary