

1. **Call to Order-Roll Call- Pledge of Allegiance:** Nelson called the meeting to order at 6:30pm and upon call of the roll the following board members were present: Nelson, Anderson, Leach, Kunz and Robinson.
2. **Comments by Visitors:** None
3. **Consent Calendar**
 - 3.1 **Removal of items from the consent Calendar:** A motion made by Robinson seconded by Nelson to remove the minutes from June 9th from the consent calendar. VOTE: motion passed, unanimously.
 - 3.2 **Approval of consent calendar:** A motion made by Kunz seconded by Anderson to approve the consent calendar as amended. Approved were:
 - June 20 2016- Minutes of the Rollinsford School Board
4. **Announcements:** Supt. Mosca stated that we are getting ready to start school, teachers will be back on Monday the 28th and the kids start on Wednesday. She stated that various projects have happened here all summer. Leach asked for the date of the grade 4-6 parent night. Supt. Mosca stated that it will be on Monday the 15th and notices were sent out.
5. **Discussion Items:**
 - 5.1 **Principal Update:** Lucas stated that as you can see we have been busy, the custodial staff and Dick with the projects happening and the teaching staff continues their learning by taking classes at UNH, working with the math consultant and their professional learning. She stated that every teacher is teaching a new grade this year. She stated that she along with Kitri and Sheryl presented at the center for collaborative education on the work they have been doing here. She stated that five different states were represented and it was cool to see. She stated that today was the first day of PACE for tier 2 year 2 and beginning the conversation again and a great speech from Paul Leather. She stated that they will be having their parent meeting for parents in grades 4-6 on Monday night from 6-7. Nelson asked if the board can attend. Lucas stated yes.
 - 5.2 **Marshwood Student Representative-Noah Niedzolkowski:** Niedzolkowski stated that he will be the first graduating class to begin Marshwood and he will be a junior this fall. Nelson stated that Alan was a student representative for Portsmouth so reach out to him if you have questions. Robinson stated that it was a lot of fun and the best advice I can give you is to ask a lot of questions. Nelson stated that she came up with expectations of a student representative. She stated that she hopes that you will get involved as we lay out the plan for the joint meeting because we want it to be student and parent focused. She stated that she had a student get in touch with her who will be away this fall but she told him to contact us in January.
 - 5.3 **Rollinsford Student Representative Report-Bailey Haines:** None
 - 5.4 **CIP Plan:** Supt. Mosca stated that she asked Kate and Dick to lay out a working document which is a six year plan on what the priorities would be. She stated that the key component she wants to stress is that these are estimates of the costs because we can't go to a vendor

to get an actual price and then say see you in five years. She stated that if we are going to include it as a warrant we would go and get more accurate prices. Nelson stated that she took some time today and put this into the same format as the town and put the money into it equally every year. She stated that she may ask Alan to take this to the budget committee. Robinson asked if the building fund can be used in that manner. D'Agostino stated that the fund is for improvements to the building not maintenance. Kunz asked if we need authorization to spend that. D'Agostino stated that you would need a warrant article to remove the money from the fund. Supt. Mosca stated that this past year we put money into the building fund. Nelson stated that we need to explain that it also has no tax impact. Kunz stated that you could have one group of residents who agree to put it in and then two years later another group that doesn't. Robinson stated that last year the fire department took money for the new radios and it was a fairly easy transaction. He stated that each year you would put more in the fund and then at the end you can buy something without taking out a bond. Kunz stated that the fire departments hurdles that they have to jump are less than ours. He stated that we have seen how difficult it can be for the town to do simple things. Nelson stated that we have to put together a plan so that we will be up front. Robinson stated that he sees this as a positive way to go and it has been discussed as the town finalizes their plan of putting them together so if we can get this established and start something hopefully we will see some money get allocated and then we can start merging with the town. Kunz asked why they weren't able to do that when the town started. Robinson stated that the town took on a huge job and is doing it right and adding the school is a big project. He stated that long term, joining is the way to go but in the short term he sees them moving forward with this. Nelson stated that there is a meeting of the CIP committee next week and she plans to attend to tell them that we have a plan if we agree to move forward. Kunz asked about the storage building. Dick Fortier stated that right now we have a container and it doesn't hold very much but if we are going to be maintaining our own grounds then we need a place to store equipment. Kunz stated that he is curious where the figures came from for the CIP. Supt. Mosca stated that they came from the IBEA report. Fortier stated that you would add a percentage increase each year. Kunz stated that if we go forward with this then we should have as accurate numbers as we can. Robinson stated that when you do a CIP plan in this format you do a percentage value increase each year. Kunz stated that it is important that we are pretty close because our feet will be held to the fire. Robinson stated that he would like to talk about us maintaining our own grounds. Dick Fortier stated that right now we contract out for lawn mowing and it is expensive and if we do it ourselves we will need the equipment to do it and a place to store it. Robinson stated that the town has this equipment and we discussed at the budget committee and he is curious as to why the town is not supporting our needs. He stated that he believes that they bought the equipment last year and before we spend money he wants to see if the town can come here and mow for us because the town and the school should be working together. Supt. Mosca stated that we can look into that. Nelson stated that Alan could take it to the budget committee. Supt. Mosca stated that they will look into what we are contracting out and see if we can do some cooperative services. Robinson

stated that he would like to start establishing due dates on when action items are due back to the board. Supt. Mosca stated that she will have the information at the next meeting. Robinson stated that he would like to add to the agenda action items from this meeting so that we can discuss them. Anderson stated that she didn't realize that we contracted out and asked if that is all we do. Fortier stated it is just mowing.

- 5.5 **Bus Routes:** Supt. Mosca stated that the bus routes have been posted on the website so they are ready to go. She stated that she had breakfast with Mary Nash and asked about the possibility of not having a late bus and our kids getting on their bus with a drop off at central school and she was going to look into it and get back to me. She stated that she has also reassigned some positions and duties for bussing and we discussed how it makes sense that her person talks directly to our bus company rather than her calling me and having a middle man. She stated that she is waiting to hear back.
- 5.6 **Transition Students:** Nelson stated that this is on the agenda because she had a number of emails from a parent in town who chose to go to Marshwood this year and her son is having a difficult time making the transition and the parent has said had she known that transportation to Somersworth was provided she would not have moved her son from Somersworth to Marshwood. She stated that we made it clear that there was no going back and that it was a one way street if you went to Marshwood you could not go back to Somersworth. She stated that one last comment was that it would be additional money to go back to Somersworth because it is a higher cost per student. She stated that she put it on the agenda so we could discuss it and get your thoughts on it but she feels that we made the right decision. Anderson stated that it is only a couple of thousand more and she doesn't know how many more you would get to switch back. She asked if we are planning that we are committing to transportation to Somersworth. Nelson stated that I did make that clear. Robinson stated that he was one of the members that made that comment that Marshwood was the school of record and where all students are heading in the future and he was not looking to having students jumping back and forth because logistically it made sense. He stated that he doesn't want to make a decision based on financial he wants to make the decision on the student. He stated that they made the request to go back to the school they are comfortable in and I am having a hard time saying no from an academic perspective. He stated that we have the option to send them back and I am really having a hard time saying no when academics were specifically mentioned. Anderson stated that it was a hard decision to make, my son did one year at Somersworth and I forced him to leave he didn't want to. Robinson stated that if we do this it sets a precedence and this decision was based on transportation reasons and we have established transportation for Somersworth students. Anderson stated that she hopes that people wouldn't abuse it and jump back and forth. Kunz stated that he doesn't agree, what would stop another 50 people saying because of this or that. He stated that we had a lot of discussion last year about transportation and how once you go through the door you can't come back. He stated that it is not like they don't have a school to go to, we need to think about this. He stated that we worked hard to develop a transition plan and we kept everyone in the loop. Anderson stated that she assumed as a parent that there would be no transportation to

Somersworth. Robinson stated that the bus company said that there would be no additional cost so based on that at the time we said ok. He stated that once again this year there is no cost to provide transportation. Leach asked if they are sold on transportation. Nelson stated that we are waiting to get an answer on transportation if we choose not to give transportation to Somersworth if the cost would be lower and the answer was we don't know. Supt. Mosca stated that the answer is no because they are not charging us because the bus is coming to Rollinsford anyway. Nelson stated that we need to get the answer just to be sure. Leach stated that when it comes down to why she joined the board it was so kids can get the best education for them and if the student is really unsuccessful at Marshwood she would say that she wants the best for the kid. She stated that even though she supports the one way street situation she wants the kid to be successful in school. Nelson stated that she feels strongly not to change our minds. The board decided that Marshwood was the best place to send our students and we gave parents a one shot deal to decide. She stated that her fear is that we suddenly have 25 parents saying their kid is struggling and they have to go back. She stated that they had a chance to make the decision and the second year is always easier than the first year. She stated that she feels strongly about this for a number of different reasons. Robinson stated that he also stands by his original point that Marshwood is the school of record. Anderson stated that it would only be juniors and seniors that could possibly go back. Supt. Mosca stated that there is 23 currently. Anderson stated that if there may be 10 that moved over from Somersworth originally. Leach stated that she hates to see us invent a problem of theoretically kids coming back where the potential is considerably less. Nelson stated that she is still against it, they made it clear that it was one way. Kunz stated that we open ourselves to a liability, if we open it up for one we have to do it for all. A motion made by Robinson seconded by Kunz to reiterate to the parent that our board's position stating that once you transition there is no transitioning back to Somersworth. Kunz stated not unless they tuition themselves. Robinson stated that he would personally write a letter to this parent on why they made this decision. VOTE: motion passed, Kunz, Nelson and Robinson in favor and Leach and Anderson Opposed.

- 5.7 **Building Update/Staff Configuration:** Lucas stated that a letter went home to parents on the placements. She stated that she will be having a tab on the website dedicated to resources for parents. She stated that a letter went home to staff with a welcome back and a schedule for this year. She stated that Tuesday, Wednesday and Thursday are larger blocks with bigs, middles and little in the big block. She stated that students will sign up for electives art, music, library and technology and will choose what they study for 19 consecutive Tuesday, Wednesday and Thursday so that there is time for them to fine tune their skills and dive into the curriculum. She stated that PE will be every Monday and Friday. She stated that we are really excited. She stated that in terms of facilities there is no way to capture what Dick and the custodial staff has done this summer. She stated that there has been a monumentally huge amount of work but people are enjoying themselves even though they are working hard. She stated that Dick has been fantastic this summer, he did an incredible job working with the vendors. Nelson thanked Dick and the entire staff. She

stated that in regards to these statewide conferences that you are speaking at is there any small press release that could showcase RGS to a large group of people that we can get on the town website. Lucas stated that I talked about fairtest.org who was contracted to analyze the new ESSA waiver. She stated that there will be a public document and in it will be a comprehensive look at RGS compared to the rest of NH and when that is made public she will make sure they get a copy.

5.8 June 9th Minutes: Nelson stated that it was confusing in the minutes on when the marshwood contract is up and she wanted to clarify that it is a six year contract with the option to renegotiate in four years. She stated that also under transportation she wants to clarify that the late bus has an average of 30 students per week. Robinson stated that he was not part of the June 20th meeting but he pulled the June 9th meeting minutes as a budget committee member it is important to have a discussion about it. He stated that there was some good dialogue on what we can do and what we can't do in a year and a discussion on fund balance and special education. He stated that he presented the budget we had discussed and he had to request an updated budgeted because the budget we discussed on the 9th was incorrect. He stated that he read in the minutes from the 20th that the fail safe is that Superintendent Mosca is going to look at the encumbrances closely as we move forward. He stated that he would like to have a conversation about that because he has some questions. He stated that things happen no problem and oversight is important but he wanted to ask about the department managers role in budgets and if we rely solely on the business administrator or do we use the department manager and is the special education director supposed to be aware of their budget and is that person involved throughout the year and then have the Superintendent oversee the process. Supt. Mosca stated that our SAU administrators meet weekly and have those exact conversations, changes in special education and how do we adjust the budget accordingly. She stated that we got inundated with the amount of kids who showed up and we are requiring proof of residency and it goes back and forth and by the time you gather that there are some gaps. She stated that she has suggested focusing on the available balance side and we only encumber what we have for a bill and not encumber anything additional. She stated that we will get a current status of the kids and have a base to start and then next month we will encumber their tuition and then in October update it immediately so that it becomes real time. Nelson stated that these are budget discussions as a point of order. Robinson stated that the reason he chose to do it under this is the special statement that we made. He stated that if we don't know then he wants an I don't know but the responses we received on the 9th are easy and that is where I wanted to go. Kunz asked if Pam is aware of the money. Supt. Mosca stated yes. Kunz stated that is stuff given to the business administrator and is it all being presented. It is like giving a shoe box full of receipts to your tax person and say here you figure it out. Supt. Mosca stated that it was a transition year and it was a different way of looking at all of it and we have never dealt with special education a la carte and we wanted to capture all students and services. She stated that we start with a spreadsheet with the services and costs and then have further conversations on updates and were going to have to ask them for more information on a monthly basis to tie

a few more pieces together. Robinson stated that you are referring to Marshwood, we have a liaison in a role that should be providing that information to that spreadsheet. He stated that he likes the idea of communication but when you are saying outreach, why isn't this being updated every time you make an IEP change. Supt. Mosca stated that we need to get better at that internally. She stated that if a kid comes in the 15th we need to adjust the cost and we get three times a year billing cycle so we need to ask them for information at more intervals. Then internally when they notify us Pam will get the information to Marie to update the budget. Kunz stated that you have the ability to say you need it at this interval, for our sake having the increased frequency is more beneficial. Nelson stated that it won't change the billing schedule but it has to do with keeping us up to date. Robinson stated that if we have internal controls that were not adequate last year what is the confidence that what was paid is accurate. Supt. Mosca stated that she feels very confident, we check it constantly and we took the June ending and confirmed what they sent to us and we went back and forth with them. Nelson stated that my level of confidence is good that we are paying the correct amount, my level of confidence that we are able to see in the months budget updates is a real reflections of where the budget stands is very low. Robinson stated that he would like to see the spreadsheet for special education and see how we are accounting for costs for special education. He stated that he expects when the bills come out to compare them to the spreadsheet and make sure as an oversight that this is how we want to track it, we need a better handle on it. He stated that to see a line item do what it did at the end of the year with a frozen budget is now what we need. Kunz asked if when the bill is received if the services are broken down. D'Agostino stated that they are by individual service. Kunz stated that we could set up a code so it can be tracked. Supt .Mosca stated that is how we do it that is not the issue. She stated that she will give the board the spreadsheet for the next meetings. A motion made by Kunz seconded by Leach to accept the June 9th minutes as amended. VOTE: motion passed, unanimously.

6. Action Items.

6.1 Approve Townsend Energy Bid for 2016-2017 School Year: Nelson stated that the new bid is for 18 cents over rack down from 20 cents over rack, Marie was able to negotiate them down two cents so thank you to Marie. A motion made by Kunz seconded by Anderson to approve the bid for oil as presented. VOTE: motion passed, unanimously. Nelson stated that she would also like to give a shout out to Marie for working out with the town to pay the SAU through a transmittal of funds versus a paper check.

7. Financial Update:

7.1 Budget: D'Agostino stated that she had a question from Mrs. Dionne regarding the warrant articles. She stated that there was no money transferred into the reserve funds in 2015 because the articles were defeated. Robinson stated that they were voted down in 2014-2015 but this year the article did pass so we put money in for 15/16 into the accounts. Nelson stated that the budget is included in the packet, it is nothing we can hang our hats on because there is a ton of stuff unencumbered. D'Agostino stated that only salary and benefits have been encumbered. Nelson stated that the next one we get the tuition will be encumbered and the projected special education costs will be encumbered. She stated that if we know we usually have an audit and

we know what it normally costs we should encumber that and other things we know we will spend. Robinson stated that what he wants is consistency. As long as we are consistent and can explain it, the way we did it last year made sense. He stated that we missed something, if we didn't we would have been good and he would like to see it the same as we did last year. Nelson stated that she agrees. Robinson stated that he wants to be able to know what we are looking at for an available fund balance so we can start thinking ahead on what we can buy earlier on than June 20th. Nelson stated that she would like to see it like last year but with more checks and balances in place. Robinson stated that he did have a question, if you look on the bottom it lists the warrant articles and he asked to explain how the 2016-2017 budget is the \$5,510,791. D'Agostino stated that it lists the detail of how we arrived at that number. She stated that the appropriation was for \$5,265,791 and then added to that is the \$70,000 for asbestos that was put into the maintenance line and the \$125,000 for the 3-phase electrical power which was also added to the maintenance line. She stated that the two warrant articles to take money from the 15/16 budget and transfer it into the trust funds, on the expense side it is the last line item transfer to capital reserve and the revenue comes from last year's available balance but we have to show it and that is how we come up to the \$5,510,791. Robinson stated that if there was no fund balance available this wouldn't have happened. Nelson stated that she didn't see an account for paying for the ballots. D'Agostino stated that we found out after the fact so going forward it will be in the budget. Supt. Mosca stated that when we find out in 15/16 it was too late for 16/17 so we have to put it in next year. Robinson stated that with the changes in special education are we anticipating starting the year with a frozen budget. Supt. Mosca stated that no not at this time. Robinson asked if there will be an available fund balance and if we think we can carry over into the contingency. D'Agostino stated yes but the amount she doesn't know. Robinson stated that there is a dollar amount maximum. D'Agostino stated that it comes from the department of revenue and on the tax form in the school portion there is a maximum you can allocate and to date you have not met the maximum. Robinson asked what we can spend it on. D'Agostino stated that it has to be on emergency items. Robinson stated that we need to read up on what an emergency is and if we can use it let's use it on something we need.

8. New Business:

9. Old Business:

9.1 Community Connections: Leach stated that they talked about working to support Kate and the teachers in communicating changes happening at the school to the community as our focus. She stated that the survey will go out in January and they discussed doing a starter pack for kids going to Marshwood. Anderson stated that they are trying to decide on doing a letter to go out to parents about going to the website or do we just provide the information for them and we still have to talk more about that. Nelson stated that the October joint meeting is a time to ask parents and students to tell us the things they need. Anderson stated that it is great that Kate is having the meeting on Monday night the parents are interested in learning more because there have been a lot of questions on the configuration changes, it is great to make the parents more comfortable. Nelson stated that there are a lot of questions about what is going on and as soon as she starts to explain they think it is wonderful.

9.2 Transportation: None

9.3 Marshwood Contract Items: Nelson stated that they added this to the agenda in order to add items to the list that Jeni has started. She stated that as some of you are aware she put together documents and she asked Jeni to see if there is a space on the server that the information can go on to be available for the next boards. Lucas stated that she followed up with Tom and there are two options either use Google to access to view and make edits or he can give you a domain here on the server and everyone can view the documents and they will be here forever. Supt. Mosca stated that it makes sense to have it on the server here. Lucas stated that Tom will be contacting all of you. Kunz stated that we talked about check points on how things are going and we focused on academics and he doesn't want us to lose that as part of our assessment on how things are going. Going forward when we talk to them again we should have good data on how to measure if they are successful. He stated that people like to see that and we need to make sure we come to the table prepared. Nelson stated that we can discuss at the joint meeting on how each district determines if it was successful.

10. Future Meeting Dates/Suggested Agenda Items:

- **August 24th 2016- MSAD 35 Board Meeting**
- **September 8th 2016- Rollinsford School Board Meeting**

11. School Events:

12. Closing Comments:

12.1 Visitors: Nancy Dionne stated that going back when we voted in March of 2015 we were voting on the 16/17 budget. Nelson stated that what we voted for in March was to set the tax rate for 2016 those warrants come out of the 2016 tax rate. Robinson stated that schools use two dates in fiscal years. He stated that article 8 in 2015 stated to see if the Rollinsford School District will vote to raise and appropriate the sum of up to one hundred thousand dollars (\$100,000) to be added to the Rollinsford School Building Improvement Capital Reserve Fund previously established. This sum is to come from June 30 fund balance available for transfer on July 1st. No amount to be raised from taxation. He stated that when you vote those values are for that year which is exactly what we discussed earlier. Nancy Dionne stated that they were under the assumption that in March 2015 that we are voting on the 2016-2017 budget. Robinson stated that article five was for the operating budget and read to see if the Rollinsford School District will raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling \$5,210,334 (five million, two hundred ten thousand, three hundred thirty-four dollars). Should this article be defeated, the default budget shall be \$5,208,334 (five million, two hundred eight thousand, three hundred thirty-four dollars) which is the same as last year, with certain adjustments required by previous action of the Rollinsford School District or by law; or the governing body may hold one special meeting, in accordance with the RSA 40:13, X and XVI to take up the issue of the revised operating budget only. He stated that article five was to cover the budget starting July 2015. The article for the \$100,000 is to transfer from the previous year's budget. Nancy Dionne stated that it needs to state that. Kunz stated that the key term is to raise and appropriate, were not raising moving money from here to next year to do work. Nancy Dionne stated that it needs to be clearer on the article and say the

year. Robinson stated that the school board sends these to legal and they word them. D'Agostino stated that it is Department of Revenue language. Charlie Dionne asked if the number of teachers this year is that same as last year. Nelson stated no, we had a resignation and we did not replace them.

12.2 Board Members: None

13. **Non-Public:** A motion made by Kunz seconded by Robinson to exit into nonpublic session in accordance with chapter 91-A: 3 II (a) Student Issue and II (b) Personnel (e) Negotiations. VOTE: motion passed, unanimously. Exited into nonpublic session at 8:28pm. A motion made by Robinson seconded by Kunz to exit out of nonpublic session. VOTE: motion passed, unanimously. Exited out of nonpublic at 9:30pm. A motion made by Kunz seconded by Leach to accept the resignation of Aimee Krauss. VOTE: motion passed, unanimously. A motion to accept the nomination of Nikolas Frank as the PE teacher. VOTE: motion passed, unanimously.
14. **Adjournment:** A motion made by Kunz seconded by Leach to adjourn. Meeting adjourned at 9:33pm.

Katie Krauss
Board Secretary

Pending Board Approval