

**BOARD MEETING MINUTES**

**PRESENT:** Board Members Amy Snow, Monique Alexander, Timothy Fleury, Robert Weir; James Noyes, Superintendent Pierre Couture; Business Manager Kristin Franklin; Principal Shelli Roberts

**CALL TO ORDER:** Board Chair Robert Weir called the meeting to order at 5:31 PM.

**PUBLIC INPUT**

No public input

**I. APPROVAL OF MINUTES OF THE APRIL 10, 2018 MEETING**

There are no questions regarding the minutes.

**MOTION BY MONIQUE ALEXANDER, SECONDED AMY SNOW TO APPROVE MEETING MINUTES FROM APRIL 10, 2018. ALL IN FAVOR, MOTION CARRIES**

**II. FINANCIAL**

a. Business Manager Kristin Franklin distributed Financial Reports and other documents for Board information and review, briefing them on the contents and fielding questions as necessary. A brief discussion ensued. Unassigned funds projected at \$108,012 for the year. All revenue has come in but National Forest Reserve Money (will be coming in), Medicaid numbers may be less. Special Education and Health insurance savings add up to \$85,443 surplus. Principal Roberts questioned the parking lot reserve. Superintendent Couture – Can let it sit and if something comes up, use it.

b. Summer Manifest Approval: Kristin would like to request that someone at the SAU be permitted to release checks over the summer or would like board members to agree to come in to the SAU to sign manifests in July.  
Discussion: It is challenging to pay vendors and teachers who do summer work in July. Right now, employees and vendors are not paid until August. A motion to have someone at the SAU sign or to have board members come in to the SAU to sign will solve this issue. It will only be for one year if that is how the motion is phrased. Either way, would like an email sent to let board members know what needs to be signed or what has been signed if SAU staff sign the manifests.

**MOTION BY AMY SNOW, SECONDED MONIQUE ALEXANDER TO AUTHORIZE SUPERINTENDENT PIERRE COUTURE AND/OR BUSINESS MANAGER KRISTIN FRANKLIN TO RELEASE CHECKS AND BOARD TO RECEIVE A SUMMARY OF CHECK AMOUNTS AND THE EXPENSE REPORT FOR THE MONTHS OF JULY AND AUGUST 2018 VIA E-MAIL.**

**ALL IN FAVOR, MOTION CARRIES**

c. Transportation Contract: 2% increase in contract, includes video cameras on buses, gas price clause (over \$3 gallon, BES pays)

**MOTION BY ROBERT WEIR, SECONDED JAMES NOYES TO ACCEPT BERRY TRANSPORTATION CONTRACT AND AUTHORIZE BOARD CHAIR ROBERT WEIR TO SIGN. ALL IN FAVOR, MOTION CARRIES**

d. Window Bid Approval: Lowest bid is Top Notch Custom Glass (they did the most recent work), Target New England came in second, Steven Carter/Bond Construction Management came in with the highest bid. Bids ranged from \$9,075-\$13,777, including grids and screens.  
Discussion: Top Notch is local and they did a nice job on the current work.

MOTION BY MONIQUE ALEXANDER, SECONDED AMY SNOW TO APPROVE TOP NOTCH CUSTOM GLASS TO INSTALL WINDOWS. ALL IN FAVOR, MOTION CARRIES

- e. Paving Bid Approval: Central (\$13,480) and BlakTop (\$10,363).  
MOTION BY AMY SNOW, SECONDED MONIQUE ALEXANDER TO ACCEPT PROPOSAL FROM BLAKTOP AND AUTHORIZE BOARD CHAIR ROBERT WEIR TO SIGN. ALL IN FAVOR, MOTION CARRIES
- f. Plumbing bid: Business Manager Kristin Franklin reported the school needs to move the oil tanks inside so they do not gel again over the winter. She received a plumbing bid from Roland Abbott for \$4990.00. She is sending out for more bids.

### III. PRINCIPAL'S REPORT

Principal Roberts reviewed her Principal's Report and related data.

- a. Principal's Written Report:
  - i. - 12 kindergartners registered, most likely will be about 15. Currently 25 kindergarten students, two students are moving.
  - ii. - 6<sup>th</sup> grade Stepping-Up: Board Chair Robert Weir will attend and present the award.
  - iii. - Need to decide if we are using surplus monies for window tinting and moving the oil tanks, work must be completed by June 30<sup>th</sup>.MOTION BY TIMOTHY FLEURY, SECONDED AMY SNOW TO APPROVE SPENDING UP TO \$4990.00 TO MOVE OIL TANKS. ALL IN FAVOR, MOTION CARRIES

- b. Window Tinting: Window tinting on the ground level for safety reasons. Discussion: It is the only item left from the Homeland Security report. It is not bulletproof but it is the next best thing.  
MOTION BY JAMES NOYES, SECONDED MONIQUE ALEXANDER TO APPROVE COMPLETING THE WINDOW TINTING PROJECT. ALL IN FAVOR, MOTION CARRIES

- c. Van: Business Manager Kristin Franklin reviewed estimates for leasing and purchasing a van. The recommendation is for purchasing a Chevy van from Littleton Chevrolet at \$30,539, financing for 60-months. Board Chair Robert Weir will sign the finance agreement. Business Manager Kristin Franklin is researching whether or not the purchase needs to be a warrant article.  
MOTION BY AMY SNOW, SECONDED TIMOTHY FLEURY TO PURCHASE A VAN IF BUSINESS MANAGER KRISTIN FRANKLIN FINDS IT DOES NOT REQUIRE A WARRANT ARTICLE AND IF IT DOES REQUIRE A WARRANT ARTICLE, ACCEPT THE 12,000 MILES/YEAR LEASE OPTION FROM LITTLETON CHEVROLET. ALL IN FAVOR, MOTION CARRIES

- d. Other: A discussion of class levels ensued.

### IV. SUPERINTENDENT'S REPORT

Superintendent Couture made the following nominations:

- a. General Staff Appointments: MOTION BY AMY SNOW, SECONDED JAMES NOYES TO APPROVE SUPPORT STAFF NOMINATION LIST AS PRESENTED. ALL IN FAVOR, MOTION CARRIES
- b. General Information: Superintendent Couture provided an update on the status of SB 193.

### V. BOARD OF EDUCATION REPORTS

- a. No business discussed

### VI. POLICY COMMITTEE

- a. No business discussed

### VII. NON-PUBLIC SESSIONS AS PER RSA 91A:3 I, II (if needed)

a. No business discussed

VIII. OTHER BUSINESS

a. No other business discussed

IX. ADJOURNMENT

MOTION BY JAMES NOYES, SECONDED TIMOTHY FLEURY TO ADJOURN AT 6:39 PM  
ALL IN FAVOR, MOTION CARRIES

The next Board Meeting is scheduled for Tuesday, June 12, 2018.

Respectfully submitted,

Michele Giarrocco  
Board Clerk