

1 **Shaker Regional School Board**
2 **Meeting Minutes**
3 **August 12, 2010**

4
5 IN ATTENDANCE

6 **School Board:** Vice-Chairman: Pret Tuthill, Heidi Hutchinson, Sean Embree, Tom
7 Goulette, Gretta Olson-Wilder, Sumner Dole (6:22pm)

8 **Regrets:** Diane O'Hara

9 **Administration:** Superintendent: Mark Blount; Business Administrator: Debbie Gay;
10 Director of Student Services: Tonyel Mitchell-Berry; Principals: Aaron Pope, Emily
11 Spear, Mary Morrison

12
13 CALL TO ORDER AND ROLL CALL

14 Co-Chairman, Pret Tuthill called the meeting to order at 6:05pm.

15
16 MINUTES OF PREVIOUS MEETING

17 The July 22, 2010 School Board Minutes had a few corrections. Tonyel's title is Director
18 of Student Services on page 1 line 11 and page 4, line 16. Also page 4 line 13 should say
19 "up to" \$10,000.00 for renovations at the SAU. The minutes were accepted with those
20 corrections.

21
22 PUBLIC PARTICIPATION

23 Nothing to report

24
25 FINANCIAL REPORT

26 **General Fund Balance:** Debbie stated that she is in the process of closing the books for
27 the General Fund. The Unreserved Fund balance is at \$314,688.38.00. She distributed a
28 memo to the Board with the information.

29
30 **Food Service Fund Balance:** Debbie distributed a Food Service Fund Balance memo.
31 They have a deficit of \$16,603.31. The sale of food is down about \$18,000.00. The free
32 and reduced rate is up quite a bit to 48 or 49%, last year it was at about 32%. One of the
33 reasons that the free and reduced percentage is up is because the district can go into the
34 state information to see if a family qualifies for state aid. The school district will then
35 send the family a letter saying they are free or reduced for the school lunch. There is no
36 application process. Debbie added that more and more school districts are funding the
37 director of their food services program out of the district budget rather than using the
38 food service program budget. There was some discussion about the 16,000 deficit.

39
40 **A motion was made by Tom Goulette, and seconded by Sean Embree, to transfer**
41 **\$16,603.31 in to the Food Services Account from the Shaker Regional School District**
42 **2009-2010 Unexpended/ Unencumbered Fund to cover the year end deficit. The**
43 **motion passed unanimously.**

44
45
46 EMERGENCY EXPENDITURE ACTION – BMS BOILER

1 Debbie Gay sent advertisements to Laconia, Concord and online agencies for bids to
2 solicit the boiler replacement. The bids are due back September 2. The District wants to
3 replace 1 boiler and they may replace it with 2. It needs to be working by October 15.
4 Debbie has drafted a letter for approval by the Board, requesting the State Commissioner
5 of Education give permission to spend \$75,000 for the BMS boiler, out of the 2009-2010
6 Unreserved Balance.

7
8 ***A motion was made by Tom Goulette, and seconded by Heidi Hutchinson, to authorize***
9 ***the Co-chairman to sign the Emergency Expenditure Approval letter. The motion***
10 ***passed unanimously.***

11
12 The Buildings and Grounds Committee is looking for approval to award the contract on
13 September 2 to the best bid. Sumner suggested that there be a Board meeting on
14 September 2 to discuss the bids and the decision. There was some discussion on looking
15 into alternative heating systems too. Also, Debbie distributed the contract for BMS
16 Boiler Replacement Construction Services between Shaker Regional School district and
17 the McCormick Facility Management Consultants for the Board to read. This contract is
18 for McCormick to oversee the design and building of the boiler system at BMS. They
19 will monitor the construction. The district needs to purchase the contract for \$5,000.00.

20
21 ***A motion was made by Sean Embree, and seconded by Tom Goulette, to accept the***
22 ***Buildings and Grounds Recommendation to authorize the Co-chairman to sign the***
23 ***contract between Shaker Regional School District and McCormick Facility***
24 ***Management Consultants. The motion passed unanimously.***

25
26 REPORTS

27 *Administration:* Emily Spear stated that all of the work at the elementary school is
28 coming along well. Enrollment for Kindergarten is currently at 65 students. The 1st
29 grade is going to be large. Students are still registering. Mary said things are coming
30 along well at CES too. The enrollment for Kindergarten is at 14 students as of right now.
31 Aaron stated that things are also going well at BMS. They are finishing up with the
32 cafeteria because the summer camp is now done. The enrollment this year has been
33 going down a few students this summer. Currently, there have been more students
34 withdrawing than registering.

35
36 *Superintendent of Schools:* Mark had included his report in the Board packet. He invited
37 the Board to the opening of school meeting on August 24. He also extended an invitation
38 to the Belmont and Canterbury Town Officials. There is an Administrative retreat
39 scheduled for tomorrow and Monday at the BHS Media Center. The agenda for the
40 retreat was distributed to the Board. Mark also mentioned that Debbie put together a
41 Procedure for Gifts and Grants that will be discussed with Administration at the Retreat.
42 He thanked Debbie for her hard work.

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46 OLD BUSINESS

1 *GBCD – Background Investigations, Criminal Records Check and Fingerprinting Policy*
2 *– As Amended:* At the last meeting the discussion was about handling a record check if
3 someone has been arrested and not yet convicted. The district would need to ask the
4 person if they can contact the police for more information and if the person doesn't want
5 them to, than that would be a red flag. Mark distributed a packet on reference letters. He
6 will be going over this information with Administration because they will need to follow
7 these guidelines. There was some wording to add to policy GBCD. The committee will
8 make amendments to the wording of the policy and bring it back to the Board.

9
10 *Legal Request for Qualifications:* The District is currently looking for statements of
11 qualifications from attorneys and law firms to provide legal counsel and services to our
12 district. Debbie drew up a Request for Qualifications for this purpose.

13
14 ***A motion was made by Tom Goulette, and seconded by Sumner Dole to publish the***
15 ***RFP for legal services as presented by the Ad Hoc committee. The motion passed***
16 ***unanimously.***

17
18 *SAU Office Renovations Update:* Doug Ellis informed that Board that there were 2 bids
19 for the renovations in the SAU. The lowest bid was for \$5,030.00 including electricity.
20 The carpentry work was \$3,630.00. This bid is from Kerry Clairmont. Doug did look
21 into petitions that totaled \$7,800.00 without labor.

22
23 ***A motion was made by Heidi Hutchinson, and seconded by Tom Goulette to accept the***
24 ***proposal of \$3,630.00 for SAU renovations by Kerry Clairmont. The motion passed***
25 ***with a 4-0 vote, 1 abstention.***

26
27 “On the Horizon”: Policy JH – Absentee & Truancy and Policy IJOA Field Trip
28 Administrative Rules will be added to the September 9 agenda. The District Technology
29 plan needs to be added to the September agenda too. Mark attended the Canterbury
30 Town Selectmen Board Meeting. They asked if the Board wished to have a liaison to
31 attend their meetings and they will do the same with our meetings. Mark will invite the
32 Belmont Town Officials to the September 23 meeting and the Canterbury Town Officials
33 to the October meeting.

34
35 NEW BUSINESS

36 *Activity Account Changes:* BES and CES did not have any changes. BMS needs to add
37 the class of 2018 and remove the class of 2014. BHS needs to add the class of 2014 and
38 remove the class of 2010.

39
40 ***A motion was made by Sean Embree, and seconded by Sumner Dole, to accept the***
41 ***School Activity Account changes for the 2010-2011 school year, as recommended by***
42 ***Administration, with any other changes from BHS to be presented at the next meeting.***
43 ***The motion passed unanimously.***

44
45 *Buildings and Grounds Report:* Doug handed out his list of Maintenance Projects as of
46 August 12, 2010. He went over each item as far as what is finished and when other items

1 will be done or replaced. Everything is running on time for completion. Heidi explained
2 that there was a meeting with Northeast Resource Recovery Association regarding
3 recycling at the middle school. They met at BMS and gave suggestions on how to
4 improve the recycling program that is currently in place. Ideally, they would like to get
5 the programs improved and growing at each of the schools. It was suggested, that they
6 may want to meet with the representatives again with each school being represented to
7 discuss what is currently being used for recycling and then have an assessment done for
8 each school. There is no fee for the assessment. Mark thought the Board should be
9 informed what each school is doing for recycling. It was suggested to invite one of the
10 people from the Canterbury transfer station to a meeting.

11
12 *Capital Improvement Plan Report:* The Buildings and Grounds Committee has been
13 working on a new CIP form. Each of the school Administrators is to use this form for
14 each improvement plan they would like in their school. These forms, with ideas will be
15 used in the development of the three year Capital Improvement Plan.

16
17 *Driver's Education Contract:* Included in the Board packet was a copy of the memo
18 requesting a one year extension to the contract for Dale's Driving School.

19
20 ***A motion was made by Sumner Dole, and seconded by Tom Goulette, to extend the***
21 ***current contract with Dale's Driving School for an additional year. The motion passed***
22 ***unanimously.***

23
24 *Other:* Mark had a copy of the bus routes available for the Board members. There is a
25 meeting scheduled to go over the bus routes with the bus company. There was some
26 discussion on the number of students that actually ride the bus and how many families
27 decide to give their children a ride to school.

28
29 ADJOURNMENT

30 ***At 7:47pm, Pret Tuthill adjourned the meetings, accompanied by a motion from***
31 ***Sumner Dole, and seconded by Tom Goulette, and by unanimous roll call vote to enter***
32 ***into non-public session, in accordance with RSA 91-3:II(a)(b)(c).***

33
34 Respectfully Submitted,

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37 Stacy S. Kruger
38 School District Clerk
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