

**HOOKSETT SCHOOL BOARD MEETING MINUTES
TUESDAY, FEBRUARY 19, 2019 6:00 p.m.
LOCATION OF MEETING: David R. Cawley Middle School Media Center**

CALL TO ORDER

Board Chair, Phil Denbow, called the meeting to order at 6:05 pm.

Those in attendance were Board members Kara Salvas, Adam Gianunzio, Greg Martakos, James Sullivan and Mike Somers (6:07 p.m.); Fred C. Underhill Principal, Ben Loi, Hooksett Memorial Principal, Steve Harrises, and David R Cawley Middle School Principal, Matt Benson; Director of Student Services, Christine Gialousis, Director of Math, Assessment and Accountability, Meghan Largy, Dan Roma, Technology Director, and Media Director, Justine Thain; Superintendent of Schools, Dr. Phil Littlefield; Assistant Superintendent, Marge Polak; and Business Administrator, Karen Lessard.

Steve Harrises, introduced Yianni Kalampalikis, a fifth grade 'model student' from Mrs. Levesque's class who led the attendees in the Pledge of Allegiance.

PROOF OF POSTING

Dr. Littlefield provided the proof of posting.

APPROVAL OF MINUTES

Motion by Jim Sullivan, seconded by Greg Martakos, to approve the minutes of February 5, 2019, and the motion carried unanimously.

OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD

There was no participation.

UPDATES FROM DR. CHARLES P. LITTLEFIELD, Superintendent of Schools

Dr. Littlefield had two updates:

- Becki McCarthy would be recording this meeting in the absence of board recorder, Lee Ann Moynihan.
- He and incoming Superintendent, Bill Rearick, have completed the second transitioning meeting. The third meeting has been scheduled for mid-March. He said 'you're in good hands' with Mr. Rearick.

PRESENTATION – Wellness

Ben Loi, Steve Harrises, and Matt Benson led the Wellness presentation, each showing how the Wellness Program is being integrated within curriculum, and how it progresses through the Hooksett schools. Each principal gave a brief overview of the importance of this program and how it is being implemented at their respective grade levels. Also presenting were Maggie Lemay, Health and Physical Education teacher at Memorial, Marie Lander, Health Education teacher at Cawley, Bernadette Olsen, Family and Consumer Science teacher, and Cindy Nusbaum, Food Service Director. Brad Largy, Assistant Principal at Cawley and students Allison MacDonald and Bailey Obieri presented pictures of the activities of the first Cawley Wellness Night.

Upcoming Wellness events include:

- Speaker Former Chief Justice John Broderick
- Project Safeguard
- Environmental Awareness
- Mindfulness Practice
- Wellness Week (which included a Color Run)

The board commended the group on their thorough and interesting presentation.

REPORTS of Standing Committees

No activity to report

FINANCE

Motion by Adam Gianunzio, seconded by, Kara Salvas, to accept the February 19, 2019 manifest in the amount of \$2,163,415.77, and the motion carried unanimously.

Motion by Jim Sullivan, seconded by Kara Salvas, to accept the budget adjustments as presented, and the motion carried unanimously.

PERSONNEL

Upon notification of Maintenance Director, Ray Gagnon's intent to retire at the end of the 2018/2019 school year, Phil Denbow thanked Ray for his years of service and dedication to the Hooksett School District. Dr. Littlefield stated that he and Karen Lessard would soon be initiating a search for Ray's replacement and said they "would not find a board members participation unwelcome" during their search.

OLD BUSINESS

Goals

Goals were reviewed. They will be updated for the next regularly scheduled meeting of the board.

NEW BUSINESS

Special Education Grants

Greg Martakos asked for an idea/trending of the numbers over the past few years for special education grants. He referenced the (1/7/19) article in the Union Leader of funds returned after not having been expended.

Dr. Littlefield asked Karen Lessard to give an overview of the State of New Hampshire's software package. Karen said the Project Manager starts by entering information into this program which gets reviewed by the SAU staff accountant. The staff accountant calculates indirect costs and other necessary cost outs, then it goes to the Superintendent for final approval. Finally, after the request is approved by the state and after allocations are granted, the SAU notifies the state monthly how much has been spent. Jim Sullivan asked what grants are applied for, and do we apply for all available grants. Karen stated grants that are applied for are IDEA (Special Ed.), Title I (primarily tutoring/training/parent support/homeless set-asides/materials), and Title II (Professional Development). Marge Polak stated that there are occasionally grants for ELL (English Language Learners). Kara Salvas asked if there were any grants other than federal grants too which Marge stated that they have tried in the past, but, because this is not a high poverty area, they were not able to apply. Marge said whoever writes the grants is assigned a person at the Department of Education who looks at the activity that would qualify the grant. She said there is a lot of oversight at the state level. Marge went on to say there was difficulty with the 16/17 special education grant. The grant ended September 2018, but much of the materials were delivered on October 1, 2018, a day late. Those materials were sent back. She also said that the hope was to hire a paraprofessional with those funds, but were unable to find a candidate. Because these funds had to be returned, additional oversight in the Special Education Office and the SAU Offices have been implemented. She said that because of the change in these internal procedures, the 17/18 grant, which ends September 2019, will be spent well beforehand. When asked for her enrollment numbers, Chris Gialousis gave the following information:

16/17 (287), 17/18 (297), 18/19 (300), 19/20 (310) (projected)

Audit

Greg Martakos asked Karen Lessard what the current fund balance is. She said because not all purchase orders are in place, it is difficult to say at this time. She will be sending out an 'open PO' report shortly and will have a better idea at the second March meeting.

Motion by Greg Martakos, seconded by Kara Salvas, to conduct and audit to review the budget to see if we're budgeting properly.

Considerable discussion ensued.

Jim Sullivan: Already have a good grasp of budget process.

Greg Martakos: Getting 'hammered' on social media about returning funds.

Jim Sullivan: It is pragmatic to return school funds and fund is also held by the town.

Greg Martakos: The fund balance hurt when looking for a bond.

Karen Lessard: Clarify that 1.2 million was returned, not 1.6 million as has been rumored.

Dr. Littlefield told the board to be careful of what type of audit; forensic vs. administrative. He said that Karen Lessard has been of great service over the years and has built up a great deal of trust. However, he added, we are in a climate of misinformation and that an audit might be beneficial.

He said all the information the board wants could be provided by Karen. Referring to a statement in the Vachon Clukay Audit Report, Kara Salvas said that an audit doesn't look at effectiveness of internal control. Greg said his motion was not to insinuate fraud, just to make sure things are in place so that grant funds are no longer returned.

Dr. Littlefield suggested a management audit could be done to look at the source of a higher-than-comfortable fund balance. He said Adam, Phil Denbow, and Karen could to an administrative audit using the current company.

Adam Gianunzio: It's important to have trust and transparency. An audit would be in support of current staff.

Jim Sullivan: Things have always been open, but things get misconstrued. Can't we provide the information on what is driving the perpetual fund balances and then do an audit afterward?

Phil Denbow: Would like to know what the actual figures have been and what their drivers are.

Kara Salvas: A full audit would answer many questions.

Greg Martakos withdrew his original motion and changed it to:

Motion to conduct a management audit to address budget surpluses, seconded by Kara Salvas. With Phil Denbow and Jim Sullivan voting no, all others in favor, the motion carried.

Dr. Littlefield said before anything is presented to the board, Karen Lessard will have the opportunity to present to Dr. Littlefield, Phil Denbow, Adam Gianunzio and Greg Martakos.

Discussion of Warrant Article #2

Motion by Kara Salvas, seconded by Phil Denbow, to direct the Superintendent to request a written statement from all attorneys who reviewed (Warrant) Article #2, explaining to the School Board, the reasoning for advising us to proceed with Article #2 as it relates to the 10% rule. Kara said the board deserves an explanation. Considerable discussion ensued as to whether or not because Article #2 was zeroed out, could fund balance be used for renovation projects. Dr. Littlefield stated no meant no. Kara Salvas stated that the board wrote the warrant article after doing their due diligence and that a lot of effort went into it. The motion carried unanimously in favor.

With regard to Underhill space issues, Dr. Littlefield suggested the board establish a subcommittee to do a comprehensive analysis by seeing the result of taking four current classrooms and turning them into kindergarten classes.

He also suggested that the subcommittee could break it down into four parts to see what each would look like 1) Full-day Kindergarten, 2) Security Project, 3) Turner Group Project, 4) Renovation/Addition.

Greg Martakos asked how the board would go about setting up a Capital Improvement Fund. Dr.

Littlefield stated that it is a little late to start, but in order to do so, they would put in a warrant article next year to establish a Capital Improvement Fund, hope it passes, and to generously fund it each year thereafter. He said you don't want a project to spike the tax rate.

As an aside, Kara Salvas stated that the Underhill Invention Convention was 'fabulous', that Cawley Career Day might benefit from board member (or two) participating, and congratulated Maryanne Boucher (Underhill) and Margaret Collins (Cawley) for being selected as Kiwanis Teacher of the Year in their respective categories.

POLICY REVIEW

Second Reading/Adoption

Policies EHB, EHB-R, GADA, JEC, and JIC were reviewed as a Second Reading.

Motion by Jim Sullivan, seconded by Kara Salvas, to approve the policies as presented, and the motion carried unanimously. By approving the policies as presented, Policy EHB-R has been eliminated.

NON-PUBLIC SESSION (if needed)

Motion by Jim Sullivan, seconded by Kara Salvas, to enter into a non-public session RSA 91-A:3 Section II c at 8:50 p.m. A poll vote was taken and the motion carried unanimously.

The board reconvened into a public session at 9:40 p.m.

Motion by Jim Sullivan, seconded by Kara Salvas, to seal the minutes, in perpetuity, because the divulgence of the information would likely adversely affect the reputation of a person/people other than a member of the board itself, and the motion carried unanimously.

ADJOURNMENT

Motion by Jim Sullivan, seconded by Kara Salvas to adjourn at 9:42 p.m., and the motion carried unanimously.

Respectfully submitted,

Rebecca SJ McCarthy
Acting Board Secretary

The next regularly scheduled meeting at the Hooksett School Board is **Tuesday, March 5, 2019** at 6:00 p.m. at the David R. Cawley Middle School Media Center.