

MINUTES
BOW SCHOOL BOARD MEETING

January 5, 2012– 7:00 p.m. -- Bow High School – Room 1311

School Board Members Present:

Pansy Bloomfield, Chair
Robert Louf, Vice Chair
Tom Keane, Member
Debra Alfano, Member
June Branscom, Member

Student Representative Present:

Thomas Cleary

School Board Members Absent:

None

Administration Present:

Dr. Dean Cascadden Superintendent of Schools
Mr. Duane Ford, Business Administrator
Mr. Dan Ferreira, Special Ed. Director
Mr. John House-Myers, Bow High School Principal

Administration Absent:

Dr. Deborah Winings, Bow Elementary
School Principal
Mr. Kirk Spofford, Bow Memorial
School Principal

Guests Present:

Kara Hinck
Deborah Trottier – Dunbarton
Jeff Trexler – Dunbarton
Jarrett Duncan – Dunbarton
Clement Madden -- Dunbarton

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- I. A. Call to Order – The meeting was called to order at 7:00 p.m. by Pansy Bloomfield, Chair
B. Pledge of Allegiance – Ms. Bloomfield led the Board and attendees in the Pledge of Allegiance.
C. Announcements – None

II. **MINUTES:** (1) **December 1, 2011**, (2) **December 12, 2011**, and (3) **December 20, 2011** – Mr. Louf brought to the attention of the Board the fact that the minutes of the December 6, 2011 School Board Budget Work Session are listed on the agenda for approval tonight, but that they were previously reviewed and approved at the December 12, 2011 School Board Work Session so they will not be considered tonight. He then motioned to approve the December 1, December 12, and December 20, 2011 School Board Meetings / Budget Work Sessions, and Ms. Branscom seconded the motion. All approved.

Vote 5 – 0 –0 Motion Passed.

III. **SPECIAL PRESENTATIONS / EDUCATIONAL FOCUS: NONE**

IV. **PUBLIC COMMENT: (1) Postcard Received by the School Board from Ms. Jean Rich** – Ms. Bloomfield commented on the postcard that was received which urged the School Board to “settle fair and reasonable contracts with our teachers and support staff”. The Superintendent commented that this is the only such mail received, but that it was greatly appreciated by the Board.

NOTE: Representatives from the Dunbarton School District arrived at 7:05 p.m.

V. **SUPERINTENDENT’S REPORT:** Dr. Cascadden handed out an e-mail from the Town Manager, David Stack, dated December 29, 2011. The e-mail was regarding prior years’ costs of snow plowing the three school building grounds, and the costs quoted were as follows:

- 2009 -- \$28,551.00
- 2010 -- \$21,859.00
- 2011 -- \$34,503.00

The e-mail stated that, at its December 21, 2011 Select Board meeting, these costs were reviewed and that the School District currently reimburses the Town \$20,000.00 annually for the snow clearing. The e-mail went on to state that the Town will not be seeking reimbursement over the \$20,000.00 currently budgeted by the District for the 2011 – 2012 school year, but they are requesting that the School District budget a figure not to exceed \$32,500.00 for the 2012 – 2013 school year snow clearing. Mr. Stack indicated that the fee that will be charged will be adjusted at the end of each year to reflect the actual costs, and that the fee will be capped at the aforementioned \$32,500.00. There was some discussion about the fact that, by the time this e-mail was received, the School District budget was set, approved by the School Board, and ready to submit to the Town Budget Committee. Dr. Cascadden stated that he and Duane Ford, Business Administrator for the District, had discussed this at length because there are many services that the District provides to the Town’s people for which we do not charge the Town, and we have not considered charging in the past. Mr. Louf asked if the District needs to use the Town for snow plowing, and Mr. Ford stated that we have to use some other source because the District does not own the equipment to plow the entire grounds. We do have small pieces of equipment suitable for clearing walkways, doorways, etc., but nothing that would move large amounts of snow. He added that we could hire someone else to do it, and Ms. Alfano suggested we obtain bids, which Mr. Ford stated we certainly could do and probably should do at this point. Ms. Bloomfield added that this was looked at years ago when the Town initially decided to bill us for these services, and we did check with private contractors, but the determination was made that it would just be more efficient for the Town trucks to just drive onto school grounds and take care of it for us while they were plowing the rest of the town areas. Both Ms. Alfano and Mr. Louf suggested that, efficient or not, if it’s more cost-effective to have it done by another vendor, we certainly should consider it. Dr. Cascadden went back to the issue of our providing services to the Town that we don’t currently charge for and indicated that he would like to avoid the “tit for tat” process, if at all possible. Mr. Keane indicated that he was at the meeting when this was discussed by the Town and was shocked that it was even being considered, but stated he felt that the reason is because of the current status of the Town’s budget and the need for additional revenue. Ms. Bloomfield asked Mr. Ford to run a tally of the resources that are provided to the Town by the District so that the Board has an idea of what the costs are so Mr. Ford stated he would begin that process right away. Mr. Keane indicated to Mr. Ford that there is a bit of an urgency to this and that we probably should have the numbers ready within a week or two due to the budget process that’s ongoing. Mr. Louf asked Dr. Cascadden if the decision has been made to budget the \$32,500.00 that Mr. Stack mentioned in his e-mail, and the reply was that we are not, but we will have to cover the bill if presented.

VI. BUSINESS ADMINISTRATOR’S REPORT: Mr. Ford brought the Board current on a recent asbestos inspection that was done at the Memorial School. The State Dept. of Environmental Services (DES) does this. He stated that there is asbestos there, and we will have to provide asbestos-handling training for our employees, which we are working on now. Mr. Keane spoke about an issue that came up where it was thought that there was an asbestos tile floor in one of the Town buildings, and the floor was going to be completely removed as a result. After researching it further, it was determined that the asbestos in the tiles was not a problem as long as they remained intact so the cost of replacing the floor was avoided. His point was to be sure that unnecessary costs are not incurred. Mr. Ford then commented on the recent water bacteria difficulties at Bow Elementary School and stated that all is now under control and the levels are where they should be. He mentioned that finding the problem was tough and that multiple remedies were tried and multiple tests were run until the problem was resolved – the problem was the presence of chloroform. Another test will be run in February 2012 to ensure the levels remain where they should be.

VII. ACTION AGENDA:

- A. **Manifest and Financials** – Mr. Louf motioned to approve the Manifest dated **November 30, 2011** in the amount of **\$1,760,958.81**, Mr. Keane seconded, and all approved.

Vote 5 – 0 – 0 – Motion Passed

B. **Personnel Actions:**

- Resignations: **NONE**
- Retirements: **NONE**
- New Hires (Teachers, Administrators & Staff – 2011 – 2012 SY): **NONE**

- Leave Requests: **NONE**

C. **Bow Memorial School Principal Search Update:**

The search process has reached the point where the finalists have been sent to Dr. Cascadden for his review and for further interviews, visits, etc. to take place so he reported tonight that we are down to two good candidates because two have dropped out, the latest of which was Ms. Donna Girard, current Asst. Principal at Bow Memorial School. He indicated Ms. Girard submitted a letter stating “personal reasons” for her withdrawal so the remaining two are Mr. Dave Williams of the Newmarket School District and Mr. Adam Osburn of the Concord School District. Dr. Cascadden stated that he and Mr. Louf would be visiting their districts on Monday, January 9, 2012, and that the candidates would be visiting Bow very soon.

- D. **Update Regarding Possible Bow / Dunbarton AREA Agreement** – Dr. Cascadden recognized several members of the Dunbarton School Board and community who are in the audience tonight and handed out some of the talking points he is proposing the Bow School Board bring to the public session they will be holding on January 18, 2012. He also pointed out that these numbers reflect a revised start date of 2015 rather than the previously planned 2014 school year. He went on to say that some of the concerns that are surfacing are those surrounding the possible crowding of classrooms, the need to build additional buildings or to build on to the current buildings. There have also been some concerns about bringing the two student bodies together and the effect that will have on the current cohesiveness felt in the Bow schools as well as in the community. He mentioned that one of the unknowns about Dunbarton is its ability to grow and expand as a town and how many people might migrate there in the future for various reasons – one being to have their children attend Bow schools. Mr. Ford stated that drafts of two Warrant Articles have been sent to Attorney Gordon Graham, who is the attorney for both Districts. He is to review those and make recommendations to Mr. Ford and Dr. Cascadden as to the proper wording. If there is a Warrant Article regarding the formation of a joint SAU, that will also be drafted and sent to Atty. Gordon as well. Mr. Ford indicated that the makeup of the SAU Planning Committee would be as follows:

- **3 Qualified Voters (one of which will be a School Board member)**
- **2 School Board Members**
- **1 Budget Committee Member**
- **1 Superintendent (who will be a non voting member)**

Ms. Bloomfield asked Mr. Ford and Dr. Cascadden if either of them has yet spoken with the Town Moderator, Atty. James Hatem, regarding the fact that additional Warrant Articles may be presented at the Annual District Meeting in March 2012, but both indicated they had not, but planned to do so soon. Some discussion ensued as to how frequently this sort of thing happens between school districts and towns with Mr. Ford stating that it’s uncommon for SAUs in New Hampshire to combine, but that SAU 13 is currently doing so. Mr. Louf asked if there would need to be more than one Warrant brought to the voters in March, and Mr. Ford stated that they would need to be separate so “yes”, there would be more than one. Mr. Ford also reminded those present that one of the Warrant Articles will only be asking for approval to form a study group – not to move forward with the actual AREA Agreement or the joint SAU, and he said he could not perceive that the requests would be declined because there is no harm in investigating the prospects. Mr. Keane asked that Mr. Ford speak with Atty. Graham to determine why the Legislation is unclear regarding this topic, and he assured him he would do so in the coming week. Ms. Bloomfield asked for a consensus of the School Board as to whether they do want to consider a multi-district SAU, and all agreed that they do.

At this point, Mr. Jeff Trexler of Dunbarton introduced those guests who are in attendance with him tonight (see list of guests on Page 1 of these Minutes), and commented that when the current AREA Agreement expires between Dunbarton and Goffstown, it expires and ceases completely, and there is no liability at expiration. On the other hand, if one party withdraws from the Agreement early, there are clearly financial obligations remaining. The Dunbarton School District has requested to extend the current AREA Agreement to 2015, but that might not pass so he asked the Bow School Board if they have a preference as to whether the new Agreement begins in 2014 or in 2015, and Ms. Bloomfield indicated the Board had no preference – either date works. Mr. Trexler stated that the Dunbarton School Board met last evening (January 4, 2012) and that the consensus was to move forward with placing a Planning Committee on their Warrant. He also stated that the timing and timeframes would be as

follows: There will be a one-year term for the Planning Committees and the NH State Dept. of Education has 60 days in order to review the plan. If they approve it and it doesn't meet expectations in one year, the Dept. of Education can kick it back for further review and changes so he hopes that the two Committees (Bow's and Dunbarton's) can collaborate. Ms. Bloomfield then brought up the possibility that one proposal could pass and the other not (AREA Agreement and / or joint SAU) so, after some discussion, it was determined that they should be a package deal – all or none. It was determined that the Committees would decide which should appear on the Warrant first and which should come second and the voting would take place in that order at the Annual District Meeting. Mr. Trexler talked about the timing of the voting so that, should the Town of Bow decide this is not what they want, Dunbarton still has the option of entering into an Agreement with Goffstown again. Ms. Bloomfield mentioned that we have a year to work on all of this, but we do need approval in March 2012 in order to move forward.

At this point, Dr. Cascadden asked the group present if they would like to brainstorm some possible questions that might be posed by the Town's people and then asked the two people from Dunbarton who represent their population what they might like to have answered if they were in the audience. They just felt that Dunbarton people are interested in hearing what the people of Bow are thinking and what their questions / opinions are. Mr. Louf stated he feels the primary issues people of Bow are going to have are trends – how many students can we expect and can we accommodate them successfully (classroom size, advanced placement course availability, etc.). Dr. Cascadden concurred that capacity is going to be a popular topic, and he brought up the issue again of Dunbarton's capacity for housing growth, etc. Mr. Trexler stated that a Master Plan was performed in Dunbarton, and it is primarily rural; however, with 5-acre zoning, most contractors will move on to another town where they can place more homes on a piece of land. Ms. Bloomfield stated that Dunbarton population has been pretty consistent over the years. Mr. Louf asked his fellow Board members what they thought about taking a survey of the Town's people to see what their thoughts are and to gather their input.

Ms. Bloomfield stated she thought they should hold a forum first and then possibly take a survey. Mr. Keane stated he had the opportunity to talk to several people in Bow earlier today, and they had one child at Bishop Brady and one enrolled in Bow schools, but their primary questions were economic in nature – possibility of new buildings, affect on class sizes, student/teacher ratio, etc. They asked the question as to whether Bow will ensure they charge sufficient tuition to make this worth our while. Another issue they brought up was a possible difficulty of getting their children into Advanced Placement classes. Some discussion ensued, and it was determined that it would actually be easier to get in. Ms. Bloomfield asked Mr. Ford where we are getting our statistics, and he indicated we generate our own – we do our own tracking, but one of the most difficult things is to predict the number of Kindergartners who will be coming in each year, and Ms. Bloomfield stated another difficult thing to figure is the move-in rate in Bow. Mr. Keane brought up transition, should this Agreement pass, and how we might introduce the Dunbarton students to the Bow schools. All agreed that close attention will be paid to this and that the students will transition very successfully.

Ms. Bloomfield asked Mr. Trexler regarding whether or not ALL students will immediately begin attending Bow schools or whether Goffstown will permit some transitioning so that students who are about to graduate will be permitted to do so. He stated that the Agreement provides for that. He also added that currently Dunbarton is paying \$2.3 million to Goffstown via this Agreement. Regarding transition, Dr. Cascadden commented that most children are very malleable and will transition very nicely into the Bow schools, but Ms. Bloomfield commented that the transition process will involve much more than the social aspect – it will affect credit transfers for graduation and many other areas.

The question of student transportation came up at this point, and Mr. Trexler stated that Dunbarton contracts with Goffstown Truck (separate contract) to get their students to and from school so they would have to look at the costs, logistics, etc. to make some decisions about transporting students to and from Bow. Mr. Trexler stated that Dunbarton currently runs five buses each morning and afternoon. Mr. Ford stated that Bow has its own fleet so discussions would be necessary to determine the best way to handle the transportation issue. Ms. Bloomfield also brought up the start / stop times of each school and how that affects the transportation logistics. Dr. Cascadden asked if, during the public forum(s), etc., if the Town's people asked regarding how the dollars might change in putting together a plan like this, how do we answer that. Mr. Ford stated that he has been working very closely with Mr. Trexler, using the current AREA Agreement they have with Goffstown, plugged in some of our numbers,

and they have a rough idea of how the picture will appear. Ms. Bloomfield commented that, although Bow's enrollment is decreasing, we have certain fixed building costs, etc. that would have to remain as is. Mr. Trexler asked if it would be okay for the Dunbarton group to attend the forum on the 18th, and the School Board assured him it would be fine and actually recommended.

The group representing Dunbarton departed the meeting at 8:12 p.m.

- E. **School Board Community Outreach Discussion** – Mr. Louf commented regarding the newsletter he's working on for the Board to mail out to the Town's people prior to the Annual District Meeting in March. He requested some assistance from both Mr. Ford and Dr. Cascadden in representing the reasons for the proposed budget increase because actual enrollment is still declining. They both stated there were very good reasons why this is happening and offered to provide information to him soon so that he could continue with the project. Ms. Bloomfield also reminded everyone that Bow is no longer in the top 5% of high paying teacher salaries so that should be made clear to the public. Dr. Cascadden asked the Board whether they received any feedback from the public regarding the recent message he sent out to everyone who has children in the school system (sent via our Infinite Campus system). Mr. Keane stated that he received only one irate message and that was based on the fact that the Town in general did not receive the message. Dr. Cascadden explained that there is no method currently in place that would enable the District to communicate with the entire town and that everyone cannot and should not be entered into the Infinite Campus system as it is only a School District system; however, he does forward copies of messages he sends out to any citizens who request that he do so. Ms. Bloomfield added that it is not the responsibility of the Superintendent of Schools to copy everyone in the Town offices when he sends out messages. Dr. Cascadden explained that some of those people do receive his messages because they have children in the school system. It was determined that Ms. Alfano would work with Mr. Louf on the newsletter. Ms. Alfano stated that, because Dr. Cascadden's message went out to families during the holidays, it's possible now that people will begin to have more interest and begin to ask questions or make comments. Dr. Cascadden mentioned that he plans to send out another Infinite Campus update in March – prior to the Annual District Meeting. Some discussion ensued as to how the School District might be able to communicate with the Town via some broadcast method, but it appears there is not a way at this time. At this point Dr. Cascadden and Ms. Bloomfield agreed to meet and work together on the presentation that will be made to the public. Mr. Keane asked that they run everything by the other Board members prior to finalizing, and Ms. Bloomfield assured him they would do so.

- VIII. **PUBLIC COMMENT:** Ms. Kara Hinck, BEA President, asked if there might be a possibility that the number of teaching professionals would increase again because there were layoffs in the past, and it would be nice to get the number up again in the District. Ms. Bloomfield stated that absolutely additional teachers would be added as needed if we were to enter into this Agreement because we certainly couldn't overcrowd the classrooms. Ms. Hinck also asked the Board if it might be a good idea for the BEA and the Board to put out a joint statement regarding the recently ratified contract, but Ms. Bloomfield stated that she thought the BEA should make a separate statement although she stated she did think a joint statement to the press might be in order.

Ms. Hinck also asked about the "objectionable material" law and how it might affect the delivery of services to students. After some discussion, it was determined that nothing much will change from the way things are handled now and that, if a parent or child objects to books or other materials used to teach in the classroom, the burden is on the parent to provide education in that subject matter, which includes cost of materials and cost of instruction – there is no burden placed on the District. Dr. Cascadden also reminded those present that what is objectionable material is defined by the parent. He also brought up the fact that the earning of credits at the High School can place a burden on the District if objectionable material becomes an issue, but he thinks this will be minimal.

- IX. **SCHOOL ADMINISTRATOR REPORTS** – All were provided to the Board. Mr. House-Myers added to an earlier discussion regarding the Bow – Dunbarton AREA Agreement and advanced placement classes being available once there is a larger population. He stated that they would be more readily available to the students because there would be more sections. Mr. Keane commented that Bow High School seems to have gained a good reputation for

its engineering program because he often hears it talked about. Dr. Cascadden commented about one student recently making snow outside the SAU Office entrance and how he has it engineered to work (based on reaching certain temperatures, etc.).

No other comments were made about the other Admin. Reports.

X. BOARD COMMITTEE AND DELEGATE REPORTS:

Board Committees: None provided

- ❖ Policy Committee – Has not met.
- ❖ Negotiations Committee -- Dr. Cascadden noted that the Board should probably hold a non-public session tonight to discuss BESS negotiations as an agreement still has not been reached. He also commented that this is the first time the Board has met since it ratified the BEA Agreement. For this reason, Ms. Bloomfield made a public statement for the record that indeed the Bow School Board met and ratified the BEA Agreement at the last mediation session.
- ❖ CIP / Facilities Committee – No report.
- ❖ Wellness Committee – Ms. Branscom handed out a couple of e-mails from Marcia Trexler, the Committee Chair, and commented that Ms. Trexler is very active and is doing an excellent job.
- ❖ Transportation Committee -- Has not met.

Delegate Committees:

- ❖ Program Committee – Dr. Cascadden reported that the MELT group that is looking at Math in the schools started their meetings today and should have something put together by the end of the school year.
- ❖ Bow Schools Foundation Committee – Mr. House-Myers reported that the Foundation took a short hiatus during the holiday season and will meet again later this month – he thought that date to be the third Monday, which would be January 16, 2012.
- ❖ Professional Development Committee – Ms. Alfano reported that this Committee met today and considered one mini-grant proposal. It was requested that one of the Music teachers who is now teaching guitar be granted the monies needed to take guitar lessons as she doesn't currently know how to play. She went on to say that this teacher has already taken some classes and paid for them out of her own pocket (she cannot apply for tuition reimbursement through the District because these are not credited classes).
- ❖ Town Budget Committee - Dr. Cascadden stated the Committee met on January 3, 2012, and the District presented its budget using a PowerPoint presentation Mr. Ford put together. He stated that there was to have been another meeting tonight, but it was cancelled, but they will meet again next Tuesday, January 10, 2012.
- ❖ Calendar Committee -- Has not met – will meet January 19, 2012, and Ms. Alfano will take over for Ms. Branscom who has several conflicts on that date.

XI. PUBLIC COMMENT: Ms. Hinck asked Ms. Alfano if she was acting as a parent or as a Board member on the 2012 – 2013 school year Calendar Committee, and she indicated she is acting as a Board member so Ms. Hinck stated we need to have a parent on the Committee. Ms. Alfano offered to recruit someone to do this and will provide the name and contact information to Gayle Theos as soon as possible so that the information may be disseminated to that person.

XII. SCHOOL BOARD OPEN COMMENT (“BOTTOM LINES”) -

- ◆ **Senior Project Update – Grill Construction on Bow High School Grounds** – Mr. Louf asked if this project had been completed, and Mr. House-Myers reported that it has although another location was decided upon. He also commented on the fact that the good weather helped a lot in meeting the deadlines.
- ◆ **Senior Project Update – The Owl's Nest (Much like Craig's List)** – Mr. Louf asked how this was going, and Dr. Cascadden indicated it was going well and that some of the SAU staff had sold several items successfully.

◆ **Possible Secret Ballot Voting at Annual District Meeting** – Mr. Louf asked the other Board members what they thought about possibly going to secret ballot for both the BEA Agreement and the Budget. He thought that, if they did so, the Board should initiate it. There was some discussion following, but no decision was reached.

XIII. NON-PUBLIC MEETING – Was held to discuss negotiations.

A roll call vote was taken to move into non-public session. **Vote 5 – 0 – 0**. The Board moved into non-public session at 8:47 p.m.

XIV. ADJOURNMENT – The Board exited non-public session at 9:00 p.m. and re-entered public session. Mr. Louf motioned to adjourn the meeting at 9:01 p.m., Mr. Keane seconded the motion, and all approved. **Motion passed. Vote 5 – 0 – 0**. The meeting adjourned at 9:01 p.m.

Minutes Respectfully Submitted by:

Gayle Thors

School Board Secretary