

1 **Board Member Attendees:** Scott Burns, Tim Dow, Deborah Brown, Jeff Savary, Anya Twarog, Susan  
2 Hallett-Cook, and Paul Doucette

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4 **Absent Board Members:** Lisa Tremblay and Robin Gargano

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6 **Administration:** Daniel LeGallo – Superintendent; Kevin Barbour – FMS Principal; Carrie Charette –  
7 FHS Principal; Susan Blair – PSS Principal; Jule Finley – Curriculum Director

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9 **Others:** Franklin Residents/Teachers/Students (approximately 12 people) and Cathy Viau (School  
10 Board Clerk)

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12 **Call to Order by Tim Dow, Chairperson, at 6:30 PM.**

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14 **Salute to the Flag**

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16 **Meeting Postings**

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18 It was stated that the meeting agenda was posted at the SAU Office, Franklin Public Library, Franklin  
19 City Hall, the three schools, and the website.

20  
21 **PUBLIC PARTICIPATION** – Shared that this section will be limited to 3 minutes per person with a  
22 maximum of 30 minutes.

23  
24 Werner Horn, Ward II shared his thoughts about how the district was portrayed at the last city council  
25 after Scott Burns stated that they worked on a cost effective solution for the roof replacement and energy  
26 audit to obtain the best rate.

27  
28 **RECOGNITIONS**

29  
30 Superintendent LeGallo recognized the following students for their accomplishments and for coming out  
31 tonight for the school board meeting: Lexy Lynch, Kyle Lavoie (not present), Christian Shepard, Ryley  
32 Haskins and Emma LaPierre. They were recognized through the Superintendent last week as well.

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34 Superintendent LeGallo recognized Robin Gargano and Lisa Tremblay for all of their efforts and hard  
35 work as school board members. They were unable to make it to the meeting this evening.

36  
37 ***Approval of Board Meeting Minutes – November 20, 2017***

38  
39 **MOTION:** Jeff Savary moved to accept the Franklin School Board Meeting minutes of November  
40 20, 2017 as corrected (page 1 second paragraph under public participation removed “the mayor” and  
41 replaced with “Interim Mayor Clarenbach”; page 4 changed the first motion to: **“MOTION:** Scott  
42 Burns moved to accept the Franklin High School Priority and Focus School Grant and Franklin Middle  
43 School Priority and Focus School Grant as presented, seconded by Jeff Savary. **AMMENDMENT:**  
44 Paul Doucette moved to include the amounts of the Franklin High School Priority and Focus

1 School Grant (\$20,000) and Franklin Middle School Priority and Focus School Grant (\$50,000),  
2 seconded by Jeff Savary. **Motion as Amended Carried – Unanimous**”, seconded by Paul Doucette.

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4 **Motion Passes – 5 in Favor and 2 Abstained (Anya Twarog and Susan Hallett-Cook)**

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6 **OLD BUSINESS**

7  
8 Finance Report – Amanda Bergquist, Business Administrator, stated that next month the expenditure  
9 report will be combined into one for Franklin and SAU #18 to include grants. It would have been done  
10 this month but ACA and retirement is still being worked on. As of the first of the year both districts will  
11 be combined into one connection group in the system.

12  
13 ***Committee Reports***

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15 City Council Liaison Committee – Scott Burns stated they haven’t met.

16  
17 Finance – Deborah Brown stated they met December 7 and discussed the following: Treasurer Report,  
18 final MS and DOE 25, percentage of insurance rate increase, audits, grants, 2018-19 revenue loss,  
19 stabilization, Joint Finance Meeting in February, request will be made to increase the school allocation  
20 of tax percentage by a certain increment over time until it is 50/50, look for a funding plan for the long  
21 term. Tim Dow stated that the city is interviewing for the city manager position, Bill 525, and the  
22 presentation to city council.

23  
24 Negotiations – Deborah Brown stated that the custodial contract has been approved by the city council,  
25 the support staff contract will be voted on tonight by the board, the teacher contract is still ongoing and  
26 they are meeting tomorrow.

27  
28 Buildings and Grounds – Jeff Savary stated that they have not met.

29  
30 Scholarship – Tim Dow stated that they have not met.

31  
32 Policy – Anya Twarog stated that this will be discussed later in the meeting.

33  
34 Mayor’s Drug Task Force – Tim Dow stated that they have a new coordinator Kayla Bertolino and they  
35 will no longer be meeting publicly monthly. They plan to do more “Lunch and Learns”. Ms. Bertolino  
36 has joined the CMT and Mental Health groups.

37  
38 NHSBA Legislative – will be meeting in January on the 20<sup>th</sup> from 10 am – 3 pm. Tim Dow will be the  
39 representative if no one else volunteers.

40  
41 Strategic Planning Committee – Susan Hallett-Cook stated that they are waiting on compilation of data  
42 and will meet in January.

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44 Wellness – Daniel LeGallo stated the Wellness Policy will need to be passed next month.

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46 ***Legislative Report*** – Werner Horn, Representative shared information regarding HB 1814.

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***Energy Audit –***

The energy audit was rejected by the City. They were not given the opportunity to explain the significant savings and plan. The board is looking at other options to present to the city. The Superintendent and Business Administrator will be discussing the financial aspects and options. They did everything as requested such as the RFQ. The city does not understand the significant savings and need that comes from this program. Although they were the ones to make the recommendation of this program.

**NEW BUSINESS**

**Update from Superintendent**

***Support Staff CBA***

**MOTION:** Deborah Brown moved to approve and move forward with the Support Staff CBA as presented and send to the City Council for their approval, seconded by Anya Twarog.

**Motion Carried – Unanimous**

***Bus Transportation***

The bus company has expressed interest in a one year extension. They are working on the financial portion. Last time an RFP was done they were the only bus company that bid.

***Nomination***

Title I Teacher at PSS – Kelsey Hurd-Fields

**MOTION:** Paul Doucette moved to approve the nomination of Kelsey Hurd-Fields as the PSS Title I Teacher as presented by the Superintendent, seconded by Susan Hallett-Cook.

**Motion Carried – Unanimous**

***Retirement***

FMS Physical Education Teacher – Bernice Dunlap

**MOTION:** Paul Doucette moved to accept the retirement, with regret, of Bernice Dunlap as the FMS Physical Education Teacher as presented by the Superintendent, seconded by Susan Hallett-Cook.

**Motion Carried – Unanimous**

***School Calendar***

1 Administration and FEA is discussing beginning school after Labor Day in 2018-19. Laconia is  
2 beginning after and Winnisquam is beginning prior. This will be presented and discussed in February.

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4 ***School Board Meeting Schedule 2018-19***

5  
6 **MOTION:** Deborah Brown moved to approve the 2018-19 Schedule of School Board Meetings as  
7 amended (change January 15, 2019 to January 14, 2019), seconded by Scott Burns.

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9 **Motion Carried – Unanimous**

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11 ***NHSBA Resolutions***

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13 Tim Dow will be the Board Representative who will attend this meeting.

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16 **PSS Principal**

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18 Susan Blair, PSS Principal, gave a written and verbal explanation report to the board regarding the  
19 following topics for Paul Smith Elementary School (dated December 18, 2017): Student Population as  
20 of 12/13/2017; Invitation to the Board: Polar Express on December 22 beginning at 9 AM; Teaching and  
21 Learning at PSS (Title I Literacy Math Night, Scholastic Book Fair, Report Cards going home  
22 December 8<sup>th</sup>); Other News (My Turn – Sharolyn Fortin and NH Unemployment – Corina Parker as  
23 interns) and Recognitions:

- 24 • Title I Team: Kelsey Hurd-Fields, Jessica Perkins and Johann McMasters-Jones.
- 25 • Master Electrician, Ryan Obara and the Rose, Bendixsen and McAllan Families
- 26 • Hannaford and McDonalds for their contributions to our Polar Express Event
- 27 • Anonymous donor for his contributions to our Polar Express Event
- 28 • The generous donations that have been made to support our children:
  - 29 ✓ Joann's Fabrics
  - 30 ✓ \$1000 donation to PTA
  - 31 ✓ Winter clothing.

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33 Deborah Brown asked if there is an intern policy and it was confirmed that there is.

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35 **FMS Principal Report**

36 Kevin Barbour, FMS Principal, gave a written report to the board to include the following information:  
37 Upcoming Events; Staff Training; Concert on December 7<sup>th</sup>; and New Year and Christmas well wishes  
38 to everyone. The new Tech Times were given out to the board.

39 **FHS Principal's Report**

40 Carrie Charette, FHS Principal, gave a written and verbal report to the board regarding the following  
41 topics for Franklin High School: National Honor Society Induction; Concord High School First Robotics  
42 Team visit with help from Amanda Bergquist; Winter Sports Season; Ms. Arena's help to Seniors from

1 NHHEAF; professional development; staff attendance to a workshop regarding teaching techniques for  
2 reluctant learners; Universal Team and recognitions. Danny Sylvester is working with the students and  
3 parents to continue to improve good sportsmanship. Mr. Athanus was recognized for his volunteerism.  
4 Tim Dow and Deborah Brown recognized Jule Finley for the excellent speech and students at NHS. The  
5 fire inspection is being finalized and any issues are being addressed.

6  
7 Deborah Brown asked what the issues that were being addressed and had an inspection taken place at  
8 the beginning of the school year.

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10 **Late Items - None**

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12 **POLICY –**

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14 ***First Reading***

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16 **MOTION:** Deborah Brown moved to approve for First Reading Policies: BEB – Special Board  
17 Meetings - replace with NHSBA BEB – Emergency Board Meetings; BEDA – Public Notification of School  
18 Board Meetings – NEW; BEDB – Agenda Preparation and Dissemination – replace with NHSBA Policy  
19 BEDC – Quorum – replace with NHSBA Policy; BEDD – Rules of Order – NEW  
20 BEDD-R – Sample Rules of Order (remove the last sentence from number 1; replace “Moderator” with  
21 “Chairperson”) – NEW; BEDG – Minutes – replace with NHSBA Policy; BEDG-R – Access to Minutes and  
22 Public Records – replace with NHSBA Policy; BEDH – Public Participation at Board Meetings – replace with  
23 NHSBA Policy (in #1 change “15” to “30”; change #2 to read: “The Board may not respond to comments on  
24 items that do not appear on the agenda. Request to address the board on matters not on the agenda must be  
25 presented to the Superintendent and must set forth the specifics of the subject to be addressed.”; BFE –  
26 Administration in Policy Absence – NEW; BGA – Policy Development System – replace with NHSBA Policy  
27 (change H to “A master copy of the policy manual will be kept at the SAU Central Office. All policies will be  
28 maintained on the website. Manuals will be made available to each School Board Member upon request.”  
29 BGB – Policy Adoption – typos corrected (second full paragraph change “form” to “from”; in number 3 of 4  
30 delete the second “of the minutes”.; BGC – Policy Review and Evaluation/Manual Accuracy Check – replace  
31 with NHSBA Policy (change the last sentence to read “The Board directs the Superintendent to ensure the policy  
32 manual available on the district website is maintained and up to date.”; BGE – Policy Dissemination – replace  
33 with NHSBA Policy with the addition of “available on the school district website.” to the last sentence.  
34 BGF – Suspension of Policies – NEW; BHE – School Board Use of Email – replace with NHSBA Policy;  
35 BIA – New Board Member Orientation – NEW (Change the sentence above #1 to read: “Each new member will  
36 be provided with access to the following materials.” BIB – Board Member Development Opportunities – NEW  
37 BIBA – School Board Conferences, Conventions, and Workshops – NEW; BID – Payment for Services Rendered  
38 by School District Officers – TABLED until the charter is reviewed; BIE – Board Member Indemnification –  
39 TABLED until legal advice is obtained; BJ – School Board Legislative Program – NEW; BKA – Liaison with  
40 School Board Associations – NEW (Change “Secretary” in line one to “Superintendent”, seconded by Susan  
41 Hallett-Cook.

42  
43 **Motion Carried – Unanimous**

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45 ***Second Reading and Adoption***

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1 **MOTION:** Tim Dow moved to approve the Second Reading and Adoption of Policies: BA – School  
2 Board Self Evaluation and Goal Setting – *replace with NHSBA Policy*; BAA – Evaluation of the Board –  
3 *RESCIND*; BAAA – School Board Policies and Administrative Procedures – *NEW*; BBB – School Board  
4 *Elections – replace with NHSBA Policy with changes*; BBBA – Board Member Qualifications – *replace with*  
5 *NHSBA Policy with changes*; BBBC – Board Member or District Officer Resignation - *replace with NHSBA*  
6 *Policy with changes*; BBBD – Board Member Removal from Office – *add references to charters and RSAs and*  
7 *correct typos*; BBBH – Recognition of Organization and Operation of the School Administrative Unit – *hold for*  
8 *organizational chart completion*; BBD – Board Use of Social Networking – *with corrections*; BCB – Board  
9 Member Conflict of Interest – *NEW*; BDA – Board Organizational Meeting – *NEW*; BDB – Board Officers –  
10 *replace with NHSBA Policy with changes*; BDC – Appointed Board Officials (Also BID) – *NEW*; BDD –  
11 Board-Superintendent Relationship – *replace with NHSBA Policy with changes*; BDD-R – Board –  
12 Superintendent Relations – *NEW*; BDG – School Attorney - (*typos to be corrected*); BEAB – School Board  
13 Member Use of Electronic Communication Devices During School Board Meetings – *NEW with the additional*  
14 *of the categories to all of these policies*, seconded by Susan Hallett-Cook.

15  
16 **Motion Carried – 6 in Favor and 1 Opposed (Paul Doucette)**

17  
18 **MOTION:** Deborah Brown moved to table the Wellness Policy until February, seconded by Susan Hallett-  
19 Cook.

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21 **PUBLIC PARTICIATION**

22  
23 Werner Horn inquired if there is a policy on how and what information is communicated with the public  
24 regarding any incidences that occur in the schools.

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26 It was stated that there are strict laws regarding confidentiality and FERPA.

27  
28 **Non-Public Session in accordance with RSA 91A:3, paragraph II a and c (Personnel and Student**  
29 **Matters)**

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31 **MOITON:** Deborah Brown moved to go into Non-Public Session in accordance with RSA 91A:3,  
32 paragraph II a and c (Personnel and Student Matters) at 7:35 PM, seconded by Scott Burns.

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34 **Roll Call Vote – All in Favor**

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36 **Motion Carried – Unanimously**

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38 **MOTION:** Deborah Brown moved to come out of Non-Public Session at 7:52 PM, seconded by  
39 Anya Twarog.

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41 **Roll Call Vote – All in Favor**

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43 **Motion Carried - Unanimously**

44  
45 Discussion was held regarding personnel and student matters.

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1 Discussion was held regarding the inclusion of background and criminal records policy be sent to the  
2 Policy Committee in January as well as the student suspension policy due to new state changes.

3

4 **Adjournment**

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6 **MOTION:** Tim Dow moved to adjourn at 7:53 PM, seconded Paul Doucette.

7

8 **Motion Carried – Unanimous**

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