

**Board Member Attendees:** Scott Burns, Robin Gargano (Vice Chairperson), Susan Hallett-Cook, Tim Dow, Deborah Brown, Marisa Carter, Jeff Savary

**Absent Board Members:** Greg Husband (Chairperson), Lisa Tremblay,

**Administration:** Daniel LeGallo – Superintendent; Amanda Bergquist – Business Administrator; Jenn Sumner – Project AWARE Manager; Kevin Barbour – FMS Principal; Jack Finley – FMS Assistant Principal; Carrie Charette – FHS Principal; Mike Zmuda – FHS Assistant Principal; Paul Borsh – Special Education Director; Jule Finley – Curriculum Director; Mike Hoyt – PSS Principal

**Others:** Franklin Residents/Teachers, Cathy Viau (School Board Clerk)

**Call to Order by Robin Gargano, Vice Chairperson, at 7:01 PM.**

**Salute to the Flag**

**Meeting Postings**

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

*Non-Public in Accordance with RSA 91A:3c (Student Matters)*

**MOTION:** Tim Dow moved to go into Non-Public Session in accordance with RSA 91A; 3, paragraph II c (student matters) at 7:02 pm, seconded by Deborah Brown.

**Roll Call Vote – All in Favor**

**Motion Carried – Unanimous**

Discussion was held regarding student matters.

**MOTION:** Tim Dow moved to come out of Non-Public session at 7:32 pm, seconded by Deborah Brown.

**Roll Call Vote - All in Favor**

**Motion Carried – Unanimous**

**Public Participation - None**

**RECOGNITIONS**

***Moment of Silence – in Memory of Chantal Sisco***

A moment of silence took place in memory of our long time employee who has passed away. She was very dedicated to the students and school. She was adored by many.

***Board Appreciation – Greg Husband and Marisa Carter***

Superintendent Daniel LeGallo recognized Greg Husband and Marisa Carter for their time, hard work, great job and efforts on the board and presented a plaque to Mrs. Carter. Mr. Husband was not present.

Marisa Carter stated that it was an honor, a challenge and an experience to be on the board. She stated the next board member should have the passion and knowledge when serving on the board.

Tim Dow recognized the FMS Book Club and Mrs. Dzjuna. They currently have 25 students' grades 4 through 8. They are a very active group. They have received a \$500 donation from the Franklin Thrift Shop.

***PRESENTATION/REPORTS:***

***Mike Davy – Energy Efficient Investments***

Mr. Davy was asked to come to present to the school board and administration regarding what his company does. They have worked with the City of Franklin and is now looking to work with the Franklin School District. They are involved in energy performance contracting such as the LED change over in downtown Franklin. Their job is to go through the buildings to see where there are areas in need of improvement for energy efficiency. The purpose is to provide companies with energy savings and change overs that pay for themselves over time, generally over a 10-15 year span. This process is called an "energy audit". They currently service some of the larger school districts and some smaller districts as well. If allowed, they would come in and do an initial no cost preliminary energy audit of each building which could take a couple of months. There was discussion of the fee structure which is a small percentage of the overall project cost and other fees. They would oversee the projects, warranties, financing, etc. There are multiple ways these projects could be financed.

**MOTION:** Tim Dow moved to accept the energy audit of all buildings at no cost by Energy Efficient Investments as presented, Deborah Brown.

**Motion Carried - Unanimous**

***FHS Trip to France, Germany and Swiss Alps***

Lauren Pearsall, FHS Teacher, presented this field trip. It will be held during April vacation 2018. They are using the same company that they have used in the past for overseas trips. The cost is \$3,100 per person. There are payment options. There has been a lot of parental interest as well. The board did inquire about fundraising and number of students who have shown interest or who are definitely going.

**MOTION:** Tim Dow moved to accept the FHS Trip to France, Germany, and Swiss Alps for April 2018 as presented, seconded by Scott Burns.

**Motion Carried - Unanimous**

*Student Representative Report – none present*

*Finance Report (Business Administrator – Amanda Bergquist)*

*Update, Audits*

Amanda Bergquist, Business Administrator, stated the auditors are coming on December 20<sup>th</sup> to do field work for Franklin 2016 and SAU field work up to 2015 is done.

*Expenditure Report*

No questions.

*Update from Superintendent*

*Retirement*

**MOTION:** Tim Dow moved to accept, with regret, the retirement of Susan VanGorden at the end of the 2016-17 school year as the FMS Teacher, seconded by Scott Burns.

**Motion Carried - Unanimous**

Superintendent Daniel LeGallo referenced a letter sent to the Department of Education, the City of Franklin and School District. This letter contained information that the State Board of Education was waiting for to proceed with the review of the proposal to withdraw from the SAU. The hope for the City is to be on the January State Board of Education agenda.

A letter was presented to the School Board from Merrimack Valley School District to the state representatives regarding the funding issues. It is the desire to have the Franklin School District send a similar letter to the representatives as well.

*NHSBA Call for Resolutions*

A packet was given to the board to review. They will review and bring back any items they wish to vote on next month (January 2017). Lisa Tremblay will be attending on behalf of the Franklin School Board.

The board was asked to review the packet and email Superintendent LeGallo any questions.

*Preschool*

A handout was given to the board regarding preschool. It includes information regarding the following topics: current program setup; proposed program set up; supplies; preschool programming; student enrollment current and future 3 years; and current staffing. Discussion was held regarding preschool. Topics discussed was the format of the current preschool and what they would like to propose for the future. Currently, the special education preschool is at capacity of 45 students. The hope is to expand and move preschool to the Paul Smith Elementary School and have two classrooms. One classroom would be 3 year olds and the other would be 4 year olds and transitioning. This set up would increase staffing by two paraprofessionals. Currently, there are two teachers and one special education teacher. Discussion was held regarding how a census is obtained for kindergarten; decrease in enrollment; use of peer models; multipurpose use of different areas within PSS. Some of the questions were: is there a specific square footage need and set up of the playground area as well as equipment.

#### *2016-17 “Must Do List”*

The board was provided with a list of needs and wants for each department and “must do” list. Administration is continuing to monitor the expenditure requests for the 2016-17 school year very closely. Only the expenditures of high necessity are being allowed at this time. A true priority for the district will be created and put in order of importance over a few years. Over the next couple of weeks, administration will be meeting with each department head to go over the proposed 2017-18 budget before bringing it to the Finance Committee.

#### *Art Car*

The attorney for the district stated that board may do what they wish in regards to the car. The options are to auction the car off or give it back to Laurence Gartel. Discussion was held regarding the value of the car versus what is owed. Superintendent LeGallo will look into the policy for this type of transaction.

**MOTION:** Jeff Savary moved to sell the Art Car back to Laurence Gartel for the amount of \$1.00 as is, seconded by Susan Hallett-Cook.

Scott Burns will contact Mr. Gartel regarding this decision.

**Motion Passes – 5 in Favor and 2 Abstained (Tim Dow and Deborah Brown)**

#### **FHS Principal’s Report**

Carrie Charrette, FHS Principal, provided a written report as well as a verbal report. It contained information regarding the following: Coffee with the Principal – December; NHS-Rotary help set-up trees; Youth Leadership Workshop; Karma Korner; NHIAA – Fall recognition; (FLIP) Franklin & Winnisquam Learning in an Intercampus Partnership; 2018 student International Trip – (Pearsall) – Approval done; Yearbook video – Pearsall; Project AWARE – YRBS 2017 Survey for the high school every 2 years in the spring; CPI Training; two staff presented at the Christa McAuliffe Tech Conference: Molly Horn and Madeleine Wright (School Librarians Advancing Stem Learning; “Big Idea Fest”, staff attended (Molly Horn, Ryanne Dennis, and Madeleine Wright); Graduation Acceptance Letters; Youth Leadership; Recognitions; and Secret Santa and the Elves at Franklin Fire Department.

The yearbook group wants to do a yearbook video promoting the yearbook. If permission is granted by the board, permission slips will be given to students for parents to sign.

**MOTION:** Tim Dow moved to allow the yearbook group to create a video as presented with permissions, seconded by Marisa Carter.

**Motion Carried – Unanimous**

Daniel LeGallo, Scott Burns and Carrie Charette have been meeting with people from Colby Sawyer and PSU who are looking for interns. The office is within walking distance of the high school.

**MOTION:** Deborah Brown moved to approve the Project AWARE Youth Risk Survey for High School for 2017 as presented, seconded by Susan Hallett-Cook.

It is with the understanding that would be for grades 9 through 12 and would be completely anonymous. No names will be attached and there will be opt out paperwork as well.

**Motion Carried - Unanimous**

**FMS Principal Report**

Kevin Barbour, FMS Principal, provided the board with a written report regarding the following topics: Upcoming Events (Awards Assembly, School Vacation, PTO, Dance, No School days); Staff Training and workshop regarding adapting our curriculum to competencies and making rubrics to use to grade students; Christmas Concert on December 7 had a full house; and Miss Bannister was thanked for sharing the students' talents. Nine middle schoolers participated in the Robin Hood performance. A copy of the recent Tech Times was given to all the board and administration. 652 items were received for Cash and Cans. Mrs. People's Class brought in 89 items and won the pizza party. 25 new toys came in for Toys for Tots.

**PSS Principal**

Mike Hoyt, PSS Principal, presented a written report to the board regarding the following topics: Student Activities; Parent Involvement; and Teacher Training. 535 items were collected for Cash and Cans. 3<sup>rd</sup> grade went to the Capital Theatre for a great play. Students are using i-Ready and using the computer at home to do work. PTA held a kids night. 6 staff members donated their time for child care for parents to go out for three hours. They had pizza, made crafts, watched a movie and got to take home 5 books as a present. Title I annual meeting will be January 19<sup>th</sup>. Kindergarten registration will begin in January this year. Teachers had a Saturday workshop to enhance our writing process. They have been working on the DESSA project for this year. Mr. Pare and Ms. Wells did a great job getting donations to make sure that all students get snow pants, snow boots and other things to make sure every student gets something for Christmas. Ten (10) high school honor society students came over to PSS to help with Christmas crafts with students.

**Approval of Franklin School Board Meeting Minutes for November 21, 2016**

**MOTION:** Deborah Brown moved to approve the Franklin School Board Meeting Minutes of November 21, 2016 as presented, seconded by Tim Dow.

**Motion Carried – Unanimous**

**NEW BUSINESS - nothing**

**OLD BUSINESS**

***Budget Update***

The budget continues to be frozen only the “must dos” will be allowed until there is a better picture of fund allocation balances. It is anticipated to have a shortfall of \$1.4 million for the Franklin School District Budget for the school year of 2017-18. There is a Joint Finance Meeting being held on December 20<sup>th</sup>. The superintendent was asked to show what this would look like. It could potentially mean the following: 18-20 staff cuts, sports and co-curricular cut and supplies cut in half. This would be detrimental to the district. Before any decisions are made administration within the schools and SAU as well as the board would need to discuss before going to a joint board meeting. It was asked of Dan LeGallo and Tim Dow from the City of Franklin to prepare an overview of what that type of shortfall would look like. The budget is being worked on over the next couple of weeks between administration and department heads.

**POLICY**

***First Reading***

***B4 – Regular Franklin School Board Meetings***

**MOTION:** Tim Dow moved to approve for First Reading the Policy B4 – Regular Franklin School Board Meetings as corrected, seconded by Deborah Brown.

Remove the following sentence from the last paragraph: “The Board may then take such action that is appropriate.” And add the following sentence: “In situations where the chair or vice chair has missed more than 30%, the board may take such action as appropriate.”

**Motion Carried - Unanimous**

***BCA – School Board Member Ethics***

**MOTION:** Tim Dow moved to approve for First Reading the Policy BCA – School Board Member Ethics with the inclusion of the sign-off sheet as presented, seconded by Susan Hallett-Cook.

**Motion Carried – Unanimous**

***A7 E2 – Superintendent Evaluation Timeline***

**MOTION:** Tim Dow moved to approve for First Reading the Policy A7 E-2 – Superintendent Evaluation Timeline as presented, seconded by Susan Hallett-Cook.

**Motion Carried – Unanimous**

*A7 E-3 – Superintendent Evaluation Procedure*

**MOTION:** Tim Dow moved to approve for First Reading the Policy A7 E-3 – Superintendent Evaluation Procedure as corrected with the addition of “(January 31<sup>st</sup>)” to bullet #3, seconded by Deborah Brown.

**Motion Carried - Unanimous**

**SECOND READING**

*JLCA - Physical Examination of Students*

**MOTION:** Deborah Brown moved to approve for second reading and adoption Policy JLCA – Physical Examination of Students as amended, seconded by Tim Dow.

Using the NHSBA version and add “/Guardian” to all “Parent” locations.

**Motion Carried - Unanimous**

*EFA – Availability of Distribution of Healthy Foods*

**MOTION:** Deborah Brown moved to approve for second reading and adoption Policy EFA – Availability and Distribution of Healthy Foods as presented, seconded by Tim Dow.

**Motion Carried -Unanimous**

*JLCJ – Concussions and Head Injuries*

**MOTION:** Susan Hallett-Cook moved to approve for second reading and adoption Policy JLCJ – Concussions and Head Injuries with the addition of “/Guardians” wherever “Parents” used, seconded by Tim Dow.

**Motion Carried - Unanimous**

*JLCK – Special Physical Health Needs of Students*

**MOTION:** Susan Hallett-Cook moved to approve for second reading and adoption Policy JLCK – Special Physical Health Needs of Students as presented, seconded by Scott Burns.

**Motion Carried - Unanimous**

***JLF – Reporting Child Abuse or Neglect***

**MOTION:** Deborah Brown moved to approve for second reading and adoption of the NHSBA version of Policy JLF – Reporting Child Abuse or Neglect as presented, seconded by Tim Dow.

**Motion Carried - Unanimous**

***Policy EBBC/JLCE Emergency Care and First Aid***

**MOTION:** Tim Dow moved to remove from the table Policy EBBC/JLCE – Emergency Care and First Aid, seconded by Deborah Brown.

**Motion Carried – Unanimously**

**MOTION:** Deborah Brown moved to approve for second reading and adoption Policy EBBC – Emergency Care and First Aid after a global search of the word “Parent” and change all to “Parent/Guardian”, seconded by Scott Burns.

**Motion Carried – Unanimously**

**MOTION:** Deborah Brown moved to approve for second reading and adoption Policy JLCE – Emergency Care and First Aid after a global search of the word “Parent” and change all to “Parent/Guardian”, seconded by Scott Burns.

**Motion Carried – Unanimously**

**OTHER – None**

**Committee Reports:**

Liaison Committee – Scott Burns stated that there is nothing new to report.

Buildings/Grounds/Fields – Tim Dow stated that there is nothing new to report.

Finance Committee/Capital Improvement – Deborah Brown stated the last meeting was cancelled due to weather but they will be meeting on December 20<sup>th</sup>.

Scholarship Committee – Robin Gargano and Scott Burns stated that they sold 77 calendars and the balance in the account is \$2,124. They hope to give out two scholarships this year and will be asking the board to consider lowering the GPA requirement to 2.5.

Wellness Committee – Marisa Carter stated there is nothing to report as they are taking a month off.

I<sup>2</sup> Committee – Scott Burns stated that they are meeting on Thursday to discuss the Art Car.

Communications/Strategic Planning Committee – Susan Hallett-Cook stated that they are working on the three surveys which includes the community, alumni, students, staff, parents, etc.

Negotiations – Teachers – Tim Dow stated that they are still in negotiations with the teachers.

## **PUBLIC PARTICIATION**

Werner Horn, State Representative, thanked Marisa Carter for her efforts and willingness to serve on the board. He asked that if a letter is sent to the representatives that they should include all 5 and the Senator. He requested to have the GPA for the scholarship remain at 3.0 and asked how it is shared and advertised for students.

It was stated that the application will be renewed and the criteria is that their major be in education.

### ***Non-Public in Accordance with RSA 91A:3c (Personnel)***

**MOTION:** Tim Dow moved to go into Non-Public Session in accordance with RSA 91A; 3, paragraph IIa (Personnel) at 9:02 pm, seconded by Deborah Brown.

**Roll Call Vote – All in Favor**

**Motion Carried – Unanimous**

Discussion was held regarding personnel matters.

**MOTION:** Tim Dow moved to come out of Non-Public session at 9:53 pm, seconded by Jeff Savary.

**Roll Call Vote - All in Favor**

**Motion Carried – Unanimous**

**MOTION:** Tim Dow moved to accept the students to remain in the district as presented for the remainder of this school year, seconded by Deborah Brown.

**Motion Carried - Unanimous**

**MOTION:** Tim Dow moved to seal the minutes of all three non-public session of December 19, 2016 for a period of 5 years, seconded by Deborah Brown.

**Motion Carried – Unanimous**

**MOTION:** Tim Dow moved to approve a 3-year contract for the Superintendent as presented, seconded by Susan Hallett- Cook.

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**Motion Carried – Unanimous**

**MOTION:** Tim Dow move to approve a one year contract for the Business Administrator as presented, seconded by Susan Hallett- Cook.

**Motion Carried - Unanimous**

**Adjournment**

**MOTION:** Tim Dow moved to adjourn at 9:55 PM, seconded by Deborah Brown.

**Motion Carried - Unanimous**