

**GILFORD SCHOOL BOARD MEETING  
MONDAY MAY 6, 2019  
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**The Gilford School Board held a regular meeting on Monday May 6, 2019 at the Gilford High School Library. Present were Board members Chris McDonough, Jeanin Onos, Karen Thurston, Gretchen Gandini, and Rae Mello-Andrews. Representing Gilmanton were Frank Weeks and Malcolm MacLeod. Administrators present were Kirk Beitler, Scott Isabelle, Anthony Sperazzo, Peter Sawyer, Danielle Bolduc, Brenda McGee, and Tim Goggins. Also present were Student Representatives Alex Cheek and Elena Uiker.**

**OPENING**

School Board Chair Chris McDonough called the meeting to order at 6:00 p.m. and led the Pledge of Allegiance. Superintendent Beitler confirmed posting of the meeting.

Karen Thurston made the motion that the Board approve the minutes of the April 1, 2019 meeting. Gretchen Gandini seconded the motion. Corrections were made. The motion was then accepted in the affirmative. Rae Mello-Andrews abstained.

Gretchen Gandini made the motion to approve the minutes of the April 15, 2019 meeting. Rae Mello-Andrews seconded the motion. Following the discussion of several corrections that were needed, Gretchen Gandini rescinded her motion. The April 15, 2019 minutes will be brought back at the next meeting.

**PUBLIC COMMENT**

Richard Grenier spoke as the representative for the Gilford Solid Waste Committee. He would like a GHS class to take care of recycling at the building by the start of the next school year. Mr. Grenier stated that the town is eliminating single stream recycling and will be sorting recycles in the near future. He said that acceptable materials are #1 and #5 plastic, tin cans, aluminum cans, paper, old corrugated cardboard, and glass. He asked if the Board thought that a class could take this on. It would be extremely helpful to the town if this could happen. These recyclables collected are a valuable source of income for the town. For example, glass is crushed and added to aggregate for paving, decreasing the material cost.

**REPORTS**

**Student Council Update**

Elena Uicker stated that attending seniors had returned from their class trip. They went white water rafting, played games and guitars. She noted that many who attended commented that they enjoyed each other's company without any technology. Alex Cheek informed the Board that the GHS Band and Chorus will be leaving for Washington, D.C. for a Music in the Park competition. While there, the students will visit various monuments, including the White House. They will also visit Six Flags on the return home. Ms. Uicker announced that AP exams begin on Wednesday, May 16, 2019. Forty-seven (47) juniors and seniors will sit for the exams.

### **Superintendent's Report**

Superintendent Beitler reviewed his report as written.

**Student Learning:** Superintendent Beitler stated that we are firming up summer plans for summer institute work staff. Eighth grade math teachers from Gilford and Gilmanton will meet to continue to discuss transition and algebra 1. Included will be looking at potentially using Eureka math for algebra 1.

Chris McDonough asked if that program is put in place will it still transition from Eureka algebra 1 to traditional geometry.

Mr. Beitler said that Eureka has many of the same standards so they will be compared to see how they align. He will not know more until the high school teachers see it to evaluate Eureka standards for eighth grade vs current standards. Mr. Beitler noted that the high school is interested in revamping foundations algebra 1. He stated that eighth grade standards in Eureka are also in the standards for our current foundations 1 algebra.

Chris McDonough inquired if we still will offer algebra 1 to eighth graders. Mr. Beitler responded yes.

Rae Mello-Andrews asked if all eighth graders take algebra 1. Mr. Beitler said no; most take Eureka math in eighth grade.

Superintendent Beitler also informed the Board that he is hoping to engage school counselors in work on "Choose Love." He would like to see it become district wide. He also stated that they are looking to have summer institutes on performance assessments.

### **Families and Communities:**

The following dates should be noted:

- June 11, 2019: Gilford/Gilmanton Joint School Board Meeting. Meeting will be held in Gilmanton at the Gilmanton School.
- June 3, 2019: Gilford School Board Meeting. Mr. Beitler raised the question of moving the meeting date to follow the joint meeting on June 11, 2019 in Gilmanton.

Chris McDonough recommended moving the June 3 meeting to June 11 and setting the time for 6:00 pm for the joint meeting, followed by the Gilford meeting.

Kirk Beitler asked about the Board's summer schedule. The consensus was that the Board will wait until the June meeting to discuss those dates. He also stated that the universal start time is being investigated and would be ideal if we could have a universal start time.

Malcolm MacLeod informed the Board that Gilmanton will be starting school after Labor Day.

### **Resource Management:**

Mr. Beitler asked about how to receive feedback from staff. Could we hold coffee hours, scheduled outside of the school day? What would Board members suggest?

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Gretchen Gandini suggested that two Board members could be at each building at the end of the school year to listen/get feedback on what has gone well, what needs improvement. She proposed a dialogue rather than a pen and paper survey.

Chris McDonough asked if there is a current survey in place. Mr. Beitler replied no, stating that he talks to staff as they are exiting, either when retiring or leaving for a new job.

Peter Sawyer said he had received good feedback from an online, anonymous survey.

Danielle Bolduc stated that a survey is quick and easy, lends itself to more comments, and can lead to more of a conversation after receiving results.

Anthony Sperazzo added that you look for trends in the survey, and that the anonymous survey has worked well in the past, getting more comments from respondents.

Karen Thurston replied that it is good to have staff get to know us and us to know them. She could not imagine sitting there amongst peers speaking their minds in a group setting. She suggested that a more anonymous approach gets more feedback; then, from the feedback, do a meet and greet on neutral territory. Mrs. Thurston stated that she wants to be clear that the Board's job is to supervise the Superintendent, not the teachers/staff.

Rae Mello-Andrews said she sees it not as us sitting there but more as a social hour to give people the chance to get to know us and vice versa. Something less formal might be more relaxing; she does not want it to be a public hearing type of thing.

Chris McDonough would like to do both; have a survey and have the opportunity for teachers/support staff/facilities to have a chance to speak at either; give them options for being able to give their opinions.

Gretchen Gandini said that with a written survey there might be more complaints and less constructive information received; an in-person meeting might be more constructive.

Karen Thurston mentioned the end-of-year breakfast where she sits with staff to see how things are going, etc. It is a good way for them to get used to seeing you. She was surprised at how many staff members do not know other staff members from the other schools.

Gretchen Gandini will give Mr. Beitler an example of a survey she recently received at work.

Mr. McDonough asked if there could be opportunities for the Board to meet with people other than end-of-year.

**Safety and Facilities:**

Mr. Beitler received an estimate for game fields at the Meadows from Belknap Landscape Co., Inc. The Meadows Committee has not seen this yet. If we go forward, the work needs to start in May, which means waiting until the June Board meeting would affect the recommended start date.

The Superintendent stated the proposal is for spring and summer work. Work would start on the game field this spring with work continuing during the summer and into the fall to enhance those fields. Mr. Beitler also informed the Board that Mr. McLaughlin was present to address any questions.

Mr. Beitler gave a history of the proposal: Back in March of this year an employee from Belknap Landscape came forward to talk about the Meadows's fields. Mr. Normandin is part of the local lacrosse organization as

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well. He stated that the game field had lost some of its crown and grass. It was noted the pump system had some problems, and with the drought, it was not able to be watered adequately. The football team and boy's/girl's lacrosse teams play on that field as well as the youth football and boy's/girl's youth lacrosse teams. The Meadows Committee has discussed field conditions and usage at the committee meetings over the last two months. Work would start this month; we would finish out the season, and lacrosse teams are playing on New Hampton school fields.

Gretchen Gandini asked what would happen if we didn't do this. Would there be any opportunity to share some of the costs with the private groups sharing the fields?

Kirk Beitler replied that our grounds crew would oversee that fields, water them, etc. The issue is lacrosse finishes and football starts immediately after, so the growth season is limited. We would have to continue to grow grass around the usage of the field. He stated that we would ask for information to get the best growing system for fields. We have not explored asking for financial assistance or cost sharing from non-school groups, although they have paid for paint to line the fields in the past.

Scott Isabelle said we have a policy review of use coming up. Using custodial staff to maintain the fields has meant no cost; asking for outside help opens up outside costs being incurred. He suggested this should be discussed at the policy committee meeting.

Chris McDonough said one of Mr. Normandin's concern is the crown being worn away, which causes the biggest concern in the middle of the field. This causes puddling in the middle as run off does not occur; new seed does not take well because of that. Mr. McDonough added that Lakes Region United Soccer has agreed to donate money for playing fields, not practice fields, so they would not be able to donate at this time, but might be able to in the future if the fields were used by them.

Scott Isabelle commented if we do not have any other problems arise unexpectedly and do not need to top off the oil tanks, we have an estimated surplus of about \$23,000. The District might have some money in other accounts, but we do have \$16,000 in the Meadows's private expendable trust account. We would need a public hearing and vote to pay for the project.

Chris McDonough asked Mr. McLaughlin about investment costs for the main game field. Is it one time or needed yearly?

Mr. McLaughlin replied it should be looked at as a repeatable event because of the use of the land; when you change soil conditions you also look at subsoils and need a tailored fertilizer program based on test results. He stated that a reasonably aggressive program is needed for a consistent surface able to withstand the traffic it currently gets. Mr. McLaughlin stated that we need to get back to a regimented program, need to keep growing conditions of soil at optimum viability, and that cutting is key to growth and root development. He continued that he will provide the expertise to make sure efficiency of maintenance is known/met.

Chris McDonough asked if Pike Industries or the Gilford Well Company had donated in the past.

Scott Isabelle responded that Gilford Well has; much of the past maintenance work was donated and therefore not budgeted.

Mr. McDonough said timing is critical. We need the Meadows Committee input.

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Mr. McLaughlin stated that we need a use agreement in place so that fields are not damaged while being repaired.

Karen Thurston said people are constantly being chased off the field.

Gretchen Gandini expressed concerns for us being responsible for the whole cost when other groups are using the fields but not contributing financially.

Karen Thurston commented that with no break in use, the fields suffer.

Kirk Beitler said that before it was just football. Now there are many more groups using it. GMS teams don't play there, but that age-group lacrosse and football club sports do.

Chris McDonough stated that if there is a trust fund specifically for field maintenance, and we aren't going to use it at the school fields, then we should use it at the Meadows.

Scott Isabelle replied that it is only for the Meadows.

Hayden McLaughlin said the real beat up comes when the field is too wet or saturated, and it is used. He said that lacrosse helps because the cleats help aerate the fields and drive the fertilizer into the sod. The issues arise when the field is used after a prolonged rain.

Rae Mello-Andrews stated that she sees very little use of the fields during the day except for the sports teams. She asked about the geese affecting the fields.

Mr. McLaughlin said it is hard to say if they are damaging the fields but it is unlikely.

Chris McDonough said to defer to the Meadows Committee to see if they want to use the trust fund for this investment. Would the Board agree to that?

Karen Thurston commented that the Meadows Committee cannot vote to release the funds; only the School Board can do that, which would require a special meeting.

Scott Isabelle replied that it could come from the Gilford High School budget, and we could reimburse that from the trust if time is of the essence. This would give the Board time for a public hearing, if it is done that way.

Jeanin Onos expressed her concern that if we have too much rain or a drought, would we then have to correct the work. What would that cost, and does the hookup by Beans and Greens affect the project?

Mr. Beitler replied no, it is on the other side. No heavy machinery would be brought over the field.

Tim Bartlett said that Mr. McLaughlin's proposed program would be extremely helpful. No one ten years ago envisioned the use the fields would get. It would be extremely beneficial to the District to use the expertise of Mr. McLaughlin's company. Working with him in the past has been beneficial. Mr. Bartlett agrees that the Meadows Trust should pay for it, and outside groups should be solicited for payment for field use.

Malcolm MacLeod commented that with recurring repairs needed in the future, then it should be added as a line item to the next school year's budget.

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Gretchen Gandini made the motion that we approve making the investment under the guise that we reimburse the District from the Trust. Karen Thurston seconded. Motion passed unanimously.

Mr. Beitler continued his report. He announced that during the May 8, 2019 early release he will sit with school nurses to discuss a plan for response to measles, as it is now in New Hampshire. He note that we do have some students, who for religious reasons, have not been vaccinated.

### **Principal Reports**

#### **Gilford High School**

Principal Anthony Sperazzo reviewed his report as written.

Mr. Sperazzo seeks approval from the Board for acceptance of a \$4,000.00 donation to the Performing Arts Department from the Bank of New Hampshire Pavilion to purchase items for students when they perform. Rae Mello-Andrews made the motion to approve the donation; Jeanin Onos seconded. The vote was unanimous.

Karen Thurston commented on how well the proposed Flex block was accepted. Mr. Sperazzo said there is a huge impetus to make this happen and implement it next year. 82% of parents and 90% of staff either agreed or strongly agreed that a Flex block is needed.

#### **Handbook Changes**

Tim Goggins reported that both staff and students were outspoken on the dress code, specifically about tattoos in the school and tank tops. He wants these brought before the policy committee. Overwhelmingly, most feedback was on these issues. (See the GHS 2019-2020 Student-Parent Handbook Proposed Changes to pages 15, 16, 21, 24, 28, and 43.)

Mr. Goggins commented that 1-2% of students are constantly tardy. It is a huge issue and takes a large amount of time from school personnel as well, as they are the ones who have to deal with this.

Rae Mello-Andrews asked about in-school suspension. How long does it last? Mr. Goggins replied one day. She responded that loss of parking privileges was worse than in-school suspension. Mr. Goggins said creating a universal blanket for all students was difficult because not everyone has open campus, driving/parking privileges, etc. He said that chronically tardy students often have difficulties at home, which must be considered.

Rae Mello-Andrews asked about bringing parents in earlier rather than later. Mr. Goggins said they could flip-flop the consequences for the ninth unexcused tardy and twelfth unexcused tardy.

Chris McDonough asked when parents are notified. Tim Goggins replied that they are notified in real time as often as possible. The amount of time and resources that process requires may inhibit getting parents contacted immediately.

Gretchen Gandini asked to add in the parent contact after the third time, not the sixth. Tim Goggins clarified that the parents are not notified until after the third tardy, not after each tardy.

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Malcolm MacLeod asked about percentages. Mr. Goggins replied that he does not have them at this time. Anthony Sperazzo said that they are trying to curb the small percentages of tardiness early before they become repeat offenders.

Frank Weeks inquired about the consequences for being tardy eight or more times. Mr. Sperazzo said that it means an automatic detention, and parents are contacted. Mr. Weeks responded that being tardy more than nine times should have more impact on sport's attendance/participation. Mr. Goggins said that is addressed with the hour long detentions.

Mr. Sperazzo asked the Board for clarification on having more stringent consequences early on. The Board replied yes.

Chris McDonough asked if there was an exception for sports that take place during a school vacation week. Anthony Sperazzo said yes, the team can get a waiver. NHIAA does not have that in their rules specifically because of the different vacation weeks, class trips, etc. Kirk Beitler said that there are no waivers based on school vacation weeks. Mr. Sperazzo replied that school teams come first unless the circumstances are extraordinary, and each case will be looked at separately when giving waivers. Gretchen Gandini stated that she is comfortable with the policy because the school team should come first. Mr. Weeks suggested elucidating on "extraordinary circumstances." Rae Mello-Andrews asked if this also applied to students in the Performing Arts Department. She feels it is not clear. Mr. Sperazzo said that JJIB is our policy, and that it would need to go into the policy, which should be reworded. Mr. McDonough suggested changing "extraordinary" to "in certain circumstances." Mr. Sperazzo stated he will need to bring this to Athletic Director for his input as well. Mr. Beitler said this needs more work, and we need to bring it back for further discussion.

### **Gilford Middle School**

Principal Peter Sawyer reviewed his report as written.

Patrick Gandini took first place in NH History Competition; three students finished in top three. Poetry contest winners reading of their poetry is on May 21, 2019. He continued that Frozen Junior was amazing, with more than 1,500 people attended. Both math teams were champions. The morning traffic change seems to be working, and he has not had any comments about it.

Rae Mello-Andrews asked about buses going through the village as three residents spoke to her regarding this. Gretchen Gandini recommended they be referred to her if they have questions.

Gretchen Gandini asked if parents do complain about drop off, are they ever recommended to drop them off before the school and have the students use the sidewalks. Mr. Sawyer said he has not had any complaints; we have 140 cars on average going through the middle school lot in the morning, with about 40 in the afternoon.

### **Handbook Review**

Mr. Sawyer stated that the only thing added to the handbook was the Threat Response Plan based on the high school counselors' similar plan. (See the GMS 2019-2020 Student-Parent Handbook Proposed Changes to pages 20, 36-38, 39-40.)

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Mr. Sawyer continued. Electronic equipment (cell phones) will no longer be allowed to be carried during the school day. They must be powered off as soon as they enter the building.

Karen Thurston said that the Health and Wellness Committee suggested the phones are interfering with regular communication methods, and the students want them banned.

Gretchen Gandini said thank you for making these changes. She asked about their use on field trips, extracurricular activities, etc. Mr. Sawyer said that decision rests with leader of event.

### **Gilford Elementary School**

Principal Danielle Bolduc reviewed her report as written.

She asked the Board for approval to accept a grant from Tanger Outlets in the amount of \$1,504.00 to enhance the production of our Showcases, as well as the opportunity to integrate technology into a more prevalent role. This would be for a projection screen and microphones. Karen Thurston made the motion to accept the grant. Gretchen Gandini seconded. Frank Weeks and Malcolm MacLeod abstained. The motion was approved unanimously.

### **Handbook Review**

(See the GES 2019-2020 Student-Parent Handbook Proposed Changes to page 44.) This is to include the Gilford Elementary School Student Threat Response Plan.

### **Technology Director Report**

Brenda McGee reported on the Data Governance Plan. This originated in the National Security Council. The voluminous report is now down to a 14 page manual and revolves around data security for students and teachers in a multitude of ways.

Ms. McGee stated that there are a number of schools who have had ransomware attacks with payments needed to get access of records back. For example, if this happens, we might not be able to do payroll. Additionally, all the information we have on students from the day they enrolled to the present time could be hacked.

Ms. McGee continued. A list of all the software and apps we use was created and vetted through a legal process so that the information is not shared, which could create security issues. Schools are working as a consortium to work together, with a lawyer. All the apps will be submitted to the site over the summer, to the company, to make sure that the software companies can sign off on the fact that they do not share or sell our information.

Ms. McGee said that we have money for an audit. There will be a penetration test to see what could be accessed outside-in or inside-out. It is not just the digital portion, it is also the paper portion. There needs to be an informational security officer. This will be Ms. McGee. For example, if an IEP was left out in the open, and she has seen this happen, this is a data security risk. Archiving of our records is an issue, such as transcripts. They are in file cabinets and go back to 1974. They are fireproofed, but fires happen. The Meadows has all the old personnel files; one fire would destroy all of them. There is a lot more work to go to get records secure. She asked if the Board would pay the ransomware if such an attack occurred.

The Data Governance Manual has been a beneficial tool and process. It is a work in process. We have a draft now, but it will take up to three years to get it to the point where the state will have it ready as an RSA.



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It is a lot of work but it is what the District needs to practice for better security. There are costs associated with all of these items. Having the manual will help us move forward.

**Business Administrator's Report**

Scott Isabelle reviewed his report as written. On Financials: we are running close (within \$13,000.00) on maintenance and technology.

Mr. Isabelle reviewed the Water Testing Results. The results showed that the water coming into the school from the well was less than 1 part per billion for lead. The acceptable level for lead in drinking water is 15 parts per billion. Faucets previously noted as involved were remediated and tested. We are waiting for those test results. If good, all schools come within Federal guidelines, and we do not have to do anything for the next three years.

Mr. Isabelle continued. The Department of Environmental Services has come out with more recommendations. They suggest that on the middle and high school level, we bring it down to 5 parts per billion, and the elementary needs to be 0 parts per billion.

Please see sample results for faucets involved at GES. The State will cover 50% of cost of remediating faucets with lead results 5 parts per billion or higher. Anything that is from a pipe will not be addressed by removing pipes in walls. Mr. Isabelle highlighted in the report the faucets that are recommended to be changed. GHS would have to replace 47 devices if we go with strictest regulations from DES. He stated that the District will replace seven faucets that are over the Federal guidelines. To bring them all below, it would be 40 additional replacements needed.

Chris McDonough stated that the approach is very acceptable. Scott Isabelle will bring to the Board a formal proposal with figures for the next meeting.

**Policy – First Reading**

**EGA – School District Internet Access for Students** – NHSBA suggests removing this policy from this section. It is in the J section.

**JICL – Student Use of Computers, Devices and the Internet** – Suggest replacing current GSD policy with this sample. Recommendation was made for page one on new, proposed sample, in the third paragraph, line four to put “School District” in front of “computer devices.”

**JICL-R – Student Acceptable Use Agreement** – Change code from IJNDB to JICL-R.

**EHAB – Data Governance and Security** – We currently do not have this policy.

**EHB-R – Local Records Retention** – Page 2 added “Email Retention section”. It should be noted that only 2 years of emails will be kept moving forward; removal will be done automatically, electronically.

Tim Bartlett said that all construction documents must be held indefinitely by law; many are in emails; those will be printed off and retained. Brenda McGee said that those will be bulk exported out to be sure they are saved.

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**GBEF – Employee Use of District-Issued Computer and Devices** – We do not have this policy.

**GBEF-R – Employee Use of District Issued Computers and Devices** – We do not have this policy.

**Public Comment**

No public comment was made at this time.

**Non Public Session**

Non-Public – RSA 91-A:3II (a) *The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted.*

At 8:15 p.m. Karen Thurston made the motion to go into non-public session; Jeanin Onos seconded. Chris McDonough, yes; Gretchen Gandini, yes; Jeanin Onos, yes; Karen Thurston, yes; Rae Mell-Andrews, yes. Motion passes 5-0.

At 9:29 p.m., the Board re-entered public session.

On a motion by Jeanin Onos and a second by Karen Thurston, the Board voted unanimously to seal the minutes of the 8:03 p.m. non-public session of the April 1, 2019 meeting.

On a motion by Karen Thurston and a second by Jeanin Onos, the Board voted unanimously to seal the minutes of the 8:16 p.m. session of the April 1, 2019 meeting.

**Adjournment**

Motion was made to adjourn at 9:30 p.m. by Rae Mello-Andrews. Karen Thurston seconded. Motion passed 5-0.

**Respectfully Submitted,**

**Jeanin Onos  
School Board Secretary**