

SCHOOL BOARD REPORT



*L-R Seated: Scott Gross, Ellen Vermokowitz, Chair, Sara Ann Sarette.
L-R Standing: Lorry Cloutier, Keith Allard, Marie Morgan, Hannah Szlyk,
Student Rep. Absent: Ginny McKinnon, Jane Raymond, Philip Pancoast*

SCHOOL BOARD

LOOKING BACK TO LOOK FORWARD

This has been a year of significant accomplishment for our school district. Thank you to all the voters who supported our budget, teacher contract and kindergarten project. Your support is greatly appreciated and has contributed to the on-going work taking place to improve student learning.

With your support and the receipt of several grants we have been able to meet the staffing needs, continue the purchase of curriculum materials and continue the development of our school technology. Over the past several years there have been several significant changes as a result of our administration's leadership, staff efforts and Board concerns. A high emphasis is being placed on elementary literacy and numeracy, which extends through the middle school. Our middle school has initiated reading programs in grades 5-8 to support students who are not reading at grade level. In an effort to increase academic rigor we have added several advanced placement courses at the high school and increased graduation requirements in math and science. Our staff has created honors programs for interested students. We have created a highly successful freshman program for students whose reading and numeracy skills need support.

It is evident that our students need and use all offered co-curricular programs from athletics to the arts and drama. With such high interest we have begun to offer athletic teams at our middle school as well. Hundreds of students participate in after school activities and research demonstrates that the more students participate in this kind of activity the more they will succeed in school. Our academic and co-curricular programs must be having a positive effect on our students as our district has a very low drop out rate.

We had planned to start construction of our public kindergarten this past fall. However, three abutters have filed suit against the Town and have temporarily stalled the project. The Board is an interested third party to this action and has done and will continue to do all we can to facilitate an end to the dispute so that your desire for a public kindergarten in Goffstown can be fulfilled with the use of State aid. As of this writing the Board has had discussions with the abutters' attorney, has requested mediation and a court date has been set. The Board must notify the Department of Education of an opening date for the kindergarten program by June 30, 2005 or lose the funding. With the likelihood of required public kindergarten coming in the very near future, it is our sincerest hope that the abutters, the Town, the developer and the School District can come to terms and allow the project to move forward in a timely and cost effective manner. The Board is determined to continue efforts to soundly plan for the long term needs of our educational system. Those needs include the current public kindergarten proposal completion and planning for a future elementary school. To do anything else would not be wise or prudent.

Following some research and at the urging of our Kindergarten Committee members, the School Board and Board of Selectmen have looked into the possibility of using Town owned land for the kindergarten project. This land is known as the "Glen Lake Property" and is located across from the Glen Lake Beach. After reviewing the background of the Town purchase of this parcel, conducting a site walk, test pits, wetland survey and working with our architect and construction manager the School Board and Board of Selectmen have agreed to ask the public through warrant articles to transfer ownership of a portion of the property to the School District for the construction of our kindergarten facility.

Since neither the Tibbetts Hill site nor the Glen Lake site have final clearance to proceed, the School Board will continue to develop plans for both sites until such time as the Board receives the necessary authority to build on one or the other.

I would be remiss if I did not take this opportunity to thank our Administration for their leadership and guidance. Dr. Lockwood has lead our district for six years and during his tenure with us we have seen significant improvements at every school. We are also fortunate to have principals like David Bousquet, Rose Colby, Frank McBride and nationally recognized elementary principal of the year, Marc Boyd. A sincere "thank you" to you all.

Every year your Board members give countless hours in service to our community. This year is no exception. I'd like to extend a special thank you to Board member Scott Gross for his tireless efforts these past several years in bringing out the positive votes for our public kindergarten warrant article. He

also gave his time and talents to the successful renegotiation of our AREA Agreement with Dunbarton and New Boston. He served us all well as our Board Chairman and continues to give his time to help our efforts to resolve the issues with the kindergarten land abutters. It is demanding and tiring work that Scott has given with a warm sense of humor and intelligence.

Jane Raymond continues in her 7th year as Curriculum Committee Chairman. She remains steadfast in her determination to continually be reviewing the data to strive for instructional improvements and success for all students. Thank you Jane.

In everything your Board undertakes, there must also be those among you who volunteer your time and talents to help move our efforts forward. Little can be accomplished without people like Kathy Stoye, Peter Osiecki and Charlie Carr. These three individuals embody the spirit of concerned citizens who are willing to put forth the effort to make a difference. The next time you see them, please join us in saying thank you.

REPORT OF THE SUPERINTENDENT OF SCHOOLS

Two special honors were bestowed on members of the SAU #19 educational communities last school year. The New Boston Central School garnered the title of Elementary School of Excellence during the year 2003 and Maple Avenue Principal Marc Boyd was named 2004 Elementary Principal of the Year. We are all proud of these recognitions. On behalf of the School Administrative Unit #19 School Districts of Dunbarton, Goffstown and New Boston, our Boards of Education, school site administrators, dedicated front line personnel – our teachers – and the ones for whom we work, the children of our towns, I present the following report.

Dunbarton Elementary School's enrollment went from 227 students in June 2003 to 220 students in June 2004. Enrollment increased slightly with 230 students being reported on October 1st of the current school year for grades Kindergarten through six.

Student population in Goffstown continues to increase. The population was 2,989 in June 2003 and ended the year in June 2004 at 3,065. October 2004 enrollments leveled off at 3,056 students. However further review will highlight a decrease of nearly 100 students at the middle school and an increase of close to 100 students at the high school.

New Boston Central School had 502 students in June 2003. This number increased somewhat to 508 students by June 2004. October 2004 enrollment continues to show a leveled off elementary enrollment at 508 students.

The SAU's curriculum, assessment, and professional development initiatives are geared toward the mission of *Advancing Student Learning* for all students. Our goal is to align our written, taught and tested curriculum to reinforce

complex learning leading to mastery of standards within and across grade levels. Goffstown High School recently purchased materials and resources for the Language Arts Department. In 2005/06 Language Arts materials will be selected and purchased for grades K-8.

During the 2003/04 year, The New Hampshire Department of Education completed Grade Level Expectations (GLE's) for grades 3-8 and Grade Span Expectations 9-12 in Mathematics, Reading, and Language. These were developed based on The Curriculum Frameworks in each content area. Over the summer, teacher representatives from New Boston, Dunbarton, and Goffstown worked together in grade level teams to help align the new GLE's and refine the SAU curriculum, instruction, and assessment practices to present an integrated approach to learning. Our goal was to create a document that is user friendly and available through technology to all three districts. It is important that we provide our classroom teachers with clear expectations of student learning, the teaching tools to explore the content, and a variety of assessment strategies to gauge the development of each student.

Yearly assessments are administered to students across the grade levels in our districts. Our system relies on a variety of assessments to provide timely and understandable information to those who need it to inform instructional decisions and maximize student success. For the first time, students in grades 3-9 participated in a new computerized testing program from the Northwest Evaluation Association (NWEA). These assessments are electronically administered and scored achievement tests designed to measure growth in student learning for individual students, classrooms, schools, and districts. The tests provide accurate and immediate scores to help teachers plan instructional programs. Additional assessments include Early Literacy Screening (Grade 1), Writing Prompts (Grades 1-9), Everyday Math Assessment (Grade 1-6) and at the high school level Advanced Placement Exams PSAT, SAT, ASVAB, NHEAIP at Grade 10 and common midterms and finals. The Grade Level Expectations will be assessed using the New England Common Assessment Program (NECAP). This program will replace the NHEIAP assessments in the coming school year. In the fall of 2004 the test items were field tested in all SAU 19 Schools.

Special and general educators collaborate on all of these initiatives to *Advance Student Learning* for all students, including those with educational disabilities. Teams of teachers comprised of both special educators and general educators have trained together on NH's new grade level expectations and on different types of assessment used in SAU #19 to document progress. The proportion of students with disabilities to the total student population remains fairly constant at 13.5%, and mirrors the average proportion across the state of New Hampshire. The vast majority of these students are educated within the public school setting, in typical classrooms. Research shows that students who have meaningful access

to the general curriculum, with necessary supports, have more success in school and a better chance of showing adequate yearly progress (AYP) on state testing.

Both in this SAU and in school districts across the state, it has been difficult for students with educational disabilities to meet the standard for AYP on state testing. We are focusing our improvement efforts this year on: maximizing students' access to the general curriculum, providing extra support outside of core academic instruction, explicitly teaching thinking, reading and problem-solving strategies that students can apply to new learning situations, and making appropriate accommodations for students with disabilities - throughout the school year and during standardized testing sessions.

School drop out rates at Goffstown High School are among the lowest in the state. Our college acceptance rate is improving. GHS students are consistently accepted at the colleges of their choice. We have students accepted at Ivy League schools at the same rates as schools of comparable size. Another factor in our profile is that GHS usually has a higher than average St. Paul Summer Program acceptance rate than similar size schools across the state. This past summer nine of our students attended the program and five received superior reports for their work. We were recently informed that nine students at Goffstown High School earned the designation of AP Scholar by the College Board in recognition of their exceptional achievement on the spring 2004 college-level Advanced Placement Program® (AP®) Exams.

Community programs including Cub Scouts, Brownies, Screamin' Eagles Football and Cheerleading Clubs, the newly created 49er's Football Club, Lions Club, Rotary and Tri-Town Soccer, use our facilities. Town recreation programs are active in all of our schools and utilize playing fields as well as gymnasiums and multi-purpose spaces. Self-funded After School Programs exist at each elementary school in the SAU. A new middle school After School Program has been implemented this school year. Summer School literacy and numeracy programs were again offered for all grade levels. An extended year program is also operated annually for students with special needs.

All three of our districts were involved this past year with long range planning. Most notably the AREA Review Committee, comprised of members from the school boards of all three towns worked to develop a revision to the AREA Agreement for students in grades 7 – 12. This agreement went before the voters and was successfully approved in all three school districts extending the relationship for another ten years. The Goffstown Kindergarten Study Committee proved the old adage three times is a charm as they were successful in passing a kindergarten-building project at the 2004 school district voting.

Seven teachers retired from our schools during the 2003-2004 school year. We send best wishes to Cynthia Burns, Janet Coughlin, Rob Lukasiak and Jerre Smith of Goffstown High School, Rene Montplaisir of Mountain View Middle School and Bonnie Bateman and Susan Johannett of Dunbarton Elementary. Mark Roth completed his career retiring as principal of Goffstown High School

in January of 2004. Mary Reeves, secretary to Rick Matthews at New Boston Central School and Diane Clapp, secretary to Marc Boyd retired after nearly three decades of service to their respective schools.

The summer of 2004 was a very busy time as we completed processing the paperwork to hire 43 new teachers in our three districts. Frank McBride officially took over the reins as Principal of Goffstown High School and Kim McCann replaced him as Assistant Principal on July 1st. Adam Osburn became the high school Dean of Students and Mary Claire Barry joined us as the Mountain View Middle School Curriculum Coordinator.

As a result of the No Child Left Behind Act of 2001, New Hampshire Superintendents of Schools are now required to report not only the content certification of their staff, but also the core content area(s) that they teach. If a NH-certified teacher teaches one or two content areas in a departmentalized setting but does not hold certification in the specific content area(s) taught, then they are not considered “highly qualified” to teach these subjects. This is particularly of issue in our middle school grades, where for many years we have hired staff with K-8 certification, and where they teach either a Math/Science or an English/Social Studies combination in grades 5–8. Several of our staff members successfully completed the content area Praxis Exam in their efforts to become highly qualified under the NCLB regulations. Many others are participating in a ‘HOUSSE’ program, which is a self- assessment – self study program that is monitored by principals and the SAU administration.

The 2003-2004 school year brought with it a couple of major initiatives for the school finance function. First, the requirements of the Governmental Accounting Standards Board's Statement #34 (GASB #34) were implemented for the Goffstown School District. GASB #34 is a comprehensive pronouncement effecting financial tracking and reporting for governmental entities. Some of the more notable changes include the capitalization and depreciation of fixed assets, reporting of entity-wide financial statements that consolidate all funds in accordance with generally accepted accounting principals. Since GASB #34 specified compliance dates based on the entity's revenue, the Goffstown School District was the only district required to implement the changes in 2003. Dunbarton School District, New Boston School District and the School Administrative Unit #19 were required to comply in the subsequent year.

The other major financial initiative for this year was the kick-off of an extensive review process to select a replacement software system for the management of the human resources and financial functions. The initial screening incorporated just fewer than 20 systems, which was then reduced to a short list. The next steps include in-depth evaluations of the candidate systems on the short list by support and administrative staff from the various schools within our SAU. A Selection Committee, including representation from each of the School Boards plus other stakeholders, makes final recommendations and the

SAU Board approves the final selection. The selection of a new system will allow the Districts to move from the current DOS based system with its three dial up connections for School access to a Windows based system including Web access. We look forward to taking advantage of the features a new system can provide in the future such as providing employees with access to their wage and benefit information via the Web.

We wish to extend our thanks to several School Board members for their years of service. Members completing Board service during the 2003-2004 year were in Dunbarton – Jeff Trexler and Carl Metzger, in New Boston – Scott Hunter, Alfred Romano and Elaine Tostevin , and in Goffstown – Tammy Schofield and Dorine Olson.

The Goffstown School District began an energy upgrade project, which involves lighting retrofitting and digital control systems for all schools that will essentially pay for itself with energy savings. It is estimated that all the above work will be completed by May 2005. The Dunbarton Elementary School is also involved in a multi-phase heating and energy project.

In terms of athletics, our “Game” field behind the high school was top dressed, slice seeded and fertilized, and through the help of *Field Of Dreams* donations, local sports organizations and a senior class gift (2004 Class) we were able to purchase four sets of bleachers. Our partnership with the Lions Club continues and we are pleased to say that they have dramatically improved the varsity baseball field. We are also in their debt for allowing us to play Junior Varsity Soccer on the field this past fall. We are thankful for the many supporters of athletics, and specifically want to recognize the efforts of individuals and organizations to fund our high school hockey, football, wrestling programs and Mountain View Middle School B-Teams.

As we approach the time of year for deliberative sessions and school district meetings, I extend to all members of our communities, the Boards of Education, the administration, faculty and support staff and our students our collection of best wishes for a safe, joyous and successful 2005.

Darrell J. Lockwood, Ed.D.
Superintendent of Schools

GOFFSTOWN SCHOOL DISTRICT DELIBERATIVE SESSION MINUTES

MONDAY, FEBRUARY 2, 2004

Moderator, Larry Emerton, called the 2004 School District Deliberative Session to order at 7:07 p.m. There were 115 registered voters in attendance out of a total of 9,600 registered voters. Brad Parkhurst and Fred Plett were sworn-in as counters.

Principal Marc Boyd led the audience in the Pledge of Allegiance. The cast from *Les Miserables*, School Edition, sang the National Anthem, and performed a brief selection from the musical performance, which will be performed at Goffstown Area High School on February 12-14, 2004.

A moment of silence was observed in honor of our service personnel. L. Emerton then introduced the Chair of the School Board, Scott Gross.

Scott Gross introduced Ellen Vermokowitz.

Ellen Vermokowitz: A few years ago the Dream Keepers and the Corner Stone awards were established. The following groups received awards last year during a School Board Meeting:

- For tremendous effort in constructing the back fields – *Field of Dream Volunteers*.
- To the individuals who built the new softball field - Friends of Goffstown Softball, in particular Peter Georgantas and Bruce Rand - *Dream Keeper Award*.

Philip Pancoast: Two Cornerstone Awards were selected this year. The first is given to a team of teachers at MVMS. David Weilbrenner and Rosemary Brennan. They kept a stable curriculum fascinating. They put a new spin on what might be a stale curriculum. The students are excited to come to school everyday. The children are excited. The students and the community are lucky to have David and Rosemary!

The second Cornerstone Award goes to someone who is a product of the Goffstown School system. I had the privilege to work with this individual in the mathematics department. This award is presented to Rob Lukasiak.

Scott Gross announced that another Dream Keeper award was presented to the Building Committee this past year. Scott Gross stated there is one person missing tonight, and that is Ezra Beck. All of us will remember Ezra. He brought a lot to our community. Thank you Ezra!

Mr. Emerton introduced the following School Board members Chairman Scott Gross, Vice Chair Jane Raymond, Ellen Vermokowitz, Keith Allard, Ginny McKinnon, Philip Pancoast, Sara Sarette, and student representative Matt Luby.

Mr. Emerton also introduced Superintendent Dr. Darrell Lockwood. Dr. Lockwood introduced the SAU staff: Assistant Superintendent Kathy Titus; Business Manager Michelle Croteau; Principals Rose Colby, David Bousquet, Marc Boyd, and Frank McBride; Assistant Principal Leslie Doster; Facilities Director Gerry Agate; School District Attorney Ed Kaplin.

Moderator Emerson also introduced Budget Committee Chair John Caprio; Budget Committee School Sub-Committee Chair Al Desruisseaux; School District Clerk Jo Ann Duffy; and Assistant Moderator Fred Plett.

Mr. Emerton reviewed the housekeeping rules regarding written ballots.

MOTION: A motion was made by K. Allard and seconded by E. Vermokowitz to dispense with the reading of Articles 2-4 and take them up separately. This was voted unanimously in the affirmative.

Article 1

To choose three members of the School Board for the ensuing three years.

MOTION: Jane Raymond moved, seconded by Keith Allard to place Article 1 on the Ballot as presented.

Article 2

Shall the School District raise and appropriate the sum not to exceed \$3,346,001.00 (Three Million Three Hundred Forty-Six Thousand One Dollars) for the construction of a 10 classroom Kindergarten facility, for the payment of furnishings, equipment, architectural and other fees, land acquisition, site development and related incidental and necessary costs for such construction pursuant to the plans and specifications as may be approved by the School Board, copies of which shall be on file with the School Administrative Unit #19 Office in Goffstown, New Hampshire; said appropriation to be funded as follows:

\$ 2,253,030.00 (Two Million Two Hundred Fifty-Three Thousand Thirty Dollars) from Kindergarten Aid, and

\$ 436,769.00 (Four Hundred Thirty-Six Thousand Seven Hundred Sixty-Nine Dollars) from Impact Fees from the Town of Goffstown School Impact Fee Fund, and

up to \$ 400,000.00 (Four Hundred Thousand Dollars) from the unreserved fund balance at June 30, 2004, and

\$ 256,202.00 (Two Hundred Fifty-Six Thousand Two Hundred Two Dollars) to be raised through taxes.

This appropriation is in addition to Warrant Article 4, the Operating Budget Article. (Majority vote required.) (The School Board recommends this Article.) (The Budget Committee recommends this Article.)

MOTION: Ellen Vermokowitz moved, seconded by Sara Sarette to place Article 2 on the Ballot as presented.

Peter Osiecki and Scott Gross gave a Power Point presentation on the kindergarten proposal. Mr. Osiecki reviewed the following:

- Benefits of public kindergarten.
- What does research say about public kindergarten?
- Why do we need to do something different in Goffstown?
- Benefits of public kindergarten to parents.
- Benefits of public kindergarten to the Goffstown community.
- Why do we need to build a new school?
- Anticipated opening date – September 2005
- Building design.
- Location.
- Estimated Operating Budget Costs.
- Kindergarten Project recommendation.
- Kindergarten in Goffstown.

Scott Gross: The land is a \$1.00 cost, which is part of a subdivision that is going before the Planning Board in February. The developer has worked with the Superintendent and the School Board to make sure this is in compliance. We have had a lot of discussion about traffic on Tibbetts Hill Road. I sent a letter to Chief French and asked, should this vote pass in March for that committee to look at this and remedy it. Suggestions include: police detail, crossing guard or a traffic light. All of this will be under the purview of the Traffic Safety Committee. We do not want to ruin anyone's quality of life. One of the things we realized in our search is, we have looked high and low for suitable land. The Tibbetts Hill property is the best location. Also sent an outreach letter to the folks on Tibbetts Hill and received a few emails and telephone calls. We addressed those issues as well. We offered a meeting for discussing this topic as well, which will be held at MVMS on February 10, 2004.

\$ 256,202 – net appropriation needed to be raised.

\$1,092,971 – total cost of the school.

\$ 436,769 – school impact fee fund to be used.

\$ 400,000 – from the unreserved fund balance at June 30, 2004

Tax impact is 21 cents per thousand. It is a one-time appropriation.

Operating Costs:

Director

Nurse

Six teachers

Custodian

3-4 Aids

Utilities, Fuel and Supplies

Estimate operating costs will be between \$600,000 and \$700,000 before state aid. NH State Aid will provide between \$320,000 and \$400,000 towards operating costs. Estimated net impact is \$200,000 to \$380,000.

Ken Rose: How soon would the operating portion kick in? What is the anticipated length of time for construction?

S. Gross: We anticipate the school will open September 2005. Operating expenses will be in the 2005 budget.

Linda Rose: How many years would it be before it becomes an elementary school?

S. Gross: The School Board has it on the CIP matrix for 2006. This would be dependent on the need. This would have to come before the voters again for an addition.

Tricia Wynne: What is the tax impact on the operating budget?

S. Gross: About 35 cents per thousand based upon the current evaluation.

T. Wynne: How much will be left in the unreserved fund?

S. Gross: \$600,000, which will go back to the taxpayers.

T. Wynne: What is the estimated cost of the expansion for an elementary school?

S. Gross: I don't know.

T. Wynne: If you expand the school, would you expand up or out?

Frank Marinese, Architect: There is nothing cheaper than building a one story, but you have to add to a one story if you are going to add up. If you add up, you are building on top of a building occupied by students, which is not a great idea. You have to compress the construction time to a short period. We would plan for adding a one-story addition.

S. Gross: Kindergarten space has to be on the first floor. The architects do have the footprint for the addition. This would be premature to discuss at this point. The building needs to be designed for an addition.

Linda Rose: When you make this an elementary school, are you considering moving some of the kindergartens into the other elementary schools?

S. Gross: The School Board has not addressed this. In terms of our Master Plan, it did talk about community schools. This location is in the fastest growing part of our community.

George Curran: Can you tell us about the bus transportation?

S. Gross: We will provide morning buses for the AM kindergarten. At the start of the afternoon session, the parent would drop them off and there would be

bus transportation home in the afternoon. There would be 100 students in the morning and 100 in the afternoon.

Voice vote – majority in the affirmative.

ARTICLE 2 WILL APPEAR ON THE BALLOT AS PRESENTED

Article 3

Shall the voters of Goffstown School District adopt the modifications to the AREA Agreement as recommended by AREA School Plan Review Board and approved for submission to the voters by the New Hampshire State Board of Education on January 21, 2004. A copy of the AREA Agreement shall be on file with the School Administration Unit #19 Office in Goffstown, New Hampshire (Majority vote required.) (The School Board recommends this Article.)

MOTION: Philip Pancoast moved, seconded by Scott Gross to place Article 3 on the Ballot as presented.

P. Pancoast: The current agreement is highlighted in the pink handout. AREA stands for Authorized Regional Enrollment Area. This deals with the acceptance of students from New Boston and Dunbarton. The last AREA agreement was crafted in 1971. We have spent the last two years reaching an amended agreement. This codifies and memorializes what has been occurring in the district. It captures more capital costs. Two things that will significantly impact the capital costs recovery are, there will be an appraisal of the value of the high school and the middle school. The valuation that was conducted last year significantly increased the tuition. This will also increase the rental rate from 2%-2.5%. When you look at the cost of financing the capital improvements, it would be fair to say that we will recoup that fee from those communities. It also continues when the bond payment is over.

It also addresses special education costs that should be borne by the sending units for their students. This will be on the ballot in New Boston and at the Town Meeting in Dunbarton in March. The State Department of Education has approved this agreement unanimously.

Pam Manney: Is this a revenue article?

P. Pancoast: No, it is not.

P. Manney: What happens if this article doesn't pass?

P. Pancoast: We revert to the existing agreement and would collect less money.

P. Manney: We would receive less tuition and rental money?

S. Gross: We would receive exactly what we are getting now. The incentive for Goffstown is we are going to get increased capital costs. Dunbarton and New Boston have an incentive as well. Should this not pass in all three towns, we may need to withdraw. In that case, we go down some un-chartered waters. They are scheduled to sunset in 2008.

P. Manney: I watched your TV show today. You discussed the School Board participation. New Boston and Dunbarton School Board members would not have a vote on Goffstown School matters. Page 5 of this document says New Boston and Dunbarton are invited to participate on all committees pertaining to grades 7-12. You don't mention whether they have a vote.

P. Pancoast: The Goffstown School Board has votes of approval as to whether to accept recommendation of each of the committees.

P. Manney: In this document, it doesn't state where they could come to a School Board meeting and don't have a vote; they would be considered a guest.

P. Pancoast: That is correct.

P. Manney: I wondered why it was not written down in this document.

P. Pancoast: I don't think it was necessary. To have language in there to say sorry you don't have a vote, would be to take something away from them that they do not have in the first place.

Al Desruisseaux: I didn't see anything addressing the skill center. Is this part of the tuition or is it separate?

P. Pancoast: It is part of the tuition calculation. The duration of the agreement is for ten years. The process for removing yourselves from an AREA agreement is provided by statute.

Bob Wheeler questioned the rental charges.

S. Gross: All three communities have an even playing field. We looked at our capital costs. We looked at those communities paying a proportionate fair for GAHS and MVMS. We have 7-8 years left on the MVMS bond. The 2.5% figure paid for a lot of the capital costs and beyond. There are two major reasons why this partnership works well. They do not have the ability to build a high school. But we need them as well. These two towns bring in quite a bit of revenue, which offsets our tax rate.

Voted unanimously in the affirmative.

ARTICLE 3 WILL APPEAR ON THE BALLOT AS PRESENTED.

Article 4

Shall the Goffstown School District raise and appropriate as an Operating Budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the

budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein totaling \$27,135,334.00 (Twenty-Seven Million One Hundred Thirty-Five Thousand Three Hundred Thirty-Four Dollars). Should this Article be defeated, the Operating Budget shall be \$26,436,328.00 (Twenty-Six Million Four Hundred Thirty-Six Thousand Three Hundred Twenty-Eight Dollars) which is the same as last year, with certain adjustments required by previous action of the Goffstown School District or by law. In the event this Article is defeated, the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised Operating Budget only. (The School Board recommends \$27,135,334.00 (Twenty-Seven Million One Hundred Thirty-Five Thousand Three Hundred Thirty-

Four Dollars) as the Operating Budget.) (The Budget Committee recommends this article.)

MOTION: Scott Gross moved, seconded by Jane Raymond to place Article 4 on the Ballot as presented.

Scott Gross gave a Power Point presentation regarding the budget development goals.

- Continue development of program for increased graduation credits at GAHS.
- Curriculum cycle implementation.
- Focus on teaching and learning.
- Provide budget for all existing programs.
- Maintain or improve upon existing programs.
- Continue building maintenance.
- Continue staggered furniture replacement.
- Present a realistic request to the community.
- Continue long range planning for school facilities

Pam Manney: What is the tax impact of the budget?

S. Gross: It is \$1.28 per thousand for the budget, including kindergarten it is \$1.49 per thousand. This year we saw a reduction in our state aid.

Pam Manney: If Article 3 does not pass, would that increase our taxes as well?

S. Gross: No. It is not included in the revenue section.

Mark Campbell: With no contract, is there a stipulation in the budget to cover the steps or cost of living increases for the teachers?

S. Gross: There is no carry-over in terms of getting their steps.

J. Raymond: Everything is frozen as it stands.

S. Gross: There has been a lot of discussion regarding co-curricular items. This represents less than 2% of our total school budget.

Kurt Lauer: Regarding the upkeep of grounds, I hope you are not being shortsighted in order to keep these fields in tip-top shape. District meeting line was increased. Other support student services also increased. Please clarify.

S. Gross: We had discussions with the Town Administrator and Town Clerk about additional voting machines. There is one additional voting machine included in the school budget and one additional in the town budget. Many people waited on long lines last year. We felt this would streamline the process. We are reorganizing some of the administration in our schools. We had curriculum coordinators. We are now making them more active in each individual school. Kurt Lauer spent a great deal of time with the kindergarten project. I want to recognize his efforts.

ARTICLE 4 WILL APPEAR ON THE BALLOT AS PRESENTED.

MOTION: P. Georgantas moved, seconded by J. Caprio to adjourn the 2004 Goffstown School District meeting at 8:53 p.m. So voted.

Respectfully submitted,
Jo Ann Duffy
Goffstown School District Clerk

GOFFSTOWN SCHOOL DISTRICT ELECTION RESULTS

ARTICLE 1

To choose all School District officers for the ensuing years:

To choose three members of the School Board for the ensuing three years.

Lorry D. Cloutier	2521
Scott Gross	2581
Ellen Vermokowitz	2554

ARTICLE 2

Shall the School District raise and appropriate the sum not to exceed \$3,346,001.00 (Three Million Three Hundred Forty-Six

Thousand One Dollars) for the construction of a 10 classroom Kindergarten facility, for the payment of furnishings, equipment, architectural and other fees, land acquisition, site development and related incidental and necessary costs for such construction pursuant to the plans and specifications as may be approved by the School Board, copies of which shall be on file with the School Administrative Unit #19 Office in Goffstown, New Hampshire; said appropriation to be funded as follows:

\$2,253,030.00 (Two Million Two Hundred Fifty-Three Thousand Thirty Dollars) from Kindergarten Aid, and
 \$ 436,769.00 (Four Hundred Thirty-Six Thousand Seven Hundred Sixty-Nine Dollars) from Impact Fees from the Town of Goffstown School Impact Fee Fund, and
 up to \$ 400,000.00 (Four Hundred Thousand Dollars) from the unreserved fund balance at June 30, 2004, and
 \$ 256,202.00 (Two Hundred Fifty-Six Thousand Two Hundred Two Dollars) to be raised through taxes.

This appropriation is in addition to Warrant Article 4, the Operating Budget Article. (Majority vote required.) (The School Board recommends this Article.) (The Budget Committee recommends this Article.)

Yes 2,308 No 1,664

ARTICLE 3

Shall the voters of Goffstown School District adopt the modifications to the AREA Agreement as recommended by AREA School Plan Review Board and approved for submission to the voters by the New Hampshire State Board of Education on January 21, 2004. A copy of the AREA Agreement shall be on file with the School Administration Unit #19 Office in Goffstown, New Hampshire (Majority vote required.) (The School Board recommends this Article.)

Yes 2,678 No 1,116

ARTICLE 4

Shall the Goffstown School District raise and appropriate as an Operating Budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set

forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein totaling \$27,135,334.00 (Twenty-Seven Million One Hundred Thirty-Five Thousand Three Hundred Thirty-Four Dollars). Should this Article be defeated, the Operating Budget shall be \$26,436,328.00 (Twenty-Six Million Four Hundred Thirty-Six Thousand Three Hundred Twenty-Eight Dollars), which is the same as last year, with certain adjustments required by previous action of the Goffstown School District or by law. In the event this Article is defeated, the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised Operating Budget only. (The School Board recommends \$27,135,334.00 (Twenty-Seven Million One Hundred Thirty-Five Thousand Three Hundred Thirty-Four Dollars) as the Operating Budget). (The Budget Committee recommends this article.)

Yes 2,251 No 1,652

Jo Ann Duffy
School District Clerk

GOFFSTOWN SCHOOL DISTRICT DELIBERATIVE SESSION

MONDAY, AUGUST 16, 2004

Moderator, Larry Emerton, called the 2004 Special School District Deliberative Session to order at 7:03 p.m. Approximately 14 members of the public were present. Fred Plett was sworn-in as a counter.

PRESENT: School Board members: Scott Gross (Chair), Ellen Vermokowitz, Ginny McKinnon, Marie Morgan, Keith Allard; Superintendent Darrell Lockwood; Moderator Larry Emerton; Assistant Moderator Fred Plett; and School District Clerk Jo Ann Duffy.

ARTICLE 1

Shall the School District vote to approve the cost items included in the Collective Bargaining Agreement reached between the Goffstown School Board and the Goffstown Education Association, which calls for the following increases in salaries and benefits:

Year	Estimated Increase
2004-2005	\$373,509
2005-2006	\$519,893
2006-2007	\$546,827

and further to raise and appropriate the sum of THREE HUNDRED SEVENTY THREE THOUSAND FIVE HUNDRED NINE DOLLARS (\$373,509.00) for the 2004-2005 fiscal year, such sum representing the additional costs attributable to the increase in salaries and benefits over those of the appropriation at current staffing levels paid in the prior fiscal year. This appropriation is in addition to the Operating Budget voted and approved March 2004. (The School Board recommends this article.) (The Budget Committee recommends this article.)

MOTION: Scott Gross moved Article 1 and read the Article into the record. Seconded by Ellen Vermokowitz.

Pam Manney: I would like to know the starting pay for a new teacher?

S. Gross: Step one BA is \$27,577.

P. Manney: Was this a unanimous vote from the Budget Committee?

S. Gross: Yes.

S. Gross: This process started well over one year ago. We entered into negotiations with the Goffstown Association. We came to an impasse and went into Fact Finding. Both the School Board and the teacher's union agreed to accept the Fact Finders report, which brought us to this process. The reason we

are here tonight, and not waiting until March, is we think this is a good opportunity to ratify this contract earlier in order to try and attract good teachers.

There were no questions from the public.

Moderator Emerton directed the Clerk to place Article 1 as printed on the warrant. The meeting was declared adjourned at 7:10 p.m.

Respectfully submitted,
Jo Ann Duffy
Goffstown School District Clerk

**GOFFSTOWN SCHOOL DISTRICT
2004 WARRANT**

**Special School Deliberative Ballot Determination Meeting
August 16, 2004
The State of New Hampshire**

To the Inhabitants of the School District in the Town of Goffstown qualified to vote in District affairs:

You are hereby notified to meet on Monday, the sixteenth day of August 2004, in the Dr. Craig Hieber Auditorium at Goffstown High School, at 7:00 P.M. for the first session of the Special School District Meeting, also known as the first Special Deliberative Session, to act on the following subject and determine matters which will then be voted upon by the official ballot on Tuesday, September 14, 2004.

You are further notified to meet on Tuesday, the fourteenth day of September, 2004, also known as the second session, to vote on all matters by official ballot. The polls are open on September 14, 2004, at 7:00 A.M. and close at 7:00 P.M. at the Central polling district at the Goffstown High School and will open at 7:00 A.M. and close at 7:00 P.M. in the Fifth District at the Bartlett Elementary School.

ARTICLE 1

Shall the School District vote to approve the cost items included in the Collective Bargaining Agreement reached between the Goffstown School Board and the Goffstown Education Association, which calls for the following increases in salaries and benefits:

Year	Estimated Increase
2004-2005	\$373,509
2005-2006	\$519,893
2006-2007	\$546,827

and further to raise and appropriate the sum of **THREE HUNDRED SEVENTY THREE THOUSAND FIVE HUNDRED NINE DOLLARS (\$373,509.00)** for the 2004-2005 fiscal year, such sum representing the additional costs attributable to the increase in salaries and benefits over those of the appropriation at current staffing levels paid in the prior fiscal year. This appropriation is in addition to the Operating Budget voted and approved March 2004. (The School Board recommends this article.) (The Budget Committee recommends this article.)

GIVEN UNDER OUR HANDS AT SAID GOFFSTOWN ON THIS 27th DAY OF JULY 2004.

GOFFSTOWN SCHOOL BOARD

Scott Gross
Sara Ann Sarette
Lorry Cloutier
Jane Raymond
Philip Pancoast

Keith Allard
Ellen Vermokowitz
Virginia McKinnon
Marie Morgan

Original Copy is on File at SAU #19, 11 School Street, Goffstown, New Hampshire 03045.

GOFFSTOWN SCHOOL DISTRICT 2005 WARRANT

SCHOOL DELIBERATIVE BALLOT DETERMINATION MEETING FEBRUARY 7, 2005 THE STATE OF NEW HAMPSHIRE

To the Inhabitants of the School District in the Town of Goffstown qualified to vote in District affairs:

You are hereby notified to meet on Monday, the seventh day of February 2005, in the Dr. Craig Hieber Auditorium at Goffstown High School, at 7:00 P.M. for the first session of the School District Meeting, also known as the first Deliberative Session, to act on the following subject and determine matters which will then be voted upon by the official ballot on Tuesday, March 8, 2005.

You are further notified to meet on Tuesday, the eighth day of March, 2005, also known as the second session, to vote on all matters by official ballot. The polls are open on March 8, 2005, at 7:00 A.M. and close at 7:00 P.M. at the Central polling district at the Goffstown High School and will open at 7:00 A.M. and close at 7:00 P.M. in the Fifth District at the Bartlett Elementary School.

ARTICLE 1

To choose all School District officers for the ensuing years:

To choose three members of the School Board for the ensuing three years.

ARTICLE 2

Shall the School District raise and appropriate the sum not to exceed ONE HUNDRED EIGHTY-SEVEN THOUSAND FIVE HUNDRED DOLLARS (\$187,500.00) for the payment of architectural, construction, and other fees and related incidental and necessary costs for the purpose of expanding parking and field facilities for the Goffstown High School; said appropriation to be funded as follows:

\$187,500.00, (One Hundred Eighty-Seven Thousand Five Hundred Dollars) from existing Town of Goffstown School Impact Fee Funds

- 0 - (Zero Dollars) to be raised through taxes.

This appropriation is in addition to Warrant Article #6, the Operating Budget Article. (Majority vote required.) (The School Board recommends this Article.) (The Budget Committee recommends this Article.)

ARTICLE 3

Shall the School District raise and appropriate the sum not to exceed TWENTY-FIVE THOUSAND DOLLARS (\$25,000.00) for the payment of architectural and other fees and related incidental and necessary costs for the purpose of a study of the Bartlett Elementary School facility. This appropriation is in addition to Warrant Article #6, the Operating Budget Article. (Majority vote required.) (The School Board recommends this Article.) (The Budget Committee recommends this Article.)

ARTICLE 4

Shall the School District create a capital reserve fund under the provisions of RSA 35:1, to be known as the Bartlett Elementary School Facilities Fund, for the purpose of funding improvements to the school facility. Furthermore, to fund this trust fund from the year end undesignated fund balance available on July 1 of 2005, with an amount not to exceed THREE HUNDRED THOUSAND DOLLARS (\$300,000.00); or to take any other action in relation thereto. This appropriation is in addition to Warrant Article #6, the Operating Budget Article. (Majority vote required.) (The School Board recommends this Article.) (The Budget Committee recommends this Article.)

ARTICLE 5

Shall the school board be authorized to accept on behalf of the district, and for its benefit, without further action by the voters, gifts, legacies and devises of real or personal property, which may become available to the district during the fiscal year (Majority vote required). (The School Board recommends this Article.)

ARTICLE 6

Shall the Goffstown School District raise and appropriate as an Operating Budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes

set forth therein totaling TWENTY NINE MILLION FIVE HUNDRED SIXTY SIX THOUSAND NINE HUNDRED FIFTY NINE DOLLARS (\$29,566,959.00). Should this Article be defeated, the Default Budget shall be TWENTY EIGHT MILLION NINE HUNDRED TWENTY NINE THOUSAND EIGHT HUNDRED ELEVEN DOLLARS (\$28,929,811.00) which is the same as last year, with certain adjustments required by previous action of the Goffstown School District or by law. In the event this Article is defeated, the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised Operating Budget only. (The School Board recommends this Article) (The Budget Committee recommends this Article.)

GIVEN UNDER OUR HANDS AT SAID GOFFSTOWN ON THIS 28th DAY OF JANUARY 2005.

GOFFSTOWN SCHOOL BOARD MEMBERS

Ellen Vermokowitz, Chair
Jane Raymond, Vice Chair
Scott Gross
Philip Pancoast
Keith Allard
Marie Morgan
Sara Sarette
Virginia McKinnon
Lorry Cloutier

Original Copy on File at SAU #19, 11 School Street, Goffstown, New Hampshire 03045

OCTOBER 1 PUPIL ENROLLMENT 2000 - 2004

<u>School / Grade</u>	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>
BARTLETT					
Pre-School	29	28	33	40	44
Multi-age (1,2,3)	42	---	--	--	--
Combination					
Grades ½	20	---	--	--	--
1	37	57	52	42	57
2	20	57	59	51	46
3	48	35	53	55	55
4	---	---	44	54	56
Total - Bartlett	<u>196</u>	<u>177</u>	<u>241</u>	<u>242</u>	<u>258</u>

MAPLE AVE					
Pre-School	---	---	---	--	--
Multi-age (1,2,3)	66	67	---	--	--
Combination (2,3)	---	---	46	44	--
1	95	107	126	111	127
2	114	99	110	111	115
3	127	119	97	115	133
4	23	44	144	124	143
Total - Maple Avenue	<u>425</u>	<u>436</u>	<u>523</u>	<u>505</u>	<u>518</u>

MOUNTAIN VIEW					
4	168	156	---	---	--
5	232	199	197	191	178
6	211	239	223	208	197
7	314	303	331	341	287
8	310	320	313	343	324
Total - MVMS	<u>1,235</u>	<u>1,217</u>	<u>1,064</u>	<u>1,083</u>	<u>986</u>

GOFFSTOWN HIGH SCHOOL					
9	330	302	314	320	356
10	243	323	303	325	318
11	242	259	308	346	319
12	206	185	245	264	301
Total - GHS	<u>1,021</u>	<u>1,069</u>	<u>1,170</u>	<u>1,255</u>	<u>1,294</u>

GRAND TOTAL 2000- 2004	2,877	2,899	2,998	3,085	3,056
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GOFFSTOWN SCHOOL DISTRICT

PROJECTED REVENUES

	MS 24 2003 - 2004 Approved	MS 24 2004 - 2005 Approved	School Board 2005 - 2006 Proposed	Budget Committee 2005 - 2006 Proposed
REVENUE FROM STATE SOURCES				
Adequacy Grant	5,189,850	4,894,390	6,095,579	6,095,579
School Building Aid	505,303	487,340	477,625	477,625
Kindergarten Construction Aid		2,253,030		
Area Vocational School Transportation Aid		3,500	3,500	3,500
Catastrophic Aid	216,161	125,044	279,221	279,221
Child Nutrition	12,850	9,600	9,600	9,600
REVENUE FROM FEDERAL SOURCES				
IASA, Chapter I and II	487,029	331,101	599,874	599,874
Child Nutrition Programs	80,700	95,000	90,000	90,000
LOCAL REVENUE OTHER THAN TAXES				
Tuition	3,600,000	4,150,000	4,330,481	4,330,481
Driver Education Program Receipts	10,000	10,000	19,000	19,000
Earnings on Investments	25,000	15,000	3,000	3,000
Food Service	620,870	634,833	737,791	737,791
Medicaid	65,000	65,000	65,000	65,000
School Impact Fees		436,769		
Reimbursement Spec. Ed.	158,400	132,441	182,294	182,294
SUBTOTAL REVENUES & CREDITS	10,971,163	13,643,048	12,892,965	12,892,965
OTHER FINANCING SOURCES				
Sale of Bonds				
GENERAL FUND BALANCE				
Reserved Fund Balance		400,000	**	**
Unreserved Fund Balance	607,834	1,094,119		
TOTAL REVENUES AND CREDITS	11,578,997	15,137,167	12,892,965	12,892,965
DISTRICT ASSESSMENT	9,915,040	12,042,442	13,182,201	13,182,201
STATE ASSESSMENT	4,632,283	3,675,235	3,491,793	3,491,793
APPROPRIATION	\$ 26,126,320	\$ 30,854,844	\$ 29,566,959	\$ 29,566,959

-> FY 2005 - 2006 appropriation number equals the operating budget warrant article (Article #6).

-> Projected revenues are estimates and are subject to change.

** Estimated fund balance of \$300,000 proposed as funding for Article #4.

Debt Schedule As of June 30, 2004

Years remaining on Goffstown School District's general obligation bonds.

<u>Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Amount Due</u>
2004-05	1,341,775.00	617,142.91	1,958,917.91
2005-06	1,330,000.00	575,852.50	1,905,852.50
2006-07	1,320,000.00	534,092.50	1,854,092.50
2007-08	1,305,000.00	491,530.00	1,796,530.00
2008-09	1,285,000.00	447,798.75	1,732,798.75
2009-10	1,275,000.00	402,605.00	1,677,605.00
2010-11	1,210,000.00	356,315.00	1,566,315.00
2011-12	900,000.00	314,300.00	1,214,300.00
2012-13	600,000.00	281,300.00	881,300.00
2013-14	600,000.00	252,800.00	852,800.00
2014-15	600,000.00	224,150.00	824,150.00
2015-16	600,000.00	194,750.00	794,750.00
2016-17	600,000.00	164,750.00	764,750.00
2017-18	600,000.00	134,750.00	734,750.00
2018-19	600,000.00	104,750.00	704,750.00
2019-20	600,000.00	74,750.00	674,750.00
2020-21	600,000.00	44,750.00	644,750.00
2021-22	595,000.00	14,875.00	609,875.00

Total Outstand-
ing Bonds

\$15,961,775.00	\$5,231,261.66	\$21,193,036.66
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<u>Last Payment</u>	<u>Principal Balance</u>	<u>Interest Balance</u>	<u>Amount Due</u>
8/15/2011	5,166,775.00	547,236.66	5,714,011.66
7/15/2021	10,795,000.00	4,684,025.00	15,479,025.00
	\$15,961,775.00	\$5,231,261.66	\$21,193,036.66

GOFFSTOWN SCHOOL DISTRICT BUDGET

	2003 - 2004 Actual	2004 - 2005 Appropriation	2005 - 2006 Proposed School Board	2005 - 2006 Proposed Budget Committee
Regular Education	10,632,691.73	11,316,900	11,952,679	11,952,679
Special Education	3,847,815.10	4,402,811	5,145,292	5,145,292
Vocational Programs	91,963.25	118,800	125,600	125,600
Co-Curricular & Athletics	413,740.70	460,096	480,369	480,369
Summer School Programs	47,366.13	18,217	20,038	20,038
Other Pupil Services	25,976.50	18,650	28,250	28,250
Adult Education Programs	67,174.32	30,410	82,581	82,581
Field Rental	5,000.00	5,000	5,000	5,000
Guidance	733,195.79	838,879	872,397	872,397
Health Services	261,391.77	283,575	295,451	295,451
Speech Pathology and Audio	204,944.34	335,271	261,417	261,417
Curriculum Development	3,205.26	4,003	3,282	3,282
Staff Development	39,082.19	66,000	66,000	66,000
Information Center Services	354,191.29	400,763	441,476	441,476
Educational TV	288.66	3,800	3,800	3,800
Technical Support Services	169,069.98	167,007	175,034	175,034
School Board	32,460.70	32,319	34,369	34,369
Treasurer	2,499.45	2,624	2,624	2,624
District Meeting	980.98	11,712	3,445	3,445
Audit Services	5,600.00	6,000	6,000	6,000
Legal Services	49,645.56	10,000	10,000	10,000
SAU Services	939,588.00	1,011,621	990,560	990,560
Administration	1,342,800.97	1,747,577	1,787,520	1,787,520
Other Student Support Services	163,507.51	20,864	22,364	22,364
Building Operations	1,700,064.77	1,712,398	1,858,562	1,858,562
Care and Upkeep of Grounds	52,158.43	43,365	50,923	50,923
Equipment Maintenance	3,867.34	6,003	6,003	6,003
Transportation	766,958.52	785,380	826,529	826,529
Special Needs Transportation	436,271.96	483,946	531,196	531,196
Skills Center Transportation	26,560.80	29,160	30,051	30,051
Athletic Program Transportation	53,745.76	59,700	61,790	61,790
Field Trip Transportation	21,707.55	25,540	25,240	25,240

	2003 - 2004 Actual	2004 - 2005 Appropriation	2005 - 2006 Proposed School Board	2005 - 2006 Proposed Budget Committee
GESS Course Reimbursement	6,585.14	8,000	8,000	8,000
Site Improvement	22,524.00	13,000	10,000	10,000
Debt Service	2,052,146.66	1,958,918	1,905,852	1,905,852
Total General Fund	24,576,771.11	26,438,309	28,129,694	28,129,694
Federal Grants Fund	677,022.93	331,101	599,874	599,874
Capital Projects Fund	376,336.98	3,346,001	0	0
Food Service Fund	815,417.09	739,433	837,391	837,391
	<u>\$ 26,445,548.11</u>	<u>\$ 30,854,844</u>	<u>\$ 29,566,959</u>	<u>\$ 29,566,959</u>



MELANSON HEATH & COMPANY, PC
CERTIFIED PUBLIC ACCOUNTANTS
MANAGEMENT ADVISORS

11 Trafalgar Square • Suite 101
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Tel (603)882-1111 • Fax (603)882-9456
melansonheath.com

To the School Committee
Goffstown School District

We have audited the basic financial statements of the Goffstown School District, as of and for the year ended June 30, 2004, and have issued our report thereon dated August 12, 2004. As part of our audit, we made a study and evaluation of the District's system of internal accounting control to the extent we considered necessary to evaluate the system as required by generally accepted auditing standards. Under these standards, the purposes of such evaluations are to establish a basis for reliance on the system of internal accounting control in determining the nature, timing, and extent of other auditing procedures that are necessary for expressing an opinion on the basic financial statements.

The management of the Goffstown School District is responsible for establishing and maintaining a system of internal accounting control. In fulfilling this responsibility, estimates and judgments by them are required to assess the expected benefits and related costs of control procedures. The objectives of such a system are to provide reasonable but not absolute assurance that assets are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with required authorization and recorded properly to permit the preparation of financial statements in accordance with generally accepted accounting principles.

Because of inherent limitations in any system of internal accounting control, errors or irregularities may still occur without being detected. Also, projection of any evaluation of the system to future periods is subject to the risks that procedures may become inadequate because of changes in conditions or that the degree of compliance with the procedures may deteriorate.

Our study and evaluation was not designed for the purpose of expressing an opinion on the internal accounting control and would not necessarily disclose all weaknesses in the system. However, as a result of our study and evaluation, and in an effort to be of assistance to the District, we are submitting for your consideration comments and recommendations intended to improve operations and internal accounting control.

After you have had an opportunity to consider our comments and recommendations, we would be pleased to discuss them with you.

Melanson, Heath & Company P.C.

Nashua, New Hampshire
August 12, 2004

CURRENT YEAR ISSUES:**1. Follow Policies and Procedures Manual**

Although the District has a policies and procedures manual, it is not being followed in the following areas:

- Student activity funds should be using a 3-part receipt transaction form. The first part is to be given to the activity advisor for receipt verification. The second part is to be attached to bank deposit documents. The third part is for the bookkeeper, who files it within the activities folder.
- All checks issued should be created by a person other than the person signing the check.

We recommend the District enforce the aforementioned policies which currently exist in the policies and procedures manual. This will ensure strong internal controls that will help prevent or discover errors or irregularities.

District's Response:

Although the procedure is different, we strive to maintain the integrity of the process. For example, at the High School receipts are no longer confirmed via a three-part form. However, we believe the current process achieves the same intent with respect to checks and balances as the process utilizing a three part form. The current process is as follows. (1) An Advisor completes a deposit notice and delivers the funds with the deposit notice to the School Secretary. (2) The School Secretary completes a pre-numbered receipt form which creates a carbon entry on a ledger at the same time. The receipt form is given to the Advisor and the ledger is retained by the School Secretary. (3) The receipt number is then written on the deposit notice. We believe this process provides adequate controls for funds received at the High School.

The process for signing checks is different among the Schools. In some cases the issuer is not an authorized signer and in other cases the issuer can sign.

The processes for both receipts and check signing at each of the Schools will be reviewed to confirm that compensating controls are in place and where feasible to create consistency among the Schools.

2. **Consider Updating the Policies and Procedures Manual**

The District's policies and procedures manual does not address the following issues:

- Personnel that administer the student store should maintain a log that compares actual inventory on hand from the beginning of the day to the end of the day. The difference in inventory should then be reconciled to cash collected. This log should then be signed by the activity advisor and turned over to the bookkeeper for filing within the activity's folder. This will provide improved documentation and control over inventory.

- Each filed trip should be documented on a form that details the purpose of the trip, number of students, associated costs and per student cost. This document should be approved by the School's principal prior to collecting money for the trip. This will provide improved documentation and control over field trip costs and receipts.

We recommend the District update the policies and procedures manual to address these issues. This will help assure the proper oversight, and should reduce the risk of errors or irregularities occurring and going undetected.

District's Response:

District's Response:

Although each School currently has a process for student store inventory and field trips, Administration will review the procedures in light of these recommendations and make appropriate refinements to the procedures.

PRINCIPALS' REPORT

BARTLETT ELEMENTARY SCHOOL

David A. Bousquet, Principal

Educator Jacques Barzun stated, "In teaching you cannot see the fruit of a day's work. It is invisible and remains so, maybe for twenty years." At Bartlett Elementary School we believe in the need to develop a good foundation for learning, which will carry each student throughout school and into their adult years. Therefore, advancing student learning continues to be the goal and focus at Bartlett Elementary School. We have been implementing the Literacy Collaborative initiative through Lesley University during the last four years. The Literacy Collaborative helps schools develop early literacy skills through intensive professional development that promotes effective reading and writing instruction. This year each teacher completed 20 hours of professional development in literacy instruction. As part of our focus on literacy, Bartlett students were honored to have children's author, Mary Lyn Ray visit the school in April.

We have continued implementing the Everyday Math program to help provide well-balanced instruction in mathematics. Everyday Math is a comprehensive program based on the belief that students learn best through repeated exposure to concepts and hands-on investigative activities. The program focuses on developing greater mathematical competence and problem-solving ability.

Each day, Bartlett Elementary School staff and students are involved in the daily instruction and assessment of student learning. Assessment tools include the NHEIAP, NWEA, writing prompts, running records in reading and the Terra Nova. This fall our third and fourth grade classes also piloted the NECAP, a statewide assessment that was developed in a joint venture with Rhode Island and Vermont. These assessments, along with our literacy and numeracy folders, provide a broad view of student learning over time. To date, we have seen major growth in the areas of reading and mathematics. We will continue to focus on writing, an area of difficulty for many students.

PBIS has come to Bartlett in 2004! This school-wide program focuses on behavioral issues in the school environment. Bartlett students and staff have chosen to focus on the areas of respect, responsibility and safety. Behavioral expectations were developed for each area of the building. These expectations are explained and modeled to the students. Children who are "caught" using these targeted behaviors are recognized with a special PBIS sticker. The school will continue its ongoing focus on positive behavioral expectations of all students and will also focus on students who are at-risk or have chronic discipline problems.

Throughout the year, our partnership with St. Anselm College has grown in many ways. Bartlett has provided the opportunity for many of the college's students to complete course requirements such as observations, internships and service learning. Many students and staff from St. Anselm College have served

as Big Brothers or Big Sisters to our students. St. Anselm College has provided us with classroom space for professional development activities. The Digital Divide initiative, which uses technological instruction to create a bond among college students, elementary students and senior citizens, continues. The list goes on and on. We appreciate everything that St. Anselm College does for Bartlett Elementary School. They are always there when we need them.

Bartlett Elementary School opened in September 2004 with 258 students and several additions to our staff. We were very excited to have the following staff members join us this year:

Preschool - Jen Guillemette, Nicole Richard, Debra Perron- Assistant.

Special Ed. Assistant - Debra Miller, Karen Blunden, Alicia Carrier,
Judith Lavoie

Classroom Paraprofessional - Judy Evans, Barbara Hammond

ELL Tutor- Wendy Guevin,

Physical Ed.- Sean Johnson

Information Center Asst.- Stacey Chauvette

This fall, Bartlett Elementary School once again received a Blue Ribbon Award. The Partners in Education presents this award to schools that demonstrate outstanding volunteer programs. Special thanks go to everyone who volunteers at Bartlett and to our volunteer coordinator, Lisa Lambert, for her time and effort.

The breakfast program continued to be strong this year. Bartlett began offering breakfast to our students in November 2003 and the number of students who participate in this program continues to grow. About 60 students are served breakfast each morning. Special thanks go to Cheryl Nault for making such a delicious breakfast each day.

Throughout the year, many events and programs take place at Bartlett Elementary School in order to provide a well-rounded education to our students. Some of these programs include monthly All-School Meetings, Lunch With the Principal, School Spirit Days, McDonald's Student of the Month, Grandparents' Lunch, Red Ribbon Week, Kids Voting, Martin Luther King Celebration, Dr. Seuss' Birthday, a Memorial Day Program, Project Night, and Bartlett Bash. To help our fourth graders with their transition to middle school, our annual Fourth Grade Farewell was held for the first time at Mountain View Middle School.

I would like to thank everyone who has worked so hard to help us provide an excellent learning community for our students. If you have any questions, please contact us at 623-8088.

MAPLE AVENUE ELEMENTARY SCHOOL

Marc Boyd, Principal

The 2003-2004 academic year was devoted to the advancement of literacy instruction (the instruction of reading and writing) at the school. We have always believed that a child learns to read in the primary grades (first through third) and reads to learn from that point on (fourth through twelfth). It is essential that we provide the foundation, if not the “house”, for our students in the area of literacy, if they are to be successful in school and in life.

Members of the Maple Avenue Elementary School Literacy Committee represented the school at the Lesley University Literacy Collaborative. The committee members spent time at Lesley University learning about effective approaches in the instruction of reading and writing. The information learned continues to be shared with the staff through professional development opportunities and workshops.

Our school-wide literacy initiative is an on-going process to effectively instruct Language Arts and Reading through the Literacy Collaborative at the primary level and the district's Balanced Literacy Program at the intermediate level. It is our hope to have the entire school involved in the Literacy Collaborative by the 2005/2006 academic year.

In terms of mathematics, at the intermediate level the teachers worked with a math consultant funded by a Walker Grant, to develop their knowledge and skills of the standards in the instruction of math utilizing the Everyday Math Program. The primary level staff will continue the process during the 2004/2005 academic year. As always, we are committed to assure that our students have an educational experience that meets their academic and emotional needs while involving their family and community at every level.

The close of this year brought the retirement of Diane Clapp who had been the school secretary for 33 years, which could bring one to the assumption that she had been actively involved with the education of three generations. She was clearly an institution at the school and I would think that many who are reading this report have fond memories of her as their or their child's school secretary. We all wish her the best of luck in retirement.

I was extremely fortunate to be acknowledged as the 2004 Elementary School Principal of the year for the state of New Hampshire and one of sixty Elementary School Principals to be identified as a National Distinguished Principal in the country. While the awards identify Marc Boyd they are really a testimony to the Maple Avenue Elementary School and the Goffstown School District. Your children are being educated at a school and in a community that value them and work extremely hard to assure their emotional, physical and academic needs are successfully met. The staff, parents/guardians are working collaboratively through the Parent and Faculty Together Organization and individually to make Maple Avenue Elementary School a mecca (or a “Mecca of Learning and Understanding”) of learning and understanding for the children. I am blessed to be the Principal.

MOUNTAIN VIEW MIDDLE SCHOOL

Rose LaRochelle-Colby, Principal

Building a positive culture and climate is a goal that the Mountain View Middle School community has developed over the past year. By introducing Project Wisdom and continuing Project Second Step, students and teachers have engaged in many conversations leading to a deeper understanding of respect for self, others and the environment in the lives of our middle level students. A contributing factor to our success has been the role of our parents' organization, Mountain View Partnership, in supporting our many efforts. Over 150 parents participated this year in the First Day program at M.V.M.S. to welcome our 986 students (800 from Goffstown, 134 from New Boston and 52 from Dunbarton). Through this program, our newsletter, website and weekly notices customized for individual grade levels, we are able to more effectively communicate with parents and students.

This year we welcomed Ms. MaryClaire Barry as our full time Curriculum Coordinator. Work continues in the development of the Language Arts curriculum resource adoption and EveryDay Math program. Many of our teachers are sharing their ideas and activities as they meet the federally mandated Highly Qualified Teacher status. Our staff is also studying a comprehensive district wide assessment program to monitor student growth over time in the areas of Reading, Language Usage, and Mathematics, while they continue to work closely with Goffstown High School in the development of content area curriculum that is sequential and meaningful to the middle level learner.

Mountain View Middle School celebrates the month of the adolescent in October by celebrating the artistic, creative and academic achievement of our students. Students and staff enjoyed a quiz bowl in each curriculum content area and the weekly art and poetry contests during the month. Thanksgiving brought us the second annual Turkey Trot. It was quite a sight to see over eight hundred students, teachers and parents run or walk the two-mile course.

Our sports programs continue to flourish with students participating in A level and B level teams throughout the year. We are pleased to now offer an After School Program supported by grants and non-profit organizations. This unique opportunity offers students the opportunity to attend Homework Helpspace and participate in many physical and recreational activities under the supervision of caring adults until 6:00 PM daily. As we continue to develop our commitment to middle level education, Mountain View Middle School will continue to strive for excellence in meeting the needs of our students in a culture of respect for self, for others and for the school environment.

GOFFSTOWN HIGH SCHOOL

FRANCIS J. MCBRIDE, PRINCIPAL

Goffstown High School is an exciting place to be. Again this year, we have a wonderfully talented group of staff members who are committed to the educational, social and emotional well being of all students while keeping our school climate and culture of regard and respect at the forefront.

We remain focused on the rigorous instruction of all students, in all classes and on the collaboration of expectations around curriculum and assessment. As we continue to develop our educational programs in the 2004-2005 school year we will be focusing on:

- Development of adult education/GED/enrichment programs
- Transition between middle school and high school
- Assured learning experiences and consistency across our curriculum
- Communication with parents
- Integration of technology into the curriculum
- Continuation of our work through Brown University (Breaking Ranks)

We have implemented an updated program of studies this year that includes a number of new course offerings in science, business and computer technology. We are offering ten "Running Start" courses that enable students to receive credit at the New Hampshire Community Technical College, as well as high school credit. We currently offer seven advanced placement courses in science, math, social studies and English.

Goffstown High School began the implementation of NWEA testing this fall. All 9th grade students completed these local assessments that are electronically administered and scored in both the fall and spring of the 2004-2005 school year. The goal next year is to expand this testing to include our 10th grade students. It is our belief that the NWEA testing data will allow us to make more informed, effective decisions regarding our curriculum and instruction leading to improved student learning.

Goffstown High School believes that co-curricular activities are an integral part of our mission to educate the whole child (mind and body) and that involved students are successful students. The high school has many active, successful athletic teams as well as student groups, organizations and clubs that include student government, community service and intramurals.

An active Parent Council meets with the Principal on a monthly basis to discuss issues and concerns as well as give input into the development and evaluation of school programs. The Principal meets with "Everyday Heroes", students recognized for doing "a good job." This group shares their thoughts regarding their perceptions of the school's strengths and weaknesses and discusses possible solutions. We continue to work diligently on enhancing the educational experience for all students who walk through our doors.