NEW BOSTON SCHOOL DISTRICT
NEW BOSTON SCHOOL BOARD MEETING
New Boston Central School – Library
15 Central School Road - New Boston, NH 03070
June 3, 2026 @ 6:30pm

Board Members: Julie Kirklin, Kelly Socia, Kate Merva, Bill Schmidt (excused tardy), Adam French (excused tardy)
School Administrators: Tori Underwood, Principal, John Bridle, Assistant Principal,
SAU Administrators: Brian Balke, Superintendent, Doug Totten, Business Administrator

Julie Kirklin called the meeting to order at 6:32pm.

Pledge of Allegiance

Data Governance Presentation – Brian Balke presenting:

Superintendent Brian Balke presented the annual update to the District's Data Governance Plan, as required by RSA 189:66-V. He explained that the plan must be updated annually and presented to the Board, with changes highlighted.

Mr. Balke reported that the only substantive revision this year is the addition of Appendix Q, which establishes criteria for the deployment and selection of software applications for desktop and mobile devices. The appendix outlines both technical requirements and teaching/learning considerations, including data privacy agreement expectations for software and applications used by the District.

Mr. Balke noted that Steven Bourget had presented the overview previously to the Goffstown School Board and was prepared to attend the New Boston meeting, but because the changes were minimal, Mr. Balke determined his attendance was unnecessary. He also noted that the full Data Governance Plan is available on the District website under the technology information section.

No action was required.

Approval of the Draft 05/13/2026 Board Meeting Minutes

A motion was made and seconded to approve the draft minutes of the May 13, 2026 Board meeting, with one correction in the Principal's Report to insert "and" in the phrase regarding YMCA bus transportation and lunch.

Kelly Socia motioned to approve the May 13, 2026 meeting minutes as amended, seconded by Kate Merva. Vote: 3-0-0 – All in Favor – Motion Passed.

Julie Kirklin noted that Belynda Cianci was present as the Board's new recording secretary and shared that Mrs. Morin had retired.

Correspondence -

Julie Kirklin reported that the Board had received a letter from Heidi Morgan, Co-President of the New Boston Support Staff Association, notifying the District, pursuant to RSA 273-A:3, of the Association's desire to bargain a new collective bargaining agreement at the conclusion of the current agreement next year.

The Board acknowledged the correspondence and expressed appreciation, noting it looked forward to future negotiations.

Public Comment(s): None

Reports:

Manifest and Vouchers

Business Administrator Doug Totten presented one manifest for the month of May in the total amount of $757,607.59.

Breakdown included:

- Payroll, taxes, and benefits: $541,781.97
- Representing two payrolls in May
- Payroll alone totaled $243,791.00
- Special Education: $59,279.40
- Boothby Therapy Services: $21,587.00
- Durham School Services (transportation): $21,116.00
- General Expenses: $130,944.91
- Goffstown Truck Center: $80,355.00 (for transportation; transcript notes this was incorrectly labeled in materials as school supplies/equipment)
- SAU 19 share: $31,575.00
- No food service expenditures over $2,000 were reported.

New Boston School Board Meeting
Manifest Summary Review
Vendor Payments and Invoices > $2,000
May 2026

			Amount	
Total Manifest Value		$	757,607.59	
Major Items:				
Payroll / Taxes / Benefits				
Payroll	5/7 & 5/21	$	243,791	
Payroll Taxes		$	74,772	
HealthTrust		$	127,339	Health and Dental
NHRS		$	88,676	Retirement Contributions
Lincoln National		$	1,329	Life/LTD
TSA Consulting		$	5,874	403B Contributions
	Sub Total	$	541,781.97	
A/P Activity				
SPED:				
Boothby Therapy Services		$	21,587	SPED Contracted Services
Durham School Services		$	21,116	SPED Transportation
SERESC		$	9,152	SPED Contracted Services
ProCare Therapy		$	5,110	Out of District Services
Monarch School		$	2,314	Out of District Services
	SPED Sub Total	$	59,279.40	
General Expenses				
Goffstown Truck Center/STA		$	80,355	School supplies and equipment
SAU 19		$	31,575	Assessment
Impact Fire		$	4,862	Repairs
Amazon		$	4,233	School supplies and equipment
Home Depot Pro		$	3,625	Facilities supplies and equipment
Hussey Seating Company		$	3,355	Inspections
St. Onge Septic		$	2,940	Septic Pumping
	Gen Sub Total	$	130,944.91	
Food Service				
	Food Sub Total	$	-	
(Does not represent all payments) Only A/P over $2,000 included	Total	$	732,006.28	

Kelly Socia motioned to approve the May 2026 manifest as presented, seconded by Kate Merva. Vote: 3-0-0 – All in Favor – Motion Passed.

Revenue and Expense Reports

Mr. Totten reviewed the revenue and expense reports and stated that the District is currently projecting an over-collection of approximately $48,000 in revenue. He also clarified with the Board that future reports will continue to be sent by email and do not need to be printed for each meeting.

Fund Balance Projection – Update

Mr. Totten reviewed the current fund balance projection and stated that the unassigned fund balance was projected at $602,735, of which $600,000 had been designated during budget season as a placeholder to offset taxes. Based on that estimate, approximately $2,700 would remain unassigned at present.

He explained that the amount will continue to change as the fiscal year closes, purchase orders are reconciled, and final audited numbers are received.

Bill Schmidt arrived at 6:47 pm (excused tardiness).

New Boston School District
Fiscal Year 2026
Projected Fund Balance

Calculation 1 (must match calculation 2):				
As of: June 3, 2026	**Budget**		**Actual**	**Variance ((Overcollection)/ Underspend)**
Revenues (not including fund balance that offsett taxes or approved to fund CRF)	18,885,598.00		18,933,923.83	(48,325.83)
Expenditures	20,128,250.00		19,111,109.96	1,017,140.04
Fund 11	103,580.60		112,716.65	(9,136.05)
	FY 26 Net (excluding use of PY UFB)	**$**	**(289,902.78)**	
	FY 25 Unassigned Fund Balance	**$**	**1,242,652.00**	
	FY 26 Fund Balance (Starting)	**$**	**952,749.22**	
	Adjustments to FY26 Fund Balance			
	Accruals (Vacation Carryover)		(6,500.00)	
	Liquidate FY25 Encumbrances		103,580.60	
	FY26 Encumbrances		(10,000.00)	
	Reading Program Purchase		(111,000.00)	
	Food Service Transfer		(50,000.00)	
	Liquidate FY26 Contingency		797,028.00	Contingency Max 5%
	FY27 Contingency		(783,122.00)	$783,122.35
	Increase in Inventory/Prepaids		(2,000.00)	
	Special Ed CRF to General Fund		162,000.00	
	CRF Deposit		(450,000.00)	
	Ending Unassigned Fund Balance	**$**	**602,735.82**	
	Estimated Amount to Offset Taxes		(600,000.00)	
	Remaining		**2,735.82**	

Calculation #2 (must agree to #1)				
As of: June 3, 2026				
Unassigned fund balance and CRF fund balance, beginning			$	1,242,652.00
Changes:				
UFB used to reduce school district assessment			$	(1,042,652.00)
UFB appropriated for use in 2025-2026 (Deposit to CRF)			$	(200,000.00)
2025-2026 Budget summary				
Revenue surplus	$	48,325.83		
Unexpended balance of appropriations	$	1,017,140.04		
Liquidated FY25 Encumbrances	$	(9,136.05)		
Accruals	$	(6,500.00)		
2026 Budget surplus			$	1,049,829.82
Nonspendable fund balance (inventory/prepaids)				(2,000.00)
Special Education CRF to general fund				162,000.00
Committed fund balance (CRF)				(450,000.00)
Assigned (encumbrances)				(121,000.00)
Tranfer to Food Service				(50,000.00)
Decrease in assigned (5% contingency)				13,906.00
		Unassigned fund balance:	**$**	**602,735.82**
		Estimated amount to offsett taxes:		(600,000.00)
		Remaining:	**$**	**2,735.82**
		Variance of Calculation 1 & 2		0.00

CRF = Capital Reserve Fund
FY = Fiscal Year
PY = Prior Year
UFB = Unassigned Fund Balance

FY27

Contingency Vote (Placeholder Vote)

Mr. Totten presented a preliminary placeholder recommendation for the FY27 contingency fund pending final audited numbers later in the summer. He reported that the current contingency fund balance is $797,028, but that the new five percent maximum allowed under the formula is $783,122.

Superintendent Balke added that the District anticipates using contingency funds to pay for the school septic system replacement, and that the purpose of the contingency fund is to address exactly these types of unexpected, high-cost infrastructure failures while helping stabilize the tax rate.

Kelly Socia motioned to authorize the Business Administrator to fund the five percent contingency fund in accordance with RSA 198:4-b from FY26 unassigned fund balance in the amount of $783,122, seconded by Kate Merva. 4-0-0 – All in Favor – Motion Passed.

Audit Questionnaire

Mr. Totten reviewed the annual audit questionnaire with the Board in open session for transparency. The Board answered the questions collectively, including questions related to fraud, financial oversight, cybersecurity, disaster recovery, and Board backgrounds. The Board affirmed that:

- It had no knowledge of fraud or suspected fraud
- It had received no relevant communications from employees or former employees
- It had no concerns about the integrity of the financial reporting process
- It regularly reviews comparative reports of estimated and actual revenues and expenditures
- Cybersecurity monitoring and incident response plans are in place
- Disaster recovery/business continuity plans are documented within the Data Governance Plan

The questionnaire also included updated Board member years of service and backgrounds:

- Julie Kirklin – 5 years – Enrollment management consulting
- Kelly Socia – 4 years – University professor
- Bill Schmidt – 11 years – Mechanical engineer
- Kate Merva – 2 years – Public school teacher
- Adam French – 1 year – Athletic director

Kelly Socia motioned to authorize the Board Chair to sign the audit questionnaire, seconded by Kate Merva. Vote: 4-0-0 – All in Favor – Motion Passed.

Summer Procurement / Commodity Purchases

Mr. Totten reviewed the District's current commodity contracts:

Electricity: Under contract through November 2028 at less than $0.10 per kilowatt hour
Propane: under contract through June 2028 at $1.45 per gallon

He noted that the District is in a favorable position on both contracts due in large part to prior work by Scott Gross.

Propane Procurement Motion

A motion was made and seconded to waive the sealed bid process under Policy DJB and allow the Business Administrator or Operations Manager to negotiate and secure the best available commodity pricing for propane through FY 2028-2029 with the current vendor Dead River or other vendors if necessary.

Julie Kirklin motioned to waive the sealed bid process under Policy DJB and authorize the Business Administrator or Operations Manager to negotiate and secure the best available commodity pricing for propane through FY28–29 with Dead River or other vendors if necessary, seconded by Kate Merva. Vote: 4-0-1 – Adam French Abstains – Motion Passed.

Heating Oil Procurement Motion

Because the District's fuel oil contract is nearing its end, a motion was made and seconded to waive the sealed bid process under Policy DJB and allow the Business Administrator or Operations Manager to negotiate and secure the best available pricing for oil with Dead River or another vendor if necessary.

Bill Schmidt motioned to waive the sealed bid process under New Boston School District Policy DJB and authorize the Business Administrator or Operations Manager to negotiate and secure the best available commodity pricing for oil with the current vendor Dead River or other vendors if necessary, seconded by Kelly Socia. Vote: 4-0-1 – Julie Kirklin Abstains – Motion Passed.

Copy Paper Procurement Motion

A motion was made and seconded to waive the sealed bid process under Policy DJB and allow the Business Administrator to negotiate and secure the best available FY26-27 pricing for copy paper with WB Mason or other vendors if necessary.

Kelly Socia motioned to waive the sealed bid process and New Boston School District policy DJB and allow the Business Administrator to negotiate and secure the best available FY26-27 commodity pricing for copy paper with the current vendor, WB Mason, or other vendors if necessary, seconded by Adam French. Vote: 5-0-0 – All in Favor – Motion Passed.

Policy BFD – Board Authorizations

Mr. Totten presented the annual reaffirmation of Policy BFD – Board Authorizations, allowing certain District business to proceed during the Board's summer recess.

Bill Schmidt motioned to reaffirm Policy BFD effective at conclusion of meeting, seconded by Kelly Socia. Vote: 5-0-0 – All in Favor – Motion Passed.

Principal's Report – Tori Underwood presenting:

Principal Tori Underwood provided an end-of-year update, including:

- May 28: Mountain View Middle School music department performed for students, including chorus, jazz band, and strings. Discussions are underway about possibly reinstating a strings program.
- NBCS had a well-attended Memorial Day program with strong community participation
- June 2: Second grade field trip to Odiorne

- June 4: Fourth grade field trip to The Flume
- June 4: Sixth grade fire prevention session
- June 5: Third grade whale watch
- June 8: Fifth grade trip to the Museum of Science
- June 9: Senior Clap Out for graduating seniors who previously attended NBCS
- June 12: Field Day
- June 16: Reading Celebration and incoming kindergarten story time with Integrated Arts teachers
- June 17: Kindergarten graduation
- June 18: Preschool graduation and sixth grade promotion

The Board praised the Senior Clap Out tradition and thanked staff for organizing the event.

New Boston Policy Review Committee

Julie Kirklin reported that the committee had not met since the last Board meeting, but that its next meeting was scheduled for June 11, 2026 at 1:00 PM at the SAU.

Goffstown Administration & Finance Committee

Julie Kirklin reported that the committee met on June 1, 2026 and discussed the new audit form and contingency fund matters.

Goffstown Planning & Communication

Mr. Balke reported that work continues on the communication plan. Once finalized in Goffstown, it will be shared with New Boston for possible adaptation.

Goffstown Policy Review Committee

Julie Kirklin thanked Kelly Socia for serving as alternate at recent meetings. There is no June meeting.

Goffstown C&E Committee

The committee had no June meeting. It was noted that Goffstown approved a curriculum resource identified in discussion as Collaborative Classroom.

Superintendent's Report – Brian Balke presenting:

- Welcomed Belynda Cianci as the new SAU Executive Assistant

- Reviewed pending legislation, including:
    - Possible reduction of contingency fund authority from five percent back to 2.5 percent
    - Possible changes affecting SAU budgeting and warrant article procedures

- Updated the Board on the upcoming Goffstown High School NEASC reaccreditation process, including review of student, staff, and community surveys to determine whether they meet the legal definition of non-academic surveys requiring parental permission

- Reported that end-of-year school activities are in full swing

- Suggested a possible SAU Board meeting on June 10, 2026 at 6:00 PM to continue superintendent evaluation and discuss future planning

- Provided a septic system update:
    - Design work is nearing completion
    - Temporary measures have kept the system functioning through the end of the school year
    - Full replacement is anticipated this summer
    - The project will be disruptive and affect the soccer field
    - Updated cost estimates and bid documents are expected soon

Mr. Balke also previewed possible retreat topics, including:

- EMC report and energy project planning
- Support staff contract discussion (non-public)
- Technology planning, including interactive boards
- Readiness discussion
- FY28 budget planning
- Board reflections

The Board agreed to hold the Board Retreat on June 17, 2026 at 6:00 PM.

Before addressing policy items, Mr. Balke responded to questions raised during public comment at the previous meeting.

Reading Program Cost

Mr. Balke reported that the current reading program, McGraw-Hill Wonders, was originally implemented in 2013. The District paid approximately $87,000-$88,000 for implementation, equivalent to about $125,000 today when adjusted for inflation. Over approximately 13 years, the District has paid about $480,000 to McGraw-Hill, though that figure may include some math program costs.

He emphasized that the new reading program purchase, negotiated by Wendy Kohler, represents a strong value and is necessary because the current program is being discontinued and New Hampshire law will require an evidence-based reading program beginning July 1, 2027.

Teacher Positions

Mr. Balke clarified that the District had not added new teaching positions. Openings resulted from a retirement, resignation, and one teacher moving into administration. Two positions are being filled, and one is being eliminated due to declining enrollment.

Septic Repair Funding

Mr. Balke reiterated that the District currently anticipates paying for the septic replacement through the contingency fund, preserving the capital reserve fund for other planned projects.

Old Business

2nd Read and Approval of Policies

ILBA – Assessment (recommended for deletion)

Bill Schmidt motioned to approve deletion of Policy ILBA, Assessment, seconded by Kelly Socia. Vote: 5-0-0 – All in Favor – Motion Passed.

LDA – Student Teaching and Internship (Required by Law)

Kelly Socia motioned to approve Policy LDA, Student Teaching and Internship, as presented, seconded by Kate Merva. Vote: 5-0-0 – All in Favor – Motion Passed.

New Business

Q/A Policies (Returning for 2nd Read and Adoption in September)

AB – NH Parental Bill or Rights (Required by Law) (4/2/2026)
ACF – Food and nutrition Services: Anti-Discrimination. (Required by Law)
ADB/GBEC – Drug Free Workplace (ADB is a New Policy)
ADC/JICG/GBED Prohibition Regarding Used & Possession E-cigarettes, etc. (Combined Policies – some new policies)
DAF, DAF 1-13 – Administration of Federal Funds (Required by Law) (4/2/2026)
DAFB – Equivalent in Instructional Staff and Material (new) (Required by Law)
EFA – Availability and Distribution of Healthy Foods
ILD-ILD-R – Non-Educational/Non-Academic Questionnaires (Required by Law)
JQ – Student, Fees, Fines, and Charges – Reconsideration requested.
JRA – JRA-R Student Records and Access (Recommended) deleting JRA-R - Combined
JJA – Student Activities, Organizations (Recommended) (4/2/2026)
JJF – Student Activities Fund Management – Recommended (4/2/2026)
KE – Public Complaints and Public Complaints About School Personnel (Recommended) (4/2/2026)
KEB – Public Complaints About School Personnel – (Combined with KE Recommending deletion of KEB and dual coding KE) (4/2/2026)

Request From Town to Cost Share New Plow Truck

Mr. Balke reviewed the Town's request that the District contribute one-third of the cost of a replacement plow truck. The total cost of the truck is $56,401, making the District's requested share $18,801.

The Board discussed the value of the longstanding partnership with the Town for snow removal and agreed that the arrangement is significantly more cost-effective than contracting independently for school plowing.

A motion was made and seconded to contribute $18,801 from FY26 funds toward the purchase of the plow truck.

Bill Schmidt motioned to Contribute $18,801 from FY26 funds toward plow truck, seconded by Kelly Socia. Vote: 5-0-0 – All in Favor – Motion Passed.

1st Read Policies: None

Draft 2026-2027 Board meeting schedules

The Board reviewed the proposed 2026-2027 meeting calendar, including tentative budget, hearing, deliberative, and retreat dates.

Bill Schmidt motioned to adopt the meeting calendar as presented, seconded by Kelly Socia. Vote: 5-0-0 – All in Favor – Motion Passed.

Staffing

New Boston Board Meeting
Staffing

Wednesday, June 03, 2026

Notification:

Support Staff Resignation (effective 6/30/2026):

Deborah Smith .... Kitchen Manager

Approval:

Teacher Nomination (effective 8/10/2026):

Emily Ellis .... Elementary Ed Teacher

Other:

Rates approval Speech Language Assistant Position (non-public)

Bill Schmidt motioned to approve the nomination of Emily Ellis as new Elementary Ed teacher, seconded by Kate Merva. Vote: 5-0-0 – All in Favor – Motion Passed.

Public Comment(s):

John Bridle, Assistant Principal: One thing the principal forgot to mention during the principal's report was on June 18th from 2:30 pm to 4 pm we will be having a retirement celebration for Deb Smith, Tori Underwood, and Deb Frairie. So we will be gathering in the back garden on June 18th from 2:30 pm to 4 pm. We welcome the community to share and thank them for their years of service. What a way to celebrate them in the beautiful space out back

Other Business That May Legally Come Before the Board Meeting

Julie Kirklin shared a follow-up from the prior food service presentation. She reported that corrected participation data from Megan Pizarro showed that meal participation has remained consistently at approximately 47% over the last four years, even as meal prices increased modestly. She noted that this provided some reassurance that modest pricing changes have not negatively affected participation.

She also clarified that New Hampshire is not the only New England state that does not provide universal free meals; while our neighboring states (MA, ME, VT) do provide free meals, other New England states (RI and CT) do not.

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

Julie Kirklin motioned to enter nonpublic session pursuant to RSA 91-A:3II(a) at 8:02 pm, seconded by Kelly Socia. An individual roll-call vote was called. Julie Kirklin (yes), Kate Merva (yes), Kelly Socia (yes), Bill Schmidt (yes), Adam French (yes). Vote: 5-0-0 – All in Favor – Motion Passed.

The Board discussed the rate of pay for the Speech Language Assistant position (as outlined on pay grid presented).

Julie Kirklin motioned to leave nonpublic session pursuant to RSA 91-A:3II(a) at 8:14pm, seconded by Bill Schmidt. An individual roll-call vote was called. Julie Kirklin (yes), Kate Merva (yes), Kelly Socia (yes), Bill Schmidt (yes), Adam French (yes). Vote: 5-0-0 – All in Favor – Motion Passed.

Julie Kirklin motioned to reaffirm the speech language assistant rates voted to approve in non-public, seconded by Kelly Socia. Vote: 5-0-0 – All in Favor – Motion Passed.

Non-Public Session RSA 91-A:3II(c)

Julie Kirklin motioned to enter nonpublic session pursuant to RSA 91-A:3II(c) at 8:15 pm, seconded by Kelly Socia. An individual roll-call vote was called. Julie Kirklin (yes), Kate Merva (yes), Kelly Socia (yes), Bill Schmidt (yes), Adam French (yes). Vote: 5-0-0 – All in Favor – Motion Passed.

Julie Kirklin motioned to leave nonpublic session pursuant to RSA 91-A:3II(c) at 8:32pm, seconded by Bill Schmidt An individual roll-call vote was called. Julie Kirklin (yes), Kate Merva (yes), Kelly Socia (yes), Bill Schmidt (yes), Adam French (yes). Vote: 5-0-0 – All in Favor – Motion Passed.

Bill Schmidt motioned to seal the minutes pursuant to RSA 91-A:3II(c) for 7 years, seconded by Kelly Socia. Vote: 5-0-0 – All in Favor – Motion Passed.

Non-Public Session RSA 91-A:3II(c)

Julie Kirklin motioned to enter nonpublic session pursuant to RSA 91-A:3II(c) at 8:33 pm, seconded by Kelly Socia. An individual roll-call vote was called. Julie Kirklin (yes), Kate Merva (yes), Kelly Socia (yes), Bill Schmidt (yes), Adam French (yes). Vote: 5-0-0 – All in Favor – Motion Passed.

Kelly Socia motioned to leave nonpublic session pursuant to RSA 91-A:3II(c) at 8:38pm, seconded by Julie Kirklin. An individual roll-call vote was called. Julie Kirklin (yes), Kate Merva (yes), Kelly Socia (yes), Bill Schmidt (yes), Adam French (yes). Vote: 5-0-0 – All in Favor – Motion Passed.

Kelly Socia motioned to seal the minutes pursuant to RSA 91-A:3II(c) until the end of the school year, seconded by Adam French. Vote: 5-0-0 – All in Favor – Motion Passed.

Adjournment

Bill Schmidt motioned to adjourn at 8:47 pm, seconded by Kelly Socia. Vote: 5-0-0 – All in Favor – Motion Passed.

Respectfully submitted by,

Belynda Cianci
Recording Clerk