

SANBORN REGIONAL SCHOOL BOARD MEETING

September 9, 2015

A regular meeting of the Sanborn Regional School Board was held on Wednesday September 9, 2015. The meeting was called to order at 7:16 PM by Jon LeBlanc, School Board Chair, in library at Sanborn Regional High School, Kingston, NH. The following were recorded as present:

SCHOOL BOARD MEMBERS:

- Janice Bennett
- Jon LeBlanc, Chair
- Corey Masson
- Roberto Miller
- Wendy Miller, Vice Chair
- Dustin Ramey
- Nancy Ross

ADMINISTRATORS:

- Dr. Brian Blake, Superintendent of Schools
- Carol Coppola, Business Manager
- Jodi Gutterman, Student Services Director

The meeting began with a salute to the flag.

REVIEW AGENDA

Dr. Blake asked to add Item C under Administrative Reports- Nomination

MINUTES

Ms. Bennett made a motion to accept the August 12, 2015, public and non-public meeting minutes. Ms. Ross seconded the motion. Six in favor; one abstained – Mr. Ramey.

A discussion was held. Mr. Masson was curious as he felt not all the minutes from the last meeting were included and how we ensure items are included in the future.

Dr. Blake states minutes are not meant to be verbatim but Mr. Masson can send his personal minutes to be included with last week's minutes. Mr. LeBlanc also mentioned how one can always review the recording as each meeting is recorded. Mr. Masson will send his minutes to be added as an amendment to the minutes from the August 26, 2015 Board Minutes.

EXPENDITURES REGISTER

MANIFEST

ADMINISTRATIVE REPORT

a. Opening Day Enrollments: Dr. Blake provided an overview. Overall there are 32 students less from last year's enrollments but middle school saw an addition of 20 students. There was an opening date enrollment of 1741 students and another count, the state count, will take place October 1st.

Mr. Rutherford provided an overview of the first couple days at the middle school level. He stated that the eighth grade is at the high school and so far there appears to be a good climate regarding this. On

September 18, 2015 from 6:00 until 7:30 is the eighth grade open house and on the sixth and seventh grade open house will be on September 22, 2015 during the same time. Class sizes range from 20 to 25 students. Mr. Rutherford explained that the building level goals will be finalized tomorrow night and that the focus is based on the three pillars; collaboration, competency, and climate and culture. For the collaboration pillar, staff hopes to look at, develop and monitor the PLC model. In the area of competency, staff hopes to develop and implement ELA and Math PACE assessments for sixth and seventh grade in level 3 and above and to establish baselines for grade eight, once the school gets their Smarter Balance results back. In the area of climate and culture, staff is focused on getting back together. When the eighth graders return to the middle school, there will be schedule conflicts within the unified art classes.

Ms. Bamforth stated Bakie has had a good opening with cleaned rooms and organized teachers. There is lots of support for new teachers. Her concern has been the heat and its effects on the classrooms. She stated there are some large classroom sizes of 25 in the fifth grade housed in small classroom spaces. Teachers are working on building classroom community as the recent rise in mental health issues has been consuming staff resources. Teachers are focused on two academic goals; one to improve math additive and multiplicative reasoning skills and one to improve independence with writing and to apply rules of conventions to convey accurate meaning.

Mr. VanderElis stated Memorial is off to a great start with no new hires and staff all rowing in the same direction. Teachers are working on the goal of looking at assessments, both summative and formative and hoping they can find the time to meet vertically to help delineate developmental milestones. Open house is tomorrow and is themed the passport to learning; students bring parents in and provide a tour to their own parents.

Mr. Stack stated the first day at the high school was uneventful as it was just freshman and SST students. The goal for the year is to intertwine all three pillars. He stated that three years ago there was a major change to bell schedule to allow all teachers daily common planning time with the expectation that two to three times a week that team would meet as PLC. This year teachers are looking at instructional practices, grading practices, reassessment, learning extensions and enrichment, and using assessment data and cycles to help use data to drive work.

b. District Report Cards: Dr. Blake stated that the district leadership team is still looking at format and function. The current thought is that report cards may be an electronic document so information can be added and removed on yearly basis with embedded links to describe what scores reflect (this may be included in electronic newsletters). The state has not yet shared the Smarter Balance or PACE assessment results yet but they will be reviewed at a school board meeting prior to making accessible to the public at large. The results should be released by end of this month from the state. Ms. Bennett questioned who will develop the report cards. Dr. Blake responded that the Leadership team will analyze and design the report cards.

c. Nomination for award: Dr. Blake discussed the Larry O'Toole Award. The Lawrence W. O'Toole Award is given out each year to an individual, organization, school or district exhibiting great leadership through innovation or courage in moving student-centered approaches to learning forward in New England. The winner will receive a \$100,000 grant from the Nellie Mae Education Foundation. Dr. Blake stated that there are six candidates for this award, one from each of the New England states. Anyone can cast a vote and there is a one vote per email address stipulation. After voting you have to make sure to confirm your email to ensure your vote was cast. Anyone can vote. Last year's winner had

7,000 votes. We currently have about 1,583. The award is supplemental; the money does not supplant our current budget. The board watched the video which can be accessed at <http://studentsatthecenterhub.org/award-nominees/sanborn-regional-school-district/>

Dr. Blake is working on publicizing the information and link on various social media and website. An article will be in Carriage Town News and Eagle Tribune and the Union Leader has been contacted.

STUDENT COUNCIL REPORT

The theme for homecoming, which is on October 10th, is international cities: Seniors will be Boston, Juniors- Venice, Sophomores- Paris, and Freshman- Honolulu. Each grade will need to develop a skit, dance, banner and a float. Student council is a rest and relaxation spot for Reach the Beach, a 200 mile team relay run from the White Mountains to Hampton Beach on October 18th to 19th. The homecoming pep rally is October 9th.

SCHOOL BOARD COMMITTEE REPORTS None

SCHOOL BOARD CHAIRPERSON'S COMMENT Nomination but that already discussed

PUBLIC COMMENT None

SCHOOL BOARD COMMENT None

UNFINISHED BUSINESS None

NEW BUSINESS

a. Student Assistance Guidance Counselor Update: Ms. Catena and Ms. Fuller were introduced by Mr. Stack and Mr. Rutherford to provide a presentation on the Student Assistance Program (SAP). Ms. Fuller was hired in January as the SAP counselor. Ms. Fuller is an UNH graduate with a Bachelors and Masters degree in Social Work. Amongst her internships, she interned with the SAP in Portsmouth and at a structured outpatient substance abuse program.

The district received the Partnership for Success grant in January to work with the high school and middle school. Ms. Fuller provided two handouts. One demonstrates the different areas of focus for a SAP such as school wide awareness activities, supervision, environmental activities, counseling activities, and non-counseling activities. Currently, Ms. Fuller is meeting with students to familiarize them with the program and find possible participants. She plans to attend the upcoming freshman trip to camp Lincoln. She is also preparing Red Ribbon week and is working towards starting a Youth in Action Club at the Middle school.

Last year she spent time to get to know the community, meet with some students individually, and participated in Life of a Student and Diversity clubs as well as SOROCK and Greater Derry Public Health Network. Prevention activities were started including a guest presenter from Plymouth State University on the progression of drug and alcohol use to addiction and educational events such as "High and Seek". In the spring the High School and Middle participated in the 2015 Youth Risk Behavior Survey (YRBS), Ms. Fuller administered this survey to all students grades 7-12, as well as 7th and 8th grade students in Fremont.

Ms. Fuller shared some of her goals for the upcoming school year such as starting group work and continuing to meet individually with students, bringing various speakers and workshops to the school community, participating in monthly prevention/awareness activities, and working in classrooms with teachers and staff to collaborate on education around substance use and mental wellness. The grant dictates what her priorities are but hopefully this is a long term resource in the district.

Ms. Bennett stated that she has great admiration for Ms. Fuller's work and is curious if there are ways the board can help support the SAP initiative. Ms. Fuller was encouraged to send any ideas to the chair. Opiate use is a national problem and others may have some resources to share.

Ms. Miller was curious about the programs needs and strengths. Ms. Fuller stated that guidance is attentive and resourceful and administrators want to know the bigger picture and thus get to know each student in his/her entirety. Ms. Fuller stated she has been working with others to further identify what the biggest needs are- marijuana use, opiates, alcohol? The new YRBS data will help with this. In NH, there are not enough services and resources for families and students to access for drug and alcohol abuse and mental illness.

Ms. Cantena comments that this program is beneficial as mental health needs are growing and guidance needs this collaborative effort to assist in addressing this rising need.

Ms. Fuller discussed the YRBS survey which is not released publically for a year after collected. Mr. Stack stated that Sanborn has been participating since at least 2009 in this survey. The middle school has participated infrequently. They participated this past year and are one of two in the local areas surveying seventh and eighth graders.

A local baseball player is the upcoming speaker for both high school and middle school.

Ms. Miller asked if this type of program would be helpful at elementary levels if funding was available. Ms. Fuller stated that this program (Project Success) is only proven successful at middle and high school level. Ms. Fuller stated there are some programs tailored for elementary school age and she believes guidance has incorporated some of the curriculum. Ms. Fuller stated she believed it is important to provide more parent information at the elementary school levels.

Mr. Masson asked if Ms. Fuller has her own caseload and if a referral system has been developed. Ms. Fuller stated that last year she had about 25 kids whom she serviced 1:1 for a variety of reasons. These students were referred by teachers, administrators, guidance or self-referrals. About 10 of the 25 were self-referrals, many at the suggestion of their school counselor. Ms. Fuller expressed that it is important for her not to be labeled as the "drug counselor" as she meets with a variety of students for many different reasons and wants to be a support to all students if needed. She further stated that a big focus of SAP is confidentially and drug/alcohol use. Federal law 42 CFR mandates that all conversations are confidential for students over age 12 unless they sign a release; however her goal is to work with as many collaterals and parents as possible. Her role is not to be an individual counselor as it's school based and it's still recommended they see outside counselor. She further clarified that the focus is prevention and intervention and school support. Nothing she provided is replacing other required services. She acts more as support and point person for families and students.

b. Policies- second Readings: **Policy IJOA Field Trips and Excursions**; Ms. Ross made a motion to approve the second reading and Ms. Bennett seconded the motion. All in favor. **Policy JICA Student**

Dress; Ms. Ross made a motion to approve the second reading and Ms. Bennett seconded the motion. Discussion- Mr. Masson asked about sport shirts as the only change in the language was #6 regarding hats. It was clarified that hats are currently the only change but we are waiting from feedback from building level administrators on the other areas as the policy and student handbook are not mirrored. Please send ideas to the committee. All in favor. **Policy JICH Student Substance and Abuse;** Ms. Ross made a motion to approve the second reading and Ms. Bennett seconded the motion Nancy. Discussion around the word knowingly in the presence of. Word will be added. All in favor. **Policy JICH-R Student Substance and Abuse Regulations;** Ms. Ross made a motion to approve the second reading and Ms. Bennett seconded the motion. Discussion- also add knowingly, but what if student says they didn't know? Is that a double edge sword because what if student is in presence but legit don't know? This seems invalid as substance would need to be seen for student to get caught, therefore, bystander would have seen it. Six in favor, one opposed. **Policy JJF Student Activities Fund Management;** Ms. Ross made a motion to approve the second reading and Ms. Bennett seconded the motion. Discussion- Mr. LeBlanc asked why it discusses funds used for school board equipment. It was clarified that the wording allows for funds to be used if school board equipment was broken accidentally by students in school activity groups when using the space the equipment is housed in. All in favor. **Policy JJF-R Student Activity Fund Management Regulations;** Ms. Ross made a motion to approve the second reading and Ms. Bennett seconded the motion. All in favor.

c. Retention of Fund Balance: In March 2014, the school board brought before the voters a warrant article asking voters to authorize the school district to indefinitely until rescinded retain fund balance of year end unassigned fund balance. The amounts are capped at 2.5 percent of the year prior school tax levy. School districts do this to store money away if needed, although they must obtain permission from Department of Revenue that money is needed because the district has over spent their allowable budget. Districts chose to retain fund balance for a smoothing of the tax rate. Carol provided the net assessment in fall of 1024 when tax rate set and a calculation of 2.5 percent plus unassigned fund balances. \$ 1,051,000 is comprised of different components. To file annual report with the Department of Revenue and NH DOE, the school board needs to decide if they want to retain fund balance or give it all back to offset taxes. Ms. Coppola provided examples of what it would look like if the school board decided to give it all back or half of it back and what the estimated tax impact would look like. She also provided a summary of the financial results by significant function codes which gives an idea of how revenues came in, expenditures were and excess funds were that were budgeted but not spent. Ms. Coppola also provided a copy of the DOE25 and based off this decision, it will change. Before Department of Revenue can determine tax rate they need the information from the DOE25 so Ms. Coppola is also asking the board to consider making a decision this evening regarding the retaining of funds.

Questions- if there a policy that says we will return unused special education funds. There is a policy that states unexpended funds will be returned unless board votes otherwise. We are looking at 2.5 percent of the \$503,000 figure.

Mr. LeBlanc asked about the two tax rate analysis scenarios. Ms. Coppola explained that if you returned 100% of the fund balance, estimated tax impact for town of Kingston would be 27 cents per thousand, based on fall of 2014 net assessed evaluation (which hasn't been filed yet so we do not have 2015 results yet.) Scenarios show three different property values of \$150,000, \$250,000, and \$350,000 with tax impacts of \$41.08, \$68.47, and \$95.85 for Kingston and \$68.30, \$113.84, and \$159.37 for Newton.

If we give it all back, rate will increase; although it won't increase as much. If we give it all back we are looking at approximately an increase of 27 cents in Kingston and 46 cents in Newton and if we give half back, 72 cents in Kingston and 96 cents in Newton. For every hundred thousand dollars raise in property taxes is about 9-10 cents per thousand.

When we prepared proposed budget we estimated last October we estimated \$550,000 estimated going back to tax payers, which we would still have to give back even if we retained the full 2.5%.

Ms. Bennett asked to have a discussion around the teacher contract negotiations; would it make sense to not retain this year or does that set a bad precedent.

Mr. LeBlanc asked how we could use funds if we retained funds. Needs to be an extenuation circumstances to use money so most likely couldn't be used for capital projects. Ms. Ross stated that if had retained funds in the past, and budget was overspent, district may have been able to use these funds for middle school roof collapse. Therefore, she wants to retain some of the funding but not 2.5%, perhaps build small to be prepared for unknowns. Mr. LeBlanc asked if we retain now could we use later to offset tax increases. Ms. Coppola stated yes. Dr. Blake stated this law came into effect came because towns can retain funds but until this legislation districts could not.

Mr. Masson sees this as emergency fund for over expenditures. Mr. Ramey stated that if these funds are in fact for emergencies, is it based off bottom line budget and not line items; yes. Historically in this district there have been over expenses in special education for unanticipated expenditures and a deficit warrant article to fund prior year over expenditures.

Mr. LeBlanc said if we kept \$200,000 and returned \$800,000 we could use for catastrophic situations if needed or smooth over taxes next year and give back.

Mr. Masson stated other towns usually have to ask for bonds because they over spent and we have been lucky we haven't overspent for a while, but do we want to retain some just in case. Mr. Masson asked to review the actual numbers before making a decision. Historically we have been level funded for the budget. We have data for 100% and 50% return scenarios. For every hundred thousand dollars is about 9 cents on tax rate so for every \$100,000 that's about 18 cents on the tax rate. So if we gave all back, tax rate is 27 cents per thousand, if we kept \$200,000, it would be 45 cents per thousand in Kingston and in Newton it would be 64 cents per thousand. These numbers are based without assessed evaluation as we do not have that information yet.

Mr. Miller asked for clarification on both scenarios. Essentially, it's a source of revenue to offset the budget if we retain funds. RSA 32:11 states districts can use funds if there is catastrophic situation and no other budget left to assist. He feels we should be prepared for a possible situation like this. He thinks we keep \$250,000. Mr. Miller made a motion to retain \$250,000 and return the rest to the town. Ms. Ross seconded the motion. Discussion- Mr. Ramey asked if Ms. Coppola can foresee uses or specific number in mind; no. She stated no just that for budget purposes we at least return \$500,000 and if we vote this motion we have exceeded return by \$250,000. Mrs. Bennett thinks we are moving in the right direction if we retain this money. All in favor.

d. DOE 25: Ms. Coppola stated that now that we have the number to put into the DOE 25 so we will provide an updated version with number just voted in. This is an annual report that looks at actual expenses and financial results for all funds. If you look at the end of the document you can see the cost

per pupil average daily membership which is determined by a formula which takes into account all the expenses minus your food revenue, transportation and other capital expenses for elementary, middle and high school students and total per pupil cost. Average daily membership is based on daily attendance, how many half days students attended per day. Homeschool students don't count in this report. The school board needs to sign two cover sheets- one for the DOE 25 which transfers into MS25 to the Department of Revenue and another DOE25 that goes to DOE. The cover sheets were signed by all board members for approval.

COMMUNICATIONS RECEIVED/SENT none

WRITTEN INFORMATION none

Agenda Items for Next Regular Meeting

Policy Committee update
Budget Committee update
District Report Card
Middle School roof update

PUBLIC COMMENT None

SCHOOL BOARD COMMENT: Mr. Masson discussed the idea to look into how to further validate the budget accountability for the voters, by looking at other communities to ensure we have best practice in place. For example, he stated that both Cambridge and Boston use a participatory budgeting process where citizens deliberate and communicate over public resources; similar to the democratic process. Dr. Blake asked Mr. Masson to send him the link.

Mr. Masson made a comment that the district has done a good job opening school this year.

Ms. Miller stated that when board members ask questions about the budget or particular line items, it is never a personal attack. The board has to make decisions without seeing the day to day operations, and therefore need to stay informed since they are in essence the ones that need to make the decisions.

Adjournment: Ms. Bennett made a motion to adjourn the meeting at 9:45 pm. Ms. Ross seconded the motion. All in favor.

ANNOUNCEMENTS

The next **regular meeting of the Sanborn Regional School Board** will be held on **Wednesday, September 23, 2015, at 7:00 PM**, in Room 137 at the **Sanborn Regional High School, Kingston**.

Respectfully submitted,

Jodi Gutterman
Director of Student Services

Minutes of the School Board meetings are unofficial until approved at a subsequent meeting of the School Board.