

**SANBORN REGIONAL SCHOOL BOARD
MEETING MINUTES**

November 29, 2018

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A regular meeting of the Sanborn Regional School Board was held on Thursday, November 29, 2018. The meeting was called to order at 6:03 p.m. by Sanborn Regional School Board Chairperson, Peter Broderick. The following were recorded as present:

SRSD SCHOOL BOARD MEMBERS:

Peter Broderick, Chair
Dr. Pamela Brown, Vice Chair
Electra Alessio
James Baker
Larry Heath
Tammy Mahoney
Corey Masson

Adam O'Rourke -Student Council Representative

ADMINISTRATORS:

Thomas Ambrose, Superintendent
Michele Croteau, Business Administrator

1. **CALL TO ORDER** at 6:03 PM by Chair Broderick with the Pledge of Allegiance.

2. **ACTION ON MINUTES of 11-7-18** –Chair Broderick asked for a Motion to approve the Public Minutes of 11-7-18. Motion made by Dr. Brown and seconded by Ms. Mahoney. No discussion.

Vote: All in Favor

3. **COMMUNICATIONS**

- 3.1 **Manifests-** Payroll Check Registers #10 in the amount of \$895,683.94 dated 11-15-18, #11 in the amount of \$780,614.49 dated 11-29-18. Manifests Expenditures #9 in the amount of \$1,328.69 dated 11-19-18, # 10 in the amount of \$318, 494, 042 dated

11-28-18, and #11 in the amount of \$240.00 dated 11-29-18. Manifests were signed and approved by Board and Administration.

3.2 Resignations-None

3.3 Nominations-None

3.4 Superintendent's Report- Superintendent Ambrose reported on the process for Policy Review which involves the assistance of administrators and several staff members in the SAU office. After being reviewed by the New Hampshire School Board Association for compliance with current law, we are in the process of making changes to our policies (in draft form) based on that feedback, so that the Policy Subcommittee can review them, make recommendations and bring them to the Board for review and to adopt changes. Group A and B policies will be reviewed tonight for a 1st Read and then a 2nd Read at the next meeting. The goal is to complete the review of all the policies by the end of the school year. Assistant Principal Bob Dawson has taken on the "J" student policies to put into draft form and review from the lens of his experience. So far, approximately 170 policies have been reviewed.

4.0 COMMITTEE REPORTS

4.1 Policy – Dr. Brown reported that the next meeting is Wednesday, December 5th at 4:45 PM in the SAU conference room. The "C" policies will be reviewed. The public is welcome to attend.

4.2 EISA- Ms. Mahoney reported that the next meeting is Monday, December 3rd at 4:30 PM. Mr. Ambrose added that several important agenda items will be addressed; preparation of the data to be included in our town report, AP courses as they pertain to Dual Enrollment and Student Exhibition work staying on course with Mr. Turmelle's upcoming departure. Dr. Haynes and Assistant Principal Ryan McCluskey are actively engaged in this particular effort.

4.3 Facilities- Mr. Baker reported that the next meeting is Wednesday, January 9th at 3:45 PM.

4.4 Finance- Mr. Baker reported that the group met on Nov 14th. The committee members present were Tammy Mahoney, Electra Alessio, and Jim Baker and Business Administrator Michelle Croteau along with Assistant Kristin McNulty. The minutes from our Oct 17th meeting were reviewed and approved.

We previously reported the HS Shop plan to sell some old tools and machinery. These items were sold thru the Municipal Surplus Auction for \$2900.00.

The Business Administrator updated the committee on various fund balances.

We reviewed Budget expense reports from July 1 thru Oct 31.
The Health and Dental expenses for the period are \$917, 274.52
The General Fund Expenses excluding Health and Dental are \$7,497,401.35

We also reviewed and approved balance transfers from the general fund balance to specific accounts and also transfers among several accounts. The total of the funds reviewed was \$ 1,615,607.00.

Lastly, the Committee was informed by the Business Administrator that the modular units at Memorial School are fully paid off.

The next Finance Committee meeting is scheduled for 12/12 @ 4:30 PM.

- 4.5 Public Relations-Ms. Mahoney reported that the group met on November 14th. Committee membership was discussed as there are now 4 school board members participating and this constitutes a quorum. All members wish to stay on the committee, so provided that no Board policy precludes that, they will do so. Accomplishments to date were reviewed; students leading the Pledge, videos of student work, a heightened social media presence, continued community outreach and gathering input regarding the Board's initiatives is a priority. These priorities include the Seminary negotiations, the budget and the facilities reorganization work, forums for the community so that information can be presented and feedback can be offered collectively, dissemination of information and platforms that can be used. The Student Council participating in this effort was also discussed. The 12/5 public hearing on the Seminary Property will take place at 7PM. The next meeting is December 12th at 5:30 PM.
- 4.6. Personnel- No Report
- 4.7 SST-Superintendent Ambrose reported on the 11/19 meeting which concerned the funding formula for Special Education. Roughly SST charges \$2000 per student with an additional Special Education differential if a student requires those services. The Board Chair, Valerie McKenney is researching the length of time this has been in place for the Governing Board to consider whether changes need to be made, e. g. removing the differential for those students. Mr. Ambrose added that if that were to happen, it would mean a \$15K increase for Sanborn under our current enrollments. He did ask at the meeting why they were making changes if the Special Education Director did not have a

problem with the current contract. The conversation is moving forward and will be discussed further at the next meeting.

Ms. Alessio asked whether we have a contract with SST that spells out the financial obligations as a sending district. Mr. Ambrose responded, "Yes, we do but they are trying to figure out if the document clearly states how the Special Education piece is billed". They are also looking at the annual bill and how the tuition rate is set.

Ms. Alessio asked about the 20 students who want to attend SST. Mr. Ambrose answered that it was one of the hardest budget decisions he has had to make. The next meeting is Monday, December 17th.

4.8 Seminary Discussion-No Report

4.9 Budget Committee-No Report

5.0 **STUDENT COUNCIL REPRESENTATIVE REPORT**

Mr. O'Rourke reported that the freshmen are planning fundraisers and prepping for Winter Carnival. The sophomore class is working with the PTOs to create staff calendars as a fundraiser, selling pies for prom and have picked their prom venue which is the Atkinson Country Club. The juniors ordered bracelets to promote Sanborn Pride and are prepping for their prom and Winter Carnival. The seniors are planning the 12 Days of Caring as well as Winter Carnival. The Waterville Valley Annual Leadership Conference was a great time. They heard a very inspirational speaker, Judson Laipply, who presented on The Evolution of Dance. They also came up with the theme of Elements for the Winter Carnival. The freshman class chose fire, sophomores chose air, juniors chose earth and the seniors chose the Periodic Table of Elements.

6.0 **PUBLIC COMMENT**- None

7.0 **OLD BUSINESS**

7.1 Policies A and B- Dr. Brown reported that there are 28 policies to review for a 1st Read, all being non-controversial and needing only to be updated with legal wording and legal references for clarity. Many policies have not been revised for nearly a decade. Section "A" concerns general District policies. Dr. Brown reviewed the NHSBA language recommendations /actions for each policy with the Board and comments/amendments were noted.

Mr. Ambrose recommended that changes be made for individual policies and then moved for approval as a whole group by letter, instead of moving each policy individually.

◆ AC-Non-Discrimination-no comments

◆ ACAA-Sexual Harassment-Mr. Masson questioned #16 and whether vacation days/holidays are factored in to the 7 days to review a complaint. (They will check with NHSBA attorney).

◆ ACAA-R- Sexual Harassment and Sexual Violence Report Form-no comments

◆ ADC-Use of tobacco Products Strictly Prohibited in and on School Facilities and Grounds-Ms. Alessio discussed the impending legalization of marijuana in NH and potentially including the substance in this policy if legislation passes. Dr. Brown reported the Policy Subcommittee added **libraries** as a facility under Definitions-no comments.

Dr. Brown asked for a Motion to Approve Section “A” Policies for a 1st Read as amended. Motion moved by Mr. Baker and seconded by Mr. Heath.

Vote: All in Favor

◆ BA-School Board Self-Evaluation and Goal Setting-No comments

◆ BBA- School Board Policies and Duties- Mr. Baker asked that paragraph “F” concerning holding meetings is specific to say “**plan to hold meetings twice a month except in July and August**”.

◆ BBAA-Board Member Authority- Mr. Masson questioned the 2nd to last paragraph regarding the committee assignments being made by the Chairperson “with Board Approval” and believes it should be removed. **Mr. Heath made a Motion to remove “with Board Approval”, seconded by Ms. Alessio.**

Vote: 4 in Favor, 3 opposed (Baker, Brown, Mahoney) Motion Passes.

◆ BBAB-Roles and Duties of the Board Chairperson-new policy-No comments

◆ BBBC-Board Member Resignation-No comments

◆ BBBF-Student Member of the School Board-No comments

◆ BDA-Board Organizational Meeting-No comments (Meet within 15 days)

- ◆ BDC-Appointed Board Officials-No comments
- ◆ BDG-School Attorney-(Legal Services) - No comments
- ◆ BEC-Non-Public Sessions-No comments
- ◆ BED-Board Meeting Procedures-Repeal and replace-No comments
- ◆ BEDD-Rules of Order- Mr. Ambrose checked with NHSBA attorney and there is no legal obligation to follow *Robert's Rules of Order* but it is considered best practice.

BEDD-R-Sample Rules of Order-Mr. Baker asked that on #3, we qualify the Moderator term. **Mr. Baker made a Motion in #3 to use School Board Chair, unless it is the Organizational Meeting, whereby the District Clerk would be the Moderator. Motion seconded by Mr. Masson.**

Vote: All in Favor

Mr. Baker made a Motion in # 6 that individuals would be asked to state their name and town, instead of name and address. Motion seconded by Mr. Heath.

Vote: All in Favor

◆ BEDA-Public Notification of School Board Meetings- New Policy- Mr. Masson asked if this conflicts with an Emergency Meeting and having material available/timeliness of communication. Mr. Ambrose clarified that 24 hours is the minimum notice.

◆ BEDB-Agenda Preparation and Dissemination-Mr. Baker questioned the timeframe for questions on the agenda. Mr. Ambrose clarified the process which is 6 days ahead for prep and 5 days' notice of posting. Mr. Ambrose will send a draft with changes for 2nd Read.

Chair Broderick asked for a Motion to recess the meeting at 6: 59PM in order to begin the Joint Meeting with the Budget Committee, moved by Mr. Baker and seconded by Mr. Heath.

Vote: All in Favor

(Meeting reconvened at 10:20 PM)

◆ BEDC-Quorum- Replace with NHSBA policy but add IT person for remote participation- No Comment

- ◆ BEDG-Minutes- Replace with sample policy -No comment
- ◆ BEDG-R-Access to Minutes and Public Records- Mr. Baker asked that citizens be allowed to use their electronic device to make copies. Mr. Ambrose will check on cost per page with attorney.
- ◆ BEDH-Public Participation at Board Meetings- Mr. Baker asked that the policy be amended to say "time will be set aside for citizens to address the Board" instead of "The First 15 minutes" will be set aside for citizens to address the Board". **Dr. Brown asked for a Motion to approve as a 1st read as amended, moved by Mr. Masson and seconded by Mr. Heath.**

Vote: All in Favor

Dr. Brown would like to repeal the following four policies.

- ◆ BEDI-News Media Services at Board Meetings-no comment
- ◆ BEE-Board Hearings/Appeal Proceedings-No comment
- ◆ BEE-R-School Board Hearings/Policy Regulations- No comment
- ◆ BF-School Board Work Sessions-No comment

Ms. Alessio made a Motion to repeal the 4 polices as stated, seconded by Mr. Baker.

Vote: All in Favor

- ◆ BFE-Administration in Policy Absence-No comment
- ◆ BGB-Policy Adoption- Mr. Baker would like to keep #5 which says Policies may be amended by the affirmative vote of a majority of the entire board at any meeting.
- ◆ BIA-New Board Member Orientation-No comment

Dr. Brown asked for a Motion to approve "B" policies as amended, moved by Mr. Baker and seconded by Mr. Heath.

Vote: All in Favor

8.0 2nd Public Comment-None

9.0 **OTHER BUSINESS**

9.1 Next Meeting Agenda

9.2 Announcements

9.2.1 The next Sanborn Regional School Board meeting will be a held on **Wednesday, December 5, 2018 from 6-9 PM** in the Library at Sanborn Regional High School **to include a Public Hearing on the Seminary Property at 7:00 PM.**

10. **ADJOURNMENT-** Meeting adjourned 10:30 PM

Minutes Respectively Submitted by:

Phyllis Kennedy
School Board Secretary

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