

**SANBORN REGIONAL SCHOOL BOARD
MEETING MINUTES**

March 20, 2019

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A regular meeting of the Sanborn Regional School Board was held on Wednesday, March 20, 2019. The meeting was called to order at 6:03 p.m. by Sanborn Regional School District Clerk, Phyllis Kennedy. The following were recorded as present:

SRSD SCHOOL BOARD MEMBERS:

Peter Broderick
Dr. Pamela Brown
Electra Alessio
James Baker
Jamie Fitzpatrick
Larry Heath
Tammy Mahoney
Adam O'Rourke -Student Council

Representative

ADMINISTRATORS:

Thomas Ambrose, Superintendent

1. **CALL TO ORDER** at 6:03 PM by District Clerk Kennedy with the Pledge of Allegiance led students from Bakie School *Girls on the Run* program.
2. **ELECTION OF OFFICERS**- the District Clerk asked for a Motion to nominate a Board Chairperson. **A Motion was made by Mr. Heath to nominate Mr. Broderick as Chairperson, seconded by Mr. Baker.** No discussion

Vote: All in Favor

Chair Broderick made a Motion for a Vice Chairperson and nominated Mr. Heath, seconded by Ms. Alessio. No discussion

Vote: 3 in Favor, 4 opposed (Brown, Baker, Mahoney, and Fitzpatrick)

Motion does not carry.

Motion made by Mr. Baker to nominate Dr. Brown as Vice Chairperson, seconded by Ms. Mahoney. No Discussion

Vote: 4 in Favor, 3 opposed (Alessio, Heath, Broderick)

Motion Passes.

Motion made by Mr. Heath to nominate Phyllis Kennedy as School District Clerk, seconded by Ms. Mahoney. No discussion.

Vote: All in Favor

Motion made by Mr. Heath to nominate Phyllis Kennedy as School District Treasurer, seconded by Mr. Baker. No discussion.

Vote: All in Favor

3. ACTION ON MINUTES: Review of Public Minutes of 3/6/19

Chair Broderick asked for a Motion to approve the Minute of 3-6-19, moved by Ms. Alessio and seconded by Mr. Heath. No discussion.

Vote: All in Favor

Chair Broderick welcomed newly elected Board member, Mr. Jamie Fitzpatrick.

4. COMMUNICATIONS

4.1 Distribution of Manifest Documents-the following was signed by the Board:
Payroll check register #19 in the amount of \$886,763.54 and Manifest check register #20 in the amount of \$649,511.65.

4.2 Nominations-none

4.3 Resignation-Mr. Ambrose announced the following resignations:

- Brianna Specuilli (SPED, Memorial)
- Michael Gannon (Math, Middle School)
- Angelica Mahoney (SPED Coordinator, High School)
- Michele Croteau (Business Administrator, SAU Office)

Superintendent Ambrose thanked Ms. Croteau for her contributions to the district.

Ms. Mahoney made a Motion to accept the resignations with regret, seconded by Mr. Heath.

Vote: All in Favor

4.4 Superintendent's Report

☐ Election Results-Mr. Ambrose reviewed that all Warrants passed except for the budget. He is grateful for Article 8 passing with a majority vote.

☐ Videos shown on the future of the work and what schools could be highlighting:

-Personal Leadership

-Culture

-Strategic Plan (Curriculum, Grade Reporting, Facilities, Student Success, Intervention).

☐ Proposed Middle School move-plan will be ready for presentation at the first board meeting in April.

☐ Realtor Breakfast held to discuss district schools and obtain feedback. New Sanborn brochures were passed out and a tour was given of the high school.

5. COMMITTEE REPORTS

5.1 Policy- Dr. Brown informed the group that the next meeting is 4/3 at 4:45 PM. She is hoping that there will be another meeting next week as there are 30 Policies for "D" and "E" to cover. The committee usually meets on the 1st Wednesday of the month. Mr. Ambrose added that there are also 37 "J" Policies ready, so another meeting would be good.

5.2 EISA- Ms Mahoney informed the group that the next meeting is 4/10 at 4:30 PM. She hopes to stay on the committee with the next reorganization.

5.3 Facilities- Mr. Baker reported the following:

The Facilities Committee met Wednesday, March 6th @ 3:45 PM. All Committee members were present. Also present were: Michele Crouteau, Steve Riley, Kristin McNulty, Vicky Parady-Guay and Rick Korn of Sanborn Youth Baseball/Softball.

We reviewed and approved the minutes of the February 6th meeting.

At the March 6th School Board meeting, I reported on the portion of the Facilities Committee Meeting earlier that day having to do with a proposal by Kingston Youth Baseball/Softball to construct a dugout at the Chase Softball Field.

The School Board will discuss this proposal later this evening.

At the Feb 6th School Board meeting I reported on costs associated with the recommended Blue Light Systems. You will recall that these are emergency visual warning and systems that supplement the current audio alarms, especially in areas where alarms are not always audible. A grant that will cover 80% of the cost of the work at the High School and at Bakie School. The cost to the District at those schools is \$4,669.60. If layout changes are made at the High School to accommodate a Middle school, additional costs may be incurred. At the Facilities Committee meeting on March 6th, Steve Riley reported that additional costs to relocate portions of the system would be determined by time and materials to do the work. The Facilities Committee requested that a range of applicable hourly fees for work changes be stipulated as part of a final agreement.

Ms. Crouteau reviewed two Fund balances. The Trust Fund Reserve Fund amount is \$235,054.86. The Facilities Revolving Fund accounting is in the process of being finalized. On Nov 30th the balance was \$177,905.33. The balance will be updated as soon as it is finalized.

Vicky Paraday-Guay and Steve Korn of Sanborn Youth Basketball provided follow-up information on the Youth Basketball proposal to install a vending machine at the Swasey Gym. The purpose is to provide soft drinks and raise money for scholarships to offset some costs of participation by qualifying students. The Committee agreed to a 1 year trial for the vending machine. The Youth group would cover installation and maintenance costs.

Steve Riley reported on a boiler water leak at Bakie School. Mr. Riley stated the cause is unknown and the boiler is no longer leaking. Not addressing this does not make it worse. No action was recommended. The leak cannot be diagnosed unless it returns and the boiler would have to be taken apart to determine the cause. In the event the boiler needs to be shutdown, the school is equipped with a second boiler so there would be no impact on heating.

The next Facilities Committee meeting is scheduled for April 3 @ 3:45PM

Reference:

The Facilities Committee met , March 6th @ 3:45PM. That evening at the SB meeting I reported on a proposal by Kingston Youth Baseball/Softball to construct a dugout at the Chase Field softball field. The estimated cost is \$3500. The total amount will be raised by the KYBS. The dugout would be considered a gift to the District. The SB has two policies that apply, KCD and KCDR. Per the

policies, the Facilities Committee discussed and voted to recommend to the SB that the proposal be placed on the SB agenda for the next meeting. KYBS has agreed to confirm that Lovering Construction will oversee the project and assure it is properly constructed. They will also be asked to provide a certificate of insurance. The KYBS will secure any needed permits. Steve Riley will also monitor the project to be sure District interests are looked after.

5.4 Finance- Mr. Baker reported the following:

The Finance Committee met on March 18. The committee members present were Tammy Mahoney, and Jim Baker plus Business Administrator Michelle Croteau along with Assistant Kristin McNulty. The minutes from our February 20th meeting were reviewed and approved. We reviewed last year's Seminary Property Warrant article (#8) which authorized the District and the Town of Kingston to enter into negotiations concerning terms of a possible sale. No sale is pending, and other options may be considered. Any sale would require a separate warrant article.

The Business Administrator updated the committee on various fund balances. As of Feb 28th, The Special Education Trust Fund balance is \$235,493.10. The Capital Improvement Reserve Fund is \$144,478.65. The Facilities Use Revolving Fund balance is \$192,215.14.

We reviewed Budget expense reports from Feb 1 thru Feb 28. The Health and Dental expenses for the period are: \$146,125.92
The General Fund Expenses excluding Health and Dental are:
\$1,962,122.16

We discussed the renewal of the Food Service Program. We do anticipate an increase in the cost of school lunches. The Business Administrator is waiting for some information from the state that is needed to finalize the proposed increase. The proposed increase will be presented to the school board for discussion as soon as it is available.

We discussed a renewal proposal by the Districts Property and Liability Insurer. We reviewed and approved budget adjustments totaling \$16,573.51. We are waiting for additional information before making a recommendation to the school board.

We reviewed the MS-22 form that must be reported to the state. This form details a breakdown of expenditures by function that makes up the appropriations voted by the public on March 12th. This form is being completed to reflect the appropriations voted under the Default Budget. Upon completion the MS-22 will be forwarded to the school board for final approval.

Lastly, we reviewed an evaluation by school district administrators of bids for school photography services. Three companies were reviewed; all three have been used in the past. Hockmeyer Studios received the reviewers highest over-all marks.

Therefore, we recommend Hockmeyer and would support a motion by the school board to award the photography services bid to Hockmeyer Studios for the current year.

Ms. Mahoney made a Motion to approve Hockmeyer Studios as the photography service for the district, seconded by Mr. Heath.

Vote: All in Favor

The next Finance Committee meeting is scheduled for April 17 @ 4:30 PM.

- 5.5 Public Relations- Ms. Mahoney reported that the next meeting is 3/27 at 4:30 PM.
- 5.6 Personnel- TBD
- 5.7 SST- Mr. Ambrose reported that they have almost chosen a new Principal.
- 5.8 Seminary Discussions- No report
- 5.9 Budget- No report

Chair Broderick announced that he has put together the new subcommittee list made up of 2 people per committee. He stated that if any board member feels that they need 3 people on a committee to see him about it. The committees are as follows:

1. Policy- Dr. Brown and Mr. Heath
2. Excellence in Student Achievement- Ms. Mahoney and Ms. Alessio
3. Facilities- Mr. Baker and Mr. Heath
4. Finance-Mr. Baker, Ms. Alessio and Mr. Fitzpatrick
5. Public Relations: Ms. Mahoney and Ms. Alessio
6. Personnel-Dr. Brown and Mr. Fitzpatrick
7. SST- Mr. Fitzpatrick (w/ Superintendent Ambrose)
8. Budget-Mr. Heath
9. Seminary-Ms. Alessio and Dr. Brown
10. Negotiation-Mr. Baker and Mr. Heath
11. Wellness-Dr. Brown and Ms. Alessio

6. **STUDENT COUNCIL REPRESENTATIVE'S REPORT-** Mr. O'Rourke shared the following report: The Freshmen are brainstorming fundraising ideas, the sophomores are having a pizza fest competition fundraiser and finishing calendar sales, Juniors are prepping for Prom, Seniors for senior trip and graduation. The Student Council as a whole just gave out thank you notes to teachers who helped with Winter Carnival.

7. **1ST PUBLIC COMMENT**

Cheryl Gannon (Kingston)-welcomed and congratulated new board member, Mr. Fitzpatrick. Referencing Mr. Ambrose's earlier comment that every kid's parents want to support their kids, she commented that not all parents (for whatever reasons) can support their kids and acknowledges that we know by research that the biggest key to success for kids in school is the support of their family and parents. She hopes that the Public Relations committee will consider developing relationships to bring parents into the schools with events. Ms. Gannon read Policy BA Operational Goals and hope that in May Operational Goals will be put in place by the board.

Annie Collyer (Newton)-commented that subcommittees welcome the public and she encouraged attendance. She appreciates the work that is being put into these committees by everyone involved.

8. **OLD BUSINESS**

8.1 Policies- Dr. Brown reported that the 3 policies tonight are presented for a 2nd read.

8.1.1- JLCF Wellness Policy

8.1.2- JM Student Award for Educational Purposes

8.1.3- [New Developmental Delay Policy \(IHBAB\)](#)

Motion made by Mr. Heath to approve the 3 policies presented as a 2nd Read, seconded by Ms. Mahoney. Vote: All in Favor

9. NEW BUSINESS

9.1 Public Participation at School Board Meetings- Ms Mahoney asked for a Motion for the Policy Committee to review Policy BEDH and Policy BEDB, seconded by Mr. Fitzpatrick.

Ms. Mahoney explained that at the last meeting in particular, she felt like some liberties were taken with the amount of time that was taken on public comment and on some of the topics, which strayed from Policy BEDH that says comments should be made to the School Board regarding agenda items.

9.1.1 Policy BEDH-Public Participation at Board Meetings

9.1.2 Policy BEDB-Agenda Preparation and Dissemination

Ms. Alessio commented that the public did speak to the agenda's Warrant Articles that evening and although some did go off topic, we need to allow this to happen as they have a right to speak.

Mr. Heath commented that the public is our boss. The 3 minute guideline is only that- a guideline. The policy is already clear.

Mr. Fitzpatrick added that the comments that evening by one person straddled the line and having the Policy Committee look at this and come back to the Board with their feedback is a good idea and why he seconded the Motion.

Dr. Brown commented that she is inclined to allow more free speech than less and during campaign season people get their juices flowing and they can tie anything to an agenda item. It is difficult to decide when to limit anyone's speech and she would rather not do that. However, Policy BCA, Code of Ethics, on page 4, references Board members not using school work hours, property or services to promote personal enterprises or to campaign for any candidates for political office.

She has no objection to revisiting the policy.

Mr. Baker agreed that there is no harm in looking at the policies mentioned and bringing back information to the Board if something needs to be tightened up.

Ms. Mahoney clarified that most public comment was appropriate, including students but other public comment was supporting political candidates. She does want to limit free speech but

thinks that the policy committee is better equipped to look at this and get legal opinions than the board is right now.

Ms. Alessio thinks School Board comment should be added back to agenda. (Mr. Broderick will add to next agenda to discuss).

Vote: 6 in Favor, 1 opposed (Alessio)

9.2 Kingston Youth Baseball/softball Donation- Mr. Baker reviewed the request by the organization to build a dug-out at the Chase softball field. They are willing to raise the \$3500 to pay for it. School Board needs to accept the donation of the value of the project and the following two policies govern that, which have been followed.

9.2.1-Policy KCD-Public Gifts/Donations

9.2.2-Policy KCD-R-Public Donations to Schools Acceptance of Gifts

The two conditions of the request are that the Kingston Youth Baseball/Softball Organization (KYBS) will oversee the construction, provide a certificate of insurance and secure needed permits. Facilities Director, Steve Riley, will also oversee the project to insure that district interests are looked after.

Mr. Baker made a Motion to accept the donation of the dug-out at Chase Field by the Kingston Youth Baseball Softball organization with the said conditions, seconded by Dr. Brown.

Mr. Broderick confirmed that the permits would all be pulled by KYBS.

Mr. Heath asked about donations needing a warrant article. Mr. Baker answered that only if the gift is valued over 5K. Dr. Brown read the Policy related to these details.

Vote: All in Favor

10. **2ND PUBLIC COMMENT**

Heather Ingham (Newton)-Thanked the board for accepting the KYBS donation.

Cheryl Gannon (Kingston)-Appreciates the board's discussion of public comment and reviewing the policy is a good idea. She did not see the 3 minute limit in the policies. (Mr. Ambrose answered policy BEDH, page 1, # 1&2). The public needs the opportunity to speak within the guidelines and decorum.

Electra Alessio (Kingston)-Shared that her experience as an interviewer on the committee to search for an Assistant Principal at Bakie and Memorial was a fabulous

experience. She was very impressed with the 13 member committee, made up of Admin, parents, Principals, Teachers, Paraprofessionals and with the talent brought in.

11. OTHER BUSINESS

Mr. Baker asked for a timeline on the next agenda of NESDEC options. Superintendent Ambrose answered that he will present the Middle School transition at the next meeting in April and proposed another public forum at the 2nd meeting in May regarding this. He also would like a Policy only meeting in June. The timeline for NESDEC will happen with the development of a Strategic Plan.

11.1 NEXT MEETING AGENDA

- ☐ Middle School Move
- ☐ School Board Comment
- ☐ Interviews of Assistant Principals

11.2 ANNOUNCEMENTS

11.2.1 The next Sanborn Regional School Board meeting will be held on Wednesday, April 3, 2019 from 6:00 pm 9:00 pm in the Library at Sanborn Regional High School.

12. NON-PUBLIC SESSION - RSA 91-A: 3 II (c) (d)

A Motion was made by Mr. Heath to enter into Non-Public session per RSA 91-A: 3 II (c) (d) , seconded by Mr. Baker . A roll call vote was held.

VOTE: All in Favor.

13 Adjournment- Meeting adjourned at 7:58 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.

