

**SANBORN REGIONAL SCHOOL BOARD
MEETING MINUTES**

September 5, 2018

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A regular meeting of the Sanborn Regional School Board was held on Wednesday, September 5, 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
James Baker
Dr. Pamela Brown
Larry Heath
Taryn Lytle
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** –Chair Broderick asked for a Motion to approve the **Public Minutes of 8-15-18. Motion made by Dr. Brown and seconded by Mr. Heath**
No discussion. **Vote: All in Favor.**

3. **COMMUNICATIONS**
 - 3.1 **Manifests-** Payroll Check Registers #4 in the amount of \$231,604.52 dated 8-23-18, #5 in the amount of \$806,507.94 dated 9-6-18. Manifests Expenditures #4 in the amount of \$521,786.44 dated 9-5-18. Manifests were signed and approved by Board and Administration.

 - 3.2 **Resignations-**None

- 3.3 Nominations- Superintendent Ambrose read the Staff Nominations at the Memorial School as follows: Melissa Giconda- Pre-school Teacher (Actual Salary is \$38,133 with Budgeted Salary at \$49,075). Middle School: Stacey Brown- Math teacher (Actual Salary is \$43,182 with Budgeted Salary at \$43,195) and Stockton MacInnis-Special Education Teacher (Actual Salary is \$44,517 with Budgeted Salary at \$44,586).

Chair Broderick asked for a Motion to approve the Nominations, moved by Mr. Masson and seconded by Mr. Heath. No discussion.

Vote: All in Favor

- 3.4 Superintendent's Report- Superintendent Ambrose reported the following:

Bus Routes- After hearing concerns from parents, some routes were ironed out by adding back a few stops. He added that with declining enrollments, some buses are not being fully utilized. On the first day of school, he rode a bus route in Newton with 15 students who were on the bus for only 15 minutes so they will continue to monitor this and make adjustments every year.

Enrollments-For September 1st were reviewed. [Click here to view.](#)

Policy Update- Superintendent Ambrose expressed his appreciation to the Policy Committee for their hard work streamlining the SRSD policies which have been reviewed by NHSAA. A system has been developed to process policies according to their level of urgency, pertinence to students and operational needs. Policies will be brought to the Board in groups for review and approval.

Safety Advisory Committee-the group met recently to discuss the process for addressing potential threats in the buildings. High School Assistant Principal Robert Dawson updated the district staff on opening day regarding this process. Given the confidentiality of the information, he cannot divulge specifics but wants the public to know that they are doing a lot of homework on best practices. Also, the group that meets has a wide range of experience in addressing safety. There will be training for staff in the next few weeks to be followed by drills with students. After the New Year, there will be a community wide drill to practice and find out where any glitches may be.

Opening Day- Having been in education for many years, this opening day was the smoothest he has ever experienced. Questions and concerns were addressed promptly, the students were calm and it seems that the communication with the High School regarding expectations of what is acceptable behavior is sinking in. The students are aware that discipline is

a serious issue for us because we want everyone to feel safe. He appreciates the parents who have talked to their children about this as it is having an impact.

4.0 **COMMITTEE REPORTS**

- 4.1 **Policy** – Dr. Brown reported that the group met tonight and discussed policies noted under agenda # 8.3 and # 8.4 which will be addressed later this evening. She hopes these can have a 1st and 2nd read, if possible. The committee talked about polices that will be reviewed in the coming weeks as well as Policy CBI-R (Superintendent’s Evaluation) which needs to be updated. She is happy that the Personnel Committee is working on that. Finally, the group addressed the guidelines for the Policy Committee moving forward and the process of reviewing and revising policies in a systematic fashion. The next meeting is 10/3 at 5:00 PM.
- 4.2 **EISA**- Ms. Mahoney reported that the Excellence in Student Achievement (EISA) met on 8/22 at 4:30 PM. The group discussed testing data; Smarter Balance results will be in closer to the end of September, SAT scores from last year are available from College Board but the New Hampshire Department of Education (NHDOE) is still evaluating the results which should be ready in early October, the Advanced Placement (AP) program is being audited by administration pertaining to course offerings, the dual enrollment focus and a potential partnership with Southern NH University. The goal is to achieve academic rigor while offering a range of options for students. They are mindful that the public should have input and invite them to attend board meetings as this evaluation progresses. The group also discussed goals for the committee. The next meeting is 9/19 at 5PM.
- 4.3 **Facilities**- Mr. Baker reported that the group met tonight and discussed utility rates for the majority of the meeting as a new contract will be negotiated in November of 2019 which will have substantial savings going forward with a new provider. An energy consultant is assisting the committee in this process. The Facilities Revolving Fund (funds obtained from leasing our facilities) was also discussed which has a balance of \$238,715. Some requests for use of this fund were discussed. The Swasey Gym roof has been replaced with an excellent job done by the contractor with oversight by Director of Facilities, Steve Riley. The radio and repeater project for communication between schools is near completion. The abatement project for removal of hazardous waste on the seminary campus will begin on 9/17 and the demolition of the white wood building will be complete on 10/30. The Blue Light proposal (for visual cues during an emergency) was discussed and costs reviewed. More information is being requested from the Safety Advisory Committee.

4.4 Facilities- No Report.

4.5 Public Relations- Ms. Lytle recapped the status of the committee's summer objectives; posters for school with board member information are in progress, an article for the newspaper detailing the board's positive accomplishments over the last 18 months is also in the works with Ms. Lytle asking committee Chairs for specific accomplishments they want to contribute, so she can present the draft article at the next meeting for approval. The prospect of a public evaluation of the Board's progress was discussed and Ms. Lytle created one using the NHSBA's template as a guide. She reviewed the domains in the proposed evaluation with the Board and discussed way to disseminate it.

Ms. Lytle asked for a Motion to move forward with the School Board Evaluation upon approval of the final questionnaire by the Board. Motion moved by Mr. Masson, and seconded by Mr. Heath.

Discussion ensued on the wording to use in the evaluation and on ways to distribute it.

Vote: All in Favor

The next meeting is scheduled for 9/26 at 4:30 PM. The public is welcome to attend.

4.6. Personnel- Ms. Lytle reported on the work done on the superintendent evaluation with timelines examined and examples of superintendent evaluations reviewed. Directives focused on fiscal responsibility and measurable student achievement. The revised evaluation will be presented in # 8.5 tonight. The next meeting is 9/26 at 5 PM.

4.7 SST-Mr. Masson reported that the Governing Board of the Seacoast School of Technology (SST) met on Monday, 8-27 at 5PM. The 2018-19 Adjusted Budget was presented by the Business Administrator; based on an enrollment number of 764 students, there has been a cost savings of two new teacher hires replacing some resignations, so the current adjusted 2018-19 cost per pupil (for each of the 100 students that we send there) is \$1,896. This represents a \$341 decrease in the budget or a 15% difference in the budget voted on in November of 2017 and a decrease from two years ago of \$249. These numbers will be adjusted again once the 10-1 numbers come out. The Proposed Budget was also presented with a CBA Agreement of 1.8% GMR for insurance and based on the current enrollment of 764 is \$2,031. The next meeting is 10-24 at 5PM.

4.8 Seminary Discussion-Dr. Brown reported that next meeting is September 11th at 8:30 AM in the SAU Offices.

4.9 Budget Committee-No report as Mr. Heath reported that they have not met.

5.0 **STUDENT COUNCIL REPRESENTATIVE REPORT**

Mr. O'Rourke reported that the Student Council met on Tuesday, 8-21. Mr. Stack made opening remarks and the students are excited to start the year. Homecoming is scheduled for Saturday 9-22. Ms. Kelly-Giles from the Athletic Booster Club presented event details. Homecoming Chairs were chosen; junior, Avery Peters and freshman Adam Putnam. Honorary Member Co-Chairs were also chosen; sophomore, Emma Bowen and freshman, Jake Thomas. Four Camp Lincoln (Student Council field trip every year) Chairs were chosen; junior, Erin Gillespie, Sophie Rowel, Taryn Lynch and Abby Regis. Freshman stars recognizing incoming students were created for the spiral staircase walls and the class councils went to work on their billboards. The next meeting will be 9/6.

Mr. Masson asked if the *Reach the Beach* event will occur this year. Mr. O'Rourke will find out and report back.

6.0 **OLD BUSINESS**

6.1 NESDEC Next Steps-Superintendent Ambrose explained that there was a significant amount of information presented at the last meeting, and as a result, there has been a request for two more scenarios to be considered by NESDEC; one is for grades 7 and 8 to go to the High School facility, the second is for pre-K-4 to stay at the Bakie School and grades 5 and 6 be at Memorial School. This will be posted on the website for the public to view. He and the Business Administrator are looking to develop a process with the Board over the next several meetings to assist in deciding which models to examine in depth. He recommends a workshop for the public to attend in which we can hear their ideas and concerns, a multi-faceted input process over a six week period before the board deliberates. After that point, they can begin to put the financials and all the other pieces together for an in-depth look at certain options. Mr. Ambrose would like a Motion to have a workshop at the next meeting.

Mr. Masson suggested that a third party help the Board and public consider these critical options especially with the Board Goals, strategic plan and NESDEC options all in the picture.

Ms. Lytle feels this NESDEC analysis is about saving money and people have different priorities regarding this, so if we want to achieve academic excellence, have the appropriate number of students in the classroom and appropriate levels of staffing and specialists, it will require money. The priority of the board is to be looking out for the educational excellence of students in this district.

Dr. Brown commented that she is invested in looking for the best allocation of resources and suggested that the board review the financial, academic and cultural pluses and minuses of each NESDEC option to get a broad, rough estimate.

A lengthy discussion ensued on the NESEC study goals, the best way to address options and a protocol that allows everyone to participate in the decision making.

The Board agreed that the workshop will be held on September 19th as part of the next school board meeting.

7.0 PUBLIC COMMENT

Gwendolyn McCarthy (Newton) – Has 2 children in the school system and believes we are putting the cart before the horse because the public does not seem to care to be involved in this process. She suggested adding several questions to the Board Survey. Having questions related to taxpayer concerns is relevant but it should be balanced by asking if student needs are being met. Also, ask if community members feel welcome at board meetings? Based on Facebook comments and personal comments she has heard, they do not feel welcome. 2nd Comment- that leaving the district as is can be an option as well and that parents should be able to write and send their comments in as well.

Cheryl Gannon (Kingston)-Recommended publicizing that the NESDEC study is posted on the SRSD website and post also that the public is invited to the workshop. Some missing pieces for her in the study were any reference to the \$4M Capital Improvement Plan previously presented by the former administration, the Sanborn cost-per-pupil amount being higher than neighboring communities, and School Board goals (short term and long term) should be decided as it is critical to have a shared vision before any decisions can be made.

Jamie Fitzpatrick (Newton)-commented that this topic of NESDEC is about process and this could have been addressed in a previous board meeting but it was cancelled. He is unsure of the cancellation process and how those decisions are made or what the process is. Another topic that could have been addressed is the grading system, one that sets deadlines and makes sense to the community. Also, the salary information should be posted publicly as requested previously. He closed by saying that the community, whether they have children or not, do have a stake in academic excellence as it has an immediate and direct impact on their taxes. He added that good academic performance leads to greater values at home.

Annie Collyer (Newton)-hopes that the no cell phone use is being vigorously enforced this year as research is proving that students have more self-confidence, more interaction with each other and lower depression rates with less use. The NESDEC study's additional options mentioned tonight will build relations between Newton and Kingston to make them feel that they are both fully participating. Ms. Collyer addressed the inadequacy of the Middle School structure and hopes this can be looked at along with the pluses and minuses of academics and finances between the Middle and High School.

Kelley Cullivan (Newton)-Has 2 children (Kindergartener and 7th grader) in the district. The NESDEC study went over her head and many other's heads. She recommended condensing the options at the workshop for those that attend. She is against having 7th and 8th graders at the High School unless they are in completely separate buildings. She added that many parents are opposed to this.

Ella Cotter (Kingston)-Is a sophomore at Sanborn and has an issue with safety during lunches and during FLT time. She hopes it can be addressed soon.

Mark Furlong (Kingston)-Commented on the NESDEC study and feels that the 10 year enrollment study is not adequate, we should look further back and move slowly. Many good plans have gone on in the past. Engaging the public is critical.

Mary Cyr (Kingston)-Publicity for the NESDEC workshops should be the collaboration of the Public Relations Chair and Superintendent Ambrose for a comprehensive, succinct message that effectively explains why we are doing this. It should be placed in all of the local media outlets. She disagrees with Mr. Furlong, saying we need to respect NESDEC's expertise.

Tammy Kitt (Kingston) – When is Fremont's contract up and is this being factored into the study. Mr. Ambrose answered 7 years and "yes" we are factoring this in, adding that we have a very good working relationship with Superintendent Hutton and the Fremont Board with the goal being to provide the best education to all students.

8.0 NEW BUSINESS

8.1 2019 Poland Field Trip- Superintendent Ambrose

Motion to approve the 2018-19 Field Trip to Poland by Mr. Heath and seconded by Mr. Masson.

Teacher Ashley Harbel is leading the group as Evan Czyzowski has left the district. Ms. Mahoney asked about her experience. Mr. Ambrose responded that he did not know specifically, but Principal Stack sanctioned her taking over as the lead. Mr. O'Rourke added that she accompanied the group last year.

Vote: All in Favor

8.2 Seminary Trustee Donation – Mr. Stack requested that the Board accept the generous donation of the Seminary Trustees for \$29,600. He explained that every year the Trustees will solicit the High School teachers for classroom Grants that are innovative and outside the budget process.

[Click here for list of funded Grants](#)

Motion made to accept the 2018-19 Seminary Trustees Donation in the amount of \$29, 600 by Ms. Lytle and seconded by Mr. Baker.

Chair Broderick explained the history of Seminary donations.

Vote: All in Favor

8.3 School Board Meeting Calendar (Policy BE, BEA, BEB-School Board Meetings)

Dr. Brown reviewed Policy BE-*School Board Meetings* and recommended repealing BE and replacing it with NHSBA policies BEA and BEB (which she read).

Motion made by Dr. Brown to adopt policy BEA as a 1st and 2nd Read as amended, moved by Ms. Lytle and seconded by Mr. Heath.

Mr. Baker prefers 1st and 3rd Wednesday, not in favor of amended version.

Vote: 5 in favor, 2 opposed (Baker, Mahoney)

Dr. Brown reviewed Policy BEB-Emergency Board Meetings

Motion to approve 1st and 2nd Read of Policy BE by Ms. Lytle and seconded by Ms. Mahoney.

Mr. Masson asked if this would constitute a virtual meeting. Chair: "Yes".

Vote: All in favor

Motion made by Dr. Brown to repeal Policy BE, seconded by Mr. Masson.

Vote: 6 in favor, 1 opposed (Baker).

Chair Broderick reviewed the current 2018-19 School Board dates.
Discussion ended on which dates to choose each month.

Motion made by Mr. Masson to accept 2018-19 School Board calendar with amendments, seconded by Mr. Heath.

Vote: All in favor

8.4 Policy JCA, JCB, JCC and JCC-R

Dr. Brown reviewed Policy JCA-Change of School or Assignment.

Dr. Brown asked for a Motion to approve Policy JCA-(Change of School or Assignment) with a 1st and 2nd Read, moved by Mr. Heath and seconded by Ms. Mahoney.

Vote: All in favor

Dr. Brown reviewed Policy JCB-Change of Assignment/Manifest Hardship. Need to add a legal reference to it.

Dr. Brown made a Motion to approve Policy JCB-(Change of Assignment/Manifest Hardship) with a 1st and 2nd Read, seconded by Mr. Heath.

Vote: All in favor

Dr. Brown explained that Policy JCC and JCC-R need to be repealed due to their being obsolete and covered by other policies.

Dr. Brown asked for a Motion to repeal Policy JCC, moved by Mr. Baker and seconded by Mr. Heath.

Vote: All in Favor

Dr. Brown asked for a Motion to repeal Policy JCC-R, moved by Mr. Baker and seconded by Mr. Heath.

Vote: All in Favor

8.5 Superintendent Evaluation/School Board Evaluations

Ms. Lytle reviewed the evaluation process undergone by the Personnel Committee of the Superintendent's job description.

Ms. Lytle asked for a Motion to adopt the revised Superintendent Evaluation, seconded by Mr. Baker.

Ms. Mahoney asked about repealing current policy. Dr. Brown brought up related policies. Discussion ensued.

Ms. Lytle withdrew her Motion so that related policies can be reviewed for consistency and will be reported at the next meeting.

8.6 Board Goals- Tabled until next meeting

8.6.1 Policy

8.6.2 Facilities

8.6.3 Instruction

8.7 DOE-25- Ms. Croteau explained this is a report due to the Department of Education (DOE) and is in the process of being completed. She will need Board signatures and will email them when it is ready to be signed.

8.8 MS-25-Ms. Croteau explained this is a report due to the Department of Revenue (DOR) and is in the process of being completed. She will need Board signatures and will email them when it is ready to be signed.

8.9 Second Public Comment

Mary Cyr (Kingston) - Applauds the Personnel Committee for taking the subjectivity out of the assessments and is thrilled that they are making tangible, concrete goals and objectives with measurable performance. Her concern is that goals have not been set yet for the Superintendent. When they are done, will they be done consistently on a tangible timeline? Is there a merit or bonus retroactive to the beginning? Guidelines should be consistent for all employees.

Tammy Gluck (Newton)-Regarding work session at the next meeting, will Board Goals be addressed? Answer: Yes from Superintendent.

Mr. Masson (Newton)-We need measurable goals, now that we have a vision statement, polices being streamlined and an evaluation system. We need to come together on our Needs Analysis, the NESDEC study and our Core Values. Outside help with our strategies is what we need as we cannot do this alone.

Jakki Clark (Kingston)-Would like to echo how important goals are. As a parent of a child in Special Education at the Middle School, we need precedents, expectations and standards set by the leadership team. There are even problems with goal setting for smaller incremental levels at the schools. The Board needs to

have goals aligned with student success and meet financial responsibility, and then teachers will follow, along with students.

9.0 **OTHER BUSINESS**

9.1 Next Meeting Agenda

- ◆ Board Goals
- ◆ Superintendent Evaluation w/current policies researched

9.2 Announcements

9.2.1 The next Sanborn Regional School Board meeting will be held on **Wednesday, September 19, 2018** from 6-9 PM in the Library at Sanborn Regional High School. The regular meeting will begin at 6PM and then the workshop will be held from 7-9 PM.

10. **NON-PUBLIC SESSION** –RSA 91-A: 3 II (c) (e)

Motion made by Mr. Heath to go into Non-Public Session per RSA 91-A: 3 II (c) (e), seconded by Ms. Lytle.

A Roll Call vote was held. Vote: All in Favor

11. **ADJOURNMENT**- Meeting adjourned 9:17 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.

SANBORN REGIONAL SCHOOL BOARD
PUBLIC MEETING MINUTES- CONTINUED
September 5, 2018

Sanborn Regional High School
Kingston, NH

10:17 PM

In attendance: Peter Broderick, James Baker, Pamela Brown, Larry Heath, Taryn Lytle, Tammy Mahoney, Corey Masson.

Others in Attendance: Thomas J. Ambrose, Superintendent, Michele Croteau, BA

The public meeting resumed at 10:17

The consensus of the Board related to Board payments was to begin them with next payroll instead of waiting until December.

Motion made to adjourn at 10:19 PM by Mr. Heath and seconded by Mr. Baker.
Vote: All in favor