

SANBORN REGIONAL SCHOOL BOARD MEETING

MINUTES

1-04-23

To view the video of this meeting, please visit our website at <http://www.sau17.net> and click on School Board Videos under the School Board menu.

A meeting of the Sanborn Regional School Board was held on Wednesday, January 4, 2023, in the Library at Sanborn Regional High School.

SRSD SCHOOL BOARD MEMBERS:

Dawn Dutton, Chair
Jamie Fitzpatrick, Vice Chair
Jim Baker (via remote)
Maira Bashaw
Rick Edelman
Heather Ingham
Tammy Mahoney

STUDENT COUNCIL REPRESENTATIVE:

J.J. DeFeo

ADMINISTRATORS:

Thomas Ambrose, Superintendent
Matthew Angell, Business Administrator

1. Call to Order

Chair Dutton called the meeting to order at 6:00 PM with the Pledge of Allegiance.

Ms. Dutton recognized Mr. Baker as being remote, asking him to identify his location and whether anyone was in the room with him.

Mr. Baker responded that he is in Sun City, Florida and no one is in the room with him.

2. Action on Minutes- Review of Minutes of [11-30-22](#) and [12-07-22](#)

Chair Dutton asked for a Motion to approve the Minutes of 11-30-22 and 12-7-22 moved by Ms. Mahoney and seconded by Ms. Bashaw.

No discussion

Roll Call Vote: All in favor

3. Communications

3.1 Distribution of Manifest Documents-Chair Dutton has circulated the documents for signature.

3.2 Nominations- none

3.3 Resignations- Superintendent reported the resignation of Samantha Horrigan, the System of Care Coordinator in the Student Services Department.

Chair Dutton asked for a Motion to accept the resignation with regret, moved by Ms. Mahoney and seconded by Ms. Ingham.

No discussion.

Roll Call Vote: All in favor

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

- Central Office administrators have thoroughly reviewed the Strategic Plan to ensure that completed items are being moved forward along with the School Board goals. We will have a formal update at the next two school board meetings.

- Welcome Announcements- Dr. Kennett is up and running at the SAU office in his new role as Student Services Director. The new Principal at Bakie Dr. Childs is also actively involved in connecting with teachers and students in the classrooms.

4. Committee Reports

4.1 Public Relations- Mr. Edelman reviewed the meeting of 11-30-22.

In attendance: Chair Edelman, Ms. Mahoney, Ms. Ingham (via remote), Superintendent Ambrose

Chair Edelman called the meeting to order at 4:30 PM. Mr. Edelman recognized Ms. Ingham as being remote and asked her where she was located and whether anyone was with her.

Ms. Ingham responded that she was in her home in her private office, and no one was with her.

Mr. Edelman asked for a Motion to approve the Minutes of [11-2-22](#), moved by Ms. Mahoney and seconded by Ms. Ingham. Roll Call Vote: All in Favor.

Mr. Edelman reviewed the agenda items:

1. Teacher /Staff Appreciation/Cookie Trays at Schools - Mr. Edelman opened the discussion and asked for input. MS. Ingham said BJs has some nice trays we can pick up and deliver before the Christmas break. She asked about the budget and Mr. Ambrose will check on that, adding that we will get it done one way or the other. Ms. Ingham said she and other high school parents will provide coffee and breakfast for the staff on 12-14-22. It was decided cookie trays would be delivered on Monday morning, 12-19-22.
2. Senior Spring Breakfast at Bakie School- This event is for the community's senior population. Chair Edelman said he will try to involve parents and added that the presence of the new Principal (Dr. Childs), her leadership team and the Boosters will be important. Discussion ensued on student presentation/projects that could be available that day and also that invitations to seniors in both Kingston & Newton be offered.

Superintendent recapped the Thanksgiving dinner for staff and the success of the event, which was not only enjoyed by staff, but the school board, several town officials, many first responders, and Fremont's superintendent Ellen Halliday and their business administrator. The connections and feedback were fantastic.

3. Public Comment-none
4. Next Meeting Date- Wednesday, January 4, 2023, at 4:30-Room 142 PM
5. Adjournment-Mr. Edelman adjourned the meeting at 4:43 PM.

Mr. Edelman relayed that the next meeting will be held on February 8th at 4:30 PM.

- 4.2 Budget- Mr. Fitzpatrick reported as follows: The budget committee met on 12-8-22 to discuss the revised budget that was put forward. There was discussion around all the points in the budget, and it was voted on all in favor, except for one, Mr. McNulty voted nay, so it passed. So, they're adopting the budget that we adopted on 12-7-22.

January 10, 2023, at 6PM will be the public hearing and the snow day is January 11, 2023. The public hearing on the 10th will be followed by a budget committee meeting as soon as the public hearing is over so those meetings will be in the auditorium here in the school.

- 4.3 Finance- Mr. Fitzpatrick reported on the meeting of 11-30-22 as follows:

Attending: R Edelman, M. Bashaw, J. Fitzpatrick, M, Angel, T. Ambrose

Minutes of November 02, 2022. M. Bashaw Motioned to approve. R. Edelman second. Minutes unanimously approved

M. Angell Reviewed his Business Administrators comments:

Inflation Rates

NH currently at 6.9% per most recently published state issued economic data

Financial Information

The cash balance in the bank of the district as of September 30, 2022, was \$5,842,813

Which covers for 1.89 Months of funding

Revenues recorded as of 9/30 were \$29,456,431 (not including the use of fund balance used to reduce the tax rate of \$1.175M)

Notable revenues for the month are Fremont tuition payment received of \$891,008. Also, we are starting to see significant Bank Interest Income of \$5,930

Tax rates have not yet been set by town, but this is imminent.

Non-health insurance expenditures through October 30, 2022, were \$9,483,666 and encumbrances were \$20,512,546. Remaining appropriation is \$1,802,312

Fitzpatrick asked about differences in encumbrances month over month. There was a change of approximately \$300K. The list of big-ticket items reviewed by M. Angell was not reflective of the changes in encumbrances from the prior month, but rather just the large invoices that came in.

M. Fitzpatrick asked what are the big items that make up the change of ~\$300K in encumbrances.

That this is the information that he is seeking.

R. Edelman asked about the copier lease comments. What is the base lease? And the usage rate?

M. Angell noted that last year we were well over allowance. Because we got rid of the printers and used the copiers instead.

R. Edelman noted that if this is the usage expected then we need to renegotiate the contract to a new expected number to avoid the overage costs which are higher. That the issue is managing the future billings.

M. Angell to review the contract and the expected needs.

Health insurance expenditures through October 30, 2022, were \$1,124,393 and encumbrances were \$3,532,739. The remaining amount is \$748,783.

Fitzpatrick noted that this represents only a \$2,000 change in encumbrances from last month

Special Ed Aide +107K

One time revenue of return of contribution of NH Retirement ~ \$167.9K

Revolving Trust Funds

M. Angell noted that as of 10/31/22 we had experienced our first losses due to investment.

R. Edelman noted that the School Board has no authority on investment decisions. That is the trustees

Special Ed Expendable Trust Fund	= \$241,696 (interest income\$665)
Capital Improvement and Maintenance Trust Fund	= \$323,754 (interest Income of \$891)
Unanticipated Educational Exp Trust Fund	= \$250,759 (interest income of \$690)
Unanticipated Utility Cost Trust Fund	= \$ 75,200 (interest income of \$207)
	= \$158,049 (+11,667 for rent on old MS & additional rental fees for a total of \$16,021)
Other rentals were – Cheer Event Fundraiser / Hockey Boosters – Renting Gymnasium	
Subtotal	= \$1,049,459
Contingency funds withheld	= \$537,817
Total	= \$1,587,276

Custodial Contract

RFP will be brought to the Facilities committee at their next meeting.

R. Edelman asked if the custodial staff did the cleaning after these events and M. Angell confirmed that they did

Chart of Accounts discussion

M. Angell would like to consolidate. He will bring ideas to the board.

Fitzpatrick noted that there are some obvious items to consolidate. But also, there are distinctions being made that are very helpful that we need to maintain. Review at the finance sub-committee is to make sure that we maintain the visibility that we need to best understand our financial data. Also need to be able to get meaningful summarization of major categories of spending to allow for easy graphic reporting for the community.

M. Bashaw noted that she is doing Chart of Accounts in her business, and this is a large undertaking. She also noted the benefits of the linkages that are provided in the agenda, and this could be tied into the chart of account definitions.

Manifest Questions

\$7,300 for fire system requirements in the new area where we split up a larger room to create smaller offices for guidance.

\$11K plus for Pedal desks that were paid out of grants

Discussion on the System’s ability to create Blanket PO’s

M. Angell explained he had to put \$ values in qty to get Blanket PO’s – That this is the way the system works

R. Edelman challenged that this could not be. He believes the system must be able to process Blanket PO’s.

M. Angell to pursue with the Vendor as the committee does not believe that they are not able to do this.

Budget Adjustment – Special Ed

Paraprofessional from in house to contract support for Pre-School program.

Account #	Account Description	Amount Increased	Amount Decreased
10.1290.00.51140.1.20.00000000	Preschool Salary		\$16,935.00
10.1290.00.51170.0.70.00000000	Preschool Waiver		\$1,800.00
10.1290.00.52320.1.20.00000000	Preschool NHRS		\$4,000.00
10.1290.00.52110.0.00.00000000	Preschool Health Insurance		5,415.00
10.1210.19.53300.1.20.00000000	Other Professional Services SpEd - Preschool	\$28,150.00	

M. Bashaw Motioned to approve. R. Edelman 2nd. All in favor. Approved Unanimously

T. Ambrose asked for Non-public – the same as was on school board that evening

Fitzpatrick motioned into Non-Public Session - RSA 91-A: 3 II (c) - Negotiations. Seconded by R. Edelman

Roll Call vote

Edelman – Y / Bashaw – Y / Fitzpatrick Y

Fitzpatrick motioned to seal the minutes into perpetuity. 2nd by R. Edelman. Vote was approved unanimously.

5. Student Council Representative Report- JJ DeFeo reported the following:

-From Mrs. Mulvey, NHS is continuing to make yarn-craft items (hats gloves, mittens, scarves, etc.;;) which will be donated to a local nursing home before February break.

- NHS is also still offering snow shoveling to community members in need of assistance with winter; you can email rex.sullivan@sau17.net if any community member wants to request our help.

- The drama troupe put on a great child-oriented winter play before break.
- The math team competed in its ...3rd or 4th... math meet competition; and our mathletes did a great job!
- The chorus had a great annual winter concert on December 13th!
- The bowling team is up and running and we are doing very well, with our average bakers scores well into the triple digits.
- Student council did up our annual 12 days of caring fundraiser where we collect nonperishable food, personal hygiene products, clothing, gift wrapping materials and more and donate all that to local organizations that make great use of them helping members of our community.
- Big congratulations to our fall athletes who were recognized last month for making All-State in their respective sports:

Olivia Dwyer - Senior - Field Hockey Honorable Mention
 Abbie Lucas - Senior - Field Hockey Honorable Mention
 Ben Cardoso - Junior - Football 2nd Team Defensive Back
 Austin Ingersoll - Junior - Football 2nd Team Defensive Back
 Brady Ash - Senior - Boys Soccer Honorable Mention
 Sydney O'Toole - Junior - Girls Soccer Honorable Mention

- Winter Carnival planning is going great. We have our themes and the spirit days selected. The overall theme is film studios. Each class's theme is:

Seniors: Marvel
 Juniors: Disney Animations
 Sophomores: Pixar
 Freshman: Universal

- The Spirit days are:

Friday 2/17: PJ Sanborn Pride Day
 Monday 2/20: Surf v. Turf
 Tuesday 2/21: Anything but a Backpack Day
 Wednesday 2/22: Scuba v. Ski
 Thursday 2/23: Pep Rally Class Color Day.

- Everyone is super excited to participate and it's going to be a great time with the spirit days, 9 sports/competitions, class t-shirts, penny wars, the class banners, and more!

6. 1st Public Comment- None

7. New Business

- 7.1 Public Hearing to accept \$141,000 grant from NH Department of Education - Mr. Angell reported that the NH Department of Education, specifically the Bureau of School Safety and Facility Management, received a \$260,000 grant from the Federal Government for improving the safety of schools. We put in an application for \$181,000 but we received \$141,000 towards school safety. The items on our application were for barriers for entrances, and also for window film. We have to follow the DAF Policies because it is a federal grant so any procurement has to be run through the School Board for approval. So, this is just accepting the grant to spend the funds.

Mr. Edelman asked for elaboration on the window film efforts, which windows are they for.

Mr. Angell replied the film is for windows around entrances, depending on the building as not all are going to have the same treatment.

Superintendent Ambrose thanked Mr. Angell and Mr. Doyle for writing this grant, saying this is a significant amount of money for truly needed items identified by the Safety Committee to slow entrance to the front of the buildings.

Chair Dutton commented that it was also a part of our Capital Improvement Plan which we can mark as now complete.

Chair Dutton asked for a Motion to accept the \$141,000 grant from NH Department of Education, moved by Mr. Edelman and seconded by Ms. Ingham.

Chair Dutton asked if there was any public comment, seeing none, she asked for a vote.

Roll Call Vote: All in favor

- 7.2 Acceptance of \$550 Donation from Kingston Veterans Club for *End 68 Hours of Hunger*

Mr. Angell said we received a \$550 donation from the Kingston Veteran's Club for End 68 Hours of Hunger. He invited Director of Counseling Heidi Leavitt to talk more About the donation.

Ms. Leavitt gave details on district's *Food Pantry* housed at the High School which supports 45 students weekly. Those students go home on a Friday with a bag of food to help them get through until Monday. (Hence the name *End 68 Hours of Hunger* which is for meeting needs during those critical hours of Fridays through Sundays).

Ms. Leavitt said that during the holidays (Thanksgiving and Christmas) we supported 26 families with holiday meals as well as 54 children and 33 families with a *Giving Tree*.

She added that we recently became an approved food bank through the *New Hampshire Food Bank* so we won't have to worry about getting donations because our numbers Continue to increase. We are looking for a volunteer to help (perhaps a retired person) pick up food in Manchester on a monthly basis.

She recognized the Kingston Vets for their donation and reference the district's Amazon

Wish list for anyone who wants to donate.

Superintendent Ambrose thanked Ms. Leavitt for her hard work on this initiative.

Chair Dutton thanked the donor and Ms. Leavitt all for their efforts.

Ms. Ingham made a Motion to accept with great thanks, seconded by Mr. Edelman.

No further discussion.

Roll Call Vote: All in favor

- 7.3 SRHS Submarine Team Presentation- Chair Dutton invited teacher Jim Enright to the podium to present about the Submarine team efforts.

Mr. Enright began by thanking everyone for the opportunity to share about the Submarine Team Project and their journey to the 2023 International Submarine Races in Washington DC this coming June. He highlighted the efforts of the team by sharing the website [here](#) and introducing several team members who could be present this evening.

The website was designed and created by the students in Brian Gray's Digital Media class. Mr. Enright thanked Mr. Gray for being the marketing arm of the project, creating the website, the logos, and the video montage. Mr. Gray highlighted the class's efforts and introduced Carter, a student in the Digital Media class, to explain the design of the Sanborn Submarine Team website.

Two Submarine Team members, Matt and Lucas shared their training experiences and details of the equipment they use to train for the June submarine race.

Mr. Enright talked about their collaboration with the University of NH and how worthwhile it is for students, many who may want to be engineers.

Superintendent Ambrose and the School Board thanked Mr. Enright for the presentation.

- 7.4. Review and Approval of 2023 Warrant- Mr. Angell read through the Articles for 2023-24 Draft Warrant.

ARTICLE 1. To elect the following school district officers:

School Board:

One member from Kingston for three years

One member from Newton for three years

One member at large Kingston/Newton for three years

Moderator:

One elected for one year

Budget Committee:

One member from Newton for three years
One member from Kingston for three years

ARTICLE 2. General Acceptance of Reports

Shall the reports of school district agents, auditors, committees, or officers chosen be accepted and placed on file?

ARTICLE 3. Operating Budget

Shall the Sanborn Regional School District raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant, or as amended by vote at the first session, for the purposes set forth therein, totaling Thirty-eight Million, Seven Hundred and Thirty Thousand, Five Hundred and Ninety-two Dollars (\$38,730,592)? Should this article be defeated, the default budget shall be Thirty-eight Million, Seven Hundred and Fifty-eight Thousand, Four Hundred and Seventy-four Dollars (\$38,758,474), the same as last year with certain adjustments required by previous action of the Sanborn Regional School District or by law; or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only. (This warrant article does not include appropriations in any other warrant article.)

Recommended by the Budget Committee In Favor: 7 Opposed: 1

Recommended by the Sanborn Regional School Board In Favor: 7 Opposed

0:

Operating Budget Estimated Tax Impact: Kingston: \$ 1.48 /\$1,000 Newton: \$ 1.53 /\$1,000

Default Budget Estimated Tax Impact Kingston: \$ 1.50 /\$1,000 Newton: \$ 1.55 /\$1,000

ARTICLE 4- Unanticipated Utility Costs Expendable Trust Fund

Shall the Sanborn Regional School District vote to establish an Unanticipated Utility Costs Expendable Trust Fund under RSA 198:20-c for the purpose of funding unanticipated utility costs and to raise and appropriate up to Seventy-five Thousand Dollars (\$75,000) to be placed in the fund, such sum to come from June 30 fund balance available for transfer on July 1, with no additional amounts to be raised from taxation (i.e., the funds will not lapse to the general fund to offset taxes); and further to name the School Board as agents to expend from this fund.

Recommended by the Budget Committee In Favor: X Opposed: 0

Recommended by the Sanborn Regional School Board In Favor: X Opposed: 0

Estimated Tax Impact Kingston: \$0.00 /\$1,000 Newton: \$0.00 /\$1,000

Mr. Angell noted that this language needs to be amended to reflect that fund has already been established as follows:

Shall the Sanborn Regional School District Vote to raise and appropriate up to Seventy-five Thousand Dollars (\$75,000) to be placed in the Unanticipated Utility Costs Expendable Trust Fund previously established. This sum to come from June 30 fund balance available for transfer on July 1 instead of returning the money to the community to offset taxes. No amount to be raised from taxation.

Recommended by the Budget Committee In Favor: Opposed:

Recommended by the Sanborn Regional School Board In Favor: Opposed:

Estimated Tax Impact Kingston: \$0.00 /\$1,000 Newton: \$0.00 /\$1,000

ARTICLE 5. Capital Reserve Fund-Capital Improvement and Maintenance

Shall the Sanborn Regional School District Vote to raise and appropriate up to Fifty Thousand Dollars (\$50,000) to be placed in the Capital Improvement and Maintenance Capital Reserve Fund previously established. This sum to come from June 30 fund balance available for transfer on July 1 instead of returning the money to the community to offset taxes. No amount to be raised from taxation.

Recommended by the Budget Committee In Favor: X Opposed: 0

Recommended by the Sanborn Regional School Board In Favor: X Opposed: 0

Estimated Tax Impact Kingston: \$0.00 /\$1,000 Newton: \$0.00 /\$1,000

Ms. Ingham Made a Motion to approve the Draft 2023 Warrant with amendments discussed with regard to Article 4- Unanticipated Utility Costs Expendable Trust Fund seconded by Ms. Bashaw.

Mr. Baker commented on the language saying no impact on taxes when if money was returned, it would somewhat lower the tax rate.

Superintendent Ambrose answered how mirroring the language in Article 5 for Article 4 will be the clearest explanation.

Mr. Fitzpatrick asked about the “up to 50K” and “up to 75k”, clarifying that we are asking voters for those amounts using “up to” in case there is not enough unexpended funds to cover it. (This is correct).

Ms. Ingham made a Motion to amend her previous Motion to move and accept the Language of the 2023 Warrant Articles, except for Article 4 which will match Article 5’s language, seconded by Ms. Bashaw.

No further discussion.

Roll Call Vote: All in favor

Chair Dutton asked to move to the vote on Article 4- Unanticipated Utility Costs Expendable Trust Fund.

Ms. Ingham made a Motion to recommend Article 4- Unanticipated Utility Costs Expendable Trust Fund, seconded by Ms. Mahoney.

No further discussion

Roll Call Vote: All in favor

Chair Dutton asked to move to the vote on Article 5- Capital Reserve Fund-Capital Improvement and Maintenance

Ms. Mahoney made a Motion to recommend Article 5-- Capital Reserve Fund-Capital Improvement and Maintenance, seconded by Ms. Ingham.

No further discussion

Roll Call Vote: All in favor

8. 2nd Public Comment - None

9. Old Business

Approval of Policies for 2nd Read

9.2.1 [IHBA](#)-Evaluation Requirements for Children with Specific Learning Disabilities

9.2.2 [IHBA](#)-Programs for Students with Disabilities

9.2.3 [IHBA](#)-Home Education Instruction

Superintendent Ambrose said that Dr. Kennett weighed in on their question on Policy IHBA and he suggests leaving the language the way it is proposed by the New Hampshire School Board Association (NHSBA).

Ms. Ingham made a Motion to approve for the 2nd Read policies IHBA, IHBA and IHBA, seconded by Mr. Edelman.

No further discussion.

Roll Call Vote: All in favor

10. Other Business

10.1 Next Meeting Agenda- Please give any requests to Mr. Ambrose or Chair Dutton by the Wednesday before the meeting.

10.2 Announcements

10.2.1 **The next Sanborn Regional School Board meeting will be held on Wednesday, January 18, 2023, at 6:00 PM** in the Library at Sanborn Regional High School.

10.2.2 **The next Budget Committee meeting will be a public hearing held on Tuesday, January 10, 2023, at 6 PM** in the auditorium at Sanborn Regional High School.

10.2.3 The **Filing Period** for positions on the Sanborn Regional School Board, the Sanborn Regional Budget Committee and the District Moderator will open on **Wednesday, January 25, 2023**, and end on Friday, **February 3, 2023**, at 5:00 p.m. The candidate filing forms may be obtained at the SAU Office from 8:00 a.m. to 4:00 p.m. located in the Christie Building at 51 Church Street in Kingston. The School District Clerk will be available on the last day to file until 5:00 p.m.

11. Non-Public Session-RSA 91-A: 3 II (c) – **Chair Dutton asked for a Motion to enter a non-public session per RSA 91-A: 3 II (c), moved by Ms. Bashaw and seconded by Ms. Ingham.**

Roll Call Vote: All in favor

12. Adjournment- Meeting adjourned at 7:05 PM

Minutes Respectively Submitted by:

Phyllis Kennedy, District Clerk

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**Sanborn Regional School Board
Continuing Public Minutes**

1-04-2023

Time: 7:57 PM

Motion made by Mr. Fitzpatrick to exit the non-public session per RSA 91-a:3 II (c) (k), seconded by Ms. Ingham.

Roll Call Vote: All in favor

Ms. Ingham made a Motion to seal the Minutes in perpetuity, seconded by Mr. Edelman.

Roll Call Vote: All in favor

Ms. Bashaw made a Motion to accept a leave of absence, seconded by Mr. Edelman.

Roll Call Vote: All in favor

Meeting adjourned at 7:59 PM

Recorder: Matthew Angell